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**TRAINING PROVIDER CIRCULAR NO 1/2006**  
**APPOINTMENT OF OFFICERS AUTHORISED TO SIGN PSMB'S CLAIM FORMS AND**  
**DOCUMENTS RELATING TO CLAIMS**

**1. PURPOSE**

- 1.1 The purpose of this Circular is to inform training providers of the requirement to submit a list of names and specimen signatures of officers authorised to sign PSMB's claim forms and documents relating to claims.

**2. BACKGROUND**

- 2.1 Under the SBL-Khas training scheme, only Managing Director, General Manager or managers of training centres are allowed to sign claim forms for course fees. However, their signatures have not been authenticated. It has been discovered that a few staff of training providers have been misusing the stamps of their Managing Directors, General Managers or managers of training centres to claim course fees without their knowledge.

**3. APPOINTMENT OF OFFICERS AUTHORISED TO SIGN CLAIM FORMS AND DOCUMENTS RELATING TO CLAIMS**

- 3.1 To avoid staff of training providers from submitting false claims without the knowledge of the management, specimen signatures of Managing Directors, General Managers and managers of training centres are required under a new ruling. This ruling does not only apply to the SBL-Khas training scheme but also extended to PERLA, SLP, Apprenticeship schemes and future training schemes introduced by PSMB, where course fees are claimed directly from PSMB. In addition, all documents relating to claims e.g. TR forms, photostatted documents and letters confirming own staff attending courses organised by training providers must also be signed by Managing Directors, General Managers or managers of training centres. **Administrative Assistants, Clerks, course leaders, speakers, trainers or any staff are not allowed to sign claim forms and documents relating to claims.** This is important because course fees are claimed directly by training providers from PSMB under the SBL-Khas, PERLA, SLP and Apprenticeship schemes.

- 3.2 To enforce this requirement, training providers are required to submit a list of names and specimen signatures of their Managing Directors, General Managers and managers of training centres. Training providers who fail to comply with this requirement will have their claims rejected. Claim forms signed by officers not included in the list will also be rejected. [The form](#) to submit the list of names and specimen signatures is attached to this circular and is to be returned to the following address:

Chief Executive  
Pembangunan Sumber Manusia Berhad  
Finance Division  
WISMA PSMB, JALAN BERINGIN  
DAMANSARA HEIGHTS  
50490, KUALA LUMPUR  
(Attn: Finance Division)

- 3.3 It is the responsibility of training providers to inform PSMB of any changes to the

list of authorised signatories using the same form.

**4. CLOSING**

4.1 Training providers are to take note of the requirement to submit a list of names and specimen signatures of their Managing Directors, General Managers and managers of training centres in order to avoid their claims being rejected.

4.2 For further clarification, please do not hesitate to contact the following officers:

- (i) Hashim bin Mustafa  
( telephone no : 03 – 2096 4841);
- (ii) Mohd. Nazali bin Md. Jidin  
( telephone no : 03 – 2096 4842);
- (iii) Syed Shahrul Hafeez bin Syed Halim;  
( telephone no n: 03 – 2096 4864); dan
- (iv) Siti Haida binti Mohd. Aini  
( telephone no : 03 – 2096 4854).

4.3 This Circular will be effective as from 1 February 2006 .

Thank you.

***“PEKERJA TERLATIH MENJANA KECEMERLANGAN”***  
***“Pekerja Cemerlang Negara Terbilang”***

Yours sincerely,

**( AMIRNUDDIN BIN MAZLAN )**  
General Manager Finance  
For Chief Executive  
Pembangunan Sumber Manusia Berhad