

Ref No.: (17) PSMB/20/8 Kulit 8
Date : 18 March 2021

EMPLOYERS' CIRCULAR NO. 4/2021

EXEMPTION OF HUMAN RESOURCES DEVELOPMENT LEVY PAYMENT FOR PERIOD JANUARY 2021 UNTIL JUNE 2021 FOR THE TOURISM AND RETAIL SECTORS AFFECTED BY CORONAVIRUS (COVID-19) PANDEMIC

1. PURPOSE

- 1.1 The purpose of this Circular is to inform registered employers on the human resources development levy exemption period of (6) six months effective from January 2021 to June 2021 for the Tourism and Retail sectors affected by the Coronavirus (COVID-19) pandemic.

2. BACKGROUND

- 2.1 On 17 March 2021, The Honorable Prime Minister, announced that employers categorized under the Tourism and Retail sectors affected by the Coronavirus (COVID-19) pandemic, be exempted from paying the human resources development levy for a period of (6) six months effective from January 2021 to June 2021. This exemption is to ease the financial burden faced by employers due to prolonged effects of Coronavirus (COVID-19).
- 2.2 The Honorable Minister of Human Resources with the powers vested under Section 19 of Pembangunan Sumber Manusia Berhad Act 2001(Act 612), exempted the payment of human resources levy for a period of (6) six months effective from January 2021 to June 2021 for the Tourism and Retail sectors affected by the Coronavirus (COVID-19) pandemic.

3. EMPLOYERS QUALIFIED

- 3.1 Employers qualified for this exemption are employers from the following (2) two Sectors :
- **Tourism Sector**
 - **Retail Sector**

4. EXEMPTION PERIOD

- 4.1 Only employers listed under the (2) two sectors as per para 3 above are exempted from paying levy for (6) six months effective from January 2021 to June 2021. Employers are required to commence payment of the July 2021 levy contribution on or before 15 August 2021.



5. LEVY ARREAR REPAYMENT

- 5.1 This exemption does not qualify for levy arrears repayment. Employers with outstanding levy arrears are advised to continue paying the arrears without delay in order to avoid being penalized with further Interest.

6. TRAINING GRANT APPLICATION

- 6.1 Even though employers are exempted from paying levy for 6 months, employers are encouraged to apply for training grant and continue sending their employees for training, utilizing the available levy in their own account.

7. CONCLUSION

- 7.1 Should employers have any queries or need assistance, kindly contact PSMB officers at :

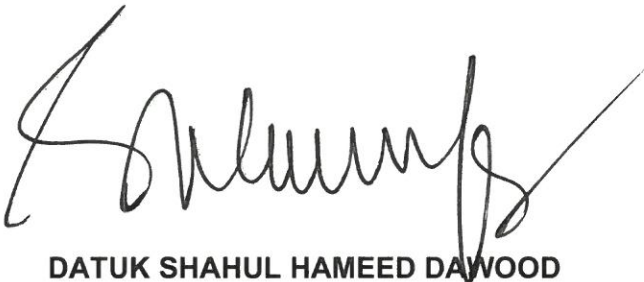
Call Centre toll free: 1800 88 4800

E-mail : support@hrdf.com.my or levysupport@hrdf.com.my

Thank you.

PEOPLE, PROWESS, PROGRESS
PEKERJA DAN CABARAN BUDAYA NORMA BAHARU

With regards,



DATUK SHAHUL HAMEED DAWOOD
Chief Executive

FREQUENTLY ASKED QUESTIONS (FAQ)

Program Strategik Memperkasa Rakyat & Ekonomi (PEMERKASA) Stimulus Package Six (6) Months Human Resources Development Levy Exemption for All Employers from the Tourism and Retail Sectors under the Pembangunan Sumber Manusia Berhad Act 2001 (Act 612)

NO.	QUESTIONS	HRDF RESPONSES
1.	Which employers are qualified for the six (6) months levy exemption?	Only HRDF registered employers from the Tourism and Retail sectors will be exempted from paying the mandatory Human Resources Development (HRD) levy for six (6) months from January 2021 to June 2021.
2.	Are newly registered employers exempted from paying levy during this period?	Yes, newly registered employers from the Tourism and Retail sectors are automatically qualified for the levy exemption from January 2021 to June 2021.
3.	Do employers need to make application for the levy exemption?	No. All registered employers from the Tourism and Retail sectors will automatically be exempted from paying the HRD levy.
4.	Are there any terms and conditions to the levy exemption?	Yes. Kindly refer to Employers' Circular No. 4/2021 and its corresponding guidelines.
5.	When is the effective date of the levy exemption?	The levy exemption will come into effect from January 2021 to June 2021.

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6.	For which months are employers exempted from levy contributions?	<p>Employers are exempted from paying levy for the months of January 2021 to June 2021. Please refer to Table 1 below:</p> <table border="1" data-bbox="787 462 1944 857"> <thead> <tr> <th data-bbox="787 462 1098 548">Salary for the month of:</th> <th data-bbox="1098 462 1409 548">Levy contribution for the month of:</th> <th data-bbox="1409 462 1724 548">Levy payment due (before or on)</th> <th data-bbox="1724 462 1944 548">Levy payable status</th> </tr> </thead> <tbody> <tr> <td data-bbox="787 548 1098 591">Jan 2021</td> <td data-bbox="1098 548 1409 591">Jan 2021</td> <td data-bbox="1409 548 1724 591">15 Feb 2021</td> <td data-bbox="1724 548 1944 591">Exempted</td> </tr> <tr> <td data-bbox="787 591 1098 633">Feb 2021</td> <td data-bbox="1098 591 1409 633">Feb 2021</td> <td data-bbox="1409 591 1724 633">15 March 2021</td> <td data-bbox="1724 591 1944 633">Exempted</td> </tr> <tr> <td data-bbox="787 633 1098 675">March 2021</td> <td data-bbox="1098 633 1409 675">March 2021</td> <td data-bbox="1409 633 1724 675">15 April 2021</td> <td data-bbox="1724 633 1944 675">Exempted</td> </tr> <tr> <td data-bbox="787 675 1098 717">April 2021</td> <td data-bbox="1098 675 1409 717">April 2021</td> <td data-bbox="1409 675 1724 717">15 May 2021</td> <td data-bbox="1724 675 1944 717">Exempted</td> </tr> <tr> <td data-bbox="787 717 1098 760">May 2021</td> <td data-bbox="1098 717 1409 760">May 2021</td> <td data-bbox="1409 717 1724 760">15 June 2021</td> <td data-bbox="1724 717 1944 760">Exempted</td> </tr> <tr> <td data-bbox="787 760 1098 802">June 2021</td> <td data-bbox="1098 760 1409 802">June 2021</td> <td data-bbox="1409 760 1724 802">15 July 2021</td> <td data-bbox="1724 760 1944 802">Exempted</td> </tr> <tr> <td data-bbox="787 802 1098 857">July 2021</td> <td data-bbox="1098 802 1409 857">July 2021</td> <td data-bbox="1409 802 1724 857">15 August 2021</td> <td data-bbox="1724 802 1944 857">Payable</td> </tr> </tbody> </table> <p data-bbox="1312 862 1419 894" style="text-align: center;">Table 1</p>	Salary for the month of:	Levy contribution for the month of:	Levy payment due (before or on)	Levy payable status	Jan 2021	Jan 2021	15 Feb 2021	Exempted	Feb 2021	Feb 2021	15 March 2021	Exempted	March 2021	March 2021	15 April 2021	Exempted	April 2021	April 2021	15 May 2021	Exempted	May 2021	May 2021	15 June 2021	Exempted	June 2021	June 2021	15 July 2021	Exempted	July 2021	July 2021	15 August 2021	Payable
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7.	When do employers resume their payment after the 6 months' levy exemption?	Employers are required to resume their levy payment for the month of July 2021 with levy payment made before or on 15 August 2021. (Please refer to Table 1)																																
8.	Will employers' levy statement show any levy amount during the exemption period?	No. During the levy exemption period from January 2021 to June 2021, employers' levy statement will be stamped as <u>Zero Levy</u> .																																

NO.	QUESTIONS	HRDF RESPONSES
9.	Will there be any refund for employers who have made levy payment during this exemption period?	<p>Yes. Any levy payments that are exempted during the six (6) months period will be automatically refunded to the employers.</p> <p>The employers do not have to apply for a refund.</p>
10.	Are employers exempted from paying levy or interest arrears during the levy exemption period?	No. Employers are not exempted from paying their levy or interest arrears during the exemption period.
11.	Can employers defer their levy or interest arrears repayments?	Employers with outstanding levy arrears are advised to continue paying the arrears without delay to avoid new charge of Interest.
12.	Can employers submit their training claim(s) during the exemption period?	Yes. HRDF registered employers can continue with their training claim submission(s) during the six (6) months exemption period as long as their available levy balance exceeds 50 per cent of the total amount claimed.

NO.	QUESTIONS	HRDF RESPONSES											
13.	For more information and/or enquiries on the HRDF levy exemption initiative, who can employers reach out to?	<p>Employers can get in touch with our Call Centre at :</p> <ul style="list-style-type: none"> • Call Centre (Toll Free) : 1800 88 4800 • Email: support@hrdf.com.my or levysupport@hrdf.com.my <table border="1" data-bbox="772 553 1892 743"> <thead> <tr> <th data-bbox="772 553 1110 594">Day</th> <th data-bbox="1110 553 1484 594">Operational Hours</th> <th data-bbox="1484 553 1892 594">Break</th> </tr> </thead> <tbody> <tr> <td data-bbox="772 594 1110 646">Monday – Thursday</td> <td data-bbox="1110 594 1484 695" rowspan="2">8.30 AM – 5.30 PM</td> <td data-bbox="1484 594 1892 646">1.00 PM – 2.00 PM</td> </tr> <tr> <td data-bbox="772 646 1110 695">Friday</td> <td data-bbox="1484 646 1892 695">12.15 PM – 2.45 PM</td> </tr> <tr> <td data-bbox="772 695 1110 743">Saturday & Sunday</td> <td colspan="2" data-bbox="1110 695 1892 743">Closed</td> </tr> </tbody> </table> <p>Additionally, Employers will be informed on the levy exemption via the following methods of communication:</p> <ul style="list-style-type: none"> • Employers’ Circular; • Alerts on HRDF website, www.hrdf.com.my; • Email and WhatsApp message alerts; <i>and</i> • Notifications of HRDF’s official social media channels: <ul style="list-style-type: none"> ○ Facebook: HRDF Official ○ Instagram: @hrdf_official ○ Linked In: HRDF Malaysia ○ Twitter: @hrdf_official 	Day	Operational Hours	Break	Monday – Thursday	8.30 AM – 5.30 PM	1.00 PM – 2.00 PM	Friday	12.15 PM – 2.45 PM	Saturday & Sunday	Closed	
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