



**PEMBANGUNAN SUMBER MANUSIA BERHAD**  
**(Human Resources Development Berhad)**  
**WISMA PSMB**  
**JALAN BERINGIN, DAMANSARA HEIGHTS**  
**50490 KUALA LUMPUR**

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10 July 2008

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**EMPLOYERS' CIRCULAR NO. 7/2008**  
**PROCEDURE ON TRAINING GRANT DISBURSEMENTS FOR**  
**EMPLOYERS WHO HAVE ARREARS OF LEVY AND UNPAID INTEREST**

**1. PURPOSE**

- 1.1 The purpose of this Circular is to inform employers of the procedure on training grant disbursements for employers who have arrears of levy and unpaid interest, effective 1 August 2008.

**2. BACKGROUND**

- 2.1 Section 20(6A) of the Pembangunan Sumber Manusia Berhad Act, 2001 came into force on 20 February 2008. Section 20(6A) reads as follows:

"Notwithstanding subsections (5) and (6), the Board may, upon a written application to the Perbadanan by any employer mentioned in subsection (5), allow any financial assistance or other benefit to be given to the employer, subject to such terms and conditions as may be determined by the Board".

- 2.2 The purpose of inserting Section 20(6A) in the Pembangunan Sumber Manusia Berhad Act, 2001 was to allow employers to continue receiving financial assistance and other benefit from the Human Resources Development Fund (HRDF) even though they have arrears of levy and unpaid interest.

- 2.3 The essence of Section 20(6A) was to allow employers to apply for financial assistance continuously and submit training grant claims upon completion of training.

**3. IMPLEMENTATION PROCESS**

- 3.1 To implement the new disbursement procedure, the amount of arrears of levy and/or unpaid interest that is more than 90 days will be offset with the amount of training grant claims that is approved for payment. Arrears of levy and unpaid interest that is less than 90 days will not be offset. This is to discourage employers from having arrears of levy and not settling it and its interest.

- 3.2 Under this new procedure, not only that employers' training grant claims are reimbursed but their arrears of levy and/or unpaid interest will also be gradually paid-off or reduced. The total amount of financial assistance eligible to be received by employers is still, however, subject to the balance in their levy accounts. In the event the amount of levy in employers' accounts is insufficient, the amount of training grants disbursed will be equivalent to the balance in employers' accounts (partial payment). The remaining training grants will be reimbursed when employers have accumulated sufficient levy in their accounts. If the balance of levy in employers' accounts is less than the amount of training grant claims approved for payment, no arrears of

levy and unpaid interest will be offset and the claim will be rejected.

- 3.3 To assist employers with arrears of levy and unpaid interest in applying for financial assistance and other benefit from the HRDF under the new Section 20(6A), employers can submit their written application through a prescribed format ([Attachment A](#)). This written application shall only be made once and not every time a claim is submitted.
- 3.4 If employers with arrears of levy and unpaid interest fail to submit any form of written application upon the submission of their training grant claims, the claims will be rejected.

#### **4. ENQUIRIES**

- 4.1 The prescribed format of the application can also be downloaded from PSMB's website at [www.hrdnet.com.my](http://www.hrdnet.com.my).
- 4.2 For further information, please call our Customer Service at 03 – 2096 4600 or the officers below for assistance:
- (i) Siti Haida binti Mohd. Aini (03 – 2096 4854);
  - (ii) Mohd. Nazali bin Md. Jidin (03 – 2096 4842); and
  - (iii) Syed Shahrul Hafeez bin Syed Halim (03 – 2096 4864).

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”**  
**“Pekerja Inovatif Negara Kompetitif”**

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**

General Manager of Finance  
for Chief Executive  
Pembangunan Sumber Manusia Berhad

*Company Letterhead*  
(Address and contact number)

Date:

Employer Code No:

Chief Executive  
Pembangunan Sumber Manusia Berhad  
Finance Division  
4<sup>th</sup> Floor, Wisma PSMB  
Jalan Beringin  
Damansara Heights  
50490 Kuala Lumpur

Dear Sir,

**APPLICATION FOR TRAINING GRANT DISBURSEMENTS FOR EMPLOYERS  
WITH ARREARS OF LEVY AND UNPAID INTEREST FOR THAN 90 DAYS**

We acknowledge that we have arrears of levy and unpaid interest. We would like the arrears of levy and unpaid interest that is more than 90 days be offset from the amount of training grant approved for payment every time we submitted our claims, subject to the balance in our levy account. If the amount of levy in our account is insufficient, we agreed to be paid partially based on the balance in the account. PSMB will reimburse us the remaining training grants once there is sufficient levy in the account.

We will abide to the terms and conditions imposed by PSMB in receiving the training grants.

This application is enforced unless revoke by us in writing.

Thank you.

Yours sincerely,

Signature:

Name:

Designation:

Company stamp: