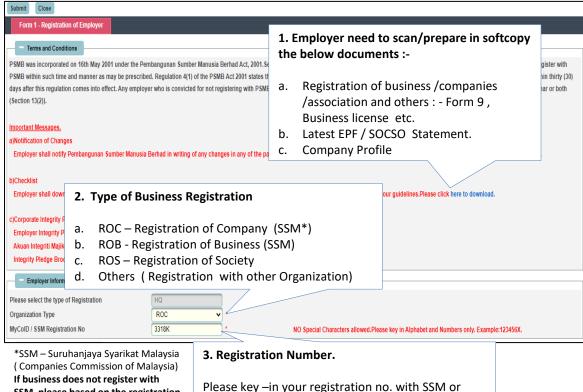
### Guideline to fill in Form 1 (Online Registration of Employers)

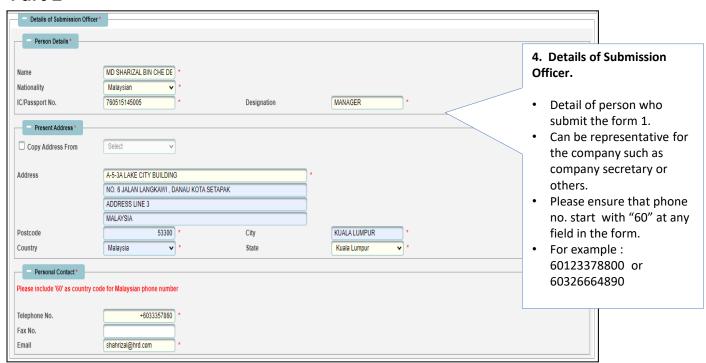
#### Part 1



SSM, please based on the registration with other organization.

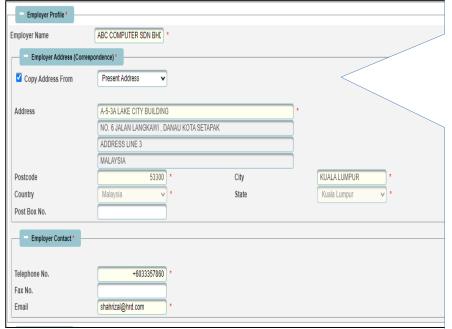
registration no. with other organization for example Registrar of Society or other organization such as MIA or Bar Council. etc

#### Part 2



## **Guideline to fill in Form 1 (Registration of Employers)**

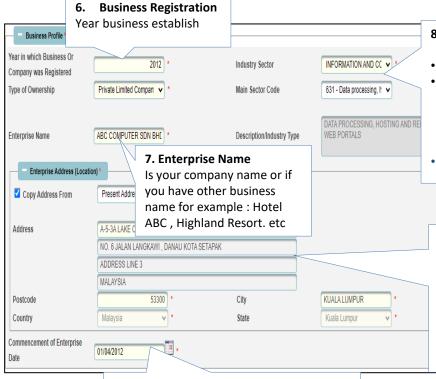
### **Part 3: Employer Profile**



#### 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



### 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.

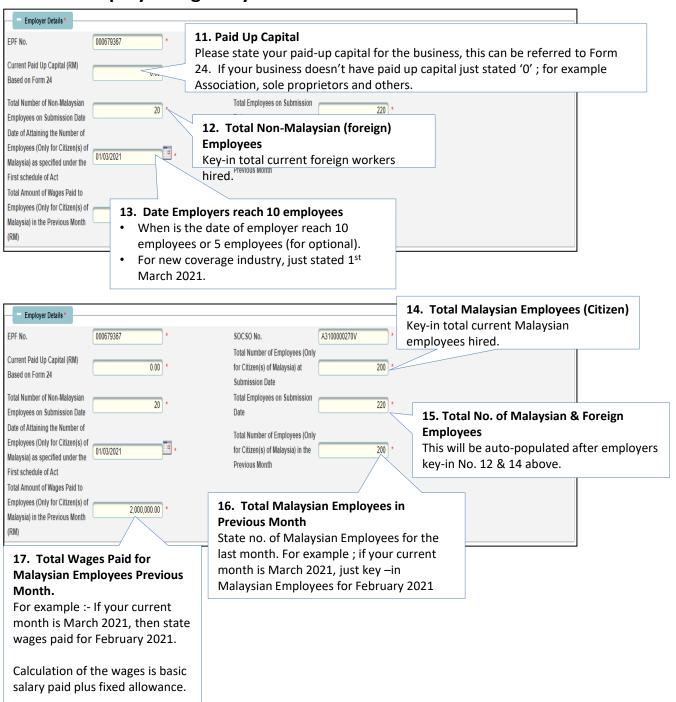
Date where business start or the date employer coming into operation. For

example: 15/03/2019

<sup>\*</sup> Malaysia Standard Industry Classification 2008: By Department of Statistics Malaysia (DOSM)

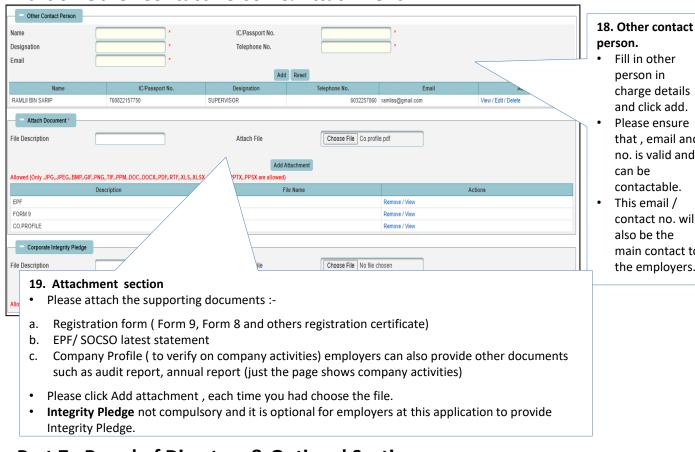
## **Guideline to fill in Form 1 (Registration of Employers)**

## Part 5: Employer Eligibility Details



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

### Part 6: Other Contact Person & Attachment



Fill in other

and click add.

Please ensure

that, email and

no. is valid and

contactable.

This email /

also be the

contact no. will

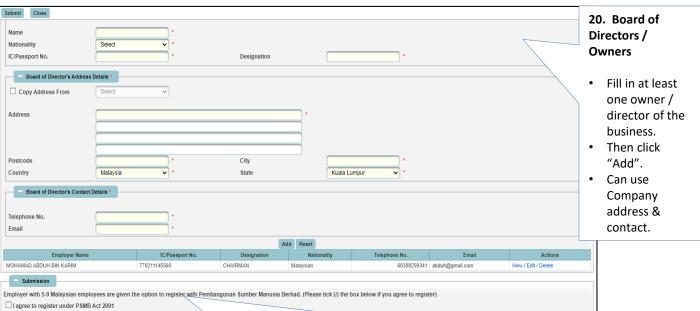
main contact to

the employers.

can be

person in charge details

# Part 7: Board of Directors & Optional Section



#### 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.