



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)

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## **TRAINING PROVIDERS CIRCULAR NO. 1/2010**

### **REGISTRATION OF SEMINAR PROGRAMMES UNDER SBL-KHAS SCHEME**

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#### **1. PURPOSE**

The purpose of this circular is to inform training providers registered with PSMB that the registration of seminar programmes which are held locally are allowed under the SBL-Khas Scheme.

#### **2. BACKGROUND**

2.1 The PSMB Board of Directors, at its meeting on 29<sup>th</sup> June 2006 has decided that employers when sending their employees to attend conference and seminars are allowed to have their seminar fees reimbursed under the HRDF. Attending conference and seminars are useful as the participants get to be exposed to the latest information, issues and researches related to their professions, thus broadening their scope of knowledge on specific subjects. Conference and seminars also allow participants as well as gain the views of speakers who are mostly experts in their own respective fields.

2.2 Subsequently in 26<sup>th</sup> May 2009, conference programmes are allowed to be registered under the SBL-Khas Scheme. PSMB has received requests from registered training providers seeking approvals to register their seminar programmes under the same scheme to assist employers to attend seminars especially to attain higher income economy. This will assist employers to be at the forefront of their industries and drive their companies to a more competitive level.

### 3. TERMS AND CONDITIONS FOR TRAINING PROVIDERS

3.1 To register seminar programmes under the SBL-Khas Scheme, registered training providers under **Category A** are required to comply with the following terms and conditions:

- a) Registration of the seminar programmes with PSMB must be submitted via online at least one (1) month prior to the commencement of the event;
- b) Training providers are required to submit their applications together with the following supporting documents:
  - (i) Seminar programme schedule;
  - (ii) List of speakers; and
  - (iii) Bank payment slip of RM300 per seminar programme.
- c) Training providers are required to submit lists of speakers with a minimum of at least three (3) speakers per seminar programme. The speakers however, are not required to attend the PSMB Train-The-Trainer Programme / apply for exemptions from attending the PSMB Train-The-Trainer Programme;

- d) The processing fee to register a seminar programme is **RM300.00** and approval to be provided by PSMB will be for a period of one (1) year. Training providers may repeat the implementation of the approved seminar programme in various locations over a period of one (1) year. If a training provider wishes to organise more sessions after one (1) year, they will be required to submit new applications. Training providers are required to make payments with any Public Bank or Internet Banking through Inter Banking Giro Facility;
- e) The duration of the seminar must be at least 7 hours per day but not more than three (3) days;
- f) The seminar is to be held locally; and
- g) The seminar fee to be reimbursed by PSMB will be up to a maximum of RM750.00 per participant per day.

#### **4. CLAIMS FOR COURSE FEE**

- 4.1 To claim for the course fee, training providers are required to fill up forms **PSMB/SBL-KHAS/T2/09 & PSMB/SBL-KHAS/T3/01** (for only employers involved in the claims) and submit the original copies together with the appropriate invoices to PSMB.
- 4.2 Claims shall only be submitted upon the completion of seminar. The last day for claims submission by training providers is 30<sup>th</sup> June the following year. As an example, for a seminar completed in year 2010, the last day for acceptance of claims by PSMB is 30<sup>th</sup> June 2011.
- 4.3 As a kind reminder, all disbursement of claims is handled by the **Claim Unit in the Finance Division of PSMB in Kuala Lumpur.**

**5. EFFECTIVE DATE**

5.1 This circular is effective from the date of this circular letter.

Thank you.

**“PEKERJA TERLATIH MENJANA KECEMERLANGAN”**

**“KERANA MU MALAYSIA MAJU”**

Yours sincerely,

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

Deputy Chief Executive (Operations)  
Pembangunan Sumber Manusia Berhad