



PEMBANGUNAN SUMBER MANUSIA BERHAD (545143 D)
KEMENTERIAN SUMBER MANUSIA
Wisma PSMB
Jalan Beringin, Damansara Heights
50490 Kuala Lumpur

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Our ref.: (27)PSMB/1/14/13
Kulit 2
Date : 7 September 2010

TRAINING PROVIDERS CIRCULAR NO. 6/2010

PAYMENT OF TRAINING GRANTS THROUGH E-DISBURSEMENT SYSTEM

1.0 PURPOSE

1.1 The purpose of this Circular is to inform training providers registered with Pembangunan Sumber Manusia Berhad (PSMB) on the requirement to register with the e-disbursement system for the payment of training grants, effective **1 November 2010**.

2.0 BACKGROUND

2.1 Under the e-disbursement system, the amount of training grant approved for payment would be credited directly into training providers' bank accounts. With the implementation of the system, the issue of cheques being delivered late, lost in mail, late presentation to banks and re-issuance of cheques would not arise.

2.2 On 16 August 2010, PSMB has issued an Employer Circular No. 17/2010 informing employers registered with PSMB on the requirement to register with e-disbursement system before 1 January 2011. Employers who do not register with e-disbursement system are not eligible for training incentive and application for training grant under SBL-Khas Scheme will not be approved. Claims for training grant reimbursement effective 1 January 2011 will also be rejected.

3.0 IMPLEMENTATION

- 3.1 Training providers are required to register with e-disbursement system by 31 October 2010. Training grant claim submitted by training providers who do not register with the e-disbursement system after 31 October 2010 will be rejected. Effective 1 January 2011, application for training grant under SBL-Khas Scheme by employers will not be approved if employers and training providers not register with e-disbursement.
- 3.2 To register, please submit the E-disbursement Registration Form (**PSMB/e/disbursement/10**) attached together with this circular to the Finance Division of PSMB. Training providers are required to inform PSMB of any changes concerning their bank account details by submitting a new registration form. PSMB shall not be held liable for any losses due to wrong payment of training grants if the information provided in the registration form is invalid or has changed.

4.0 CLOSING

- 4.1 Please do not hesitate to contact our Customer Service Centre at 03 – 2096 4600 should you require 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

E-DISBURSEMENT
REGISTRATION FORM

This form must be re-submitted if there is any change in bank account number

1. Name of Employer/Training Provider : _____
2. Company Registration No:

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3. Training Provider Registration No:

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If applicable
4. Name of Bank: _____
5. Branch: _____
6. Company's Name As Per Bank Account/Statement: _____
7. Bank Account No:

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8. Name of officer in charge: _____ Tel: _____
9. E-mail address *(for payment notification)*
 - a) Human Resources Division: _____
 - b) Finance Division: _____

I hereby authorised PSMB to directly credit into my bank account training grants that is payable to me and will abide to the terms and conditions under the e-disbursement system. I also certify that the information provided in this form is correct and true, and I will inform PSMB of any changes.

NAME: _____ SIGNATURE: _____

DESIGNATION/COMPANY STAMP : _____ DATE : _____

BANK CONFIRMATION

I have verified the information stated above and to the best of my knowledge, the information provided is true and correct.

Name of Bank Officer : _____ Signature : _____

Designation : _____

Date : _____

○
Bank Stamp

REMINDER : PLEASE ATTACH A COPY OF THE LATEST BANK STATEMENT WITH THIS FORM