

PSMB/SME/TNA/1/10

Company Registration No. (MyCoID)													

**APPLICATION FOR SME ADVISORY AND CONSULTANCY SERVICES**

**PART A - REQUEST FOR FREE TNA CONSULTANCY SERVICE**

I would like to request for free TNA consultancy service under PSMB’s SME TNA Consultancy Scheme to be conducted for my company. My company details are as follows :-

<b>REGISTERED NAME AND ADDRESS OF COMPANY</b>	TEL NO : _____
	FAX NO : _____
	EMAIL : _____

**PART B – CAPACITY BUILDING**

The training personnel that will understudy with the assigned consultant is:

Mr/Mrs/Ms :

Designation:

Has this personnel attended any TNA training before? (Tick ‘X’ applicable box)

No

Yes

If Yes, please answer the following.

Which TNA training did this personnel has attended? (Tick ‘X’ applicable box)

TNA training under SMETAP Scheme

TNA training conducted by other training provider

Date attended: \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

Date attended: \_\_\_\_\_ to \_\_\_\_\_  
(dd/mm/yyyy) (dd/mm/yyyy)

If this personnel has attended other than PSMB’s free TNA training, please submit a copy of the attendance certificate together with this application form.

## PART C – DECLARATION FORM

We hereby declare that we will submit an Annual Training Plan based on the results of the Training Needs Analysis conducted for us. This will be carried out within 8 weeks after receiving the final results from the consultant. We will also undertake to implement all the programmes identified.

<p><b>NAME AND DESIGNATION</b></p> <p>CHIEF EXECUTIVE : _____ (NAME) (CHAIRMAN / MANAGING DIRECTOR /GENERAL MANAGER)*</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>	<p>NAME : _____</p> <p>DESIGNATION : _____ (OFFICER-IN-CHARGE)</p> <p>SIGNATURE : _____</p> <p>DATE : _____</p>
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\* Delete whichever is inapplicable.

<p><b>COMPANY STAMP</b></p>
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**REMINDER : This form must be submitted to the following address together with the company profile:-**

Advisory and Consultancy Unit  
SME Division  
Pembangunan Sumber Manusia Berhad  
Wisma PSMB, Jalan Beringin  
Damansara Heights, 50490 Kuala Lumpur

Tel : 03- 2096 4929/ 4701/ 4704/ 4821/ 4895

Fax : 03-2096 4907

From where did you receive information about the Small and Medium Enterprises Training Needs Analysis Advisory and Consultancy Scheme? *(Please tick (√) in the appropriate boxes.)*

TNA Workshop                       PSMB Website                       Other Employers

Other PSMB's programmes:                       Employers' Associations                       Others: (Please specify)

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