

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.

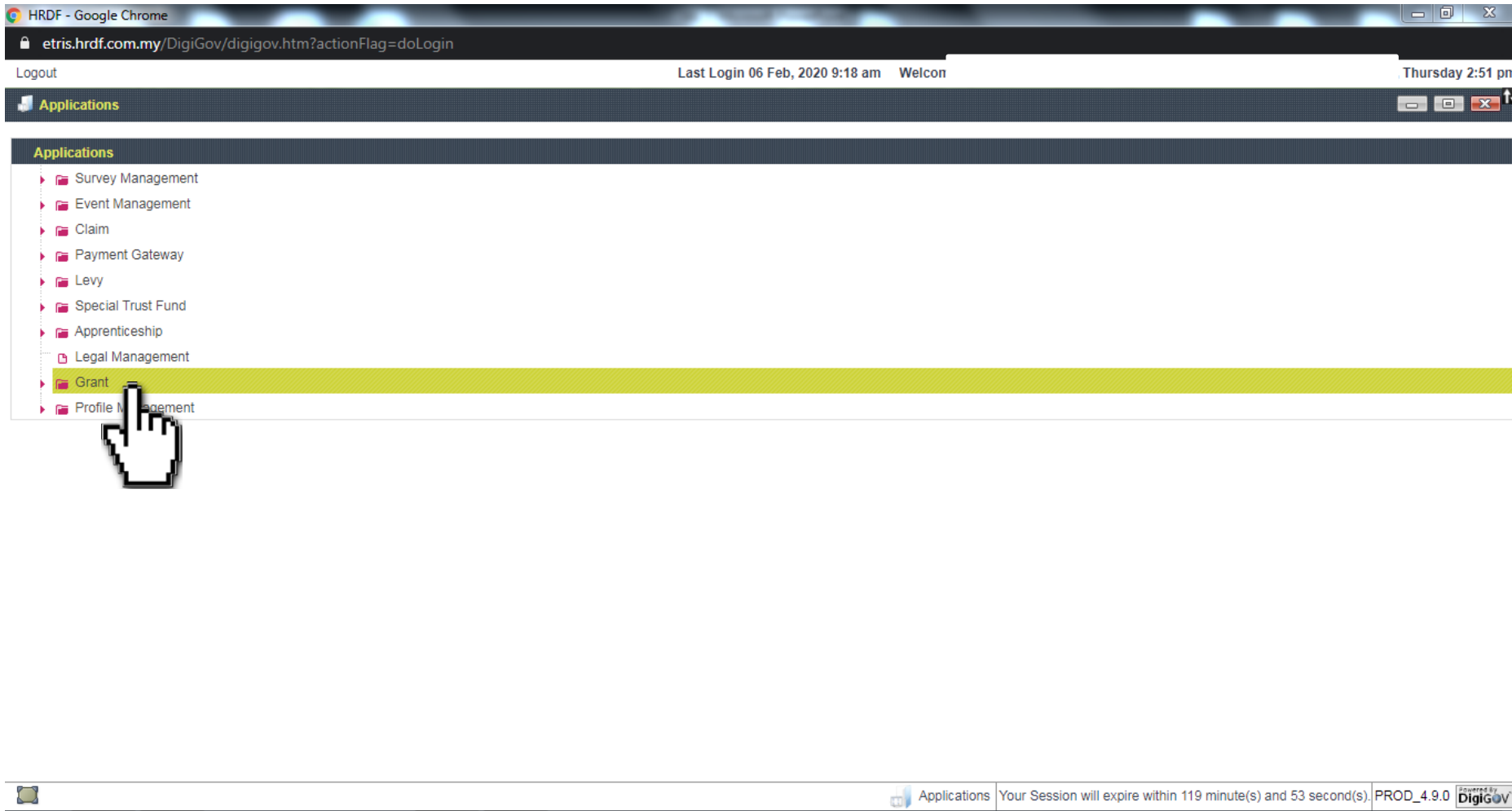


*All of the supporting documents will be provided to you by SSTC.

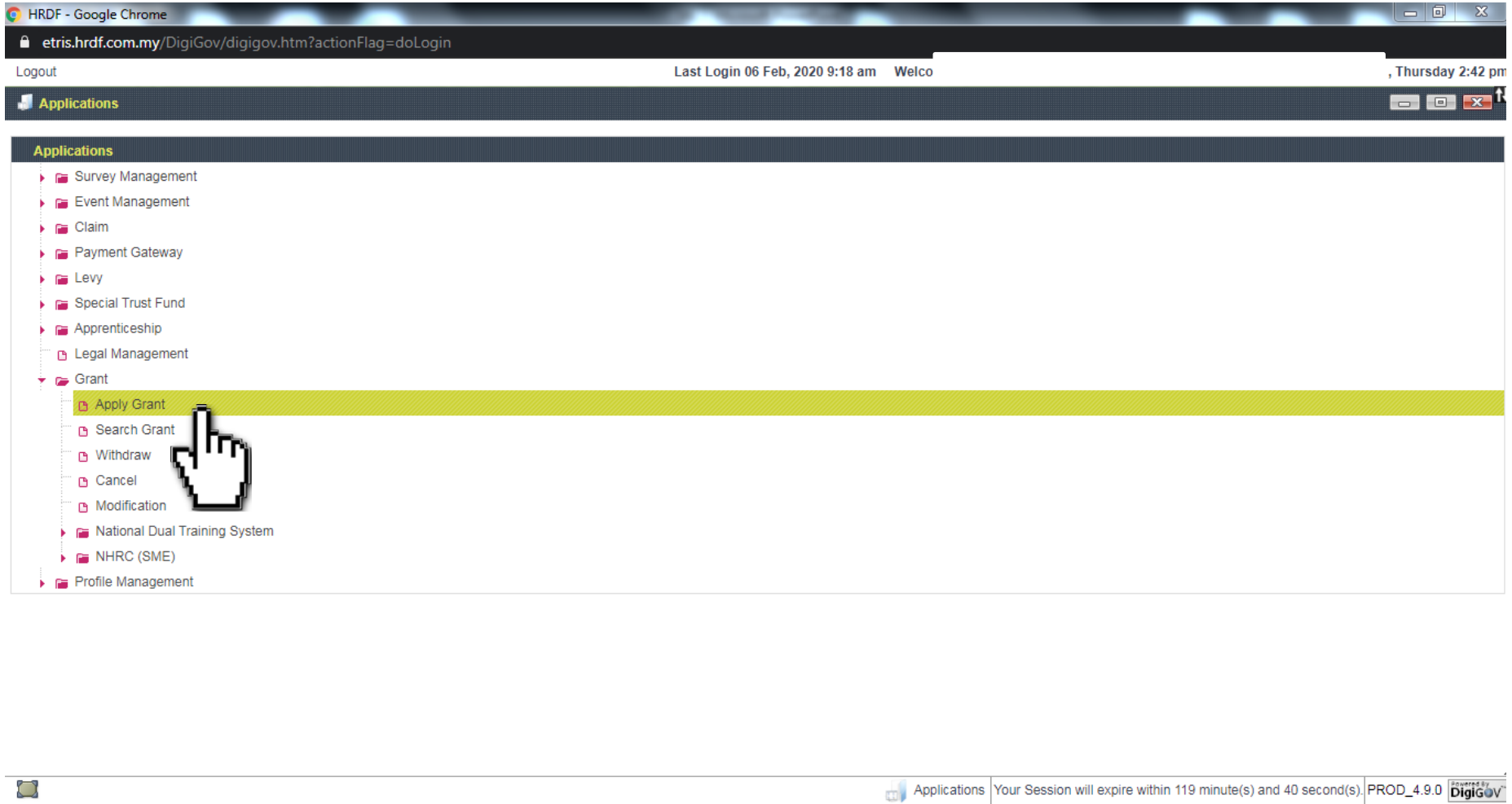
- (1) Login to Employer's e-TRiS account
- (2) Click **Application**



(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**

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

Select: HRD Corp Claimable Course

Applications Workflow Your Session will expire within 118 minute(s) and 48 second(s). PROD_4.37.0 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". The user is logged in, with the last login time being "06 Feb, 2020 9:18 am". The current date and time are "Thursday 3:08 pm".

The "Applications" menu is open, showing several options: "Employer's Profile" (highlighted in red), "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 is expanded, showing 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		

Below the "Levy Information" section, there are buttons for "Save", "Next", and "Cancel".

The "Employer's Profile" section is expanded, showing the following fields:

- MyCoID: [Redacted]
- Company Name: [Redacted]
- Immediate Officer: [Select] *
- Email: [Redacted] *

Below the "Employer's Profile" section, there are buttons for "Save", "Next", and "Cancel". A hand cursor is pointing at the "Select" dropdown menu for the "Immediate Officer" field.

(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 '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 'Registered Training Provider Details' section is active, showing a search form. A red arrow points to the 'MyCoID' field with the value '800621P'. A hand cursor is over the 'Search' button. Other fields include Training Provider Name, Address, Officer Telephone Number, Email, Post Code, State, and Officer to be Contacted. Buttons at the bottom are 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. At the top, there is a navigation bar with 'Logout' and 'Applications' links. Below this, there are buttons for 'Back', 'Save', and 'Next'. The main content area is divided into two sections: 'Course Details' and 'Programme Details'. The 'Course Details' section includes a 'Course Title' dropdown menu, a 'Description' text area, a 'Relevancy of Training' text area, a 'Type of Retraining and Skills Upgrading' dropdown menu, and an 'HRDCorp Focus Area' dropdown menu. The 'Programme Details' section includes a 'Type of Training' section with radio buttons for 'e-Learning', 'Coaching / Mentoring', 'Mobile E-Learning', and 'Remote Online Training (In-...)', and a 'Commencement of Program' section with input fields for 'Total Hours Per Training', 'No. of Full Days', 'No. of Half Days', 'No. of < Half Days', 'Total Training Days', 'No. of Month', and 'Total Hours Per Trainee'. Red callout boxes provide instructions: 'Note: Select your desired training programme.' points to the 'Course Title' dropdown; 'Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.' points to the 'Relevancy of Training' text area; 'Note: Explain the background and objective of this training.' points to the 'Description' text area; and 'Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'.' points to the 'HRDCorp Focus Area' dropdown. A yellow callout box provides an example for the 'Relevancy of Training' text area: '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.' Another yellow callout box provides an example for the 'Description' text area: 'A simple description will do, for example: The objective of this training is to learn management skills and obtain the Certification.'

Note: Select your desired training programme.

Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc.

Note: Explain the background and objective of this training.

Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'.

Follow the programme code that was given to you, via WhatsApp.
Example: 10001309938:Certified Professional Manager 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 management skills and obtain the Certification.

Select: Not Applicable

(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 form fields and annotations:

- Company Name:** [Blank]
- Levy Balance:** RM 174,301.77
- Grant Balance:** RM 224,943.03
- Total Grant Approved:** [Blank]
- Total Amount Applied:** RM 0.00
- HRD Corp Claimable Courses:** [Blank]
- Course Title:** 10001198033 : (MC) RC *
- Micro Credential:** (Annotated with "Note: Micro-Credential" and "Don't Tick This")
- MC Acknowledgement Letter:** [Blank] (Annotated with "Note: MC Acknowledgement letter" and "Don't Tick this")
- Relevancy of Training:** [Blank] (Annotated with "You Won't have to fill this in.")
- MICAS Application No.:** [Redacted] *
- Type of Retraining and Skills Upgrading:** Select [Blank] *
- HRDC:** [Blank]

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

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

The bottom of the screen shows the Windows taskbar with the system tray displaying "27°C Mostly clear", "11:25 PM", and "23/6/2022".

(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 *
 Description *
 Relevancy of Training
 Type of Retraining and Skills Upgrading *
 HRDCorp Focus Area

Follow the programme name: Certified Professional Manager 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 management skills and obtain the Certification.

Programme Details

Type of Training *
 Commencement of Programme Start Date * End Date
 Total Hours Per Training * *Note: User defined information only.
 No. of Full Days * (Based on 7 hours per day)
 No. of Half 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 *

Follow Quotation Total Training Hours

Follow Quotation No. Of Days

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

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

Select: Not Applicable

External Trainer Details:
 Trainer 1: Pak Mei Yoke
 Trainer 1 IC: 650411-07-5176
 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**

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 as "Welcome" and the date is "Saturday 1:42 am".

The "Applications" menu is open, showing the following tabs: Employer's Profile, Training Provider's Profile, Programme Details, **Details of Training** (selected), 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 the text: "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

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 [Professional Certificate] *

Practical/Hands-On/TVET? Yes No *

Back Save Next Cancel

Select, Professional Certificate.

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

Tick No

Professional Certificate: International Federation of Professional Managers (IFPM)

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

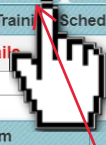
Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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Back Save Next Cancel

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

The screenshot shows a web application interface for HRDCorp. The browser address bar shows 'etris.hrddcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin'. The user is logged in as 'Welcome' on 'Saturday 1:46 am'. The application has a navigation menu with 'Applications' selected. The main content area is divided into several sections:

- Levy Information:** Displays financial data for the company.

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		
- Trainee Information by Batch:** Contains input fields for 'Batch No.' (value: 2) and 'Training Schedule' (Start Date: 21/09/2021, End Date: 22/09/2021). Below these is a table with one row of data and an 'Add Batch' button highlighted with a red box.

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
- Summary of Trainees:** A table with columns for demographic and geographic information.

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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A hand cursor icon is positioned over the 'Save' button in the bottom left of the 'Summary of Trainees' section.

(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 N

Trainees

Batch No.

Training Sched

Batch N

Note: Please cli

Summary

Batch No

Back Save N

HRDF - Google Chrome

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

Save Close

Trainees

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode Manual Excel

Trainees

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. At the top, there are 'Save' and 'Close' buttons. Below them is a 'Trainee Details' section with a red error message: '*No records found to display.' and a note: '*No records found to display. No records found to display.' A mouse cursor is pointing at the 'Save' button. Below this is a 'Data Entry Mode' section with radio buttons for 'Manual' (selected) and 'Excel'. The main 'Trainee Details' form contains several fields: IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, and Distance to Training Location. Each field has a dropdown menu and an asterisk indicating it is required. A note below the form reads: 'Note: If your branch is not listed, please update your profile to add the branch details.' Below the form are 'Add' and 'Reset' buttons. At the bottom, there is a table with one row of 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

At the bottom right of the page, there is a footer with the text '(s) and 16 second(s). PROD_4.9.0' and a 'Powered by DigiGov' logo.

(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)

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

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 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 *

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:

File Description: [Empty field] 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	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

The person that is applying this grant's details.

Attach all the documents that was given to you.

1. Course Content (CPM Brochure)
2. Training Schedule
3. Quotation Type text here
4. Trainer Profile (1 Pax)

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.