

Guideline to fill in Form 1 (Online Registration of Employers)

Part 1

Submit Close

Form 1 - Registration of Employer

Terms and Conditions

PSMB was incorporated on 16th May 2001 under the Pembangunan Sumber Manusia Berhad Act, 2001. Se...
PSMB within such time and manner as may be prescribed. Regulation 4(1) of the PSMB Act 2001 states th...
days after this regulation comes into effect. Any employer who is convicted for not registering with PSMB...
(Section 13(2)).

Important Messages.

a) Notification of Changes
Employer shall notify Pembangunan Sumber Manusia Berhad in writing of any changes in any of the pa...

b) Checklist
Employer shall down...

c) Corporate Integrity P...
Employer Integrity P...
Akuan Integriti Majik...
Integrity Pledge Broc...

Employer Inform...

Please select the type of Registration

Organization Type

MyCoID / SSM Registration No

HQ
ROC
3318K *

NO Special Characters allowed. Please key in Alphabet and Numbers only. Example: 123456X.

1. Employer need to scan/prepare in softcopy the below documents :-

- Registration of business /companies /association and others : - Form 9 , Business license etc.
- Latest EPF / SOCSO Statement.
- Company Profile

2. Type of Business Registration

- ROC – Registration of Company (SSM*)
- ROB - Registration of Business (SSM)
- ROS – Registration of Society
- Others (Registration with other Organization)

*SSM – Suruhanjaya Syarikat Malaysia (Companies Commission of Malaysia)
If business does not register with SSM, please based on the registration with other organization.

3. Registration Number.

Please key –in your registration no. with SSM or registration no. with other organization for example Registrar of Society or other organization such as MIA or Bar Council . etc

Part 2

Details of Submission Officer *

Person Details *

Name MD SHARIZAL BIN CHE DE *

Nationality Malaysian *

IC/Passport No. 760515145005 *

Designation MANAGER *

Present Address *

Copy Address From Select

Address A-5-3A LAKE CITY BUILDING *
NO. 6 JALAN LANGKAWI , DANAU KOTA SETAPAK
ADDRESS LINE 3
MALAYSIA

Postcode 53300 * City KUALA LUMPUR *

Country Malaysia * State Kuala Lumpur *

Personal Contact *

Please include '60' as country code for Malaysian phone number

Telephone No. +6033357860 *

Fax No.

Email shahrizal@hrd.com *

4. Details of Submission Officer.

- Detail of person who submit the form 1.
- Can be representative for the company such as company secretary or others.
- Please ensure that phone no. start with "60" at any field in the form.
- For example : 60123378800 or 60326664890

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Part 3 : Employer Profile

Employer Profile *

Employer Name: ABC COMPUTER SDN BHD *

Employer Address (Correspondence) *

Copy Address From: Present Address

Address: A-5-3A LAKE CITY BUILDING *
NO. 6 JALAN LANGKAWI, DANAU KOTA SETAPAK
ADDRESS LINE 3
MALAYSIA

Postcode: 53300 * City: KUALA LUMPUR *
Country: Malaysia * State: Kuala Lumpur *

Post Box No.

Employer Contact *

Telephone No.: +6033357860 *
Fax No.
Email: shahrizal@hrd.com *

5. Employer Contact

- Please key-in name of the business/company/ association and others :- for example ABC Sdn Bhd , Ramli & Co or XYZ Enterprise.
- Please key –in valid correspondence address , if the correspondence is same as “ Present Address” just click “ Copy Address “ and select “ Present Address”.
- Please make sure that the telephone no. / Fax No (if any) and emails is for Person in-charge is valid & contactable. This will be the main person to received :
 - Approval / rejection email
 - Query (if any)
 - Username & password
 - Any communication from PSMB

Part 4 : Business Profile

6. Business Registration

Year business establish

Business Profile

Year in which Business Or Company was Registered: 2012 *
Type of Ownership: Private Limited Compan *
Enterprise Name: ABC COMPUTER SDN BHD *
Description/Industry Type: DATA PROCESSING, HOSTING AND RE WEB PORTALS

Enterprise Address (Location) *

Copy Address From: Present Address

Address: A-5-3A LAKE CITY BUILDING *
NO. 6 JALAN LANGKAWI, DANAU KOTA SETAPAK
ADDRESS LINE 3
MALAYSIA

Postcode: 53300 * City: KUALA LUMPUR *
Country: Malaysia * State: Kuala Lumpur *

Commencement of Enterprise Date: 01/04/2012 *

7. Enterprise Name

Is your company name or if you have other business name for example : Hotel ABC , Highland Resort. etc

8. Industry Sector & Main Sector Code

- Industry sector is based on the MSIC 2008.*
- Please choose based on your business Industry. If you are not sure, please stated the nearest as you think (PSMB officer will verify the industry based on the documents during processing)
- Check your Industry sector

9. Enterprise Address

- This refer to employers business/ operation location. If it is different than correspondence address above (Part 3) please key-in the address.
- For example : location of the shop, location of the mill or others.

10. Commencement Date of Business.

Date where business start or the date employer coming into operation. For example : 15/03/2019

Part 5 : Employer Eligibility Details

Employer Details *

EPF No. *

Current Paid Up Capital (RM) Based on Form 24

Total Number of Non-Malaysian Employees on Submission Date *

Date of Attaining the Number of Employees (Only for Citizen(s) of Malaysia) as specified under the First schedule of Act *

Total Amount of Wages Paid to Employees (Only for Citizen(s) of Malaysia) in the Previous Month (RM)

Total Employees on Submission *

11. Paid Up Capital

Please state your paid-up capital for the business, this can be referred to Form 24. If your business doesn't have paid up capital just stated '0' ; for example Association, sole proprietors and others.

12. Total Non-Malaysian (foreign) Employees

Key-in total current foreign workers hired. PREVIOUS MONTH

13. Date Employers reach 10 employees

- When is the date of employer reach 10 employees or 5 employees (for optional).
- For new coverage industry, just stated 1st March 2021.

Employer Details *

EPF No. *

Current Paid Up Capital (RM) Based on Form 24 *

Total Number of Non-Malaysian Employees on Submission Date *

Date of Attaining the Number of Employees (Only for Citizen(s) of Malaysia) as specified under the First schedule of Act *

Total Amount of Wages Paid to Employees (Only for Citizen(s) of Malaysia) in the Previous Month (RM) *

SOC SO No. *

Total Number of Employees (Only for Citizen(s) of Malaysia) at Submission Date *

Total Employees on Submission Date *

Total Number of Employees (Only for Citizen(s) of Malaysia) in the Previous Month *

14. Total Malaysian Employees (Citizen)

Key-in total current Malaysian employees hired.

15. Total No. of Malaysian & Foreign Employees

This will be auto-populated after employers key-in No. 12 & 14 above.

16. Total Malaysian Employees in Previous Month

State no. of Malaysian Employees for the last month. For example ; if your current month is March 2021, just key -in Malaysian Employees for February 2021

17. Total Wages Paid for Malaysian Employees Previous Month.

For example :- If your current month is March 2021, then state wages paid for February 2021.

Calculation of the wages is basic salary paid plus fixed allowance.

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Part 6 : Other Contact Person & Attachment

The screenshot shows the 'Other Contact Person' section with input fields for Name, Designation, Email, IC/Passport No., and Telephone No. Below this is a table listing the contact person: RAMLI BIN SARIP, IC/Passport No. 760822157750, Designation SUPERVISOR, Telephone No. 6032257860, and Email ramliss@gmail.com. The 'Attach Document' section includes a 'Choose File' button and a table of attached files: EPF, FORM 9, and CO PROFILE.

18. Other contact person.

- Fill in other person in charge details and click add.
- Please ensure that , email and no. is valid and can be contactable.
- This email / contact no. will also be the main contact to the employers.

19. Attachment section

- Please attach the supporting documents :-
 - a. Registration form (Form 9, Form 8 and others registration certificate)
 - b. EPF/ SOCSO latest statement
 - c. Company Profile (to verify on company activities) employers can also provide other documents such as audit report, annual report (just the page shows company activities)
- Please click Add attachment , each time you had choose the file.
- **Integrity Pledge** not compulsory and it is optional for employers at this application to provide Integrity Pledge.

Part 7 : Board of Directors & Optional Section

The screenshot shows the 'Board of Director's Address Details' section with fields for Name, Nationality, IC/Passport No., Designation, Address, Postcode, City, Country, and State. Below this is the 'Board of Director's Contact Details' section with fields for Telephone No. and Email. A table lists the board member: MOHAMAD ABDUH BIN KARIM, IC/Passport No. 770211145560, Designation CHAIRMAN, Nationality Malaysian, Telephone No. 60389259341, and Email abduh@gmail.com. The 'Submission' section includes a checkbox for 'I agree to register under PSMB Act 2001'.

20. Board of Directors / Owners

- Fill in at least one owner / director of the business.
- Then click "Add".
- Can use Company address & contact.

21. Optional Category Section

- Employers with 5-9 local employees can tick the box if AGREE to register with HRDF under OPTIONAL category.
- If employer choose NOT TO register with HRDF under OPTIONAL category please don't tick the box.
- Only employer that tick the box will be registered under OPTIONAL category.