

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.

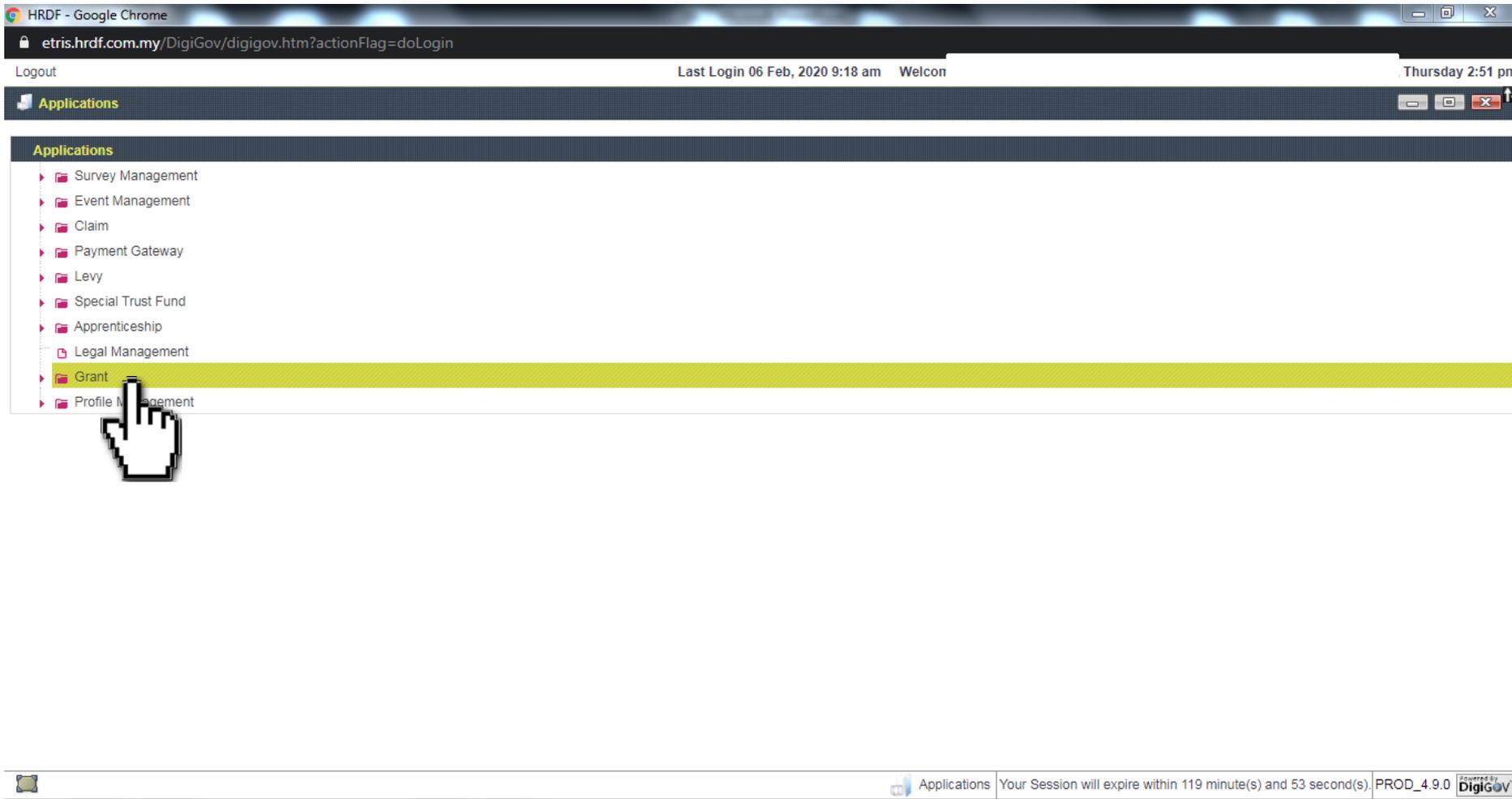


Employers must submit their applications with supporting documents, including invoices/quotations, trainer profiles, training schedule and course content.

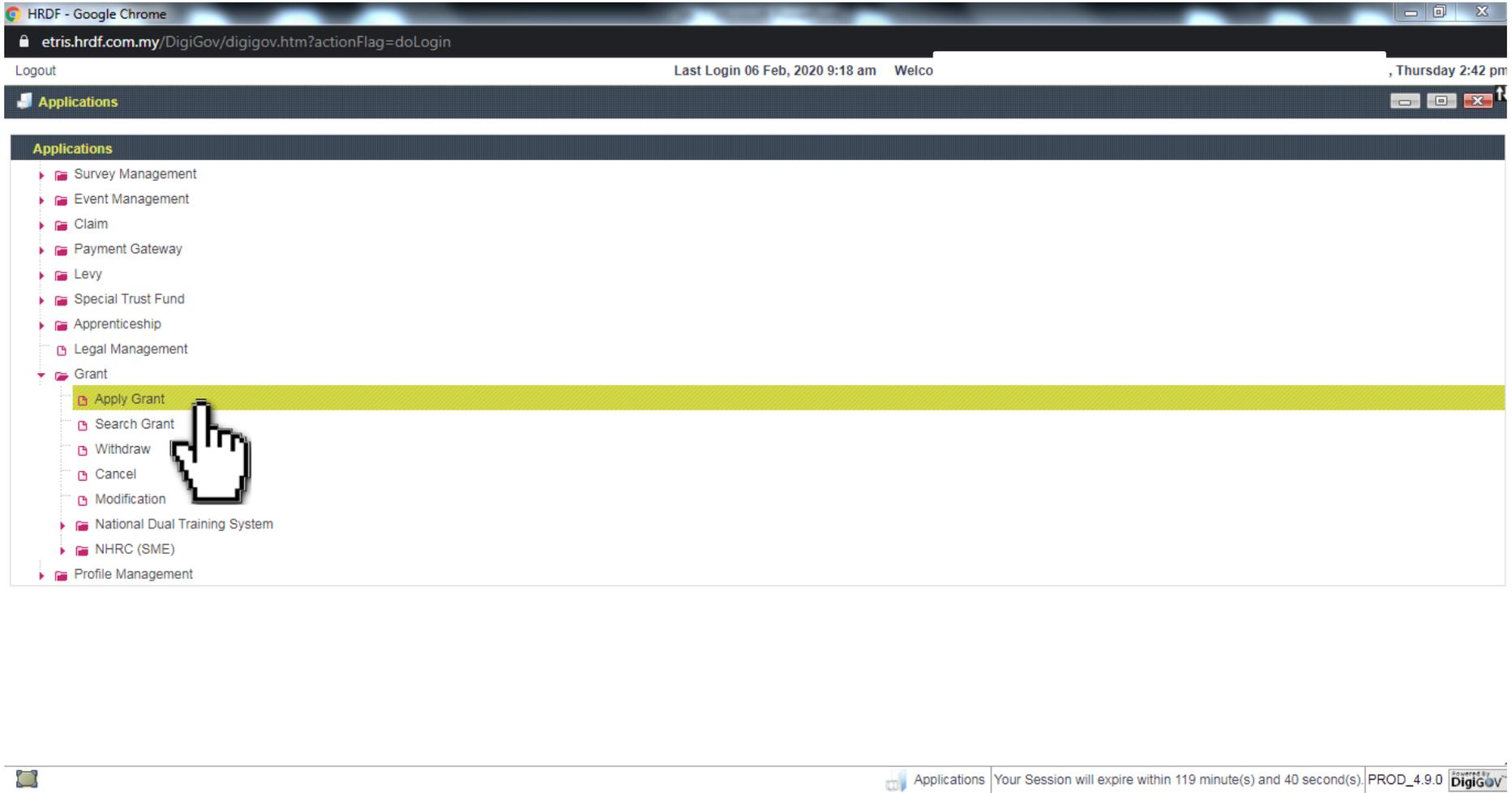
- (1) Login to Employer's e-TRiS account
- (2) Click **Application**



(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 user is logged in, with a last login time of 09 Sep, 2021 3:21 pm. The page title is "Applications" and the breadcrumb is "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

[Apply](#) [Cancel](#)

The "Apply" button is highlighted with a hand cursor.

At the bottom of the page, there are navigation links for "Applications" and "Workflow", a session expiration notice: "Your Session will expire within 118 minute(s) and 48 second(s)", and a product version "PROD_4.37.0". A "Powered by DigiGov" logo is also present.

Scheme Code

Scheme Code represents all types of training that suit the requirements provided by HRD Corp. Below are the list of schemes offered by HRD Corp:

- ALAT: Training Facilities and Renovation
- CBT: Computer Based Training
- FWT: Future Workers Training Scheme
- IT: Information Technology
- ITS: Industrial Training Scheme
- OJT: On-the-Job Training
- RPL: Recognition of Prior Learning
- SBL: Skim Bantuan Latihan
- HRD CC: HRD Corp Claimable Courses

(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 the user is logged in. The navigation menu includes "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**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 01 Mar, 2020 12:43 am Welco , Sunday 1:55 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 Acknowledgement

Levy Information

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		

Back Save Next Cancel

Registered Training Provider Details

MyCoID	KERAJAAN0148_30	Search	Check	History Data		
Training Provider Name	JABATAN TENAGA MANUS				Post Code	84020
Address	INSTITUT LATIHAN P'IND. MU KM 43, JALAN SEGAMAT, 84020 - SAGIL Johor, Malaysia				State	Johor
Officer Telephone Number	6069773800				Officer to be Contacted	
Email	psmbadmin@hrdf.com.my					

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 12 second(s) PROD_4.10.0 DigiGov

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

The screenshot displays 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 noted 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 with "Select" as the current selection.
- Description:** A text input field.
- Relevancy of Training:** A text input field.
- Type of Retraining and Skills Upgrading:** A dropdown menu with "Select" as the current selection.
- HRDCorp Focus Area:** A dropdown menu with "Not Applicable" as the current selection.

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.
- Total Training Days:** A text input field.
- No. of Month:** A text input field.
- Total Hours Per Trainee:** A text input field.

Buttons for "Back", "Save", "Next", and "Cancel" are visible at the bottom of the form.

Callout Boxes:

- Top Left:** "Note: Select your desired training programme." (Points to the Course Title dropdown)
- Top Right:** "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 field)
- Bottom Left:** "Note: Explain the background and objective of this training." (Points to the Description field)
- Bottom Right:** "Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'." (Points to the HRDCorp Focus Area dropdown)

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

HRDF - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 23 Jun, 2022 4:59 pm Welcome Thursday 11:25 pm

Applications

Company Name [Levy Balance](#) RM 174,301.77
[Total Grant Approved](#) [Grant Balance](#) RM 224,943.03
[Total Amount Applied](#) RM 0.00
HRD Corp Claimable Courses

Note: Micro-Credential

Course Title 10001198033 : (MC) RC * Relevancy of Training
Micro Credential MC Acknowledgement Letter * MICAS Application No. #21588 *
Description Type of Retraining and Skills Upgrading Select *
HRDC

Note: MC Acknowledgement letter

Note: MiCAS Application number

Programme Details

Type of Training
Commencement of Programme Start Date * End Date *
Total Hours Per Training 0.00 *Note: User define for 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 0.00 * (Based on < 4 hours a day)

Applications Your Session will expire within 114 minute(s) and 7 second(s). PROD_4.43.2 Powered by DigiGov

Type here to search 27°C Mostly clear 11:25 PM 23/6/2022

HRD Corp Focus Area

- Based on the nine (9) pillars listed below, HRD Corp Focus Area Courses are closely tied to support government initiatives towards nation building. As such, courses offered through the HRD Corp Focus Areas are designed to provide the workforce with skills required for current and future demands. Details of the focus areas are as follows:
 1. Industry 4.0
 2. Green Technology / Renewable Energy
 3. FinTech
 4. Smart Construction
 5. Smart Farming
 6. Aerospace Industry
 7. Block Chain
 8. Micro-Credential
 9. Future Technology

(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: Select *
Description: *
Relevancy of Training: *
Type of Retraining and Skills Upgrading: Select *
HRDCorp Focus Area: Not Applicable

Programme Details

Type of Training: Select *
Commencement of Programme: Start Date: * End Date: *
Total Hours Per Training: 0.00 *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: 0.00 * (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: *

Back Save Next Cancel

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

Type of Training

- Select the correct type of training according to the actual type of training, or as mentioned in the training brochure:

E.g.:

1) Face-to-face training, open to all employers/companies

Type of training: Public / In-House

2) Virtual (Team Meeting) training, only for your company

Type of training: Remote Online Training (Public) /
Remote Online Training (In-House)

3) E-Learning (LMS, SAP, etc)

Type of training: E-learning

4) Combination of Virtual and E-Learning

Type of training: Hybrid

(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 header includes a Logout link, the last login time (09 Sep, 2021 3:21 pm), a Welcome message, and the current time (Saturday 1:42 am). The main navigation bar contains several tabs: Employer's Profile, Training Provider's Profile, Programme Details, **Details of Training** (highlighted in red), Level of Certification, Summary of Trainees, and Estimated Cost for Training Scheme. Below the navigation bar, there are two main sections: "Levy Information" and "Details of Training".

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		

Details of Training

Training Location: Not Applicable *

Please Specify Full Address: Team Meeting / Zoom *

State: Selangor *

No. of Travel Days: 1 Day Not Applicable *

Buttons: Back, Save, Next, Cancel

A hand cursor is shown clicking the "Next" button.

(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 Certificate Of Attendance *
Practical/Hands-On/TVET? Yes No *

Back Save Next Cancel

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](#)

Trainees 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
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 | Powered by DigiGov

(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, with a 'Logout' link and a 'Welcome' message. The current page is 'Summary of Trainees' under the 'Applications' menu.

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		

Buttons: Back, Save, Next, Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Buttons: 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.

Buttons: Back, Save, Next, Cancel

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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Buttons: Back, Save, Next, Cancel

A hand cursor icon is pointing to the 'Save' button.

Footer: Applications | Workflow | Your Session will expire within 119 minute(s) and 13 second(s) | PROD_4.37.0 | Powered By DigiGov

(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**

The screenshot displays the HRDF DigiGov interface for adding trainee details. The main window shows a form titled "Trainee Details" with several sections:

- Trainer Detail Per Batch:** A red note indicates that no records were found for the selected batch.
- Data Entry Mode:** Options for "Manual" (selected) and "Excel".
- Trainee Details Form:** Fields for IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, Distance to Training, and Location. Each field is marked with an asterisk (*).

At the bottom of the form, there are "Add" and "Reset" buttons. A hand cursor is pointing to the "Add" button. A red note at the bottom of the form reads: "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 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". A mouse cursor is pointing at the "Save" button. The form contains the following fields:

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

There are "Add" and "Reset" buttons below the form. A table below the form displays the following 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 logo for "Powered by DigiGov".

(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

Company Name [Redacted] [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)

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	<input type="text" value="1,300.0000"/>	*Per Day	<input type="text" value="1.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text" value="1,300.00"/>
Trainee	TKP : Trainee Air Fare	Not Applicable	<input type="text"/>	*Not Applicable	<input type="text"/>	<input type="text"/>	Not Applicable	Not Applicable	<input type="text" value="0.00"/>
Trainee	Trainee Allowance	< 100 KM	<input type="text" value="150.0000"/>	*Per Day	<input type="text" value="1.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text" value="150.00"/>
Trainee	Trainee Allowance	>= 100 KM	<input type="text"/>	*Per Day	<input type="text" value="1.0"/>	<input type="text" value="0"/>	Pax	Not Applicable	<input type="text" value="0.00"/>
Total Amount(RM):									<input type="text" value="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 118 minute(s) and 0 second(s) PROD_4.40.3



Estimated Cost

Estimated cost includes the course fees/external trainer fees, allowances, and consumable training materials. Please comply with the HRD Corp Allowable Cost Matrix.

- Course Fees / External Trainer Fees
 - Please key in the course fees/external trainer fees accordingly (must comply with HRD Corp Allowable Cost Matrix).
- Allowances
 - Please key in the amount in the column, depending on the training location and type of training.
- Consumable Training Materials
 - Please key in the amount as per your eligibility.

(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)

30.00 390.00

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
Trainee	TKP : Trainee Air Fare	Not Applicable		* Not Applicable			Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	150.0000	* Per Day	1.0 *	1 *	Pax	Not Applicable	150.00
Trainee	Trainee Allowance	>= 100 KM		* Per Day	1.0 *	0 *	Pax	Not Applicable	0.00
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™

Upfront Payment

Upfront Payment to Registered Training Providers.

- The Training Provider may request for a maximum upfront payment of 30%, based on the total approved course fee. This is subject to consent from Registered Employers.

(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

* 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 *

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". The user is logged in as "Welcome" and the last login was on "06 Feb, 2020 9:18 am". The current time is "hursday 4:57 pm".

The main content area contains a form for adding attachments. At the top, there is a checkbox for agreement: 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).

The form fields are:

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

Below the form is a section titled "Supporting Documents" with a checklist:

- *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

The "Attachment" section has a "Choose File" button with the filename "Training Pro...0-04-16).pdf" and an "Add Attachment" button. A hand cursor is pointing at the "Add Attachment" button.

Below the "Add Attachment" button, there is a table of attachments:

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

At the bottom of the page, there are buttons for "Back", "Save", and "Submit Application". A hand cursor is pointing at the "Submit Application" button.

The footer contains the text: "Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0 DigiGov™"



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.