



Our Ref : ( 12 ) PSMB/1/14/13 Kulit 3  
Date : 28 December 2020

## TRAINING PROVIDERS' CIRCULAR NO. 8/2020

### EXTENSION OF FEE STRUCTURE FOR TRAINING PROVIDER REGISTRATION AND RENEWAL

#### 1. PURPOSE

The purpose of this circular is to inform on the extension of fee structure for:

- i. New training providers registration; and
- ii. Renewal of existing Human Resources Development Fund (HRDF) registered training providers

#### 2. BACKGROUND

- 2.1 To assist HRDF registered training providers affected by the COVID-19 pandemic, HRDF had introduce new fee structure and given an extension to the registration and renewal of training provider (Training Provider's Circular No. 4/2020).
- 2.2 However, after almost a year of the COVID-19 pandemic, business recovery is expected to take longer time to recover.

#### 3. EXTENSION OF FEE STRUCTURE FOR TRAINING PROVIDERS REGISTRATION AND RENEWAL APPLICATIONS

- 3.1 In view of this situation, the **training providers' registration and the one (1) year validity period for renewal fee structure of RM1,000.00** will be extended until the end of 2021. This is applicable to all the registration including for the submission of renewal applications until 31 December 2021.
- 3.2 The requirement to appoint at least one (1) full-time local trainer during the registration will also be abolished.



- 3.3 This benefit will not be extended to the training providers who have registered or renewed earlier this year.
- 3.4 This move is to support the business continuity of the training providers during these challenging times.

#### **4. IMPLEMENTATION DATE**

- 4.1 This circular will be effective as of 1 January 2021.

#### **5. CLOSING**

- 5.1 For further clarification and assistance, please call our Contact Centre at 1-800-88-4800 or email to [support@hrdf.com.my](mailto:support@hrdf.com.my).

Thank you.

**PEOPLE, PROWESS, PROGRESS**  
**PEKERJA DAN CABARAN BUDAYA NORMA BAHARU**



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