

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



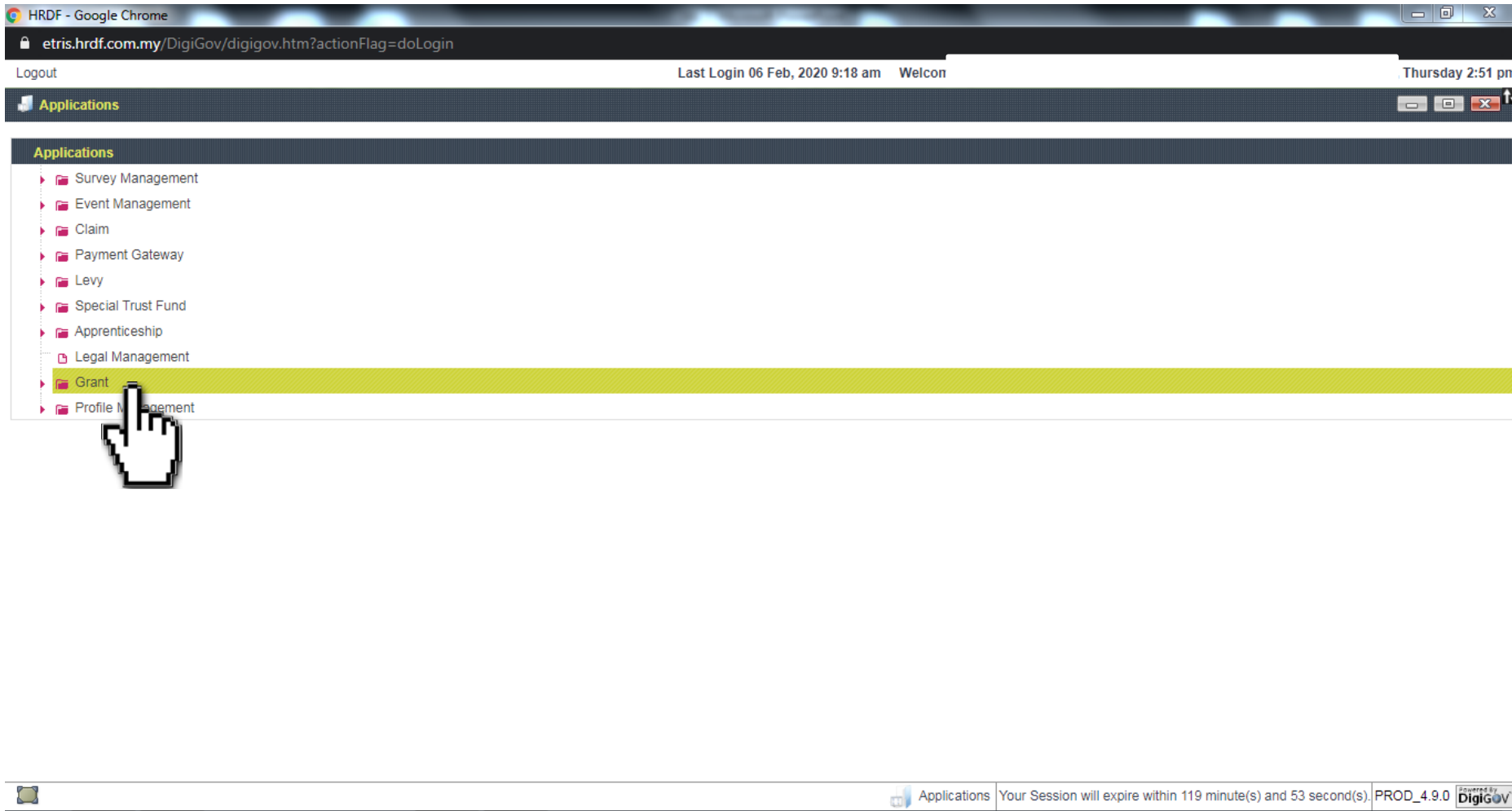
Employers must submit their applications with supporting documents, including invoices/quotations, trainer profiles, training schedule and course content.

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

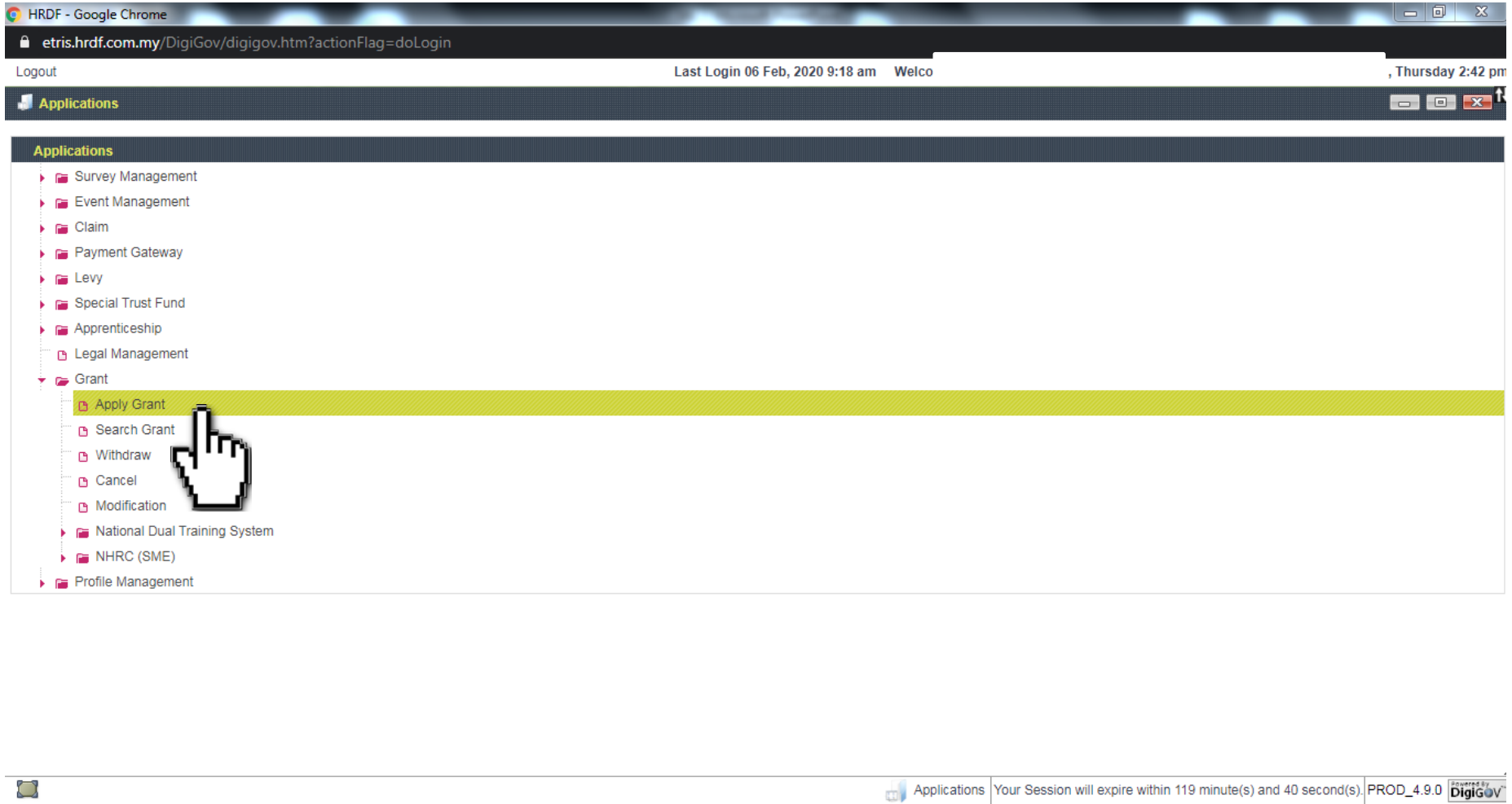
- (1) Login to Employer's e-TRiS account
- (2) Click Application



(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		

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

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

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

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

Applications

Applications > Grant > Apply Grant

Levy Information

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

Apply New Grant

Scheme Code **HRD Corp Claimable Cc** * [Preview Application Forms](#)

This is Appeal Case

Do not tick this →

Apply Cancel

Applications Workflow Your Session will expire within 118 minute(s) and 48 second(s). PROD_4.37.0

(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 tabs: Employer's Profile, Training Provider's Profile (highlighted), Programme Details, Details of Training, Level of Certification, Summary of Trainees, Estimated Cost for Training Scheme, and Acknowledgement. Below this is a sub-tab for Levy Information. The Levy Information section displays a table with the following data:

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 Levy Information, there are buttons: Back, Save, Next, Cancel. The next section is Registered Training Provider Details. It contains a search form with the following fields:

- MyCoID: [Redacted] * Search
- Training Provider Name: [Redacted]
- Address: [Redacted]
- Officer Telephone Number: [Redacted]
- Email: [Redacted]
- Post Code: [Redacted]
- State: [Redacted]
- Officer to be Contacted: [Redacted]

A red arrow points to the MyCoID field with the text "800621P". A hand cursor is shown clicking the "Search" button. Below the search form are 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 displays "etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin". The page includes a "Logout" link, a "Last Login 09 Sep, 2021 3:21 pm" timestamp, and a "Welcome" message. The main content area is divided into two sections: "Course Details" and "Programme Details".

Course Details Section:

- Course Title:** A dropdown menu with a red arrow pointing to it. A callout box says: "Note: Select your desired training programme." Below the dropdown, a red arrow points to a text box containing the example: "Follow the programme code that was given to you, via WhatsApp. Example: 10001199257:(MC) Certified Human Resource Professional Program".
- Description:** A text area with a callout box: "A simple description will do, for example: The objective of this training is to learn human resource skills and obtain the Certification."
- Relevancy of Training:** A text area with a callout box: "Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc." Below this, a yellow box contains: "A simple explanation on why you need this training, Example: The participant is currently working as an HR Executive, and needs this training to improve her skills which is relevant to her work."
- Type of Retraining and Skills Upgrading:** A dropdown menu with "Select" as the current value.
- HRDCorp Focus Area:** A dropdown menu with "Not Applicable" as the current value. A red arrow points to it with the callout: "Select: Not Applicable".

Programme Details Section:

- 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 callout box says: "Note: Explain the background and objective of this training." Below this, a yellow box contains: "Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'." A red arrow points from this box to the "HRDCorp Focus Area" dropdown.
- Total Training Days:** A text input field. A note below it says: "*Note: Total of Full Day + Half Day + < Half Day.".
- No. of Month:** A text input field. A note below it says: "*Note: mandatory if Training Type is 'Development Programme'.".
- Total Hours Per Trainee:** A text input field.

At the bottom of the page, there are navigation buttons: "Back", "Save", "Next", and "Cancel". The footer includes "Applications", "Workflow", a session expiration timer "Your Session will expire within 118 minute(s) and 36 second(s)", "PROD_4.37.0", and a "Powered by DigiGov" logo.

(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 shows '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 displays account balances: 'Levy Balance RM 174,301.77' and 'Grant Balance RM 224,943.03'. The 'Total Amount Applied' is 'RM 0.00'. The 'HRD Corp Claimable Courses' section is visible.

Key form fields and annotations:

- Course Title:** 10001198033 : (MC) RC *
- Micro Credential:** Tick this
- MC Acknowledgement Letter:** 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 course has its respective MICAS No. For Example: (MC) Certified Human Resource Professional Program MICAS No is MC/001939
- Type of Retraining and Skills Upgrading:** Select *

Red callout boxes highlight the following fields:

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

At the bottom, the 'Programme Details' section includes fields for 'Type of Training', 'Commencement of Programme' (Start Date, End Date), 'Total Hours Per Training' (0.00), 'No. of Full Days', 'No. of Half Days', and 'No. of < Half Days'.

(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

Buttons: Back Save Next Cancel

Course Details

Course Title: *
 Relevancy of Training: *

Description: *
 Type of Retraining and Skills Upgrading: *
 HRDCorp Focus Area:

Programme Details

Type of Training: *
 Commencement of Programme: Start Date: * End Date: *
 Total Hours Per Training: *
 No. of Full Days: * (Based on 7 hours per day)
 No. of Half Days: * (Based on 4 hours per day)
 No. of < Half Days: * (Based on < 4 hours a day)
 Total Training Days: *
 No. of Month: *
 Total Hours Per Trainee: *

Buttons: Back Save Next Cancel

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

Follow the programme name: (MC) Certified Human Resource Professional Program

A simple explanation on why you need this training, Example: The participant is currently working as an HR Executive, and needs this training to improve her skills which is relevant to her work.

A simple description will do, for example: The objective of this training is to learn human resource skills and obtain the Certification.

Select: Not Applicable

Follow Quotation Total Training Hours

For Online (Zoom) please select REMOTE ONLINE TRAINING (PUBLIC)

Follow Quotation No. Of Days

Follow the start date & end date stated in the QUOTATION.

(10) Please key in the Training Location 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 current time is Saturday 1:42 am. The navigation menu includes "Employer's Profile", "Training Provider's Profile", "Programme Details", "Details of Training" (highlighted), "Level of Certification", "Summary of Trainees", and "Estimated Cost for Training Scheme".

The "Levy Information" section displays the following data:

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		

The "Details of Training" section contains the following fields:

- Training Location: Not Applicable (dropdown menu, annotated with "Select Not Applicable")
- Please Specify Full Address: Team Meeting / Zoom (text area, annotated with "Type; Online through Zoom.")
- State: Selangor (dropdown menu, annotated with "Select, Selangor.")
- No. of Travel Days: 1 Day Not Applicable (radio buttons, annotated with "Tick Not Applicable")

Navigation buttons "Back", "Save", "Next", and "Cancel" are present at the bottom of the form. A hand cursor is shown clicking the "Next" button.

At the bottom of the page, there is a footer with "Applications", "Workflow", a session expiration timer ("Your Session will expire within 119 minute(s) and 25 second(s)"), "PROD_4.37.0", and a "Powered by DigiGov" logo.

(11) Please select the Level of Certification 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 1:44 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		

Back Save Next Cancel

Level of Certification

Level of Certification [Dropdown]

Practical/Hands-On/TVET? Yes No *

Back Save Next Cancel

Select, Professional Certificate.

There will be a pop up box here called professional Certificate.

Professional Certificate: Association of Accounting Technicians, UK
International Federation of Professional Managers (IFPM)

Tick No

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. *

Training Schedule Start Date * End Date *

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
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Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details

Summary of Trainees

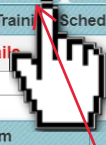
Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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Back Save Next Cancel

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

Follow Quotation Start Date

Follow Quotation End Date



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

(12.1) Click Add Batch, then click Save

HRDCorp - Google Chrome
etris.hrddcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcome , Saturday 1:46 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	-	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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel



(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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

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**

HRDF - Google Chrome

etris.hrdf.com

Logout

Applications

Details of Tra

Levy Info

Company Name

Total Grant App

Total Amount A

Scheme Name

Back Save M

Trainee In

Batch No.

Training Sched

Batch N

Note: Please cli

Summary

Batch No

Back Save M

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode Manual Excel

Trainee Details

IC No.

Name

Gender *

Race * * Fill in Accordingly to the participant details.

Academic Qualification *

Trainee Designation *

HQ/Branch * Just select any

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

Distance to Training Location * Less than 100 Km

Add Reset

PUT IC & FULL NAME OF PARTICIPANT

Update Trainee Details

Actions

View / Edit / Delete

Dayak Other Race

(s) and 48 second(s) PROD_4.9.0 Powered by DigiGov

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

The screenshot shows the HRDF DigiGov interface. A mouse cursor is pointing to the 'Add' button in the 'Trainee Details' section. The form contains several fields with dropdown menus and text boxes. 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.

Trainee Details Form Fields:

- IC No. *
- Name *
- Gender *
- Race *
- Academic Qualification *
- Trainee Designation *
- HQ/Branch *
- Distance to Training Location *

Table Data:

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
 *Follow Training Fee stated in the quotation.

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

Training Fee/(B) = (A) Follow Quotation No. Of Days Example: 5.00 Put 1 Should be the same as the training fee stated in the quotation

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	1,300.0000	*Per Day	1.0 *	1 *	Pax	Not Applicable	1,300.00

Total Amount(RM): 1,450.00

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

Back Save Next Cancel

Example:
 Training fee is RM 2900
 (A) is RM 2900 / 5 Days = 580.00

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 from 1% to 30%. 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

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

Total Amount(RM): 1,450.00

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

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

MUST TICK ALL BOXES

Acknowledgement & Declaration of Employer

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

i) Name of Provider FEDERATION OF MALAYSIA ii) Registration No. of Training Provider 007907X_JOHOR

iii) Registration Programme 1000194909 for course title/programme Managing Employee's Wage

that will be conducted from 21/09/2021 to 22/09/2021 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 *

Applications Workflow Your Session will expire within 119 minute(s) and 46 second(s). PROD_4.37.0 Powered By DigiGov

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

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications".

Form Fields:

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

Supporting Documents Checklist:

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

Attachment Section:

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

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

Buttons: Back, Save, Submit Application, Add Attachment, Choose File

The person that is applying this grant's details.

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 (CHRP-SSTC Brochure)
 2. Micro-credential Letter
 3. Quotation
 4. Trainer Profile (1 Pax)
 5. Training Schedule

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



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.