

PSMB/SME/TNA/1/10

Company Registration No. (MyCoID)

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FREE TNA CONSULTANCY SCHEME

COMPANY INFORMATION

We would like to request for free TNA consultancy service under PSMB's SME TNA Consultancy Scheme to be conducted for our company. Our Company details are as follows :-

REGISTERED NAME AND ADDRESS OF COMPANY	TEL NO : _____
	FAX NO : _____
	EMAIL : _____

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

Mr/Mrs/Ms : _____ Designation: _____

Mr/Mrs/Ms : _____ Designation: _____

Has this personnel attended any TNA training before?

No

Yes

If Yes, please answer the following.

Which TNA training did this personnel has attended?

TNA training under SMETAP Scheme

TNA training conducted by other training provider

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.

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 submitted within 4 weeks after receiving the final report from the consultant. We will also undertake to implement all the programmes.

<p>NAME AND DESIGNATION</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.

COMPANY STAMP

REMINDER : This form must be submitted to the following address together with the company profile and an organisation chart:-

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

Tel : 03- 2096 4701/ 4704/ 4841/ 4895
 Fax : 03-2096 4946

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)

Flow Chart of TNA

