



**PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)**

**KEMENTERIAN SUMBER MANUSIA**

**Wisma PSMB  
Jalan Beringin, Damansara Heights  
50490 Kuala Lumpur**

Tel : 03-2096 4800

Faks : 03-2096 4999

Laman web : [www.hrdf.com.my](http://www.hrdf.com.my)

*Our ref.: ( 50 )PSMB/20/8 Kulit 5*

*Date : 2 May 2010*

## **EMPLOYERS CIRCULAR NO. 8/2010**

### **DISCONTINUATION OF SBL SCHEME FOR MANUAL APPLICATIONS**

---

#### **1.0 PURPOSE**

- 1.1 The purpose of this circular is to inform employers that applications for financial assistance under the HRDF for SBL Scheme will no longer be submitted manually and must be submitted via online effective from 1<sup>st</sup> August 2010.

#### **2.0 BACKGROUND**

- 2.1 PSMB has been receiving the manual SBL Scheme applications from employers since the beginning of the scheme in 1993. As PSMB has adopted the Internet technology, the submission of SBL scheme through the online applications was first introduced since 1<sup>st</sup> March 2001. The establishment of this online service was in-line with the development of PSMB portal. Currently, employers have two options to submit their SBL applications either manually or online.

2.2 Through out the years, PSMB has made some progress to the development of the web-based application systems. For example, with effect from 1<sup>st</sup> January 2010, PSMB has made another progress with the implementation of training grant applications under the Information Technology and Computer-Aided Training Scheme and SBL-Khas Scheme must be made through via online. Training grant applications received manually for both of the schemes will be rejected. The submissions of the online applications for both schemes have been well received by employers.

### **3.0 IMPLEMENTATION OF SBL ONLINE APPLICATIONS**

3.1 PSMB has decided that employers must submit their training grant applications under the SBL scheme via the Internet through the PSMB portal. Employers must have access to the Internet and log on to PSMB portal at [www.hrdf.com.my](http://www.hrdf.com.my). The SBL Online application forms must be filled up and attached with the required supporting documents. Submission of the online applications must be made at least one (1) day before the commencement of the training programmes.

3.2 The move to implement the SBL Online applications is in line with the government initiatives to increase the usage of ICT at the workplace. Amongst other objectives of the implementation are as follow:

- (a) to increase the service delivery and value add services from PSMB to employers;
- (b) to increase the productivity of the registered employers by optimising the use of ICT in the workplace;

- (c) to ensure fast and accurate approval to be granted by PSMB to employers;
- (d) to enhance the country competitiveness through the increase in productivity of the employers;
- (e) to increase awareness among employers on the paperless culture that leads to the conservation of the environment; and
- (f) to further encourage training and retraining activities among employers as the training grant approvals are processed faster.

3.3 With the implementation of submission on the training grant applications through the SBL Online, all manual applications received after 1<sup>st</sup> August 2010 will not be entertained. However, employers at the rural areas such as Gua Musang, Tawau or Kapit that do not have the Internet or having interrupted Internet line may still submit the manual application forms with justifications. If employers having difficulty to access the PSMB Portal due to power failure or any other reasons, manual submission will be allowed on case to case basis.

#### **4.0 TERMS AND CONDITIONS**

4.1 The terms and conditions for submission of training grant applications under the SBL Online scheme will remain the same. All online training grants applications received will be processed accordingly based on the current allowable costs entitled by the employers.

#### **5.0 REMINDER**

5.1 Employers who do not have the password are advised to request the password from the Information Technology Division of PSMB. It

is advisable for employers to familiarise themselves with the online system to avoid any discontentment.

## **6.0 DATE OF IMPLEMENTATION**

6.1 To ensure that all employers are espoused to the new ruling, a grace period of three months will be given to employers for them to get used with the new application systems. This circular is effective from **1<sup>st</sup> August 2010**.

6.2 Please feel free to contact our Customer Service Officer at 03-2096 4600 or 03-2096 4819 should you require any further clarification or assistance.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”  
“PEKERJA BERINOVASI PEMACU TRANSFORMASI”**

Yours sincerely,

**(AMIRNUDDIN BIN MAZLAN)**

Chief Executive

Pembangunan Sumber Manusia Berhad