

GUIDELINES FOR APPEAL APPLICATION'S CHECKLIST

INTRODUCTION

This checklist serves as reference in assisting employers to submit their appeal applications. The checklist covers for SBL, SBL-KHAS, SLB, ITS, ALAT, IT and FWT Schemes.

HOW THE CHECKLIST WORKS?

- 1.1 Employers are no longer required to submit the covering letter when submitting the appeals if they already use this checklist.
- 1.2 The checklist needs to be submitted together with the Manual Grant Application Form that has been filled according to the scheme applied. The application forms are downloadable from PSMB Portal; (www.hrdf.com.my→Resources→Forms→Training Grant Application). Employers are to provide complete information as required in the form such as **person-in-charged, email address, telephone and fax number** to ease any correspondences, if necessary. **The form that to be submitted with the checklist must be signed by Manager and above only.**
- 1.3 Employers are required to attach all the supporting documents during submission. (Example: **Course Content, Trainer Profile, Quotation/ Invoice etc.**)
- 1.4 Employers must make sure all sections on the checklist have been completed and all documents are attached. Failure to comply will lead to rejection of the appeal application.
- 1.5 Reason for Appeal is compulsory to be provided. It must be concise and specify the reason for the appeal application.
- 1.6 Separate appeal checklist should be used for each appeal application. Kindly mail the checklist and all the supporting documents to PSMB HQ/respective branches where your applications are being processed.

**Pembangunan Sumber Manusia Berhad
(HQ and Respective branches' addresses)**

- 1.7 Complete appeal applications will be processed within 14 working days. Final approval of appeal is subjected to PSMB's consideration.