

PSMB/T/1/01

Please submit one copy only

REMINDER:

PLEASE ATTACH ORIGINAL RECEIPTS, INVOICES, PAYMENT VOUCHERS AND OTHER SUPPORTING

EMPLOYER CODE NUMBER

DOCUMENTS OR CERTIFIED COPIES

CLAIM FOR DISBURSEMENT OF TRAINING GRANT UNDER PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001 (Act 612)

Tick (✓) the appropriate scheme :

SBL

SBL PKS

PLT

JOINT TRAINING SCHEME

1. Registered name and address of company :		Contact person : _____
		Telephone : _____
2. Programme title : (As per approval letter)		Application no : _____ (As per approval letter)
3. Training dates	Approved Date	Change of Date (if any)
a) Commencement date :	_____	_____
b) Completion date (including examination) :	_____	_____
4. a) Total actual training hours / total actual training days per trainee : _____ hours / _____ days		
b) Total number of batches approved _____ / Batch claimed _____		
c) Total number of modules approved _____ / Module claimed _____		
[Note: 4(b) and/or 4(c) only need to be filled if claims are submitted by batch / module]		
5. Training expenses incurred and paid by company:		Fill in the actual expenses incurred
Tick (✓) the type of training :		in RM (official exchange rate for foreign currency must be stated, if applicable).
<input type="checkbox"/> IN-HOUSE	<input type="checkbox"/> EXTERNAL	<input type="checkbox"/> OVERSEAS
(i) Prorated Internal Instructor(s) Remuneration (PGP)	RM	_____
(ii) Fee Paid To External Trainer(s) / Foreign Trainer(s) (YUR / YPL) *.....	RM	_____
(iii) Meal Allowances; (a) Trainee(s) (EMP)	RM	_____
(b) Internal Trainer(s) (EMT)	RM	_____
(iv) Daily Allowances for Foreign Trainer(s) / Trainer(s) from Branches (EPL / EPS) *....	RM	_____
(v) Daily Allowances / Daily Overseas Allowances for Trainee(s) (EHP / ELN) *.....	RM	_____
(vi) Economy Rate of Travelling by Air; (a) Trainee(s) (TKP)	RM	_____
(b) Trainer(s) from Branches (TKS)	RM	_____
(vii) Consumable Training Materials (BGH) (Please specify)	RM	_____
(viii) Hotel Rental Package (In-house training conducted at a hotel) (PSH)	RM	_____
TOTAL CLAIM		RM _____

* Delete where inapplicable

EMPLOYERS' DECLARATION

6. I/We certify that all the information stated in this claim and the accompanying information are true and correct and expenses claimed have been paid by us in the implementation of the training programme/course under the **SBL/PLT/SBL PKS/JOINT TRAINING SCHEME+** and that apart from the claim, no other claims have been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the PSMB Secretariat. I understand that I/we may be prosecuted under **Section 41 of Pembangunan Sumber Manusia Berhad Act 201 (Act 612)** and PSMB may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed, if I/we should give false or misleading statement or use any document that is false or misleading in obtaining payment of grants from the Human Resources Development Fund.
7. I/We declare that the terms and conditions for the grant awarded have been complied by us.

SIGNATURE : _____

NAME : _____

STAMP OF DESIGNATION : _____
Chairman/Managing Director/General Manager/
Company Secretary/Sole Proprietor/Partner/Accountant/
Officer In Charge - (State designation) +

DATE : _____

+ Delete where inapplicable

TRAINEE(S) PARTICULARS

8. Number of eligible trainee(s) who have satisfied all terms and conditions of the grant offer : _____ trainee(s).

Fill in trainee(s) particulars as required below. Please use attachment (**according to stipulated format**), if necessary.

	<u>Name of Trainee(s)</u>	<u>Identity Card Number</u>	<u>Citizen</u>	<u>Sex</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

Note: Trainee(s) must be Malaysian citizen(s).