

EMPLOYERS CIRCULAR NO. 6/2009
NEW CLAIM FORM FOR SBL, SBL-KHAS, PLT
AND JOINT TRAINING SCHEME

1.0 PURPOSE

- 1.1 The purpose of this Circular is to inform employers of the usage of a new claim form, PSMB/T/1/09, for the reimbursement of training grant under the SBL, SBL-KHAS, PLT and Joint Training Scheme (SLB).

2.0 BACKGROUND

- 2.1 Pembangunan Sumber Manusia Berhad (PSMB) has been conducting the Human Resources Development Fund (HRDF) Workshops to educate employers on the application and claim procedures from time to time, particularly to newly registered employers. However, there are some employers who continue to make mistakes when filling-up their claim forms, which resulted in their claims being queried or rejected. In its effort to improve its delivery system, PSMB has designed a user-friendlier claim form that is made simple and easy to fill.
- 2.2 This new claim form, PSMB/T/1/09 will replace the PSMB/T/1/01 form. The new form also incorporates the PSMB/TR/2/01 form (declaration form for the purchase of consumables training materials without receipts) and PSMB/TR/EMP/06 form (declaration form for trainees and internal trainer meals allowance without receipts). The new claim form is as per **Appendix A**.
- 2.3 The new claim form can be downloaded from PSMB's website at www.hrdf.com.my.

3.0 DATE OF IMPLEMENTATION

- 3.1 Employers are required to use the new form to claim reimbursement of training grant under the SBL, SBL-KHAS, PLT and Joint Training Scheme (SLB) effective 1 May 2009. However, PSMB would still accept reimbursement of training grant claim using the old form until such time when it will be discontinued.
- 3.2 The PSMB/TR/2/01 and PSMB/TR/EMP/06 forms will also be discontinued from the effective date of implementation of the new PSMB/T/1/09 claim form.

4.0 CLOSING

- 4.1 Please feel free to contact our Customer Service Centre at 03 – 2096 4600 or the following officers should you require further clarification or assistance.
- (i) Mohd. Nazali bin Md. Jidin
(telephone number: 03 – 2096 4842);
 - (ii) Syed Shahrul Hafeez bin Syed Halim
(telephone number: 03 – 2096 4864);
 - (iii) Hairi bin Lokman
(telephone number: 03 – 2096 4964); and
 - (iv) Fauziah binti Masrom
(telephone number: 03 – 2096 4838).

Thank you.

“PEKERJA TERLATIH MENJANA KECEMERLANGAN”

Yours sincerely,

(AMIRNUDDIN BIN MAZLAN)
Deputy Chief Executive (Management)
for Chief Executive
Pembangunan Sumber Manusia Berhad