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**EMPLOYERS' CIRCULAR NO. 7/2007**

**NEW FORM FOR APPLICATION OF TRAINING GRANT**

**1. PURPOSE**

- 1.1 The purpose of this circular is to inform employers that Pembangunan Sumber Manusia Berhad (PSMB) has designed a new form for the application of training grant under the SBL, SBL-Khas and Joint Training Scheme.

**2. BACKGROUND**

- 2.1 PSMB encourages employers to utilise their HRD levy contribution in retraining and skills upgrading of their workforce. In line with this, PSMB has designed a more user-friendly application form which is also able to accommodate the various changes in the training grant procedures made over the last few years.

**3. PROCEDURE**

- 3.1 Under the SBL-Khas Training Scheme, employers are required to fill in form PSMB/SBL-KHAS/T1/01 in addition to the application form PSMB/SBL/1/01 that allows training provider to claim from the training fee from PSMB. Details in form PSMB/SBL-KHAS/T1/01 are now incorporated into the new application form but the number of pages in the new form remains unchanged.
- 3.2 The current procedures for the application of training grants under the SBL, SBL-Khas and Joint Training Scheme remains unchanged. All application forms must reach PSMB before commencement of training. For faster response from the Secretariat, employers are encouraged to use our online facilities to submit their application via the Internet.
- 3.3 Soft copies of the new application form in the English and Bahasa Melayu versions are available from our website [www.hrdnet.com.my](http://www.hrdnet.com.my).
- 3.4 Employers are reminded that they can only make claims for their training activities once they have obtained approvals from the Secretariat. Please be informed that claim procedures for the three training schemes remain unchanged.

**4. DATE OF IMPLEMENTATION**

- 4.1 Effective from the date of this circular letter, employers are encouraged to use the new application form, [PSMB/PGL/1/07](#) as in Appendix A. The old application form, PSMB/SBL/1/01 will not be applicable as from 1 July 2008.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”  
“PEKERJA PRODUKTIF NEGARA KOMPETITIF”**

Yours sincerely,

**( MEJ (B) VAN WENG HONG )**

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Training Grant Division  
for Chief Executive  
Pembangunan Sumber Manusia Berhad