

HANDBOOK ON THE SCOPE OF COVERAGE OF PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001

(APRIL 2017 AMENDMENTS)



CONTENT

Background	2
Role of PSMB	2
Levy / Grant System	3
Rationale of the Expansion of PSMB Act 2001	3
PSMB Initiative in Empowering the Small and Medium Enterprises (SME) Capability and Development	4
Further Information on Training and Grant	6
Sub-Sectors Covered Under the PSMB Act 2001	6
Employer Registration	6
APPENDIX I - List of 63 Sub-Sectors Within the Service, Manufacturing, and Mining & Quarrying Sectors	7
APPENDIX II - Form 1	9
APPENDIX III - Form 1A	11
APPENDIX IV - Guideline on How to Complete Form 1 (Employers Registration Form) Under the PSMB Act 2001	12
APPENDIX V - Complete PSMB Registration Check List Under PSMB Act 2001	16
PSMB's Footprints Across Malaysia - Contact Details of PSMB Headquarters and Branches	18
Frequently Asked Questions (FAQ) on the Expansion of PSMB Act 2001	19
How to Register Online	21
PSMB Training Scheme	22
Types of Training Programmes	23

BACKGROUND

Pembangunan Sumber Manusia Berhad (PSMB) is a dynamic organisation under the Ministry of Human Resources (MoHR), Malaysia that was established in 1993. Governed by the Pembangunan Sumber Manusia Berhad Act 2001 (PSMB Act 2001), PSMB has been accorded the mandate by the Government of Malaysia to catalyse the development of a competent local workforce who will contribute towards Malaysia's vision of becoming a developed, high-income economy by the Year 2020.

Since its inception, PSMB has evolved in its role from managing a sizeable fund to becoming a one-stop-center for providing novel Human Resources Development (HRD) solutions to its registered employers, particularly to the critical mass of Malaysian Small and Medium Enterprises (SMEs); which constitute approximately 80 per cent of employers registered with PSMB.

In this instance, PSMB continues to be steadfast in its effort towards encouraging employers covered under the PSMB Act 2001 to retrain and upgrade the skills of their local employees, apprentices and trainees in keeping up with the fast evolving global business landscape while meeting their individual company's aspirations through the provision of financial assistance via grant disbursements from the collection of Human Resource Development (HRD) levy from its registered employers.

With 19 new sub-sectors added to the PSMB Act 2001 (in addition to the 44 sub-sectors), PSMB has assumed a greater responsibility to reach out to the corporates; educating and motivating them to seek the benefits and value of PSMB programmes and initiatives.

ROLE OF PSMB

As the custodian and an authoritative institution mandated by the Government of Malaysia to catalyse the development of a competent local workforce, PSMB's macro role is to ensure the creation and growth of quality local human capital through efficient high-skilled training certification programmes and initiatives that would contribute to a 35 per cent skilled Malaysian workforce and the creation of 1.5 million jobs by the Year 2020.

Through the PSMB Act 2001, PSMB is committed to:

- i. Improve the efficiency of the local labour market which will help accelerate the nation's economic growth particularly through the country's SMEs;
- ii. Transform technical and vocational education in Malaysia to meet industry demands through the provision of training programmes which will not only enhance the productivity of a company but also enabling it to become more competitive across local, regional and global markets;

- iii. Strengthen lifelong learning among Malaysian employees for skills enhancement in line with the Government's effort to transform Malaysia from middle to high income economy by the Year 2020; and
- iv. Foster a culture of training and retraining among Malaysian employers, particularly employers registered with PSMB.

LEVY/GRANT SYSTEM

PSMB, through the PSMB Act 2001 imposes the collection of a Human Resources Development (HRD) levy by way of legal authority on liable employers in Malaysia.

In return, these employers receive financial assistance from the HRD levy paid, for training and development of their local employees. The levy paid is also used for the purposes of promoting, developing and upgrading the skills of local workers, apprentices and trainees through training grants.

RATIONALE OF THE EXPANSION OF PSMB ACT 2001

PSMB has been given the mandate by the Government of Malaysia to improve its regulatory and funding support by way of broadening access to its HRD Fund by expanding the coverage of the PSMB Act 2001. This expansion is expected to increase the number of employees that are eligible for training under PSMB from the current 1.77 million to 2.8 million by the Year 2020, an increment of 58 per cent.

The expansion of the PSMB Act 2001 is a step towards qualifying and quantifying training and development programmes that are not only able to improve core competencies of employees of PSMB registered employers but would also help towards enhancing their overall business sense.

This expansion is also a crucial step towards the overall development of Malaysia's human capital; assisting towards increasing the number of skilled local workers from the current 31 per cent to 35 per cent by the Year 2020 (as outlined in the Eleventh Malaysia Plan 2016 - 2020).

To realise these aspirations, PSMB is expanding the coverage of the PSMB Act 2001 with effect from 1 April 2017 by streamlining its eligibility criterion to Malaysian employers across all sub-sectors within the Manufacturing, Services, Mining & Quarrying sectors which employ a minimum of ten (10) local employees.

PSMB INITIATIVES IN EMPOWERING THE SMALL AND MEDIUM ENTERPRISES (SME) CAPABILITY AND DEVELOPMENT

SME Instrument Division

The SME Instrument Division is tasked to develop and enhance the SME Capability Building through a structured training and skill development programmes with measurable outcome. The focus areas are Innovation, Productivity and Human Resource Management (HRM) with the notion of increasing productivity and efficiency, increase profitability, new employment creation and improving business sustainability of the SMEs. These efforts are in tandem with the National SMEs Development Council (NSDC) Mandates listed as follows:

- Identify and address the training needs of SMEs across all sectors;
- Coordinate the training & development of trainers;
- Coordinate, facilitate, implement and monitor SMEs training & development programmes conducted by various ministries and government agencies;
- Provide evaluation of the effectiveness, relevancy and quality of the training programmes carried out by Ministries and Government Agencies;
- Establish close linkages with stakeholders to ensure relevance of training programmes in terms of human resources needs of the industry; and
- Benchmark training against international best practice to remain competitive.

Meanwhile the SME Instrument Division's approach is divided into two training interventions i.e. Strategic and Functional. Strategic Level training intervention is focusing on SME business owners and decision makers, while Functional Level will focus on the mid-managers and below with certification programmes for continuous re-skilling and up-skilling purpose.

SME Instrument Division had taken a more structured approach to identify suitable training intervention with the introduction of MyFuture to diagnose the overall HR Maturity of the SMEs and identifying their competency gaps before administering or recommending any training intervention.

Apart from the above, SME Instrument is also in-charge of Recognition of Prior Experiential Learning (RPEL) scheme. RPEL is a scheme to recognise and certify the skills and experiences of the Malaysian workforce from the Bottom 40 (B40) category. The execution is based on a predetermined set of criteria designed to recognise the skills and experience of these workers, and to certify them with level 4 of Malaysian Skills Certificate (Sijil Kemahiran Malaysia Tahap 4) or Malaysian Skills Diploma (Diploma Kemahiran Malaysia). RPEL scheme is targeted for Malaysia B40 category with a household income of below RM 3,900.00 per month.

National Human Resources Centre (NHRC)

Since its establishment in 2011, the National Human Resource Centre (NHRC) has been focusing its endeavours to support the national agenda of strengthening Malaysian SMEs by providing the relevant industry sectors with strategic and operational HR competencies.

NHRC Information and Services

- **Level 1 Services:** SME employers can get a lot of useful tips and information about HR issues that arise from their day-to-day business operations for FREE through NHRC portal (www.nhrc.com.my). Employers can refer to Frequently Asked Question (F.A.Q) section and forum platform which provide with the specific answers and also discussions on the HR regulatory requirement and topics in Malaysia.
- **Level 2 Services:** Quick solutions, advice and guidance pertaining to HR-related topics addressed through the NHRC Call Centre via free toll number at **1800-88-4800**. Employer can also walk-in directly to PSMB office or just by dropping us an email at info@nhrc.com.my
- **Level 3 Services:** Strategic HR advices and consultancy provided by approved HR consultants with minimal fees through on-site or off-site intervention. This also includes range of services such as SME TNA Consultancy Scheme and TNA training programme for eligible employers.

Other NHRC Services:

1) **SME Training Needs Analysis Consultancy Scheme (SME TNA Consultancy Scheme)**

The objective of this scheme is to enable the company to identify its training needs systematically through TNA consultant and build the TNA competency of its training personnel.

2) **Training Needs Analysis (TNA) Consultancy Scheme For Small And Medium Enterprises (SMEs)**

The objective of this scheme is to enable SMEs to systematically identify their training needs with the support of a TNA consultant; enabling SMEs to develop and enhance the competency of its training personnel.

3) **HR Solution Workshop**

HR Solution Workshop is part of the Level 3 services of NHRC which was formed to strengthen the employers' human resource management and development area that will produce and raise the skills and knowledge of the workforce. Hence, the HR Solution Workshop is being conducted to provide strategic and change management support to expedite the adoption

of progressive and modern human resource practices among HR Practitioners in Malaysia. The collaboration between NHRC with other institutions /consultants in organising the HR Solution Workshop is aimed to enhance the competencies and capabilities of HR Practitioners in the areas related to human resources.

Target Participants

Participation is open to all level of HR Practitioners from SMEs, Multinational Corporations (MNCs), PSMB Registered employers and non-registered employers.

FURTHER INFORMATION ON TRAINING AND GRANT

Each and every employer who registers with PSMB shall be entitled for one (1) seat at our HRDF Workshop at no cost. HRDF Workshop is a two (2) day workshop held monthly at various locations across Malaysia with the aim of guiding and training employer's representative to understand and navigate our Electronic Transformed Information System (eTRIS).

SUB-SECTORS COVERED UNDER THE PSMB ACT 2001

With effect from 1 April 2017, PSMB is expanding the coverage of the PSMB Act 2001 by streamlining eligibility criterion to Malaysian employers from across all sub-sectors within the Manufacturing, Services, Mining & Quarrying sectors with a minimum of ten (10) local employees.

In addition, the amendment of the PSMB Act 2001 also includes the expansion and increase of coverage for Category Options for employers across all sub-sectors under the Manufacturing, Services, Mining & Quarrying sectors with five (5) to nine (9) local employees and the abolishment of the paid-up capital criterion for the Manufacturing and Mining & Quarrying sectors.

EMPLOYER REGISTRATION

Employers covered by the PSMB Act 2001 are required to complete the Employer Registration Form (Form 1) and Employer Information Form (Form 1A) as shown in **APPENDIX II** and **APPENDIX III**.

These forms can also be downloaded from PSMB's official website www.hrdf.com.my and to be submitted with **Company Forms 9, 24, 49** as well as **COMPANY PROFILE / ANNUAL REPORT / FINANCIAL AUDIT REPORT, AND LATEST EPF STATEMENT** to the address stated on the back-cover of this book.

As a guide for eligible employers to complete **Form 1**, kindly refer to **APPENDIX IV** and the complete checklist is stated in **APPENDIX V**.

For more information, please visit **PSMB'S OFFICIAL WEBSITE - www.hrdf.com.my** and/or contact **PSMB'S TOLL FREE LINE at 1800 88 4800**.

LIST OF 63 SUB-SECTORS WITHIN THE SERVICE, MANUFACTURING, AND MINING & QUARRYING SECTORS

MINING AND QUARRYING SECTOR

SUB-SECTOR / INDUSTRY	ELIGIBILITY CRITERIA	RATE OF LEVY PAYMENT
1. Extraction of Crude Petroleum Oils and Gas	≥10 Malaysian Employees	1%
2. Mining and Quarrying	5 - 9 Malaysian Employees (given option to register)	0.5%

SERVICE SECTOR

SUB-SECTOR / INDUSTRY	ELIGIBILITY CRITERIA	RATE OF LEVY PAYMENT
1. Hotel	≥10 Malaysian Employees	1%
2. Air Transport		
3. Telecommunication		
4. Freight Forwarding		
5. Shipping		
6. Postal or Courier		
7. Advertising		
8. Computer Services		
9. Energy		
10. Training		
11. Higher Education		
12. Hypermarket, Supermarket and Departmental Store Services	5 - 9 Malaysian Employees (given option to register)	0.5%
13. Direct Selling		
14. Port Services		
15. Engineering Support and Maintenance Services		
16. Research and Development		
17. Warehousing Services		
18. Security Services		
19. Private Hospital Services		
20. Commercial Land Transport		
21. Railway Transport Services		

SERVICE SECTOR

SUB-SECTOR / INDUSTRY	ELIGIBILITY CRITERIA	RATE OF LEVY PAYMENT
22. Gas, Steam and Air-Conditioning Supply 23. Water Treatment and Supply 24. Sewerage 25. Waste Management and Material Recovery Services 26. Production of Motion Picture, Video and Television Programme, Sound Recording and Music Publishing 27. Information Service 28. Building and Landscape Services 29. Event Management Services 30. Early Childhood Education 31. Health Support Services 32. Franchise	≥10 Malaysian Employees	1%
33. Sale and Repair of Motor Vehicles 34. Private Broadcasting Services 35. Driving School 36. Tourism Enterprise 37. Veterinary Services 38. Food and Beverage Services	5 - 9 Malaysian Employees (given option to register)	0.5%

MANUFACTURING SECTOR

SUB-SECTOR / INDUSTRY	ELIGIBILITY CRITERIA	RATE OF LEVY PAYMENT
Manufacturing, that is, the making or processing of an article by labour or machine or both, including the transformation of parts or components into another article of a different nature or character by way of altering, blending, ornamenting, finishing or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal, including the building of a ship or the assembly of parts of a ship.	≥10 Malaysian Employees	1%
	5 - 9 Malaysian Employees (given option to register)	0.5%



**BORANG 1 / FORM 1
(Peraturan 4 / Regulation 4)**

PENDAFTARAN MAJIKAN / REGISTRATION OF EMPLOYER

PERATURAN-PERATURAN PEMBANGUNAN SUMBER MANUSIA BERHAD
(PENDAFTARAN MAJIKAN DAN PEMBAYARAN LEVI) 2001
PEMBANGUNAN SUMBER MANUSIA BERHAD
(REGISTRATION OF EMPLOYERS AND PAYMENT OF LEVY) REGULATIONS 2001

Nota / Note :

- Sila Lengkapkan Bahagian A.
Please complete Part A.
- Bahagian B hanya perlu dilengkapkan oleh majikan yang mempunyai 5 hingga 9 orang pekerja.
Part B shall only be completed by employers in the with 5 to 9 employees.
- Borang ini hendaklah dikembalikan bersama dengan dokumen sokongan dalam tempoh 30 hari selepas tarikh permulaan keatuasa Peraturan-peraturan ini atau selepas tarikh Akta menjadi terpakai baginya (Peraturan 4, Peraturan-peraturan Pembangunan Sumber Manusia Berhad (Pendaftaran Majikan dan Pembayaran Levi) 2001).
This form must be submitted together with supporting documents within 30 days after the date of coming into operation of these Regulations or after the date of the Act becomes applicable to him (Regulation 4, Pembangunan Sumber Manusia Berhad (Registration of Employer and Payment of Levy) Regulations 2001).
- Sila ambil perhatian bahawa mana-mana orang yang membuat apa-apa pernyataan yang tidak betul atau tidak benar atau mengemukakan atau memberikan apa-apa dokumen yang palsu dalam apa-apa butir material telah melakukan suatu kesalahan dan apabila disabitkan boleh didenda tidak melebihi dua puluh ribu ringgit atau dipenjarakan selama tempoh tidak melebihi dua tahun atau kedua-duanya (Seksyen 40(1) Akta Pembangunan Sumber Manusia Berhad 2001).
Please take note that any person who makes any incorrect or untrue statement or produce or furnish any false documents in any material particulars shall be guilty of an offence and shall on conviction be liable to a fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding two years or to both (Section 40(1), Pembangunan Sumber Manusia Berhad Act 2001).
- Tertakluk kepada pengesahan PSMB, tandatangan dan cap tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik.
Subject to verification by PSMB, signature and stamp are not required if this form is sent through the electronic medium.

A. PENYATA MAKLUMAT MAJIKAN / EMPLOYER INFORMATION STATEMENT

1. Nama Majikan <i>Employer Name</i>																					
2. Alamat Surat-menyurat <i>Correspondence Address</i>																					
Bandar <i>Town</i>																					
Postkod <i>Postcode</i>						Negeri <i>State</i>															
3. (a) No. Telefon <i>Telephone No.</i>																					
(b) No. Faks (jika Ada) <i>Facsimile No. (If Any)</i>																					
(c) Alamat E-Mel <i>E-Mail Address</i>																					
4. (a) No. Pendaftaran Majikan <i>Employer Registration No.</i>																					
(b) Entiti Perniagaan <i>Business Entity</i>	i. Pemilik Tunggal <input type="checkbox"/> <i>Sole Proprietorship</i>			ii. Perkongsian <input type="checkbox"/> <i>Partnership</i>			iii. Sendirian Berhad <input type="checkbox"/> <i>Private Limited</i>														
	iv. Berhad <input type="checkbox"/> <i>Limited</i>			v. Lain-lain (Sila Nyatakan) <i>Others (Please State)</i>																	
(c) Alamat Lokasi Perniagaan <i>(Jika berbeza)</i> <i>Business Address (If different)</i>																					
(d) Tarikh mula beroperasi <i>Date of commencement of operation</i>	<table border="1"> <tr> <td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td> <td colspan="5"></td> </tr> </table>										d	d	m	m	y	y					
d	d	m	m	y	y																
(e) Jenis Industri <i>Type of Industry</i>																					

*(Sila rujuk kepada Jadual Pertama, Akta Pembangunan Sumber Manusia Berhad 2001 (Akta PSMB 2001))
(Please refer to the First Schedule of Pembangunan Sumber Manusia Berhad Act 2001 (PSMB Act 2001))*

5. No. KWSP Majikan
Employer's EPF No.

6. No. Perkeso Majikan
Employer's SOCSO No.

7. (a) Jumlah pekerja warganegara Malaysia pada tarikh borang ini di tandatangani.
Total number of Malaysian employees when the form is signed.

(b) Tarikh mencapai bilangan pekerja sebagaimana yang ditentukan bawah Jadual Pertama kepada Akta.
Date of attaining the number of employees as specified under the First Schedule to the Act.

8. (a) Jumlah pekerja warganegara Malaysia pada bulan lepas.
Total number of Malaysian employees in the previous month.

(b) Jumlah amaun upah (gaji pokok + elaun tetap) yang dibayar kepada pekerja Malaysia pada bulan lepas (RM)
Total amount of wages (basic salary + fixed allowances) paid to Malaysian employees in the previous month (RM) RM • SEN

B. KATEGORI PILIHAN / OPTIONAL CATEGORY

9. Untuk majikan yang mempunyai 5-9 orang pekerja warganegara Malaysia sahaja diberi pilihan untuk mendaftar dengan Pembangunan Sumber Manusia Berhad. (Sila tandakan (✓) dalam salah satu petak yang sesuai di bawah).
Employer with 5-9 Malaysian employees are given the option to register with Pembangunan Sumber Manusia Berhad. (Please tick (✓) in only one of the appropriate box below).

(i) Saya/Kami bersetuju
I/We agree untuk mendaftar dengan Pembangunan Sumber Manusia Berhad dan membayar levi.
to register with Pembangunan Sumber Manusia Berhad and make levy payment.

(ii) Saya/Kami tidak bersetuju
I/We disagree untuk mendaftar dengan Pembangunan Sumber Manusia Berhad dan membayar levi.
to register with Pembangunan Sumber Manusia Berhad and make levy payment.

C. PERAKUAN MAJIKAN / EMPLOYER DECLARATION

10. Saya/Kami * dengan ini mengaku bahawa maklumat yang diberikan di atas adalah benar dan lengkap.
I/We * hereby declare that the information given above is true and complete.

Tarikh Date :

Tandatangan Signature : -----
Majikan / Wakil Majikan
Employer / Employer Representative

Nama Name : -----
Huruf Besar / Capital Letters

No. Kad Pengenalan / No. Passport Identity Card No. / Passport No. : -----

Jawatan Designation : -----

Cop Rasmi Majikan
Employer's Official Stamp

D. UNTUK KEGUNAAN PSMB / FOR PSMB USE

1. Kod Industri Industry Code

2. Tarikh liabiliti bagi pembayaran levi di bawah Akta PSMB 2001
Liability date for payment of levy under the PSMB Act 2001

3. Tarikh Pendaftaran Date of Registration

4. Diproses oleh Processed by -----

5. Diluluskan oleh Approved by -----



**BORANG 1A / FORM 1A
(Subperaturan 4A(1) / Subregulation 4A(1))**

MAKLUMAT MAJIKAN / EMPLOYER INFORMATION

PERATURAN-PERATURAN PEMBANGUNAN SUMBER MANUSIA BERHAD
(PENDAFTARAN MAJIKAN DAN PEMBAYARAN LEVI) 2001
PEMBANGUNAN SUMBER MANUSIA BERHAD
(REGISTRATION OF EMPLOYERS AND PAYMENT OF LEVY) REGULATIONS 2001

Nota / Note :

- Sila lengkapkan Bahagian A dan Bahagian B.
Please complete Part A and Part B.
- Borang ini hendaklah dikembalikan bersama dengan dokumen sokongan dalam tempoh 30 hari dari tarikh borang ini diserahkan dan kegagalan berbalik demikian boleh disabitkan denda tidak melebihi dua ribu ringgit (Peraturan 4A, Peraturan-peraturan Pembangunan Sumber Manusia Berhad (Pendaftaran Majikan dan Pembayaran Levi) 2001).
This form must be submitted together with supporting documents within 30 days from the date of service and any failure to comply shall be liable to a fine not exceeding two thousand ringgit. (Regulation 4A, Pembangunan Sumber Manusia Berhad (Registration of Employer and Payment of Levy) Regulations 2001).
- Majikan hendaklah memberitahu PSMB secara bertulis tentang apa-apa perubahan mengenai apa-apa butir yang diberikan dalam Borang 1A tidak lewat daripada tiga puluh hari selepas tarikh berlakunya perubahan itu. (Peraturan 6, Peraturan-peraturan Pembangunan Sumber Manusia Berhad (Pendaftaran Majikan dan Pembayaran Levi) 2001).
Employer shall notify PSMB in writing of any amendments of the particulars furnished in Forms 1A not later than thirty days after the date of occurrence of such change. (Regulation 6, Pembangunan Sumber Manusia Berhad (Registration of Employer and Payment of Levy) Regulations 2001).
- Sila ambil perhatian bahawa mana-mana orang yang membuat apa-apa pernyataan yang tidak betul atau tidak benar atau mengemukakan atau memberikan apa-apa dokumen yang palsu dalam apa-apa butir material telah melakukan suatu kesalahan dan apabila disabitkan boleh didenda tidak melebihi dua puluh ribu ringgit atau dipenjarakan selama tempoh tidak melebihi dua tahun atau kedua-duanya (Seksyen 40(1) Akta Pembangunan Sumber Manusia Berhad 2001).
Please take note that any person who makes any incorrect or untrue statement or produce or furnish any false documents in any material particulars shall be guilty of an offence and shall on conviction be liable to a fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding two years or to both (Section 40(1), Pembangunan Sumber Manusia Berhad Act 2001).
- Tertakluk kepada pengesahan PSMB, tandatangan dan cop tidak diperlukan sekiranya borang ini dihantar melalui medium elektronik.
Subject to the verification of PSMB, signature and stamp are not required if this form is sent through the electronic medium.

A. PENYATA MAKLUMAT MAJIKAN / EMPLOYER INFORMATION STATEMENT

1. Nama Majikan <i>Employer Name</i>												
2. No. Pendaftaran Majikan <i>Employer Registration No.</i>												
3. (a) Alamat Surat-menyurat <i>Correspondence Address</i>												
Bandar <i>Town</i>												
Poskod <i>Postcode</i>												
	Negeri <i>State</i>											
(b) No. Telefon <i>Telephone No.</i>												
(c) No. Faks <i>Facsimile No.</i>												
(d) Alamat E-Mel <i>E-Mail Address</i>												
4. Jenis Industri <i>Type of Industry</i>												
5. Jumlah Pekerja <i>Number of Employee</i>	Warganegara Malaysia / Malaysian Citizen											
	Bukan Warganegara Malaysia / Non-Malaysian Citizen											
	Jumlah Keseluruhan / Total Number of Employee											

B. PERAKUAN MAJIKAN / EMPLOYER DECLARATION

6. Saya/Kami *dengan ini mengaku bahawa segala maklumat yang diberikan di atas adalah benar dan lengkap.
I/We hereby certify that all the information given above is true and complete.

Tandatangan
Signature : -----
Majikan / Wakil Majikan
Employer / Employer Representative

Nama
Name : -----
Huruf Besar / Capital Letter

Tarikh
Date :

d	d	m	m	y	y



GUIDELINE ON HOW TO COMPLETE FORM 1 (EMPLOYER REGISTRATION FORM) UNDER THE PSMB ACT 2001

ATTENTION:

- i. Complete **FORM 1**
- ii. Only use **CAPITAL LETTERS**
- iii. Write **CLEARLY**
- iv. Fill one letter or number per box and leave one empty box between each word and number. If space is insufficient, please use short-forms as follows:

COMPANY	– CO	LIMITED	– LTD
SENDIRIAN	– SDN	SYARIKAT	– SYKT
BERHAD	– BHD		

REQUIRED SUPPORTING DOCUMENTS:-

- i. **Form 9** : Certificate of Incorporation of Public Company with the Companies Commission of Malaysia (CCM)
- ii. **Form 24** : Statement of Paid-up Capital
- iii. **Form 49** : Statement of Shareholders
- iv. **Form B** : Registration Certificate of Private Higher Education 1996 (for IPTS Registration only)
- v. **EPF Statement**
- vi. **Latest Company Profile / Annual Report / Financial Statement**

PART A – EMPLOYER STATEMENT

1. **EMPLOYER'S NAME** (the Company's registered name, for example: ABC Food Manufacturing (M) Sdn Bhd). Write the full name of the company. If the name is too long, use short-forms as follows:

COMPANY	– CO	LIMITED	– LTD
SENDIRIAN	– SDN	SYARIKAT	– SYKT
BERHAD	– BHD		

Example:

A	B	C	F	O	O	D	M	A	N	U	F	A	C	T	U	R	I	N	G		
(M)	S	D	N	B	H	D													

2. CORRESPONDENCE ADDRESS :

State the LETTER BOX No. (Post Office), and POSTAL CODE. If the address is too long, use short-forms as follow:

JALAN	– JLN	BATU	– BT
LORONG	– LRG	BUKIT	– BKT
KAMPUNG	– KPG	TAMAN	– TMN

3. (a) TELEPHONE NUMBER

State contact number as follows:

Example: If the contact number is 03-2096 4800, please write:

	0	3		2	0	9	6	4	8	0	0
--	---	---	--	---	---	---	---	---	---	---	---

(b) FACSIMILE NUMBER

State facsimile number as follows:

Example: If the fax number is 03-2096 4999, please write:

	0	3		2	0	9	6	4	9	9	9
--	---	---	--	---	---	---	---	---	---	---	---

(c) EMAIL ADDRESS (State the company's email address clearly)

4. (a) EMPLOYER'S REGISTRATION NUMBER

For example **123456X**, please write as follows:

1	2	3	4	5	6	X						
---	---	---	---	---	---	---	--	--	--	--	--	--

Please attach a copy of Certificate of Registration of Business or Certificate of Incorporation of Private Company.

(b) BUSINESS ENTITY

Example: Private Limited Company

i. **Pemilik Tunggal**
Sole Proprietorship

ii. **Perkongsian**
Partnership

iii. **Sendirian Berhad**
Private Limited

iv. **Berhad**
Limited

v. **Lain-lain (Sila Nyatakan)**
Others (Please State)

(c) **BUSINESS ADDRESS**

If both the name and address of the company/enterprise are the same as (1) and (2), please write "Same As Above".

If the name and address of the company/enterprise are not the same as (1) and (2), please complete the boxes provided.

(d) **OPERATION DATE**

Specify the date of company's commencement (being the date of commencement of operations)

Example : 23 Februari 2017

2	3	0	2	1	7
d	d	m	m	y	y

(e) **TYPE OF INDUSTRY**

Please specify product/services offered (as per the Principal Activity(ies)) stated in Annual Return, Company Profile and/or Audited Financial Statement.

5. **EMPLOYER'S EPF NO.**

Please fill in Company's EPF registration number .

6. **EMPLOYER'S SOCSO NO.**

Please fill in Company's SOCSO registration number

7. (a) The employer must state the number of current **Malaysian employees** according to the date of filling up this form. For example, if at the date of signature on this form is **01.01.2017**, the employer has **11 employees**, please state 11 in the column.

				1	1
--	--	--	--	---	---

- (b) Please indicate the date the employer reaches the number of employees as defined under the First Schedule of the PSMB Act 2001. For example, if the employer has a workforce of 10 local employees or more in **January 2017**, please state 01.01.17 as indicated in the relevant column:

0	1	0	1	1	7
d	d	m	m	y	y

APPENDIX IV

8. (a) Please indicate the total number of employees in the previous month. For example, if this form is signed in **January 2017**, the number of workers in **item 8 (a)** should indicate the number of employees for the month of **December 2016**. If in December 2016, the employer has **12 employees**, please state 12 in the relevant column:

					1	2
--	--	--	--	--	---	---

- (b) The total amount of wages paid to employees in the past month is the same as the Example in **item 8 (a)**, December 2016. If the total amount of wages paid is RM34,567.89 please state the amount in the column provided:

RM						SEN				
			3	4	5	6	7	•	8	9

9. These details are mandatory to be completed by employers who employ a minimum of five (5) to nine (9) local employees. Employers who are not eligible to register are given the **OPTION** to register with PSMB. If an employer under any of the 63 sub-sectors within the Services, Manufacturing, and Mining and Quarrying sectors chooses to register with PSMB, levy payment is at the rate of 0.5 per cent of the total monthly wages of its local employees.
10. Please **write down the date of Form 1 is signed, accompanied by the official Company stamp, and other relevant details available in the identity card of the signatory representing the Company.**

Reminder: Form 1 must be signed by at least a Senior Executive of the Company.

PLEASE MAIL THIS FORM AND RELATED DOCUMENTS TO:-

**CHIEF EXECUTIVE
PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB)
WISMA HRDF, JALAN BERINGIN,
DAMANSARA HEIGHTS
50490 KUALA LUMPUR
(ATTN: EMPLOYER REGISTRATION DEPARTMENT
/ JABATAN PENDAFTARAN MAJIKAN)**

COMPLETE PSMB REGISTRATION CHECK LIST UNDER PSMB ACT 2001

Kindly complete Form 1 and 1A and return to PSMB together with the following documents:

Please tick (✓) at the appropriate boxes

Types of Ownership	Supporting Document
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Business License <input type="checkbox"/> EPF Statement <input type="checkbox"/> Latest Company Profile/Annual Return /Financial Statement or any documents that state the activity of the company
<input type="checkbox"/> Partnership	<input type="checkbox"/> ROB Form <input type="checkbox"/> EPF Statement <input type="checkbox"/> Latest Company Profile / Annual Return / Financial Statement or any documents that state the activity of the company
<input type="checkbox"/> Private Limited Company	<input type="checkbox"/> Form 9 <input type="checkbox"/> EPF Statement <input type="checkbox"/> Form 13 <input type="checkbox"/> Form B (form IPTS registration only)* <input type="checkbox"/> Form 24 <input type="checkbox"/> Form 49 <input type="checkbox"/> Latest Company Profile/Annual Return /Financial Statement or any documents that state the activity of the company
<input type="checkbox"/> Public Limited Company	<input type="checkbox"/> Form 8 <input type="checkbox"/> EPF Statement <input type="checkbox"/> Form 49 <input type="checkbox"/> Latest Company Profile/Annual Return /Financial Statement or any documents that state the activity of the company
<input type="checkbox"/> Foreign Company	<input type="checkbox"/> Form 83 <input type="checkbox"/> EPF Statement <input type="checkbox"/> Form 80A <input type="checkbox"/> Form 79 <input type="checkbox"/> Latest Company Profile/Annual Return /Financial Statement or any documents that state the activity of the company

Reference

i	Form 8	Certificate of Incorporation of Public Company with the Companies Commission of Malaysia (CCM)
ii	Form 9 Form 13	Certificate of Incorporation of Private Company with the Companies Commission of Malaysia (CCM)
iii	Form 24	Statement of Paid-up Capital
iv	Form 49	Statement of Shareholders
v	Form 79	Return by Foreign Company Giving Particulars of Directors and Changes of Particulars
vi	Form 80A	Annual Return of Foreign Company
vii	Form 83	A Certificate of Registration of Foreign Company
viii	Form B	Registration Certificate of Private Higher Education Institute 1996
ix	EPF Statement	EPF Monthly Contribution Statements (from the date employer obtain 10 Malaysian employees until now)

Additional information in filling up item 7(b) in Form 1

Refer to date of obtaining 10 Malaysian employees

Nota:

Employers with **5 to 9 employees Malaysian citizens** are given the **OPTION TO REGISTER** with PSMB and if you choose to register, the monthly levy is charged at the rate of 0.5% of monthly wages of employees.

PSMB'S FOOTPRINTS ACROSS MALAYSIA CONTACT DETAILS OF PSMB HEADQUARTER AND BRANCHES:

HEADQUARTERS

Pembangunan Sumber Manusia Berhad (545143-D)

Wisma HRDF,

Jalan Beringin, Damansara Heights, 50490, Kuala Lumpur.

Toll Free Line : 1 800 88 4800

Tel. No. : (+603) 2096 4800

Fax No. : (+603) 2096 4999

E-mail : support@hrdf.com.my

Website : www.hrdf.com.my | www.nhrc.com.my

BRANCHES

Northern Branch

Tingkat 2, Wisma PERKESO,

Lebuh Tenggiri 2,

13700, Seberang Jaya,

Pulau Pinang.

Tel. No. : (04) 397 0779

Fax No. : (04) 398 7350

Johor Branch

No. 50 & 50-1, Jalan Setia 3/7,

Taman Setia Indah,

81100, Johor Bahru,

Johor Darul Takzim.

Tel. No. : (07) 353 8121

No. Faks : (07) 353 8217

Sarawak Branch

Wisma PERKESO,

Level 4, Lot 436,

Section 54, No. 52,

Travilion Commercial Centre Padungan,

93100, Kuching,

Sarawak

Tel. No. : (082) 254 721

Fax No. : (082) 254 795

Sabah Branch

Lot B5, Tingkat 5,

Bangunan KWSP,

88598, Kota Kinabalu,

Sabah.

Tel. No. : (088) 260 114

Fax No. : (088) 252 114

Melaka Branch

Lot 4-04, Wisma UTC,

Jalan Tan Chay Yan,

Off Jalan Hang Tuah,

75300, Melaka.

Tel. No. : (06) 282 1573

Fax No. : (06) 282 1536

East Coast Branch

Wisma PERKESO,

Tingkat 1, Jalan Mat Kilau,

25000 Kuantan,

Pahang Darul Makmur.

Tel. No. : (09) 513 2079 / 513 0715

Fax No. : (09) 513 0362

Perak Branch

Level 19,

Jelapang, Bandar Meru Raya,

Jalan Jelapang, Bandar Meru Raya,

30020 Ipoh,

Perak

Tel. No. : (05) 526 3357

Fax No. : (05) 526 3127

FREQUENTLY ASKED QUESTIONS (FAQ) EXPANSION OF THE PSMB ACT 2001

1. **What is the Pembangunan Sumber Manusia Berhad Act 2001 (PSMB Act 2001)?**

The PSMB Act 2001 imposes the collection of a Human Resources Development (HRD) levy by way of legal authority on eligible employers in Malaysia which is used for training, developing and upgrading the skills of their local employees, apprentices and trainees through training grants.

2. **What is the rationale for the Expansion of the PSMB Act, 2001?**

The expansion of the PSMB Act 2001 is an initiative to increase more liable employers covered under the Act, assisting towards increasing the number of skilled local workers from the current 31 per cent to 35 per cent by the Year 2020 (as outlined in the Eleventh Malaysia Plan 2016 - 2020).

With 19 new sub-sectors added to the PSMB Act 2001 (in addition to the 44 sub-sectors in 2014), PSMB has assumed a greater responsibility to reach out to the corporates; educating and motivating them to seek the benefits and value of PSMB training and development programmes and initiatives.

3. **Who is eligible under the expansion of the Act?**

The expansion of the PSMB Act 2001 will see PSMB streamlining its eligibility criteria to Malaysian employers across all sub-sectors within the Manufacturing, Services, and Mining & Quarrying sectors with a minimum of ten (10) local employees.

Additionally, employers across all sub-sectors within the Manufacturing, Services, and Mining & Quarrying sectors with five (5) to nine (9) local employees will be given the option to register with PSMB.

4. **When is the effective date of the Expansion of the Act?**

The effective date of the Expansion is 1 April 2017.

5. **What are the benefits available for employers registered with PSMB?**

Registered employers who have been actively utilising their levy contributions in retraining and skills upgrading of their employees will reap the following benefits:

- (a) Equipping their local employees with specific and up-to-date skills through Training Grant applications which in return increases an employer's productivity and value-adds to Company's operations and economic performance. PSMB registered employers can apply for various Training Grants and these are - Training Assistance Scheme (SBL), Special Training Assistance Scheme (SBL-Khas) and Industrial Training Scheme. All training fees are debited directly through the employer's levy account.
- (b) Preventing the skills of employees' from becoming obsolete in the ever changing technological environment. In this instance, PSMB registered employers have access to quality trainings which are also industry-specific and as identified by the twenty (20) Sectorial Training Committees (STCs), that represent all the sub-sectors across the three (3) main sectors covered by the PSMB Act 2001.
- (c) Having a multi-skilled workforce in meeting the local, regional and global market demands. Suffice to say, by registering with PSMB, employers will reap the benefits in the human capital development of their employees in a systematic manner. These

include access to special funds from the Government of Malaysia (which include but is not limited to training incentives to Small Medium Enterprises (SMEs) employers and the Apprenticeship Training Fund Scheme under minimum wage) distributed to PSMB from time to time.

- (d) Access to continuous assistance in terms of guidance, schemes and initiatives.
- (e) Consultations from qualified consultants on all aspect of human resources' management via the National Human Resources Centre (NHRC). These consultations will have no or minimal cost to PSMB registered employers.
- (f) Opportunity to be nominated for the prestigious Human Resource Development Award – the first in its class in Malaysia for the Human Resource Development industry.

6. Is it mandatory for eligible employers to register on 1 April 2017?

Section 13(1) of the PSMB Act 2001 stipulates that every employer who is covered under the Act is required to register with PSMB within such time and manner as may be prescribed.

Regulation 4(1) of Pembangunan Sumber Manusia Berhad (Registration of Employers and Payment of Levy (Amendment) Regulation 2017 states that an employer to whom the Act applies shall submit Form 1 of the Schedule to PSMB within such time and manner as may be prescribed.

Any employer who is convicted for not registering with PSMB may be fined up to an amount not exceeding RM10,000 or an imprisonment for a period not exceeding one year or both (Section 13(2) of PSMB Act 2001).

7. How does an eligible employer register their company with PSMB?

- (a) Employers covered under the PSMB Act 2001 is required to complete the Employer Registration Form (Form 1) and Employer Information Form (Form 1A) which can be downloaded from PSMB's website - www.hrdf.com.my
- (b) The mentioned forms should be returned together with **FORM 9, 24, 49** and **COMPANY PROFILE / ANNUAL REPORT / FINANCIAL AUDIT REPORT, AND LATEST EMPLOYEES PROVIDENT FUND (EPF) STATEMENT** to the address listed on the back cover of this book.

8. What is the cost of payment by the eligible employers once they register with PSMB?

- (a) Eligible employers under mandatory category are obliged to pay to PSMB a HRD levy on each local employee at the rate of one (1) per cent of the employee's monthly wages;
- (b) For employers with five (5) to nine (9) local employees and register voluntarily, the HRD levy are at the rate of 0.5 per cent of the local employee's monthly wages.

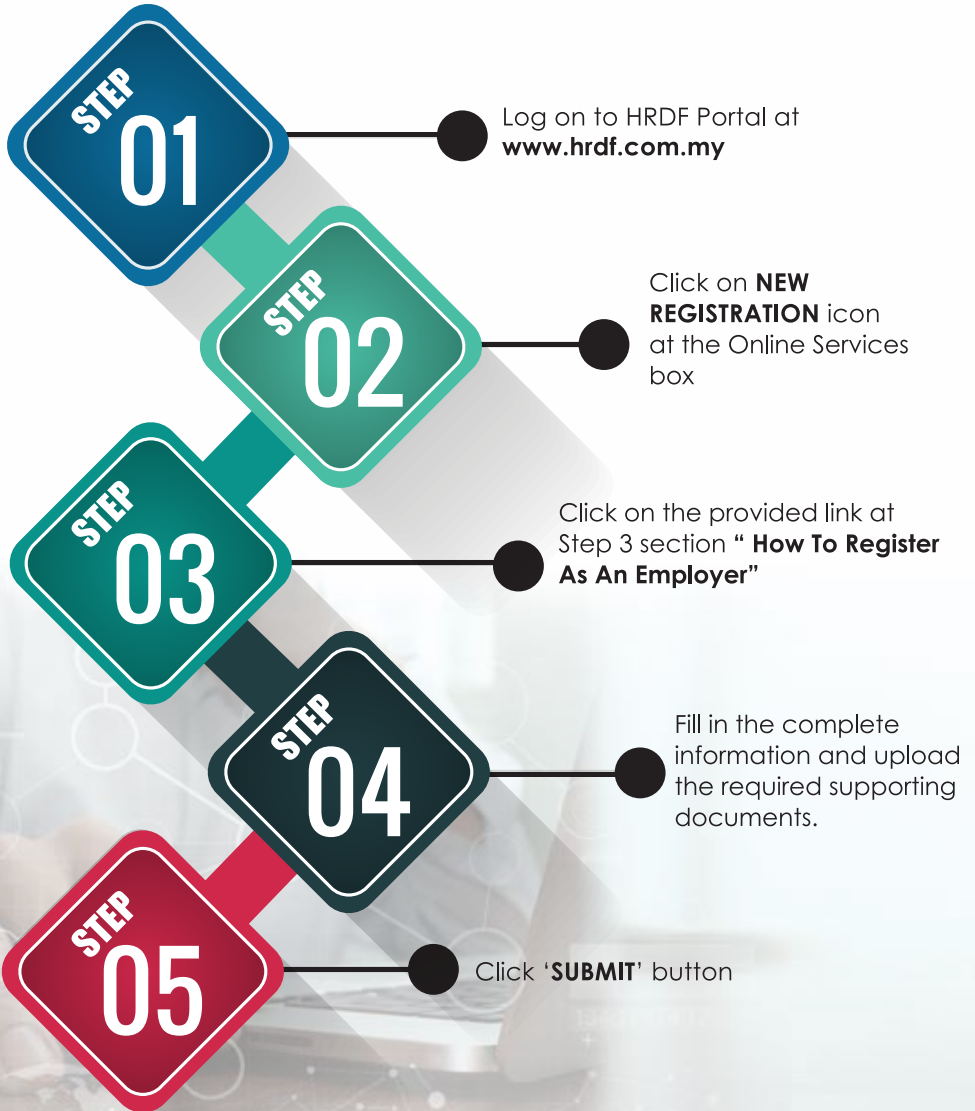
9. Has there been any engagement session prior to the Expansion of PSMB Act 2001?

Prior to the Expansion of the PSMB Act 2001, PSMB has conducted ten (10) engagement sessions with employers' associations across East and West Malaysia.

10. How do I obtain more information and/or clarifications on the Expansion of the PSMB Act 2001?

More information on the Expansion of the PSMB Act 2001 can be obtained from PSMB's website - www.hrdf.com.my or you may contact PSMB's toll-free Call Center at **1800 88 4800**.

HOW TO REGISTER ONLINE



PSMB TRAINING SCHEME

SME Training Needs
Analysis Scheme
(SME-TNA)

1

*Skim Bantuan
Latihan (SBL)*

2

*Skim Bantuan Latihan
Khas (SBL-Khas)*

3

Purchase of Training
Equipment Scheme

4

Information
Technology Scheme

5

Industrial Training
Scheme (ITS)

6

Recognition Prior
Learning (RPL)
Scheme

7

Future Workers
Training (FWT)
Scheme

8

Job Coach Scheme

9

On-the-Job Training
(OJT) Scheme

10

SME Training Partners
(SMETAP) Scheme

11

Apprenticeship
Scheme

12

Computer Based
Training (CBT)
Scheme

13

Joint Training
Scheme (SLB)

14

TYPES OF TRAINING PROGRAMMES

IN-HOUSE (IN-HOUSE TRAINER)

- Training programmes organised for employees within the same company.
- Conducted by in-house trainer.
- Minimum participant: 2 pax per group
- Maximum participant: 35-40 pax per group

01

IN-HOUSE (EXTERNAL TRAINER)

- Training programmes organised for employees within the same company.
- Conducted by PSMB registered training provider or individual or Government agency or association / Non-profit organisation (NGO)
- Minimum participant: 2 pax per group
- Maximum participant: 35-40 pax per group

02

IN-HOUSE (OVERSEAS TRAINER)

- Training programmes conducted for employees within the same company.
- Conducted by overseas training provider.
- Minimum participant: 2 pax per group
- Maximum participant: 35-40 pax per group

03

PUBLIC PROGRAMME (LOCAL)

- Training programmes conducted for employees locally, anywhere in Malaysia.
- Minimum participant: 1 pax
- Maximum participant: 9 pax

04

PUBLIC PROGRAMME (OVERSEAS)

- Training programmes organised in overseas.
- Minimum participant: 1 pax
- Maximum participant: 9 pax

05

PEMBANGUNAN SUMBER MANUSIA BERHAD

Wisma HRDF, Jalan Beringin,
Damansara Heights,
50490 Kuala Lumpur.
Fax : 03 2096 4999

**PSMB Call Centre
1800 88 4800**

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