

Claiming HRDF

Criteria

If your employers are paying for this conference, the fees are claimable from HRDF up to RM500. To be eligible for this claim, the following criteria must be fulfilled:

- Your employers must be registered with PSMB (Pembangunan Sumber Manusia Bhd);
- The topic of talent management must be of direct relevance to your job positions and your company's needs;
- Not more than 20% of the levy your employer paid to HRDB last year has already been claimed on conferences this year
- The claim is submitted no later than 30 June 2009

How to make claim?

If you fulfil the criteria above, follow the steps above to ensure that this conference is claimable.

Pre – Conference

1. Fill in form PSMB/PGL/1/07 (click [here](#) to download) to ensure that PSMB approves the claim
(YOU MUST SUBMIT THIS REQUEST **BEFORE** THE CONFERENCE)
2. Attach the brochure for the Talent Management conference
3. Address the form, along with any attachments to:
Pembangunan Sumber Manusia Berhad
(Attn: Training Grant Division)
Wisma PSMB, Jalan Beringin,
Damansara Heights, 50490 Kuala Lumpur

Post-conference

1. Once you have gotten PSMB's approval, fill in form PSMB/T/1/01 (click [here](#) to download)
2. Attach supporting documents:
 - a. Receipts
 - b. Payment vouchers

Photocopies are permitted provided that they have been certified to PSMB's format as follows:

Salinan disahkan benar seperti yang asal. Resit asal disimpan di pejabat untuk pentadbiran majikan dan disahkan bahawa resit asal tidak digunakan untuk tujuan tuntutan lain dari PSMB atau dari badan kewangan yang lain. Pegawai PSMB berkuasa untuk memeriksa.

Tandatangan;
Nama:
Jawatan:

Cop Syarikat:

3. Send the completed form along with supporting documents to:

Pembangunan Sumber Manusia Berhad

Wisma PSMB,
Jalan Beringin,
Damansara Heights
50490 Kuala Lumpur

4. You should receive your claims within 4 weeks from the date of submission.
If you don't receive your claim or any feedback after 6 weeks, contact the Finance Division of PSMB at 03 - 2096 4800.