

HRD Corp Grant Helper

HRD Corp Claimable Courses



A thick blue horizontal bar is positioned above a thick red horizontal bar, both spanning the width of the slide.

Purpose: To submit grant applications for HRD Corp Claimable Courses





Employers are required to apply for the grant at least ~~one (1) day~~ before training commences.

One (1) Week



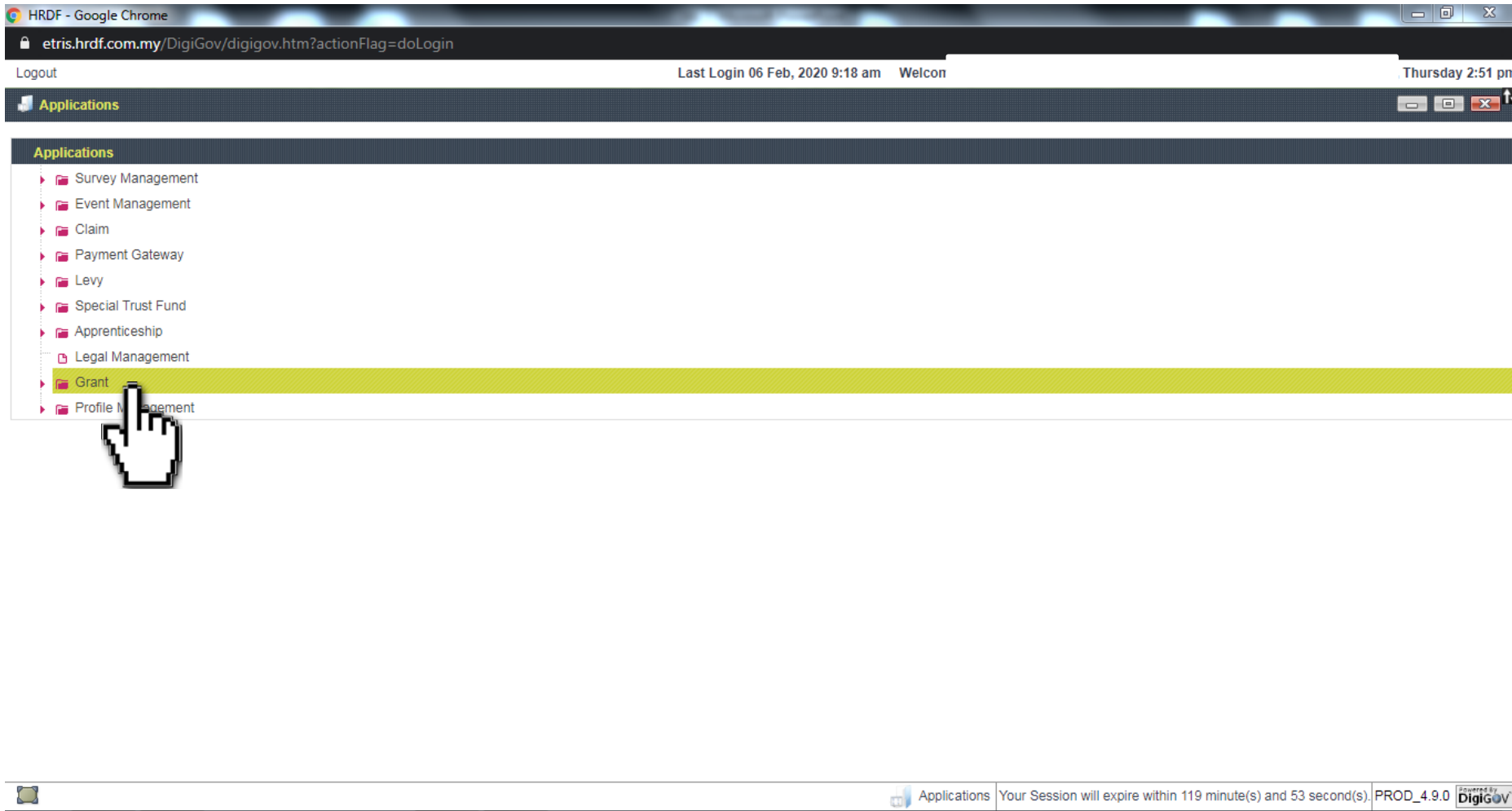
Employers must submit their applications with supporting documents, including invoices/quotations, trainer profiles, training schedule and course content.

*All of the supporting documents will be provided to you by SSTC.

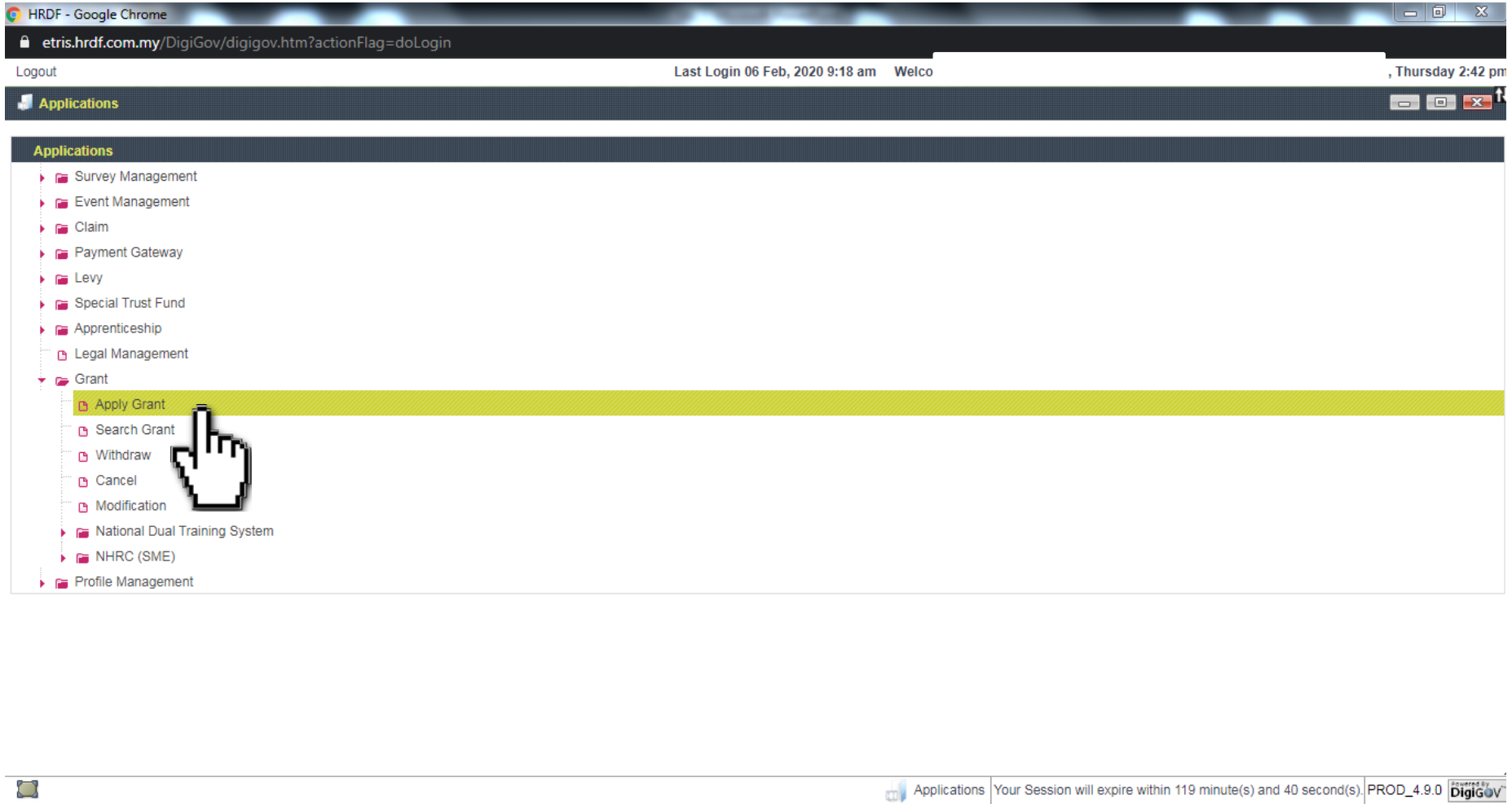
- (1) Login to Employer's e-TRiS account
- (2) Click **Application**



(3) Click Grant on the left side under Applications



(4) Click Apply Grant on the left side under Applications



(5) Click Apply

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcom , Thursday 2:54 pm

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		

Apply Cancel

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply Cancel

Applications | Your Session will expire within 119 minute(s) and 34 second(s). | PROD_4.9.0 | DigiGov

(6) Choose a Scheme Code and select **HRD Corp Claimable Courses: Skim Bantuan Latihan Khas**. Then, click **Apply**

The screenshot shows a web browser window with the URL `etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "HRDCorp - Google Chrome". The user is logged in, with the last login time being "09 Sep, 2021 3:21 pm". The page is titled "Applications > Grant > Apply Grant".

The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved		Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		

The "Apply New Grant" section contains the following form elements:

- Scheme Code**: A dropdown menu with a red arrow pointing to it and the text "Select: HRD Corp Claimable Course".
- This is Appeal Case**: A checkbox with the text "Do not tick this" and a red arrow pointing to it.
- Buttons**: "Apply" and "Cancel" buttons.
- Link**: "* Preview Application Forms" link.

The bottom of the page shows a status bar with the following information: "Applications", "Workflow", "Your Session will expire within 118 minute(s) and 48 second(s)", "PROD_4.37.0", and "Powered by DigiGov".

(7) Select your Immediate Officer and click Next

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications" and it shows a navigation menu with tabs: "Employer's Profile", "Training Provider's Profile", "Programme Details", "Details of Training", "Level of Certification", "Summary of Trainees", "Estimated Cost for Training Scheme", and "Acknowledgement".

The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	HRD Corp Claimable Courses		

Buttons: Save, Next, Cancel

The "Employer's Profile" section contains the following fields:

- MyCoID: [Redacted]
- Company Name: [Redacted]
- Immediate Officer: Select * (A hand cursor is pointing to this dropdown menu)
- Email: [Redacted] *

Buttons: Save, Next, Cancel

(8) Select a Training Provider, then click **Next**

The screenshot shows the HRDF portal interface. At the top, there's a navigation bar with 'Applications' and a breadcrumb trail: 'Employer's Profile' > 'Training Provider's Profile' > 'Programme Details' > 'Details of Training' > 'Level of Certification' > 'Summary of Trainees' > 'Estimated Cost for Training Scheme' > 'Acknowledgement'. Below this is a 'Levy Information' section with a table:

Company Name		Levy Balance	RM 80,976.51
Total Grant Approved	RM 726,510.70	Grant Balance	RM 105,008.07
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Below the table are buttons: 'Back', 'Save', 'Next', 'Cancel'. The next section is 'Registered Training Provider Details' with a search form:

MyCoID:

Training Provider Name:

Address:

Officer Telephone Number:

Email:

Post Code:

State:

Officer to be Contacted:

Buttons: 'Back', 'Save', 'Next', 'Cancel'

- 1. Key in 800621P under MyCoID.
- 2. Press Search, System & Skills Training Concept Sdn Bhd should appear.

(9) Please select a training programme from the list, then key in all the required details and click Next

The screenshot shows the HRDCorp DigiGov portal interface. The browser address bar shows `etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "HRDCorp - Google Chrome". The user is logged in, with the last login time shown as "09 Sep, 2021 3:21 pm".

The form is divided into two main sections: "Course Details" and "Programme Details".

Course Details:

- Course Title:** A dropdown menu. A red callout box says: "Note: Select your desired training programme." Below it, a red arrow points to the dropdown with the text: "Follow the programme code that was given to you, via WhatsApp. Example: 10001192416: (MC) Introduction to Bookkeeping".
- Description:** A text input field. A red callout box says: "Note: Explain the background and objective of this training." Below it, a red arrow points to the field with the text: "A simple description will do, for example: The objective of this training is to learn Bookkeeping skills and obtain the AAT Level 2 Certificate in Bookkeeping."
- Relevancy of Training:** A text input field. A red callout box says: "Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc." Below it, a red arrow points to the field with the text: "A simple explanation on why you need this training. Example: The participant is currently working as an Accounts Assistant, and needs this training to improve her bookkeeping skills which is relevant to her work."
- Type of Retraining and Skills Upgrading:** A dropdown menu. A red callout box says: "Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'." Below it, a red arrow points to the dropdown with the text: "Select: Not Applicable".
- HRDCorp Focus Area:** A dropdown menu. A red callout box says: "Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'." Below it, a red arrow points to the dropdown with the text: "Select: Not Applicable".

Programme Details:

- Type of Training:** Radio buttons for "e-Learning", "Coaching / Mentoring", "Mobile E-Learning", and "Remote Online Training (In-".
- Commencement of Program:** A date picker.
- Total Hours Per Training:** A text input field.
- No. of Full Days:** A text input field.
- No. of Half Days:** A text input field.
- No. of < Half Days:** A text input field. A red callout box says: "Note: Explain the background and objective of this training." Below it, a red arrow points to the field with the text: "A simple description will do, for example: The objective of this training is to learn Bookkeeping skills and obtain the AAT Level 2 Certificate in Bookkeeping." A red asterisk is next to the field.
- Total Training Days:** A text input field. A red asterisk is next to the field. A note below says: "*Note: Total of Full Day + Half Day + < Half Day.".
- No. of Month:** A text input field. A red asterisk is next to the field. A note below says: "*Note: mandatory if Training Type is 'Development Programme'.".
- Total Hours Per Trainee:** A text input field. A red asterisk is next to the field.

Buttons at the bottom of the form include "Back", "Save", "Next", and "Cancel".

(9.1) If the training programme is a micro-credential programme, you are required to complete these 3 fields. Save and click **Next**

The screenshot shows the HRDF portal interface. At the top, the browser address bar displays "etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin". The user is logged in as "Welcome" with a last login of "23 Jun, 2022 4:59 pm". The page title is "Applications".

Key information displayed includes:

- Company Name: [Redacted]
- Levy Balance: RM 174,301.77
- Grant Balance: RM 224,943.03
- Total Grant Approved: [Redacted]
- Total Amount Applied: RM 0.00
- HRD Corp Claimable Courses: [Redacted]

The main form fields are:

- Course Title: 10001198033 : (MC) RC *
- Micro Credential: Tick this
- MC Acknowledgement Letter: [Redacted] Tick this (given to you as a supporting document)
- MICAS Application No.: [Redacted] * Follow the Micro-Credential Number that was given to you in WhatsApp. Each Module has its respective MICAS No. For Example: (MC) Introduction to Bookkeeping MICAS No is MC/000628
- Type of Retraining and Skills Upgrading: Select *

Below the main form, the "Programme Details" section includes:

- Type of Training: [Redacted]
- Commencement of Programme: Start Date [Redacted] * End Date [Redacted] *
- Total Hours Per Training: 0.00 *Note: User define for information only.
- No. of Full Days: [Redacted] *(Based on 7 hours per day)
- No. of Half Days: [Redacted] *(Based on 4 hours per day)
- No. of < Half Days: [Redacted] *Hours 0.00 *(Based on < 4 hours a day)

Three red callout boxes highlight specific fields:

- Note: Micro-Credential** (points to the Micro Credential checkbox)
- Note: MC Acknowledgement letter** (points to the MC Acknowledgement Letter field)
- Note: MiCAS Application number** (points to the MICAS Application No. field)

The Windows taskbar at the bottom shows the system tray with the date "23/6/2022" and time "11:25 PM".

(9.2) Please select a Course Title and Type of Training

HRDCorp - Google Chrome
 etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 14 Dec, 2021 3:31 pm Welcome , Sunday 11:24 pm

Applications
 Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Course Details

Course Title * *Follow the programme name: (MC) Introduction to Bookkeeping*

Description * *A simple description will do, for example: The objective of this training is to learn Bookkeeping skills and obtain the AAT Level 2 Certificate in Bookkeeping.*

Relevancy of Training

Type of Retraining and Skills Upgrading *

HRDCorp Focus Area * *Select: Not Applicable*

Programme Details

Type of Training *

Commencement of Programme Start Date * End Date * *For FACE TO FACE please select PUBLIC*
For Online (Zoom) please select REMOTE ONLINE TRAINING (PUBLIC)
Follow the start date & end date stated in the QUOTATION.

Total Hours Per Training * *Follow Quotation Total Training Hours*
 *Note: User defined information only.

No. of Full Days * (Based on 7 hours per day)

No. of Half Days * *Follow Quotation No. Of Days*
 * (Based on 4 hours per day)

No. of < Half Days * Hours * (Based on < 4 hours a day)

Total Training Days * **Note: Total of Full Day + Half Day + < Half Day.*

No. of Month * **Note: mandatory if Training Type is "Development Programme".*

Total Hours Per Trainee

External Trainer Details:
 Trainer 1: Pak Mei Yoke
 Trainer 1 IC: 650411-07-5176
 Citizenship: Malaysian
 Distance: Less than 100 Km
 Overseas Trainer; NO

Trainer 2: Woon Chang Lung
 Trainer 2 IC: 620926-01-5423
 Citizenship: Malaysian
 Distance: Less than 100 km
 Overseas Trainer: No

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 59 second(s). PROD_4.40.3

(10) Please key in the Training Location and click **Next**

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcome Saturday 1:42 am

Applications

Employer's Profile | Training Provider's Profile | Programme Details | **Details of Training** | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

If FACE TO FACE, Select External Training Permise
IF Online, Select Not Applicable

Back Save Next Cancel

Details of Training

Training Location: Not Applicable *
Please Specify Full Address: Team Meeting / Zoom *
State: Selangor *
No. of Travel Days: 1 Day Not Applicable *

Back Save Next Cancel

Tick Not Applicable.

If Face to Face, Address should be the following:
System & Skills Training Concept Sdn Bhd
1-13, 2-13 & 2, 11, Jalan Puteri 4/6,
Bandar Puteri Puchong,
47100 Puchong, Selangor
If Online, put Online through Zoom.

Applications | Workflow | Your Session will expire within 119 minute(s) and 25 second(s) | PROD_4.37.0 | Powered By DigiGov

(11) Please select the Level of Certification and click Next

The screenshot shows a web browser window with the URL `etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "HRDCorp - Google Chrome". The user is logged in, with the last login on 09 Sep, 2021 at 3:21 pm. The page displays a navigation menu with tabs for "Employer's Profile", "Training Provider's Profile", "Programme Details", "Details of Training", "Level of Certification", "Summary of Trainees", and "Estimated Cost for Training Scheme". The "Level of Certification" tab is active.

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Level of Certification

Level of Certification: [Dropdown menu] * (Annotated: "Select, Professional Certificate.")

Practical/Hands-On/TVET? Yes No * (Annotated: "Tick No")

Buttons: Back, Save, Next, Cancel. A hand cursor is pointing to the "Next" button.

Annotations:

- "There will be a pop up box here called professional Certificate." (Annotated: "Professional Certificate: Association of Accounting Technicians, Uk")

Footer: Applications | Workflow | Your Session will expire within 119 minute(s) and 52 second(s) | PROD_4.37.0 | Powered By DigiGov

(12) Please follow the instructions and key in trainee details

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:45 am

Applications

Details of Training | Level of Certification | **Summary of Trainees** | Estimated Cost for Training Scheme | Acknowledgement & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Traine Information by Batch

Batch No. * Follow Quotation Start Date

Training Schedule Start Date * End Date * Follow Quotation End Date

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 56 second(s). PROD_4.37.0

Click add batch, after filling the training dates. and click save after that.

(12.1) Click Add Batch, then click Save

The screenshot shows a web application interface for HRDCorp. The browser address bar shows 'etris.hrddcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin'. The page has a navigation menu with 'Applications' selected. The main content area is divided into several sections:

- Levy Information:** Displays financial data for a company. It includes fields for Company Name, Total Grant Approved (RM 752,043.70), Total Amount Applied (RM 0.00), Scheme Name (HRD Corp Claimable Courses), Levy Balance (RM 118,419.17), and Grant Balance (RM 180,791.27).
- Buttons:** 'Back', 'Save', 'Next', and 'Cancel' buttons are present below the Levy Information section.
- Trainee Information by Batch:** This section contains a form for adding a batch. It includes fields for 'Batch No.', 'Training Schedule Start Date' (21/09/2021), and 'Training Schedule End Date' (22/09/2021). Below the form is a table with one row of data and an 'Add Batch' button. A note below the table reads: 'Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.'
- Summary of Trainees:** A table showing a breakdown of trainees by gender and distance. The table has columns for Batch No., Male, Female, Less 70 km, More or Equal 70 km, Bumi, Malay, Chinese, Indian, Dayak, and Other Race.
- Buttons:** 'Back', 'Save', 'Next', and 'Cancel' buttons are present below the Summary of Trainees section.

A hand cursor icon is positioned over the 'Save' button in the Summary of Trainees section, indicating the next step in the process.

(12.2) Click Add Trainee Details

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome Saturday 1:47 am

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No. *
 Training Schedule Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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[Back](#) [Save](#) [Next](#) [Cancel](#)

Applications | Workflow | Your Session will expire within 119 minute(s) and 57 second(s) | PROD_4.37.0 | **Powered By DigiGov**

(12.3) Please key in all the required details, then click **Add**

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...`. The page title is "Trainee Details".

Under the "Trainer Detail Per Batch" section, there is a note: ***Note: Select the Trainer for this batch.** and the message "No records found to display."

The "Data Entry Mode" section has radio buttons for "Manual" (selected) and "Excel".

The "Trainee Details" section contains the following fields:

- IC No. (Text input field)
- Name (Text input field)
- Gender (Dropdown menu)
- Race (Dropdown menu)
- Academic Qualification (Dropdown menu)
- Trainee Designation (Dropdown menu)
- HQ/Branch (Dropdown menu)
- Distance to Training Location (Dropdown menu)

Red arrows and text annotations provide instructions:

- An arrow points to the IC No. field with the text: "PUT IC & FULL NAME OF PARTICIPANT".
- An arrow points to the Name field with the text: "Update Trainee Details".
- An arrow points to the Race field with the text: "* Fill in Accordingly to the participant details.".
- An arrow points to the HQ/Branch field with the text: "Just select any".
- An arrow points to the Distance to Training Location field with the text: "Less than 100 Km".

At the bottom of the form are "Add" and "Reset" buttons. A hand cursor is positioned over the "Add" button.

Additional notes on the page include: "Note: Please click..." and "Note: If your branch is not listed, please update your profile to add the branch details."

(12.4) Click **Add** if there are more participants. Once done, click **Save**

The screenshot shows a web application interface for HRDF. The main window is titled "Trainee Details" and contains a form for entering trainee information. A mouse cursor is pointing at the "Add" button. Below the form is a table with one row of data. The table has columns for No, Name, IC No., Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, Distance to Training Location, and Actions. The "Add" button is highlighted with a red box.

Trainee Details

*No records found to display.

Data Entry Mode

Data Entry Mode Manual Excel

Trainee Details

IC No. * [Update Trainee Details](#)

Name *

Gender *

Race *

Academic Qualification *

Trainee Designation *

HQ/Branch *

Note: If your branch is not listed, please update your profile to add the branch details.

Distance to Training Location *

Add **Reset**

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(12.5) Click Next

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome | Saturday 1:48 am

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No. *
 Training Schedule Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	1	0	0	1	0	0	0	0

[Back](#) [Save](#) [Next](#) [Cancel](#)

Applications | Workflow | Your Session will expire within 119 minute(s) and 56 second(s) | PROD_4.37.0 |

(13) Please key in the course fees and allowance details, then click **Save**

HRDCorp - Google Chrome
 etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 14 Dec, 2021 3:31 pm Welcome Sunday 11:41 pm

Applications

Levy Information

Company Name		Levy Balance	RM 149,380.72
Total Grant Approved	RM 768,393.70	Grant Balance	RM 194,574.10
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Estimated Cost

Type of Training : Public
 Training Location : Local

Upfront Payment to Training Provider : Percentage % Amount (RM)

**Follow Training Fee stated in the quotation.*

Follow Quotation No. Of Days Example: 9.00

Should be the same as the training fee stated in the quotation

Training Fee/(B) = (A)

Put 1

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,366.0000	*Per Day	1.0	1	Pax	Not Applicable	1,366.00
Tr									
Tr									
Tr									

Total Amount(RM): 1,366.00

Note : Distance for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

*Example:
 Training fee is RM 1081
 (A) is RM 1081 / 9 Days = 120.1111111111*

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 0 second(s) PROD_4.40.3

**If confused please WhatsApp me immediately.*



(13.1) Select Upfront Payment to Training Provider and key in the percentage for [redacted] to 0%. Then, click **Save** and **Next**

HRDCorp - Google Chrome
etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 14 Dec, 2021 3:31 pm Welcome , Sunday 11:43 pm

Applications

Levy information

Company Name		Levy Balance	RM 149,380.72
Total Grant Approved	RM 768,393.70	Grant Balance	RM 194,574.10
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Estimated Cost

Type of Training : Public
Training Location : Local

Upfront Payment to Training Provider: Percentage % Amount (RM)

30.00 [redacted]

Make sure upfront payment is 0%.

Category	Allowable Item	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,300.0000	*Per Day	1.0	1	Pax	Not Applicable	1,300.00

Back Save Next Cancel

Applications Your Session will expire within 117 minute(s) and 5 second(s). PROD_4.40.3 Powered by DigiGov

(14) Complete the declaration form and select a desired officer

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcom Saturday 1:51 am

Applications

< Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | **Acknowledgement & Declaration of Employer** >

Levy Information

Company Name		Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

MUST TICK ALL BOXES

* I agree that the training fee amounting to RM 700.00 to be claimed by

i) Name of Provider ii) Registration No. of Training Provider

iii) Registration Programme for course title/programme

that will be conducted from to and to be debited from our account by Pembangunan Sumber Manusia Berhad.

* I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. * I declare that all expenses incurred during this training will be borne by our company.

* I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

* I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name *
Designation * ← The person that is applying this grant's details.
Email *

(14.1) Add all the required documents, then click Add Attachment. Then, click Save and Submit Application

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcome hursday 4:57 pm

Applications

grant that may have been disbursed.
 I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name: Other *
Designation: Executive *
Email: abcde@yahoo.com *
IC No.: 123456789123 *
Date: 06/02/2020

Other Officer Name: abcde *

The person that is applying this grant's details.

Supporting Documents

*Preferred file type/format is pdf file.
Supporting Documents Checklist:

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attach all the documents that was given to you for each respective module.
Each module will need a grant and each grant will have the following:
1. Course Content (AAT-Level-2-Certificate-in-Bookkeeping-...)
2. Micro-credential Letter
3. Quotation
4. Trainer Profile (2 Pax)
5. Training Schedule

Attachment *

File Description: [] Attach File: Choose File Training Pro... 0-04-16).pdf

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description		Actions
Training Program - APR-32 (2020-04-16)	Training Program - APR-32 (2020-04-16).pdf	Remove / View

Back Save Submit Application

Remember to click ' Add Attachment' every time after you choose a file.

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0



Once the **New Grant Application** is successfully submitted, the Grant Officer will evaluate the application accordingly. The application may be queried if additional information is required.

The application status will be updated via the employer's dashboard, email, and the e-TRiS inbox.