



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

Khidmat Pelanggan : 03-2096 4600

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Our ref. : (29)PSMB/1/14/13 klt. 2

Date : 25 September 2013

## TRAINING PROVIDERS CIRCULAR NO. 4/2013

### REVISION ON THE PAYMENT PROCEDURE OF TRAINING PROVIDERS REGISTRATION

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#### 1.0 PURPOSE

- 1.1 The purpose of this circular is to inform training providers on the revised payment procedure of training provider's registration.

#### 2.0 REVISED PAYMENT PROCEDURE

- 2.1 With the revised payment procedure, a processing fee of RM100.00 is imposed for each application submitted to register with PSMB. The **processing fee will not be returned** if the application is rejected.
- 2.2 Upon approval (according to the Category) the registration fee are then required to be paid in full. PSMB will only issue the certificate of registration once the registration fee is fully paid.

#### PEJABAT CAWANGAN

- Utara** : Tingkat 2, Wisma PERKESO, Lebuh Tenggara 2, Bandar Seberang Jaya, 13700 Prai, Pulau Pinang. Tel : 04-397 0779 Faks : 04-398 7350
- Johor** : No. 50 & 50 - 01, Jalan Setia 3/7, Taman Setia Indah, 81100 Johor Bahru, Johor. Tel : 07-353 8121 Faks : 07-353 8217
- Sabah** : Lot B5, Tingkat 5, Bangunan KWSP, 88598 Kota Kinabalu, Sabah. Tel : 088-260 114 Faks : 088-252 114
- Sarawak** : No. 6, Lot 2338 Tingkat 1, Bormill Estate Commercial Centre, Jalan Tun Ahmad Zaidi Adruce, 93150 Kuching, Sarawak. Tel : 082-254 721 Faks : 082-254 795



2.3 The payment schedule of training provider's registration is as follows:-

Category	Processing Fee (RM)	Registration Fee (RM)
A	100.00	1,200.00
B / B(HO)		700.00
C / C(SVO)		Nil
Branch		600.00

### 3.0 EFFECTIVE DATE

3.1 This circular takes effect from **1 October 2013**.

### 4.0 CONCLUSION

4.1 Please contact Mohamad Sukri Bin Kamaludin at (03) 2096 4829 / Noriah Mustaffa at (03) 2096 4830 or our Customer Service Centre at (03) 2096 4600 / (03) 2096 4891 should you require further clarification or assistance.

Thank you.

***"PSMB-SHAPPING PEOPLE"***

***"PEKERJA MEREALISASI TRANSFORMASI NEGARA"***

Yours sincerely,



**(C.M VIGNAESVARAN A/L JEYANDRAN)**

b.p Chief Executive  
Pembangunan Sumber Manusia Berhad