



HRD CORP WORKSHOP

TRAINING PROVIDER MODULE

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INTRODUCTION- TRAINING PROVIDER

Definition of Training Provider

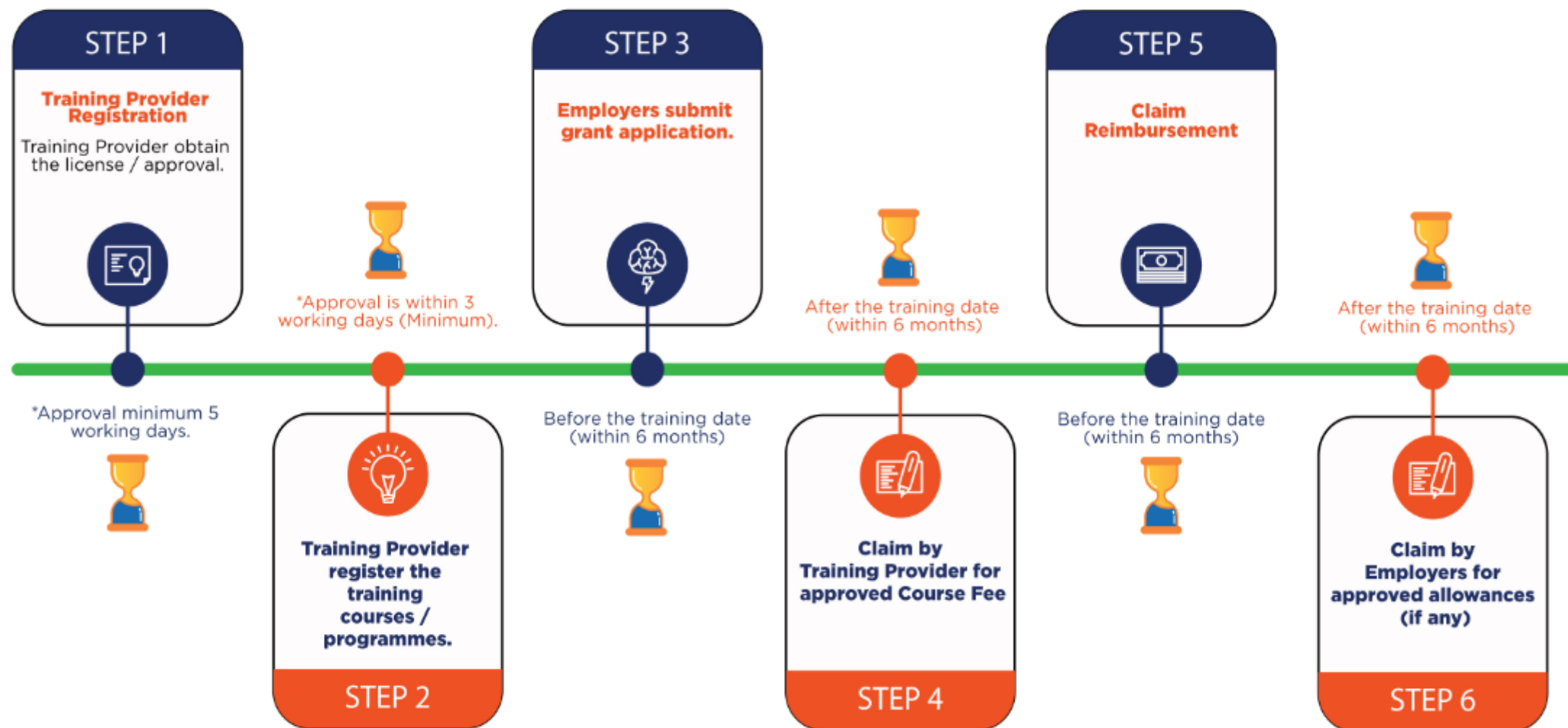
HRD Corp Registered Training Provider refers to the company or organisation that acts as a Training Vendor to HRD Corp Registered Employers. In general, HRD Corp registered employers are allowed to make claims by attending trainings conducted by HRD Corp Registered Training Providers.

License Validity

- Renewable one (1) year validity
- Submission **renewal must be made 3 months before expiry date**
- Supporting documents required as per the [link](#)

SCHEME OFFERED

BASIC FLOW TO CONDUCT TRAINING & CLAIM



HRD CORP CLAIMABLE COURSES

Employers are not required to make upfront payment for the course fee to the Registered Training Provider, as the course fee will be debited from the employer's account as programmes conducted under HRD Corp Claimable Courses must be registered with HRD Corp. Effective 1st April 2021, all registered training providers must register their programmes under HRD Corp's Claimable Courses (Employer Circular 3/2021). For details on **EXCEPTION**, please refer to the same circular.



Submission via e-tris under **HRD Corp Claimable Courses**
Application must be submitted by employers **before commencement of training date**



Minimum duration is **4 hours**



IN-HOUSE

TRAINEES:

Min: 2 pax Max: 25 pax (technical) 35 pax (softskill)
Team Building type of programme: 40 pax (max)
(35 pax : 1 trainer , 36 – 40 pax : 2 trainers)

Certification Training Programme: **no limitation to the number of trainees**
Can be conducted at own premise, hotel / external training place

PROVIDER:

HRD Corp Registered Training Provider

FINANCIAL ASSISTANCE:

External Trainer Course Fee:

Employer Specific Course Max RM6,000/day/group

HRD Corp Focus Area Course Max RM8000/day/group

Certification Training Programme: **as per quotation**

Other Claimable Cost:

- Meal allowance
- Trainee Allowance
- Consumable Training Materials
- Airfare Ticket OR Transportation

PUBLIC

TRAINEES:

Min: 1 pax Max: 9 pax
Certification Training Programme: **no limitation number of trainees**

FINANCIAL ASSISTANCE:

Local Training Course Fee:

Employer Specific Course Max RM1,300/day/pax

HRD Corp Focus Area Course Max RM3000/day/pax

Certification Training Programme: **as per quotation**

Other Claimable Cost:

- Trainee Allowance
- Flight Ticket

Required supporting documents:

- Course Content
- Invoice/Quotation of Course Fee / Transportation (if any)
- Trainer Profile

HRD CORP CLAIMABLE COURSES – JOINT TRAINING

- To encourage training in-house using internal or external trainer which involves participants from several (two or more) employers registered with HRD Corp
- Consists of organizers and participating employers: Organizer will manage the venue of the training, deal with trainers as well as provide consumable training materials



Submission via e-tris under **HRD Corp Claimable Courses**

Application must be submitted by employers **before commencement of training date**



Minimum duration is **4 hours**



IN-HOUSE

TRAINEES:

Min: 2 pax

Max: 35 – 40 pax

Can be conducted at own premise, hotel OR external training place

PROVIDER:

HRD Corp Registered Training Provider

FINANCIAL ASSISTANCE:

External Trainer Course Fee:

Employer Specific Course Max RM6,000/day/group

HRD Corp Focus Area Course Max RM8000/day/group

Certification Training Programme: **as per quotation**

Internal Trainer Allowance: **RM1,000/day/group**

Other Claimable Cost:

- Meal allowance
- Trainee Allowance
- Consumable Training Materials
- Hotel Rental Package OR Training Rental Place
- Airfare Ticket OR Transportation

Required supporting documents:

- Course Content
- Trainer Profile
- Invoice/Quotation of Course Fee
- [Cost Breakdown Letter](#)
- Invoice/Quotation of Transportation (if any)

Required information:

- Trainer and Training Provider information (if any)
- Trainees Information
- Total Estimated Costs Applied

Sample Cost Breakdown Letter

CONTOH SURAT PENGESAHAN LATIHAN YANG DIJALANKAN OLEH MAJIKAN PENGANJUR BERSAMA
SAMA DENGAN MAJIKAN LAIN

ABC SDN. BHD.
LOT 123, JALAN WAWASAN
60000 KUALA LUMPUR.

Tarikh:

Ketua Eksekutif
Pembangunan Sumber Manusia Berhad
Wisma HRDF
Jalan Beringin
Bukit Damansara
50490 KUALA LUMPUR

Tuan,

PENGESAHAN PECAHAN KOS LATIHAN YANG DIKONGSI BERSAMA

Saya mengesahkan bahawa syarikat - syarikat yang dinyatakan pada para 2 di bawah telah
mengambil bahagian dalam kursus _____

(tajuk penuh kursus)
yang diadakan pada/mulai tarikh _____ hingga _____ bertempat
(tempat kursus)
di _____
(tempat kursus dijalankan)

2. Pecahan kos yang dikenakan kepada setiap syarikat yang menventai kursus tersebut adalah
seperti berikut:-

NAMA SYARIKAT	BIL. PELATIH	PECAHAN KOS (RM)
		YURAN LATIHAN
Syarikat ABC Sdn. Bhd. (organizer)	5	5000.00
Syarikat DEF Sdn. Bhd.	3	3000.00
Syarikat GHI Sdn. Bhd.	2	2000.00
JUMLAH	10	10000.00

Sekian, terima kasih.

Tandatangan : _____
Nama : _____
Jawatan : _____



Company Letterhead (Organiser)

Note:

- The same letter must be attach during the grant submission by the participant company
- Each company must submit the grant application at the same time

[CLICK HERE](#)

HRD CORP CLAIMABLE COURSES - DEVELOPMENT PROGRAMME

Objective: To encourage employees to pursue a Diploma, Degree, Masters, PhD, industrial PhD and postgraduate certificates offered by public and private colleges and universities, in order to retrain and upgrade their employees' skills.



Submission via e-tris under **HRD Corp Claimable Courses**

Application must be submitted by employers

before commencement of the training date



No min. and max. duration



TRAINEES:

No min and max

TRAINING PROVIDER:

Registered training provider, registered public or private colleges/universities

FINANCIAL ASSISTANCE:

- Course Fee (**as per quotation including registration and examination fee**)
 - Thesis Allowance (**RM600 claimable for Masters and RM1,000 claimable for PhD**; only for full time courses)
 - Study Allowance (**RM900 per month claimable for courses within Malaysia and RM5,000 claimable for courses outside Malaysia**; pro-rate on a daily basis if the month for the start or end date of the course is less than one (1) month; only for full time courses)
- Overseas Courses (Claimable for Masters and PhD courses only)**

Other Claimable Cost:

- Airfare Ticket

Required supporting documents:

- Programme Syllabus
- Invoice/Quotation
- A copy of confirmation letter from College or University

HRD CORP CLAIMABLE COURSES - E-LEARNING

- E-learning is a learning method using electronic technologies to access training curriculum outside of a physical classroom
- Programme delivered completely online usually through the internet



 Submission via e-tris under **HRD Corp Claimable Courses** before **commencement of training date**

 Minimum duration:
1 hour. Training hours can be accumulated

FINANCIAL ASSISTANCE:

Course Fee max **RM700/7hours/trainee**

Certification Training Programme: **as per quotation**

PROVIDER :

HRD Corp registered training provider

Full e-learning (or by Subscription)

a. Self-learning

Trainees are offered a wide range of training programmes in various packages.

b. Interactive learning

Self-paced e-learning is usually a web-based training comprising a set of interactive e-lessons (text, graphics, animations, audio, video, etc)

c. Simulations learning

Creating a learning environment that "simulates" the real world (Video-based, Game-based, Story-based, etc).

d. Blended e-learning / Hybrid

Combination of classroom e-learning through LAN or WAN. Synchronous and asynchronous online discussions as to facilitate communication and knowledge among trainees.

TRAINEES:

Minimum 1 pax, NO MAX pax

Required supporting documents:

- Course Content
- Invoice/Quotation of Course Fee

Required information:

Training Provider
Trainees
Total Estimated Costs Applied

HRD CORP CLAIMABLE COURSES - REMOTE ONLINE LEARNING

- A virtual classroom is an online event where a trainer remotely and in real-time conduct training to a group of trainees using a combination of materials. The classroom is created via video conference apps such as Zoom, Microsoft Teams, etc.



Submission via e-tris under **HRD Corp Claimable Courses** before **commencement of training date**



Minimum duration:
4 hours (can be accumulated)

IN-HOUSE

TRAINEES:

Min: 2 pax

Max: 35 pax (Non-Technical/Soft skill) | 25 pax (Technical)

PROVIDER: HRD Corp Registered Training Provider

FINANCIAL ASSISTANCE:

External Trainer Course Fee:

RM700/7hours/trainee BUT not exceeding:

Employer Specific Course fee max RM6,000/day/group OR

HRD Corp Focus Area Course max RM8,000/day/group

Certification Training Programme: **as per quotation**

Internet data cost of **RM100/group**

HRD Corp approved physical and licensed digital material;

NOTE : Employers who wish for prior approved classroom training to be delivered live online must submit a modification of the approved grant. The training can only commence upon the approval of the modification and entitled for course fee only. .

PUBLIC

TRAINEES:

Min: 1 pax

Max: 9 pax

FINANCIAL ASSISTANCE:

Local Training Course Fee:

Course Fee max **RM700/7hours/trainee**

HRD Corp Focus Area Course max RM2000/day/pax

Certification Training Programme: **as per quotation**

HRD Corp-approved physical and licensed digital material;

Required supporting documents:

- Course Content
- Invoice/Quotation of Course Fee
- Trainer Profile

Required information:

- Training Provider information
- Trainees Information
- Total Estimated Costs Applied

HRD CORP CLAIMABLE COURSES - MOBILE LEARNING

- Mobile learning focuses on the usage of mobile apps via devices such as smartphones, tablets and notebooks which allow learners to consume their learning and training at their own pace.
- Mobile learning application provides opportunity for employers to share their training content as well as receive immediate feedback from employees.



Submission via e-tris under **HRD Corp Claimable Courses**
Application must be submitted by employers
before the commencement of training date



Minimum duration:
4 hours. Training hours can be accumulated



TRAINEES:

No min AND max

PROVIDER: HRD Corp-registered training provider

FINANCIAL ASSISTANCE

Course Fee:

Max RM700/7hours/Trainee

Certification and Examination fee are CLAIMABLE as quoted by Certification and / or examination body.

Required supporting documents:

- Course Content
- Invoice/Quotation of Course Fee
- Trainer profile (live training)

Required information:

Training Provider information
Trainees Information
Total Estimated Costs Applied

HRD CORP CLAIMABLE COURSES - JOB COACH

To conduct special training programme for persons with disabilities (PWDs) to enable them to work or be open for employment through gaining practical skills.



Submission via e-tris under **HRD Corp Claimable Courses**

Application must be submitted by employers **before commencement of training date**



Minimum duration is **4 hours**



TRAINEES:

No min and max

PROVIDER:

HRD Corp registered training provider

FINANCIAL ASSISTANCE:

Course Fee

RM50 per hour for the 1st two (2) hours and **RM30 for each subsequent hour** (*not exceeding RM300 per day*)

Other Claimable Cost:

- Meal allowance
- Trainee Allowance
- Consumable Training Materials
- Airfare Ticket / Transportation

Required supporting documents:

- Course Content
- Invoice/Quotation
- A copy of trainee verification card (PWD card issued by Malaysia's Social Welfare Department)
- Trainer Profile

HRD CORP CLAIMABLE COURSES - COACHING AND MENTORING

- Programmed to ensure continuous process of development, feedback and positive learning energy focused on employees
- To motivate employees to bring out the best of their capabilities, develop individual potentials and optimise the person's skills and knowledge (EXECUTIVE, PERFORMANCE, SKILLS)
- To address issues on the skills that need to be strengthened, lapses in some working behaviours and possible performance that need to be corrected



Submission via e-tris under **HRD Corp Claimable Courses**
Application must be submitted by employers
before commencement of training date



FINANCIAL ASSISTANCE:

The financial assistance to be granted to each employer is subjected to a maximum of 10% of the total levy balance as of 1st January in the year that the application was submitted



Minimum duration is **4 hours per trainee**



TRAINEES:

No min AND max (**one-to-one session or one-to-two session**)

PROVIDER:

HRD Corp registered training provider

Course Fee

Max RM6,000/day/group

Only course fee. No allowances are included

Required supporting documents:

- Course Content
- Trainer Profile
- Invoice/Quotation

ALLOWABLE COST MATRIX- ACM

ALLOWABLE COST MATRIX

1. IN-HOUSE TRAINING (FACE TO FACE)

TYPE OF TRAINING VENUE OF TRAINING ELIGIBILITY	TRAINING BY INTERNAL TRAINER Training conducted by a company's personnel		TRAINING BY EXTERNAL TRAINER Training conducted by an external training provider		TRAINING BY OVERSEA TRAINER Training conducted by a trainer from abroad		SUPPORTING DOCUMENT(S)
	EMPLOYER'S PREMISE	EXTERNAL TRAINING PREMISE / HOTEL	EMPLOYER'S PREMISE	EXTERNAL TRAINING PREMISE / HOTEL	EMPLOYER'S PREMISE	EXTERNAL TRAINING PREMISE / HOTEL	
a) <i>Internal trainer(s) Allowance</i> = max RM1,000/day - Training <5 pax: Will be prorated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					No supporting document needed ③
b) <i>Course fee</i> - max RM8,000/group/day for <i>HRD Corp Focus Area Courses</i> - max RM6,000/group/day for <i>Employer-Specific Courses</i> *Trainees <5 pax: Will be prorated			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Receipt
c) <i>Meal Allowance for trainee(s) and internal/external trainer(s)</i> =max RM50/pax/day (training session must be a minimum of 4 hours per day)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		No supporting document needed ③
d) <i>Overseas Trainer Daily Allowance</i> = max RM400/day					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No supporting document needed ③
e) <i>Allowance (for trainee(s)/internal trainer(s) from branches) and external trainer(s)</i> - ≤ 100km = max RM150 - >100km= max RM400* *employers can request for 1 extra day for trainee(s) from branch (involve movement) and internal trainer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No supporting document needed ③
g) <i>Air ticket</i> = actual rate of air fare (for trainee(s)/ internal trainer(s) from branches and external & oversea trainer(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ticket stub/E-Ticket Evidence/Receipt & invoice from travel agent
h) <i>Transportation</i> = as per quotation		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Receipt from the transport provider
i) <i>Consumable Training Materials</i> (if total amount is ≤RM100, itemisation of materials are not required)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No supporting document needed
NOTES			*external trainer(s) can only apply for either Meal Allowance or Daily Allowance	*external trainer(s) can only apply for either Rental of Training Place/ Hotel Package or Daily Allowance			③ Refer to Additional Notes (Item 4)

☒ Eligibility

2) LOCAL PUBLIC TRAINING / SEMINAR / CONFERENCE (FACE TO FACE)

Eligibility	How To Claim
a) Course Fee - max RM3,000/pax/day for HRD Corp Focus Area Courses - max RM1,300/pax/day for Employer Specific Courses	Receipt
b) Allowance - ≤ 100km = max RM150/pax/day - >100km = max RM400/pax/day (employers can request for 1 extra day)	No supporting document needed⓪
c) Air Tickets = Actual rate of air fare	Ticket stub/E-Ticket Evidence/Receipt & Invoice from travel agent

3) OVERSEAS TRAINING / SEMINAR / CONFERENCE (FACE TO FACE)

Type of Training	Eligibility	How To Claim
Overseas Training	a) Course Fee as charged (has to be converted to RM) b) Daily Allowance max RM1,000/pax/day (employers can request for 2 extra days) c) Air Tickets = Actual rate of air fare <i>Note: All costs are subject to HRD Corp's Terms & Conditions as well as rate of financial assistance. Subject to 50% rate of financial assistance.</i>	Receipt No supporting document needed ⓪ Ticket stub/E-Ticket Evidence/ Receipt & Invoice from travel agent
Overseas Seminar/Conference	a) Seminar/Conference Fee = as charged (has to be converted to RM) b) Daily Allowance max RM1,000/pax/day (employers can request for 2 extra days) c) Air Tickets = Actual rate of air fare <i>Note: All costs are subject to PSMB's Terms & Conditions as well as rate of financial assistance. Subject to 50% rate of financial assistance.</i>	Receipt No supporting document needed⓪ Ticket stub/E-Ticket Evidence/Receipt & Invoice from travel agent

4) ONLINE TRAINING

Type of Training	Eligibility	How To Claim
Public ROT	Course Fee - max RM2,000/pax/day for HRD Corp Focus Area Courses - max RM700/pax/day for Employer- Specific Courses	Receipt System generated attendance
E-Learning/ Mobile	Course Fee - max RM700/pax/day for Employer- Specific Courses	Receipt System generated attendance
In-House Remote Online Training (ROT)	Maximum of RM700/pax/day, limited to an amount not exceeding: - max RM8,000/group/day for HRD Corp Focus Area Courses *Trainees <5 pax will be prorated - max RM6,000/group/day for Employer-Specific Courses	Receipt System generated attendance

Type of Training	Eligibility	How To Claim
Certification Remote Online Training (ROT)	Professional Certification/Examination fees as quoted by the certification/examination body.	Receipt (breakdown cost between Course fees and Examination fees)* System generated attendance

*to provide confirmation from certification/examination bodies.

5) ONLINE TRAINING (E-LEARNING)

The financial assistance offered is as per table below:-

Training Hours (s)	Number to key in the Estimated Cost Table in e-tris	Maximum Financial Assistance Allowed
1 Hour	0.1	RM70/pax
2 Hours	0.2	RM140/pax
3 Hours	0.3	RM210/pax
4 Hours	0.5	RM350/pax
5 Hours	0.7	RM490/pax
6 Hours	0.8	RM560/pax
7 Hours	1.0	RM700/pax

*The above calculation is applicable for e-Learning training ONLY where the total training hours is less or equal to 7 hours.

CONSUMABLE TRAINING MATERIALS FOR ONLINE TRAINING

Eligibility	How To Claim
a. In-House ROT i. HRD Corp-approved physical and licensed digital material; ii. Internet data cost of RM100/group.	i. HRD Corp approval letter ii. No supporting document needed⓪
b. Public ROT i. HRD Corp-approved physical and licensed digital material.	i. HRD Corp approval letter

HRD CORP FOCUS AREA

HRD Corp Focus Area Courses are developed with the aim of supporting Government initiatives in nation building. The courses offered through the HRD Corp Focus Areas are designed to provide the workforce with the skills needed for the jobs of today and those of tomorrow. Based on the nine (9) pillars listed in the table below:

Employer is required to indicate in their grant application in e-Tris if they are applying the grant for a HRD Corp Focus Area Course. Upon receiving the Grant application from employer, HRD Corp will evaluate the course content and other relevant documents to determine if the course meets the requirements of the HRD Corp Focus Area Courses.

No.	HRD Corp Focus Area Definition/Description
1.	Industry 4.0
2.	Green Technology / Renewable Energy
3.	FinTech – Financial technology
4.	Smart Construction
5.	Smart Farming

No.	HRD Corp Focus Area Definition/Description
6.	Aerospace industry
7.	Block Chain
8.	Micro- Credential
9.	Future Technology

[CLICK HERE](#)

EMPLOYER SPECIFIC

Employer-Specific Courses are those not listed under the priority areas above and are typically conducted to meet the employers' specific training requirements

UPFRONT PAYMENT



Subject to the consent from the Registered Employer, the Training Provider may request for an upfront payment of a maximum of 30% based on the total course fee approved

Any request for upfront payment must be made during the Grant Application process by the registered employer. The employer and training provider must take full responsibility to ensure that the training is completed.

The upfront payment for the Training Provider must be discussed and decided **upon mutual consent by both Training Provider and Employer**

HRD Corp will pay the requested upfront payment directly to the Registered Training Provider.

In the event that the **training was cancelled or could not be completed for any reason, the Training Provider is required to refund the upfront payment to HRD Corp within one (1) month from the date that HRD Corp was notified.** HRD Corp has the absolute discretion to take the necessary actions to recover the payment disbursed.

The Claim for the balance of payment can only be made after the completion of the training.

REFUND - UPFRONT PAYMENT

In the event of programme been cancelled, Training Provider is responsible to refund the up-front payment to HRD Corp. The up-front payment can be transferred directly to HRD Corp Public Bank Berhad current account as follow;

Bank Name: Pembangunan Sumber Manusia Berhad – PBB Grant

Account Number: 3084367622

Once payment has been made, please notify us via email by sending the proof of payment to the following email: sitimarina@hrdcorp.gov.my

CASE STUDY : CLAIM PRORATE SCENARIO

IN HOUSE SCENARIO

FACE-TO-FACE IN-HOUSE TRAINING (EXTERNAL TRAINER)	
Scenarios	Proposed solution
Grant approved trainees = 25pax Grant approved amount = RM6,000 Number of trainees attended the training = 7pax	Claim can be approved full amount because actual trainee's attendance >5pax Claim approved amount = RM6,000 However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 25pax Grant approved amount = RM6,000 Number of trainees attended the training = 4pax	Claim will be pro-rated because actual trainee's attendance <5pax Claim approved amount = RM4,800 $\frac{4}{5} \times RM6,000$ However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 25pax Grant approved amount = RM5,300 Number of trainees attended the training = 7pax	Claim can be approved full amount because actual trainee's attendance >5pax Claim approved amount = RM5,300 However, claim will be pro-rated IF in quotation fees charged per pax.

IN HOUSE SCENARIO

Grant approved trainees = 25pax Grant approved amount = RM5,300 Number of trainees attended the training = 4pax	Claim will be pro-rated because actual trainee's attendance < 5pax Claim approved amount = RM4,240 $\frac{4}{5} \times \text{RM5,300}$ However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 4pax Grant approved amount = RM4,800 Number of trainees attended the training = 3pax	Claim will be pro-rated because grant approved trainees and trainee's attendance < 5pax Claim approved amount = RM3,600 $\frac{3}{4} \times \text{RM4,800}$ However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 4pax Grant approved amount = RM4,000 Number of trainees attended the training = 3pax	Claim will be pro-rated because grant approved trainees and trainee's attendance < 5pax Claim approved amount = RM3,000 $\frac{3}{4} \times \text{RM4,000}$ However, claim will be pro-rated IF in quotation fees charged per pax.

REMOTE ONLINE TRAINING (ROT) SCENARIO

ROT IN-HOUSE TRAINING (EXTERNAL TRAINER)	
Scenarios	Proposed solution
Grant approved trainees = 20pax Grant approved amount = RM6,000 Number of trainees attended the training = 9pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 9pax = RM6,300$ Claim approved amount = RM6,000; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 20pax Grant approved amount = RM6,000 Number of trainees attended the training = 8pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 8pax = RM5,600$ Claim approved amount = RM5,600; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 20pax Grant approved amount = RM5,300 Number of trainees attended the training = 8pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 8pax = RM5,600$ Claim approved amount = RM5,300; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.

REMOTE ONLINE TRAINING (ROT) SCENARIO

ROT IN-HOUSE TRAINING (EXTERNAL TRAINER)	
Scenarios	Proposed solution
Grant approved trainees = 8 pax Grant approved amount = RM4,400 Number of trainees attended the training = 7 pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 7 \text{ pax} = RM4,900$ Claim approved amount = RM4,400; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 8 pax Grant approved amount = RM5,600 Number of trainees attended the training = 7 pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 7 \text{ pax} = RM4,900$ Claim approved amount = RM4,900; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 8 pax Grant approved amount = RM5,000 Number of trainees attended the training = 7 pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 7 \text{ pax} = RM4,900$ Claim approved amount = RM4,900; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.
Grant approved trainees = 8 pax Grant approved amount = RM4,400 Number of trainees attended the training = 7 pax	Claim will be pro-rated based on RM700/pax/day $RM700 \times 7 \text{ pax} = RM4,900$ Claim approved amount = RM4,400; whichever lower. However, claim will be pro-rated IF in quotation fees charged per pax.

HRD CORP CLAIM SUBMISSION FOR TRAINING PROVIDERS

HRD CORP CLAIMABLE COURSES

FORMERLY KNOWN AS SKIM BANTUAN LATIHAN KHAS (SBL-KHAS)

TRAINING GRANT CLAIMS CONCEPT

Grant Approval Before Training - Compulsory

Employer must obtain the grant approval and complete the training programme / purchase before submitting their claims.

Claim Submission Upon Completion of Training – Within 6 months

Claims need to be submitted by training providers / employers online, via e-TRiS, within six (6) months of completing the training/ after purchase.

Formerly known as Skim Bantuan Latihan Khas (SBL-Khas)

- Employer needs to obtain prior approval from Employer Grant Unit.
- The course fees will be automatically deducted from the levy balance upon grant approval.
- Training provider is eligible to claim for training fees only.
- Employer needs to pay other costs (if any) in advance; e.g., hotel rental package / training place rental / transportation / flight ticket.
- Employer is eligible to claim other costs of reimbursement including daily and meal allowance, plus others.
- Training provider and employer need to submit claims online via e-TRiS, after the training has been completed.
- **Employer** can only proceed with the claim after the **training provider's claim approved**.

FACTORS AFFECT REIMBURSEMENT OF CLAIMS

1) Attendance

- The claim amount is based on the number of attending trainees and actual period of training. If the number of attending trainees **is less than** the approved trainees, employers will not be paid for the non attending trainees. For example :

No. of Trainees Approved	Allowance Approved	Actual Trainees Attended	Total Amount Will Approved
5	RM1,000.00	4	RM800.00
5	RM1,000.00	6	RM1,000.00

2) Course Fees

- The fees will be prorated if less than 5 trainees attended the approved programme for in-house physical training.
- Meanwhile for in-house remote online training, the amount will be prorated if the actual number of trainees is less than the grant approval, **which cannot exceed** RM700/pax/day

CLAIM PROCESS THROUGH ETRIS



Claims need to be submitted by training providers **after the approval of grants and training completion.**



Effective 1 August 2019, **training claims must be submitted within six (6) months of training completion.**



- Claims for HRD Corp Claimable Course must be submitted by training providers before employer's claim submission.
- Training providers must ensure that the trainee attendance is accurate, as employers will not be able to amend it once it has been approved.

HRD CORP CLAIM SUBMISSION FOR TRAINING PROVIDERS

MANUAL GUIDE e-TRiS

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

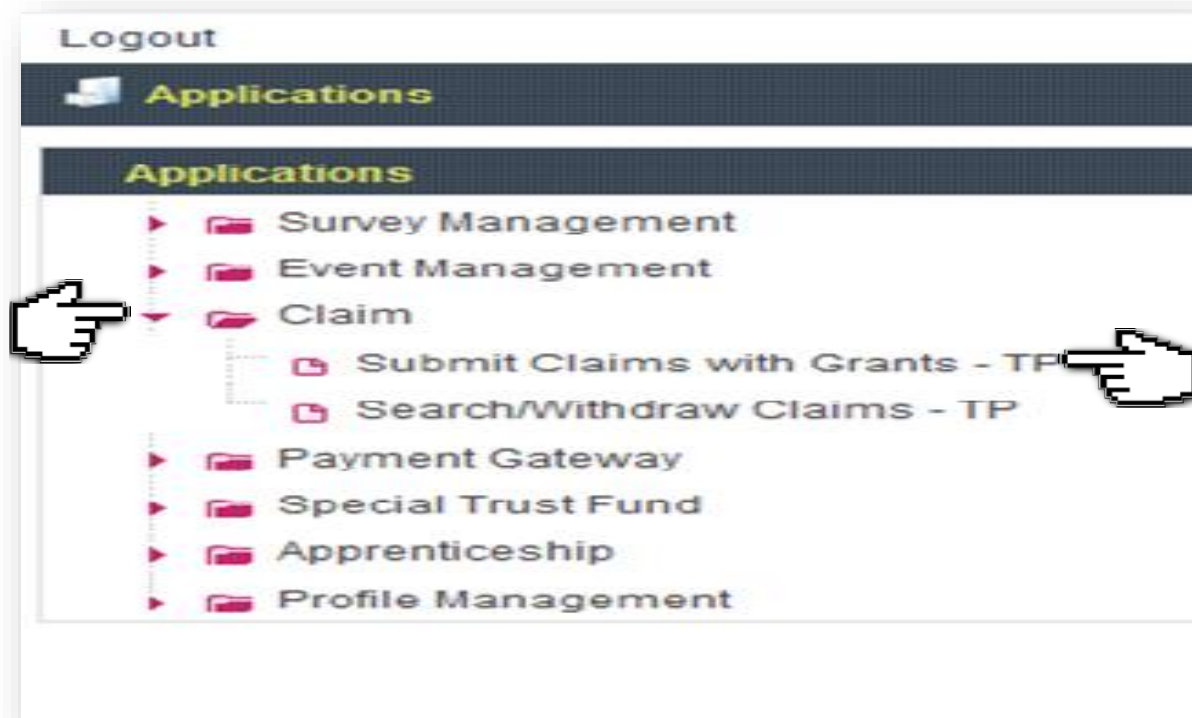
- (1) Login to **Training Provider's e-TRiS account**
- (2) Click on **Applications**



CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

(3) Click on **Claim**

(4) Select **Submit Claim With Grants - TP**



CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

- (5) Click on **Claim** under the **Action** column
(only approved grants with completed trainings/events will be displayed)

Search Criteria

Grant ID

Course Title

Scheme

Training Date

Approved Date

Approved Amount (RM)

Select

To

To

To

Search

Reset

Close

Approved Grant

9 records found, displaying 1 to 5 records.

[First/Prev]

1

,

2

[Next/Last]

Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL-Khas20143576	Course Title	30/04/2014	1,370.00	01/05/2014	01/05/2014	Claim
72641MSBL20140784	MS OFFICE TRAINING FOR OFFICE ADMINISTRATOR	30/04/2014	1,200.00	29/04/2014	29/04/2014	Claim
72641MSLB20144797	"KEEPERS OF THE FLAME" - SELF AUTHORISED LEADERSHIP PROGRAMME	20/02/2014	7,700.00	21/02/2014	21/02/2014	Claim
72641MSLB20145110	s	13/02/2014	2,500.00	04/02/2014	04/02/2014	Claim
72641MSLB20149268	ADMINISTRATIVE SKILLS FOR ADMINISTRATORS, SECRETARIES AND COORDINATORS	10/02/2014	3,644.50	11/02/2014	11/02/2014	Claim

Unsubmitted Claim

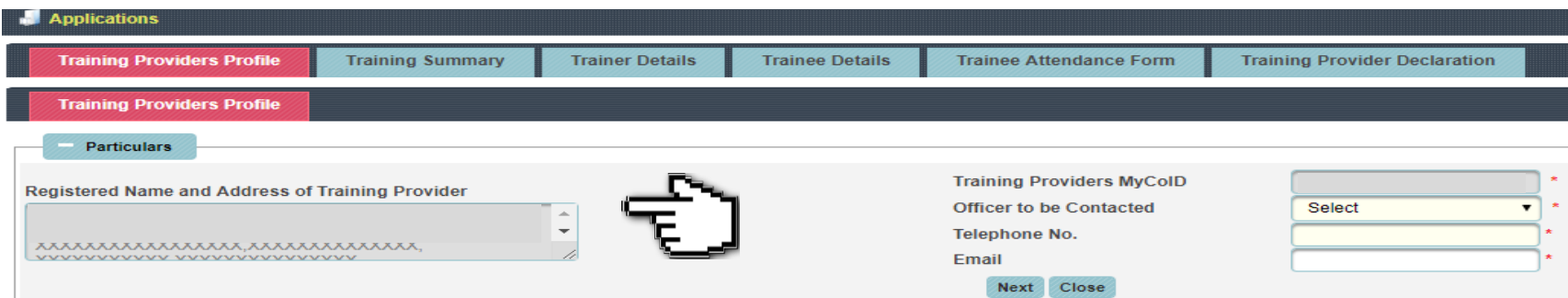
One record found.

1

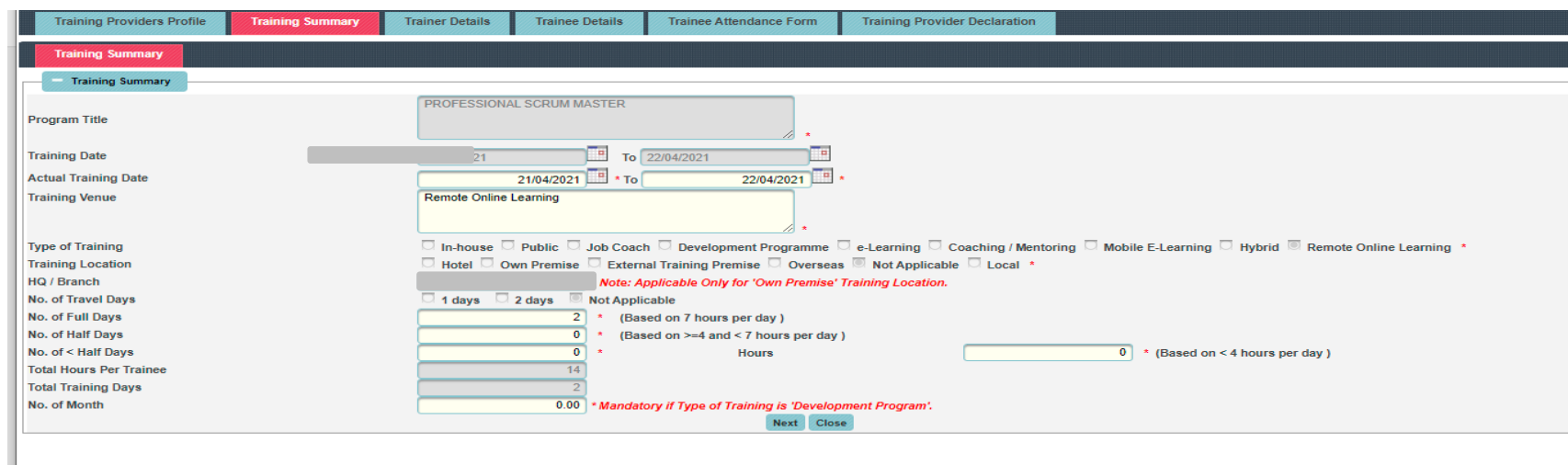
Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
EVT\MFW\EVT\2014\449	HR Clinic	22/01/2014	--	24/01/2013	24/01/2013	Claim

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

- (6) Provide the contact details of the **Officer in Charge** or select **Others** if the name is not in the system and click **Next**



- (7) Verify the information (pre-populated from the Grant application), then click **Next**



CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

(8) **Fill in Trainer Information** (updated by the training provider) then click **Next**

Training Providers Profile | Training Summary | **Trainer Details** | Trainee Details | Trainee Attendance Form | Training Provider Declaration

Trainer Details

External Trainer

Name * Citizenship *
 IC/Passport No. * Distance to Training Location *

Add Reset

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	XXXXXXXXXXXX	XXXXXXXXXXXX	Malaysian	Less 70 km	View / Edit / Delete

Next Close

(9) **Key in Trainee Attendance** (updated by the training provider) then click **Next**

Applications

Training Providers Profile | Training Summary | Trainer Details | **Trainee Details** | Trainee Attendance Form | Training Provider Declaration

Trainee Details

Trainees Information By Group

Training Schedule Start Date 12/03/2019 End Date 12/03/2019
 Reset

Claim	Batch No.	Start Date	End Date	Add / Edit Trainee Details	Actions
<input checked="" type="checkbox"/>	1	12/03/2019	12/03/2019	Add / Edit Trainee Details	View / Edit

Note: Please key in all Batch details and SAVE before keying in the Trainee Details.

Trainees Summary

Batch No.	Male	Female	Less 70 km	More or equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	5	9	14	0	0	14	0	0	0	0

One record found.

Save Next Close

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

- (10) Update trainee attendance (75%) by clicking **Edit**, select **Yes**, click **Update**, and upon updating, click **Save**

☐ NA
☐ NA

000000000000 External User Type
 000000000000 Internal User Type

Download Trainee List

Load trainee details from XLSX or XLS file

File Description

Attach File Browse...

Upload

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

Name
 IC No.
 Gender
 Race
 Academic Qualification
 Trainee Designation
 HQ/Branch
 Distance to Training Location
 Attendance (75%)
 Free of Charge (FOC) ?

Select
 Select
 Select
 Select
 Select
 Select
 Select

*
*
*
*
*
*
*
*
*
*

Add
Reset

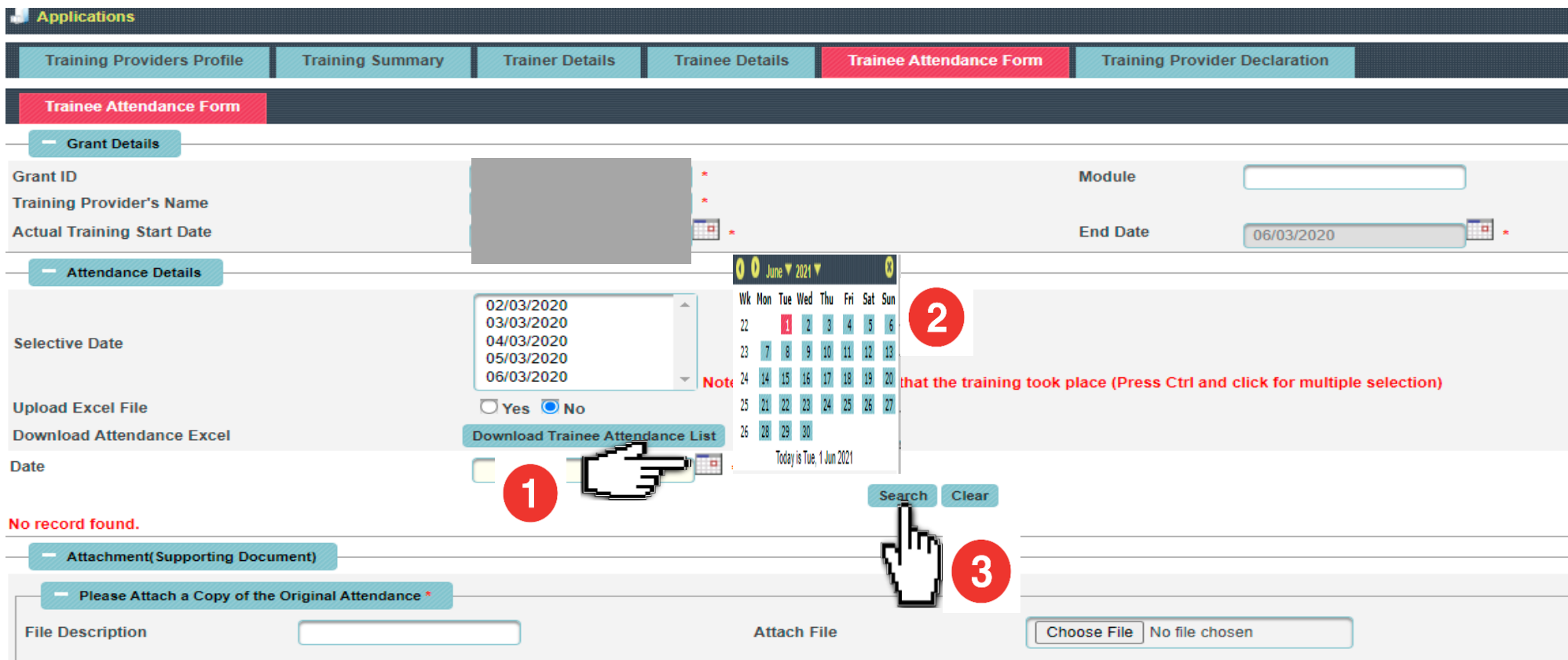
Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Attendance (75%)	FOC	Actions
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete
NA	000000000000	Male	NA	NA	NA	XXXXXXXXXX	Less 70 km	No	No	View / Edit / Delete

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

(11) There are two (2) options to upload the daily attendance data:

Option (1)

- By selecting the training date on the calendar and clicking **Search**.



The screenshot displays the 'Trainee Attendance Form' in the e-TRiS system. The interface includes a top navigation bar with tabs: 'Training Providers Profile', 'Training Summary', 'Trainer Details', 'Trainee Details', 'Trainee Attendance Form' (active), and 'Training Provider Declaration'. Below this is a sub-header 'Trainee Attendance Form' with a 'Grant Details' section. The 'Grant Details' section contains fields for 'Grant ID', 'Training Provider's Name', 'Actual Training Start Date', 'Module', and 'End Date' (set to 06/03/2020). The 'Attendance Details' section features a 'Selective Date' dropdown menu with dates from 02/03/2020 to 06/03/2020. A calendar widget is open, showing the month of June 2021, with a red '1' indicating the selected date. A red '2' is placed over the calendar, and a red '3' is placed over the 'Search' button. A red text note states: 'Note that the training took place (Press Ctrl and click for multiple selection)'. Below the calendar, there are checkboxes for 'Yes' and 'No', a 'Download Trainee Attendance List' button, and a 'Date' field. At the bottom, there is an 'Attachment(Supporting Document)' section with a 'Please Attach a Copy of the Original Attendance' requirement, a 'File Description' field, an 'Attach File' button, and a 'Choose File' button with 'No file chosen' text.

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

Please update the attendance list accordingly; by indicating “**Present**” or “**Absent**”, then clicking **Save Attendance Data**. The list must be updated for each training day.

Please also **attach the T3 form attendance form** and click **Next**.

Selective Date

02/03/2020
03/03/2020
04/03/2020
05/03/2020
06/03/2020

Upload Excel File

☐ Yes ☒ No

Download Attendance Excel

Download Trainee Attendance List

Date

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Search

Clear

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabilah Ibrahim	870609035596	<input checked="" type="radio"/> Present <input type="radio"/> Absent

Save Attendance Data

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance *

File Description

Attach File

Choose File

No file chosen

Add Attachment

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

No record found

Next

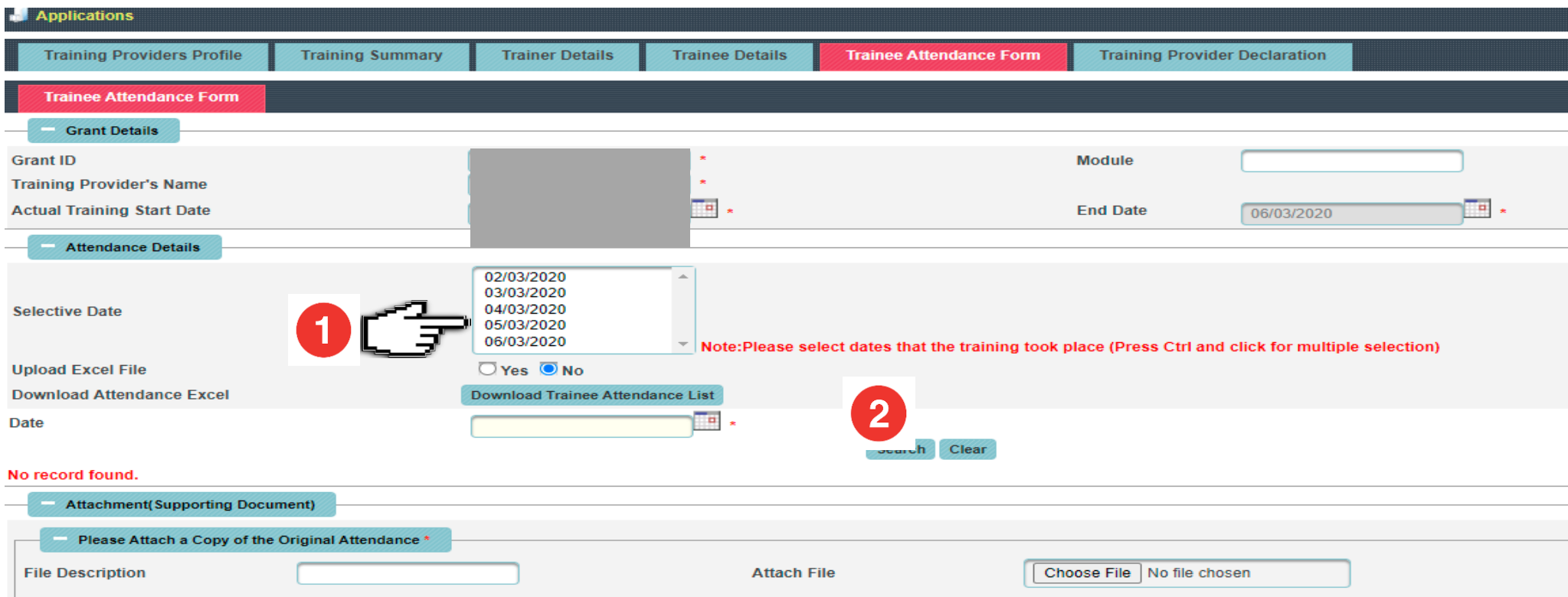
Close

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

Option (2)

By selecting the training date in **Selective Date** (press **Ctrl button** if you want to highlight all training dates)

- Click **Download Trainee Attendance List**



Applications

Training Providers Profile | Training Summary | Trainer Details | Trainee Details | **Trainee Attendance Form** | Training Provider Declaration

Trainee Attendance Form

Grant Details

Grant ID: [Redacted] *
Training Provider's Name: [Redacted] *
Actual Training Start Date: [Redacted] *
Module: [Text Box]
End Date: 06/03/2020 *

Attendance Details

Selective Date: [Dropdown Menu: 02/03/2020, 03/03/2020, 04/03/2020, 05/03/2020, 06/03/2020] *
Upload Excel File: [Text Box]
Download Attendance Excel: [Text Box]
Date: [Text Box] *

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

☐ Yes ☒ No

Download Trainee Attendance List

Search Clear

No record found.

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance *

File Description: [Text Box] Attach File: [Choose File] No file chosen

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

The system will generate the trainee attendance list in an Excel file (please open and save the file)

Attendance Details

Selective Date

02/03/2020
03/03/2020
04/03/2020
05/03/2020
06/03/2020

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Upload Excel File

Download Attendance Excel

☐ Yes ☒ No

Download Trainee Attendance List

Date

Search

Clear

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabillah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabillah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabillah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabillah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabillah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent

TraineeAttendance....xls

3

Applications

Workflow

Your Session will expire within 67 minute(s) and 44 second(s).

UAT_4.54.

Show

Tick **Yes** to **Upload Excel File**, upload the saved Excel file and click **Add Attachment**.

Attendance Details

Selective Date

02/03/2020
03/03/2020
04/03/2020
05/03/2020
06/03/2020

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Upload Excel File

Download Attendance Excel

☒ Yes ☐ No

Download Trainee Attendance List

4

5

Upload Attendance Template

File Description

Attach File

Choose File

TraineeAtte...etails (1).xls

Add Attachment

6

Allowed (Only .XLSX,.XLS are allowed)

CLAIM PROCESS THROUGH e-TRiS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

The system will upload the trainee information based on the uploaded Excel file.

Please update the attendance list accordingly; by indicating “**Present**” or “**Absent**”, then clicking **Save Attendance Data**. The listing must be updated for each training day.

Please also **attach the T3 attendance form** and click **Next**.

Selective Date

02/03/2020
03/03/2020
04/03/2020
05/03/2020
06/03/2020

Upload Excel File

☐ Yes ☒ No

Download Attendance Excel

Download Trainee Attendance List

Date

Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)

Search

Clear

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	02/03/2020	Nurulain Nabilah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	03/03/2020	Nurulain Nabilah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
3	1	04/03/2020	Nurulain Nabilah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
4	1	05/03/2020	Nurulain Nabilah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent
5	1	06/03/2020	Nurulain Nabilah Ibrahim	870609035506	<input checked="" type="radio"/> Present <input type="radio"/> Absent

Save Attendance Data

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance *

File Description

Attach File

Choose File

No file chosen

Add Attachment

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

No record found

Next

Close

CLAIM PROCESS THROUGH e-TRIS (HRD CORP CLAIMABLE COURSE – TRAINING PROVIDER)

(12) Fill in the training provider declaration form and attach the required documents, then click **Save & Submit** to proceed.

Applications

Training Provider's Declaration

Declaration

I hereby submit claim for course fee amounting to RM for * trainees who attended the course

The training commences on * to * and the list of trainees are as of part II.

I declare that the claim are subject to the terms and conditions of Pembangunan Sumber Manusia Berhad.
I declare that all the information in the form and all accompanying information are true and correct and I have not provided any false or misleading information.

Name of Officer In-charge *

Designation *

Position *

Date *

Reminder:
You are reminded that you will be prosecuted under the Penal Code and Pembangunan Sumber Manusia Berhad may at its discretion recover any amount paid, if false and misleading informations or false and misleading documents provided to obtain financial assistance.

Note: Supporting Document is mandatory like Invoice and Employer Declaration form(PSMB/SBL-KHAS/JD/14)

Supporting Document *

File Description	Attach File
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

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

No record found

IMPORTANT DOCUMENTS

[illegible]

INVOICE

Invoice

- Must be addressed to Pembangunan Sumber Manusia Berhad @ Human Resource Development Corporation
- Its description must include employer name, training programme title, and training date
- Training provider **MUST** indicate **SST number** in the invoice and **REMOVED** the SST number in the invoice if already de-registered. This SST number must be updated in the invoice during the claim submission

ATTENDANCE REPORT

Attendance Report

- Must be retrieved from the online training platform system
- Must show each of trainee's complete name, training date, log-in and log-out times, or total duration of training
- Must be signed by both training provider and employer with person's name, designation, company stamp and date
- If training provider is unable to generate attendance report (due to some permitted circumstances), training provider needs to provide confirmation letter from employer and copy of certificate for each trainee

Digital Signature & Company Stamp

**DIGITAL SIGNATURE
&
COMPANY STAMP**

- Training provider is required to get a confirmation letter/email from employer verifying/endorsing the digital signature and company stamp and stating the reason for not being able to provide a physical declaration
- The confirmation letter/email needs to be uploaded and attached during claim submission

JD/14 Form



TRAINING PROVIDER MYCOID(ROC/ROB/ROS)											
1	2	3	4	5	X						
PSMB/SBL-KHAS /JD/14											

EMPLOYER AND TRAINING PROVIDER JOINT DECLARATION FOR SBL-KHAS SCHEME CLAIMS (FEES) UNDER THE PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001

This declaration is to certify that employer involved in the training program had agreed with the training program conducted, fees charged and allow training provider to claim with PSMB. This declaration should only be signed by employers after the training completed. This form must be attached when submitting online SBL –KHAS claim. This form must be kept at training providers premises and available for future verification by PSMB.

PART 1 – EMPLOYER'S PARTICULAR

Registered Name and Address of Employer:	Employer Code	: 24680Y
ABC Sdn Bhd	Approval No	: 24680Y_23_0001
Jalan Beringin, 50490 Kuala Lumpur	Group Approved	:
	Group Claimed	:
Course Title	: Microsoft Excel Intermediate	
Training Dates	Commenced: 1 January 2023	Ended: 2 January 2023
Training Venue	: Hotel Premiera, Kuala Lumpur	

PART 2 – CLAIM FOR COURSE FEE

Number of Trainee(s)*	Total Fee Approved (RM)	Total Fee Claimed (RM)
5	14,200	8,400

PART 3 – JOINT DECLARATION OF THE TRAINING PROVIDER AND THE EMPLOYER

(a) I certify that all information declared above is true and correct and the training program claimed above has been conducted with all terms and condition under this scheme has been complied. I also declared that apart from this claim, there is no other claim has been made for these expenses. All relevant documents pertaining to this claim are with us and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad. (Training Provider)

SIGNATURE : <u>MOHD ZAMRI</u>	DESIGNATION : <u>MANAGER</u>
NAME : <u>MOHD ZAMRI</u>	COMPANY STAMP : <u>XYZ SDN BHD</u>
MYKAD NO : <u>811111-11-1111</u>	<u>1234, Jalan Pahang</u> <u>49000 KL</u>
	DATE : <u>3 JANUARY 2023</u>

(b) I certify that the training had been completed and agreed with the fees charged above. I am responsible to the claimed above and certify all information provided here is true and correct. (Employer)

SIGNATURE : <u>AMIR BORHAN</u>	DESIGNATION : <u>MANAGER</u>
NAME : <u>AMIR BORHAN</u>	COMPANY STAMP : <u>ABC SDN BHD</u>
MYKAD NO : <u>751222-14-5155</u>	<u>4567, Jalan Perak</u> <u>56000 KL</u>
	DATE : <u>3 JANUARY 2023</u>

REMARKER: You are reminded that, if you should give false or misleading statements, or makes in writing, or signs any declaration which is untrue or incorrect in any particular, you will be prosecuted under Section 40 and / or Section 41 of Pembangunan Sumber Manusia Berhad Act 2001 and shall be liable to a fine not exceeding twenty thousand ringgit or to imprisonment for a term not exceeding two years or to both. Besides, Pembangunan Sumber Manusia Berhad may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed.

No	Item Description	Requirement
1	• Training Provider MycoID	• Must be the same MycoID registered with HRD Corp
2	• Employer Particular	• All information must be the same record with HRD Corp
3	• Employer Code • Approval No • Group Approved • Group Claimed	• Employer code = Employer MycoID • Approval No = Grant Reference No • Group Approved = Not applicable • Group Claimed = Not applicable
4	• Course Title • Training Dates • Training Venue	• Course Title = similar with course title registered with HRD Corp • Training Dates = follow on actual training dates conducted (please amend if the training was postponed from the original training date approved) • Training Venue = should be the place training was conducted (F2F) – Please put Remote Online if ROT
5	• Number of trainee(s) • Total Fee Approved • Total Fee Claimed	• Number of trainee(s) = Actual number of trainee(s) attended to the training • Total Fee Approved = Total course fee as per grant approval • Total Fee Claimed = Actual total course fee want to claim by TP (If there is upfront payment approval, either put the balance 70% amount or full as approval amount)
6	• Training Provider Declaration	• Declaration date must after the completion of training • Declared by Manager level and above • Completed with signature, name, Mykad number or passport number for non-Malaysian, designation and company stamp • As per registered with HRD Corp
7	• Employer Declaration	• Declaration date must after the completion of training • Declared by Manager level and above • Completed with signature, name, Mykad number or passport number for non-Malaysian, designation and company stamp • As per registered with HRD Corp • Digital Signature & Digital Company Stamp are allowed subject to justification letter provided by employer

Invoice

No	Item Description	Requirement
1	Invoice	<ul style="list-style-type: none">Invoice / Tax Invoice / Sales Invoice etcNot accepted- Proforma Invoice / Quotation
2	Invoice Name & Address	<ul style="list-style-type: none">Should be address and bill either to Human Resource Development Corporation or Pembangunan Sumber Manusia Berhad with registered address
3	Invoice Description	<ul style="list-style-type: none">TP indicate Grant Approval Number *Acceptable information <ul style="list-style-type: none">Course Title = aligned with JD/14 form & similar with course title registered with HRD CorpTraining Dates = aligned with JD/14 form & follow-on actual training dates conducted (please amend if the training was postponed from the original training date approved)Training Venue = aligned with JD/14 form & should be the place training was conducted (F2F) – Please put Remote Online if ROT
4	Upfront Payment	<ul style="list-style-type: none">Must show the breakdown of upfront payment received (if any)
5	Total Amount	<ul style="list-style-type: none">Should be similar with total course fee as per grant approvalShould show the balance 70% course fee amount (if there is approval of upfront payment)
6	Additional Information	<ul style="list-style-type: none">Please indicate your SST Status (Registered / Not Registered)If registered with Royal Malaysia Custom (Jabatan Kastam Malaysia) – please indicate your SST Registration Number.Kindly remove the SST Registration No from the invoice if Training Provider has cancelled the registration

INVOICE¹

INVOICE: INV0002

DATE: 6 FEBRUARY 2023

PEMBANGUNAN SUMBER MANUSIA BERHAD
@ HUMAN RESOURCE DEVELOPMENT CORPORATION
Wisma PSMB,
Jalan Beringin Damansara Heights,
50490 Kuala Lumpur

Description	Amount (RM)
Training Title: Microsoft Excel Intermediate Training Date: 1 – 2 January 2023 Employer: ABC Sdn Bhd Venue: Hotel Premiera, Kuala Lumpur	12,000.00
Less: 30% Upfront Payment	(3,600.00)
Total Amount	8,400.00

Total: Ringgit Malaysia Eight Thousand Four Hundred Only

NOTE: Please Make Cheque Payable to XYZ SDN BHD
Account Number: **CIMB 861067453**
SST Registration No = Not Registered

6

T3 Attendance Form– Physical Training

FOR HRDCORP CLAIMABLE COURSE ONLY

PSMB/SBL-KHAS/T3/01

ATTENDANCE LIST

This attendance list must be enclosed when submitting the claim form PSMB/SBL-KHAS/JD/14

Course Title : Microsoft Excel Intermediate

Dates of Training : 1 January 2023

No.	Name of Trainee(s)	Name of Employer(s)	NRIC	Citizenship	Sex	Signature*
1	Mohd Ali Abshah	ABC Sdn Bhd	771111111111	Malaysian	M	
2	Lee Sau Har	ABC Sdn Bhd	821212145214	Malaysian	F	
3	Sumathi A/P Murugan	ABC Sdn Bhd	811011105022	Malaysian	F	
4	Radhi Kamaruzaman	ABC Sdn Bhd	880202085411	Malaysian	M	
5	Wan Saiful Wan Ridzuan	ABC Sdn Bhd	001212145513	Malaysian	M	

I certify that all trainees listed above had fully attended the training.

NAME : Mohd Zamri

SIGNATURE : Mohd Zamri

DESIGNATION : Manager

DATE : 1 January 2023

TRAINING PROVIDER'S STAMP : **XYZ SDN BHD**
1234, Jalan Pahang
49000 KL

- * Note: 1. Please make a separate attachment if more space is required
2. This attendance list must be prepared on daily basis and signed by the trainee in each column of the relevant date of training if he/she had attended the programme on that day

No	Item Description	Requirement
1	<ul style="list-style-type: none"> Course Title Dates of Training 	<ul style="list-style-type: none"> Course Title = aligned with JD/14 Form & similar with course title registered with HRD Corp Dates of Training = aligned with JD/14 Form & follow-on actual training dates conducted (please amend if the training was postponed from the original training date approved)
2	<ul style="list-style-type: none"> Name of Trainee(s) 	<ul style="list-style-type: none"> Should be aligned with trainee(s) name in the eTRIS system
3	<ul style="list-style-type: none"> Name of Employer(s) 	<ul style="list-style-type: none"> Should be aligned with JD/14 form & similar with information registered with HRD Corp (avoid using short-form)
4	<ul style="list-style-type: none"> IC Number 	<ul style="list-style-type: none"> Should be aligned with trainee(s) IC number in the eTRIS system
5	<ul style="list-style-type: none"> Citizenship 	<ul style="list-style-type: none"> Only include Malaysian trainee(s)
6	<ul style="list-style-type: none"> Signature 	<ul style="list-style-type: none"> Signature is compulsory for physical training Digital signature – employer need to provide justification letter
7	<ul style="list-style-type: none"> Declaration 	<ul style="list-style-type: none"> Declaration date must on training date or after completion of the training by Training Provider Must be declared by Manager level and above Should completed with signature, name, designation and company stamp As per registered with HRD Corp

T3 Attendance Form – ROT / E-Learning/ Mobile Learning

FOR HRDCORP CLAIMABLE COURSE ONLY

PSMB/SBL-KHAS/T3/01

ATTENDANCE LIST

This attendance list must be enclosed when submitting the claim form PSMB/SBL-KHAS/JD/14

Course Title : Microsoft Excel Intermediate **1**

Dates of Training : 1 January 2023

No.	Name of Trainee(s) 2	Name of Employer(s) 3	NRIC 4	Citizenship 5	Sex	Signature* 6
1	Mohd Ali Abshah	ABC Sdn Bhd	771111111111	Malaysian	M	
2	Lee Sau Har	ABC Sdn Bhd	821212145214	Malaysian	F	
3	Sumathi A/P Murugan	ABC Sdn Bhd	811011105022	Malaysian	F	
4	Radhi Kamaruzaman	ABC Sdn Bhd	880202085411	Malaysian	M	
5	Wan Saiful Wan Ridzuan	ABC Sdn Bhd	001212145513	Malaysian	M	

I certify that all trainees listed above had fully attended the training.

NAME : Mohd Zamri SIGNATURE : Mohd Zamri

DESIGNATION : Manager DATE : 1 January 2023

MANAGING DIRECTOR/GENERAL MANAGER/PRINCIPAL **7**

TRAINING PROVIDER'S STAMP : **XYZ SDN BHD**
1234, Jalan Pahang
49000 KL

- * Note: 1. Please make a separate attachment if more space is required
 2. This attendance list must be prepared on daily basis and signed by the trainee in each column of the relevant date of training if he/she had attended the programme on that day

No	Item Description	Requirement
1	<ul style="list-style-type: none"> Course Title Dates of Training 	<ul style="list-style-type: none"> Course Title = aligned with JD/14 Form & similar with course title registered with HRD Corp Dates of Training = aligned with JD/14 Form & follow-on actual training dates conducted (please amend if the training was postponed from the original training date approved)
2	<ul style="list-style-type: none"> Name of Trainee(s) 	<ul style="list-style-type: none"> Should be aligned with trainee(s) name in the eTRIS system
3	<ul style="list-style-type: none"> Name of Employer(s) 	<ul style="list-style-type: none"> Should be aligned with JD/14 form & similar with information registered with HRD Corp (avoid using short-form)
4	<ul style="list-style-type: none"> IC Number 	<ul style="list-style-type: none"> Should be aligned with trainee(s) IC number in the eTRIS system
5	<ul style="list-style-type: none"> Citizenship 	<ul style="list-style-type: none"> Only include Malaysian trainee(s)
6	<ul style="list-style-type: none"> Signature 	<ul style="list-style-type: none"> Not required
7	<ul style="list-style-type: none"> Declaration 	<ul style="list-style-type: none"> Declaration date must on training date or after completion of the training by Training Provider Must be declared by Manager level and above Should completed with signature, name, designation and company stamp As per registered with HRD Corp

System Generated Attendance Report



1 Meeting Name Microsoft Excel Intermediate Microsoft Excel Intermediate Microsoft Excel Intermediate Microsoft Excel Intermediate	2 Trainee's Name Mohd Ali Abshah Lee Sau Har Sumathi A/P Murugan Radhi Kamaruzaman Wan Saiful Wan Ridzuan	Email ali@abc.com leesauhar@abc.com sumathi@abc.com radhikamaruzaman@abc.com wansaiful@abc.com	3 Join Time 01/02/2023 8:41am 01/02/2023 9:12am 01/02/2023 8:48am 01/02/2023 9:30am 01/02/2023 8:27am	4 Leave Time 01/02/2023 5:01pm 01/02/2023 5:05pm 01/02/2023 5:10pm 01/02/2023 5:00pm 01/02/2023 5:07pm	Attendance Duration 472 484 489 471 486
Signature Name Designation Date Company Stamp	5 Training Provider <i>Mohd Zamri</i> Mohd Zamri Manager 1/2/2023 XYZ SDN BHD 1234, Jalan Pahang 49000 KL	Signature Name Designation Date Company Stamp	6 Employer <i>Amir Borhan</i> Amir Borhan Manager 1/2/2023 ABC SDN BHD 4567, Jalan Perak 56000 KL		

No	Item Description	Requirement
1	• Training Title	• aligned with JD/14 form, Invoice & T3 form & similar with course title registered with HRD Corp
2	• Trainee's Name	• Should be aligned with trainee(s) name in the eTRIS system and Attendance T3 form
3	• Join Time & Leave Time	• Generated by the online platform system • Captured trainee's join time & leave time with training date
4	• Attendance Duration	• Total duration attended by the trainee's • Captured & auto calculated by the system
5	• Training Provider Declaration	• Must be declared by training provider with signature, authorized officer name & designation, company stamp and date • Declaration date should on or after training date
6	• Employer Declaration	• Must be declared by employer with signature, authorized officer name & designation, company stamp and date • Declaration date should on or after training date

Additional Information

1. All documents must be attached in **PDF format**.
2. All **documents** must be in **English or Bahasa Melayu only**.
3. **All information** in the **documents must be complete to avoid claim query by officer**
4. Training claims must **be submitted within six (6) months after training completion**
5. Change of training date / postponement of training date is allowed and can be made during claim submission.
6. **Digital signature & digital company stamp are accepted subject to justification letter provided by employer**
7. Declaration date in all documents supposedly on or after completion of the training
8. JD/14 form must be declared by Manager level and above (Training Provider & Employer)
9. Invoice must show the calculation breakdown if any approval upfront amount.
10. Attendance T3 form only required declaration from training provider, employer is not necessary
11. **Attendance T3** form only applicable for trainee(s) who **attended/ comply to 75% attendance (physical) or 75% of minimum hour (ROT)**
12. Exclude Non-Malaysian trainee(s) in Attendance T3 form
13. All trainee(s) information in Attendance T3 form & System Generated Attendance Report should be aligned with trainee(s) information in the eTRiS system
14. Replacement of trainee(s) should be updated in the eTRiS system during the claim submission and reflected in the **Attendance T3 Form**
15. Attendance T3 form must be fill up on daily basis (physical) and training date can summarized to 1 form for ROT / E-Learning / Mobile Learning
16. **System generated attendance report** should contain basic information such as **training dates, participants full name and total training hours per trainee or trainees timestamp record (log in & log out details)**
17. System Generated Attendance Report can be declared by authorized officer by the company (not necessary Manager level and above).

SUPPORTING DOCUMENTS FOR ITEMISED CLAIM

ALLOWABLE COST	SUPPORTING DOCUMENTS
Course Fee – Training Provider only	JD/14 Form Invoice Attendance T3 (Face to Face & ROT) System Generated Attendance Report (ROT)
Transportation Charges – Employer only	Official Receipt & Tax Invoice
Flight Ticket – Employer only	Receipt & Invoice / e-Ticket
Trainee Daily Allowances Trainee Meal Allowances – Employer only	T3 Attendance Form (same with Training Provider)
Trainer Daily Allowances Trainer Meal Allowances – Employer only	No Document Required
Consumable Training Materials – Employer only	

***Note:**

HRD Corp may request for any other relevant documents for verification/confirmation purposes.

4% SERVICE FEE
(IMPLEMENTATION & CALCULATION
MECHANISM)

SERVICE FEE IMPLEMENTATION MECHANISM

Effective 1 April 2021, a 4% service fee is imposed on all claims made by HRD Corp Registered Training Providers. The 4% service fee will be **deducted from the total approved claim amount, exclusive of SST.**



SERVICE FEE IMPLEMENTATION CALCULATION

Is the 4% service fee charged from the total amount inclusive of SST?
The 4% service fee is exclusive of SST charges.

SCENARIO 1

Training provider ABC is a **non-SST-registered company**. If they submit a claim for RM 12,000, the net payable to them would be:

ITEM	TOTAL (RM)
Total Course Fees & Other Fees	12,000.00
- 4% service fee	- 480.00
Net Payable to TP ABC	11,520.00

Note :
 Tax invoice for 4% service fee will be issued within three (3) working days from the payment date.

SCENARIO 2

Training provider XYZ is an **SST-registered company**. If they submit a claim for RM 12,000 inclusive SST, the net payable to them would be:

ITEM	TOTAL (RM)
Total Course Fees & Other Fees	11,320.75
SST (from Invoice)	679.25
Total Claim	12,000.00
- 4% service fee	-452.83
Net Payable to TP XYZ	11,547.17

For more information, click [HERE](#)

E-DISBURSEMENT

E-DISBURSEMENT

- Introduced to employers and training providers in 2003.
- Reimbursement of training grants through direct credit to employer's bank account.
- A secure and fast method of payment.
- A solution for unpresented cheques to employers.
- Training grant will only be paid through e-disbursement beginning from October 2010 for training providers and January 2011, for employers. (*Employers' Circular 17/2010*)

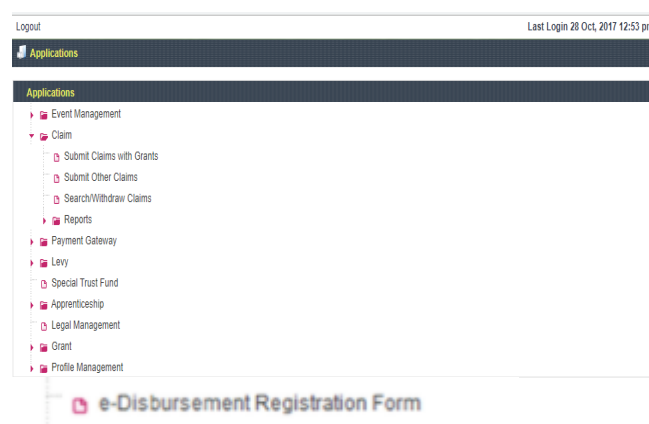
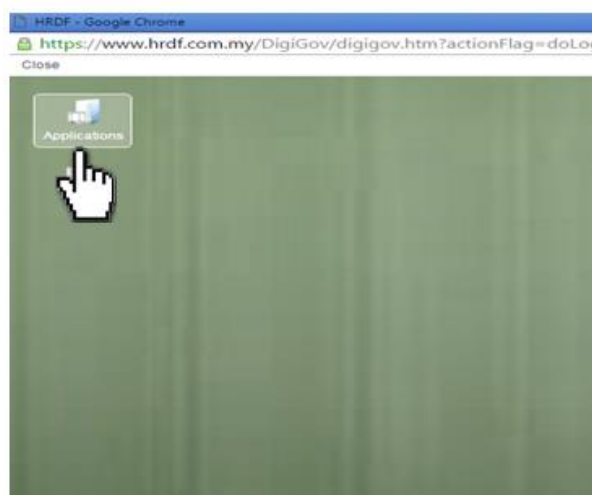
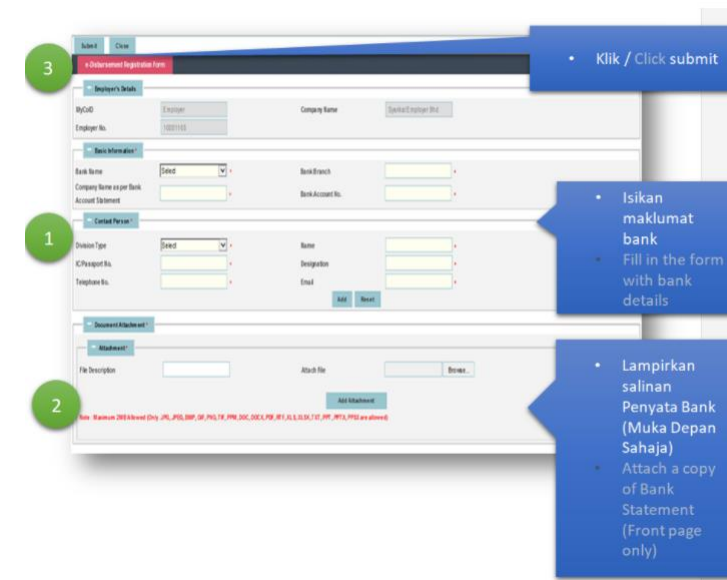
LIST OF APPROVED BANKS

Affin Bank Berhad
Affin Islamic Bank Berhad
Alliance Bank Malaysia Berhad
Alliance Islamic Bank (M) Berhad
AmBank (M) Berhad
AmIslamic Bank (M) Berhad
Bank Islam Malaysia Berhad
Bank Kerjasama Rakyat Malaysia Berhad
Bank Muamalat (Malaysia) Berhad
Bank of America (Malaysia) Berhad
Bank Pertanian Malaysia Berhad (AGROBANK)
Bank Pertanian Malaysia Berhad (AGROBANK ISLAM)
Bank Simpanan Nasional Berhad
CIMB Bank Berhad
CIMB Islamic Bank Berhad
Citibank Berhad
United Overseas Bank (M) Berhad

Deutsche Bank (Malaysia) Berhad
Hong Leong Bank Berhad
Hong Leong Islamic Bank Berhad
HSBC Bank Malaysia Berhad
J. P. Morgan Chase Bank Berhad
Kuwait Finance House (Malaysia) Berhad
Malayan Banking Berhad
Maybank Islamic Berhad
OCBC Bank (Malaysia) Berhad
OCBC Al-Amin Bank Berhad
Public Bank Berhad
Public Islamic Bank Berhad
RHB Bank Berhad
RHB Islamic Bank Berhad
Standard Chartered Bank (Malaysia) Berhad
Sumitomo Mitsui Banking Malaysia Berhad
The Royal Bank of Scotland Berhad

STEPS TO APPLY FOR E-DISBURSEMENT

- Click on **Application > Profile Management > e-Disbursement Registration Form**
- Attach a copy of **bank statement**. (*front page only*)
- The application will be processed **within three (3) working days** upon complete documentation.

A screenshot of the 'e-Disbursement Registration Form' with numbered steps and instructions. The form is divided into sections: 'Developer's Details', 'Bank Information', 'Contact Person', and 'Document Attachment'. Numbered steps (1, 2, 3) are placed over the form fields. Blue callout boxes provide instructions for each step.

Step 1: Isikan maklumat bank
• Fill in the form with bank details

Step 2: Lampirkan salinan Penyata Bank (Muka Depan Sahaja)
• Attach a copy of Bank Statement (Front page only)

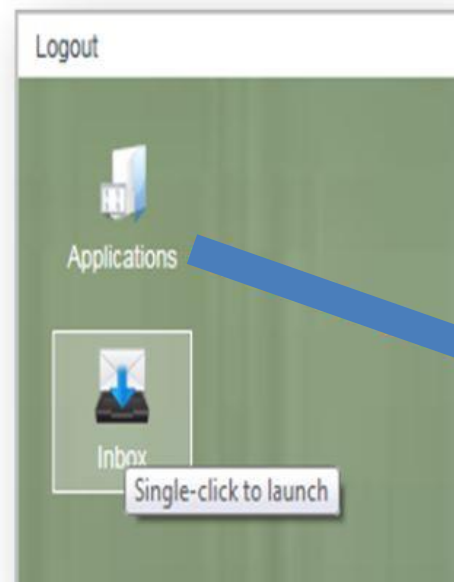
Step 3: Klik / Click submit

Step to Register E-Disbursement

Login to eTRiS System > Application > Profile Management > Employer / Training Provider > E-Disbursement Form and attach latest bank statement (front page only) > Submit.

Note : The approval for E- Disbursement registration will take 3 workings day.

E-DISBURSEMENT APPLICATION

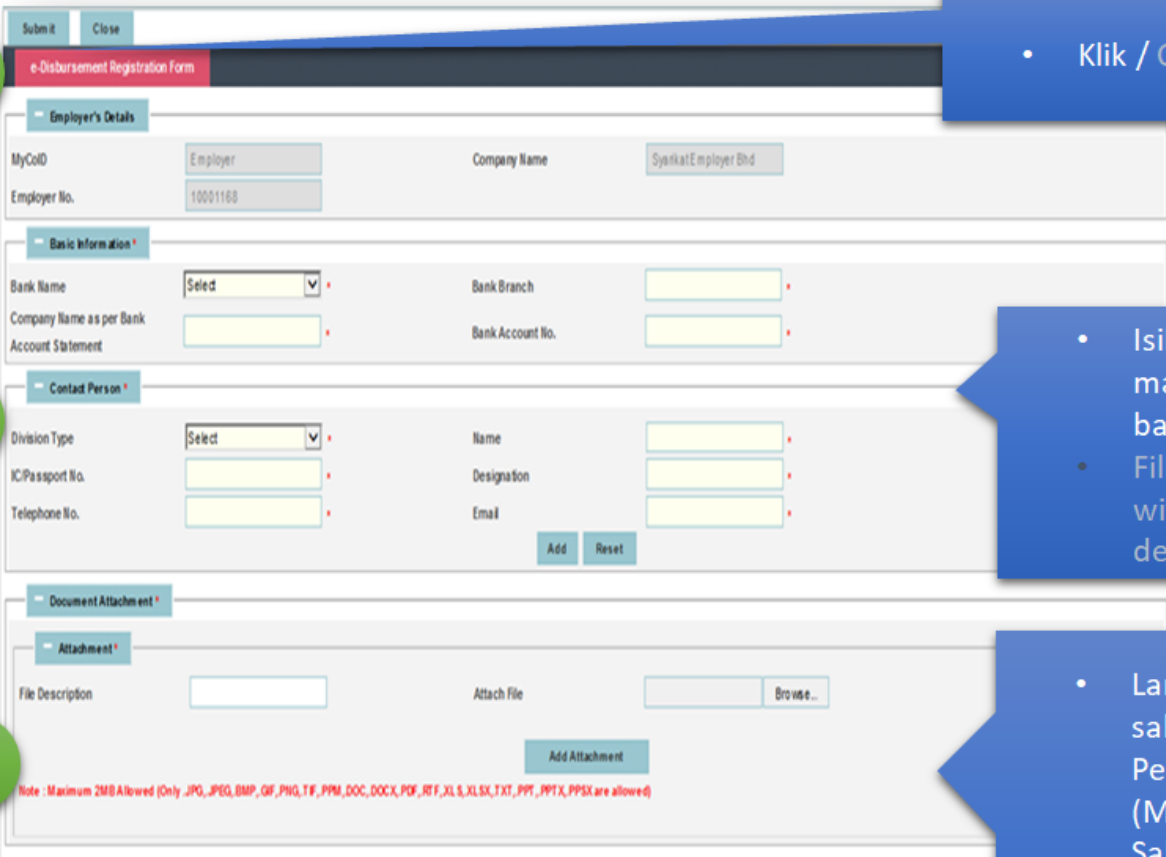


Applications

- ▶ Survey Management
- ▶ Event Management
- ▼ Claim
 - ▶ Submit Claims with Grants - TP
 - ▶ Search/Withdraw Claims - TP
- ▶ Payment Gateway
- ▶ Special Trust Fund
- ▶ Apprenticeship
- ▼ Profile Management
 - ▼ **Training Provider**
 - ▶ Training Provider Branch Re-Registration
 - ▶ Training Provider Re-Registration
 - ▶ Training Provider Branch Registration
 - ▶ Training Provider Name Modification
 - ▶ Training Provider Address Modification
 - ▶ Training Provider Renewal
 - ▶ Training Provider Cancellation
 - ▶ Training Provider Branch Cancellation
 - ▶ Training Provider Make Payment
 - ▶ **e-Disbursement Registration Form**
 - ▶ Training Provider View Certificate

Login to eTRiS System > Application > Profile Management > Training Provider > E-Disbursement Form and attach latest bank statement (front page only) > Submit.

Note : The approval for E- Disbursement registration will take 3 workings day.



The screenshot shows the 'e-Disbursement Registration Form' with the following sections and callouts:

- Callout 1:** Points to the 'Basic Information' section, which includes fields for Bank Name, Bank Branch, Company Name as per Bank, and Bank Account No.
- Callout 2:** Points to the 'Document Attachment' section, specifically the 'Attachment' area where a file can be described and attached.
- Callout 3:** Points to the 'Submit' button at the top left of the form.

Instructions (Blue Callouts):

- Klik / Click submit** (Associated with Callout 3)
- Isikan maklumat bank**
Fill in the form with bank details (Associated with Callout 1)
- Lampirkan salinan Penyata Bank (Muka Depan Sahaja)**
Attach a copy of Bank Statement (Front page only) (Associated with Callout 2)

Note : Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

STEPS FOR CLAIM WITHDRAWAL



The objective of claim withdrawal is to allow employers to modify approved grants.




Withdrawals must be submitted and approved before modifying the grant application.

- (1) Login to Training Provider e-TRiS account
- (2) Click on **Applications**











- (3) Click on **Claim**
- (4) Select **Search/Withdraw Claims**

[Logout](#)Last Login 28 Oct, 2017 12:53 pm

 **Applications**

Applications

- ▶  Event Management
- ▶  Claim
 - ▶  Submit Claims with Grants
 - ▶  Submit Other Claims
 - ▶  Search/Withdraw Claims
 - ▶  Reports
- ▶  Payment Gateway
- ▶  Levy
 - ▶  Special Trust Fund
- ▶  Apprenticeship
- ▶  Legal Management
- ▶  Grant
- ▶  Profile Management



CLAIM WITHDRAWAL

(5) Click on **Enquiry** under the **Action** column

Applications > Claim > Search/Withdrawal XXXXXXXXXXXX

Claim Enquiries

Employer Name: TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM): 20,058,140.00

Search Criteria

Submission Date: To

Claim Category:

Scheme:

Claim ID:

Status:

Claim Type:

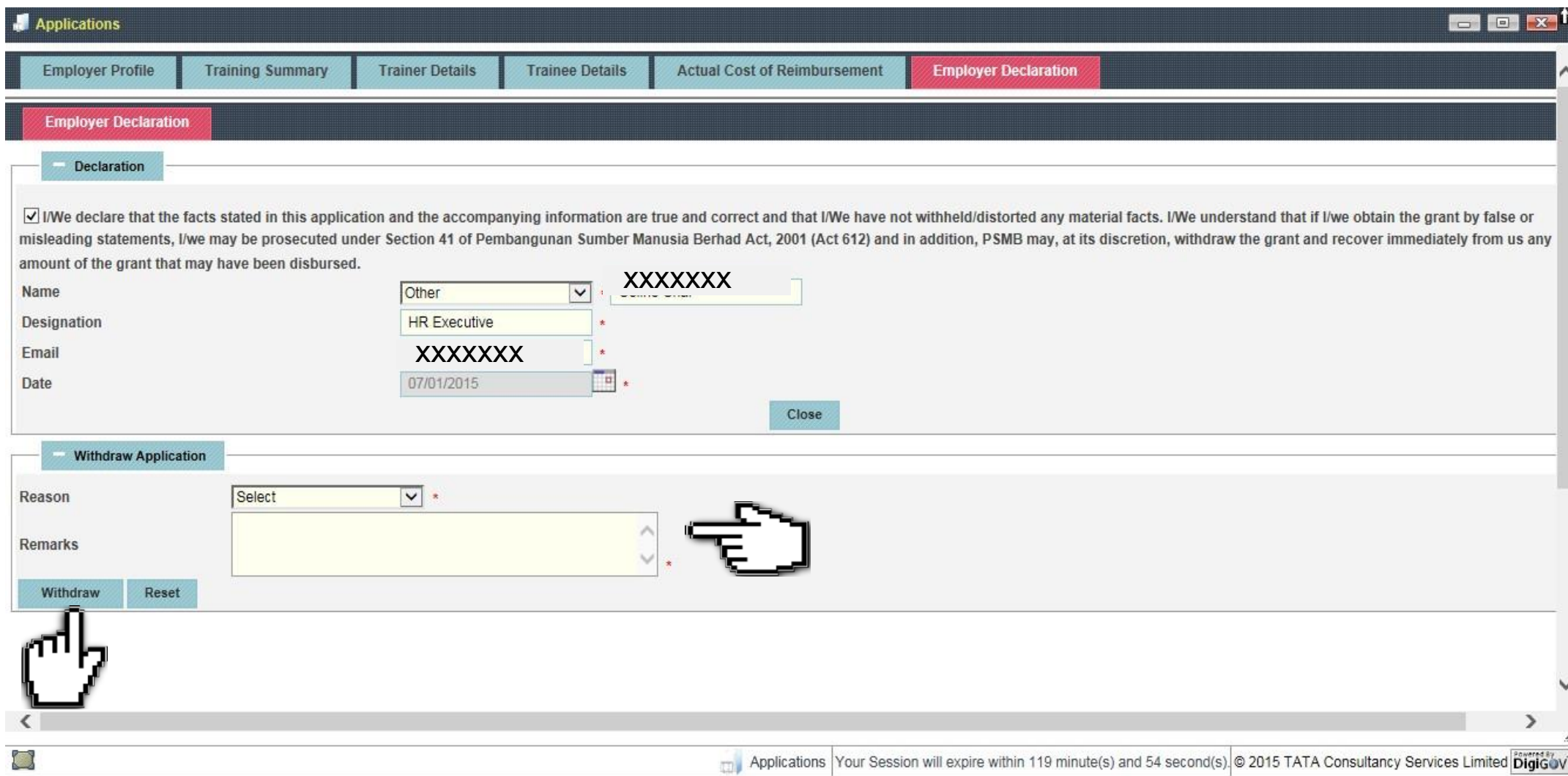
Claim Enquiries

17 records found, displaying 6 to 10 records. [First / Prev] 1, 2, 3, 4 [Next / Last]

Claim ID	Grant ID	Claim Category	Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Updated Date	Status	Claim Type	Action
x xxxxxxxxx	x xxxxxxxxx	Event	--	350.00	18/08/2014	27/08/2014	Submitted		<input type="button" value="Enquiry"/>
x xxxxxxxxx	x xxxxxxxxx	Event	50.00	--	17/08/2014		Saved		<input type="button" value="Enquiry"/>
x xxxxxxxxx	x xxxxxxxxx	Training Program with Approve Grant	1,000.00	1,000.00	15/08/2014	18/08/2014	Sent For Approval	Online	
x xxxxxxxxx	x xxxxxxxxx	Training Program with Approve Grant	100.00	100.00	15/08/2014	15/08/2014	Submitted	Online	<input type="button" value="Enquiry"/>
x xxxxxxxxx	x xxxxxxxxx	Training Program with Approve Grant	8,000.00	--	14/08/2014	14/08/2014	Saved	Online	<input type="button" value="Enquiry"/>

CLAIM WITHDRAWAL

(6) Click the **Employer Declaration** tab, fill in the reason and remarks of withdrawal, then click on **Withdraw** to submit.



The screenshot displays the 'Applications' portal interface. The top navigation bar includes tabs for 'Employer Profile', 'Training Summary', 'Trainer Details', 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. The 'Employer Declaration' tab is currently selected and highlighted in red.

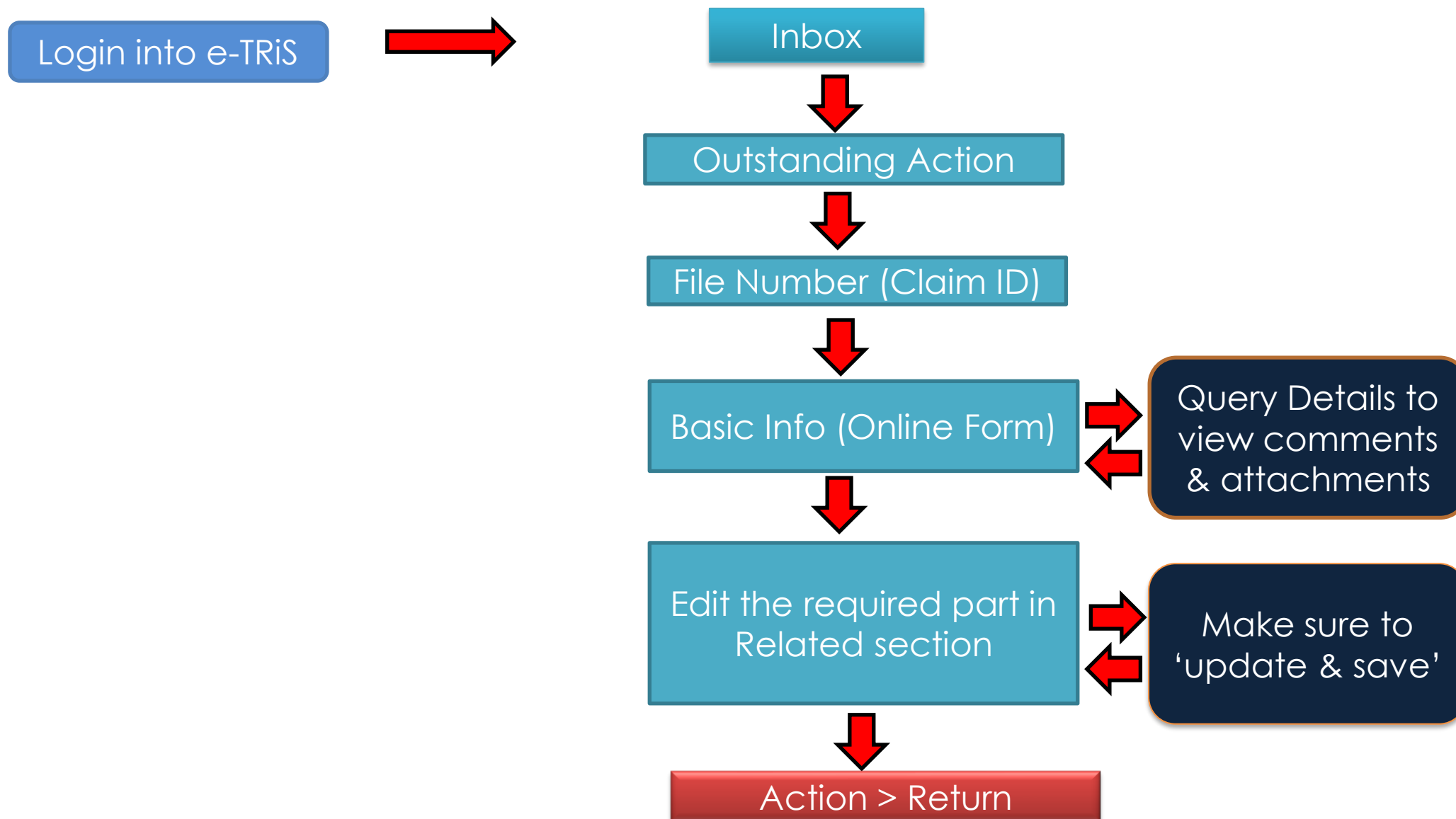
Below the navigation bar, the 'Employer Declaration' section is active. It contains a declaration checkbox with the following text: "I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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." Below this text are input fields for 'Name' (with a dropdown menu set to 'Other' and a text box containing 'XXXXXXXX'), 'Designation' (with a text box containing 'HR Executive'), 'Email' (with a text box containing 'XXXXXXXX'), and 'Date' (with a date picker set to '07/01/2015'). A 'Close' button is located at the bottom right of this section.

Below the 'Employer Declaration' section, the 'Withdraw Application' section is visible. It includes a 'Reason' dropdown menu (set to 'Select'), a 'Remarks' text area, and two buttons: 'Withdraw' and 'Reset'. A hand cursor is shown clicking the 'Withdraw' button.

The footer of the portal shows the 'Applications' tab, a session expiration warning: 'Your Session will expire within 119 minute(s) and 54 second(s)', the copyright notice '© 2015 TATA Consultancy Services Limited', and the 'Powered by DigiGov' logo.

TRAINING PROVIDER (QUERY SUBMISSION)

HOW TO ANSWER QUERIED CLAIMS



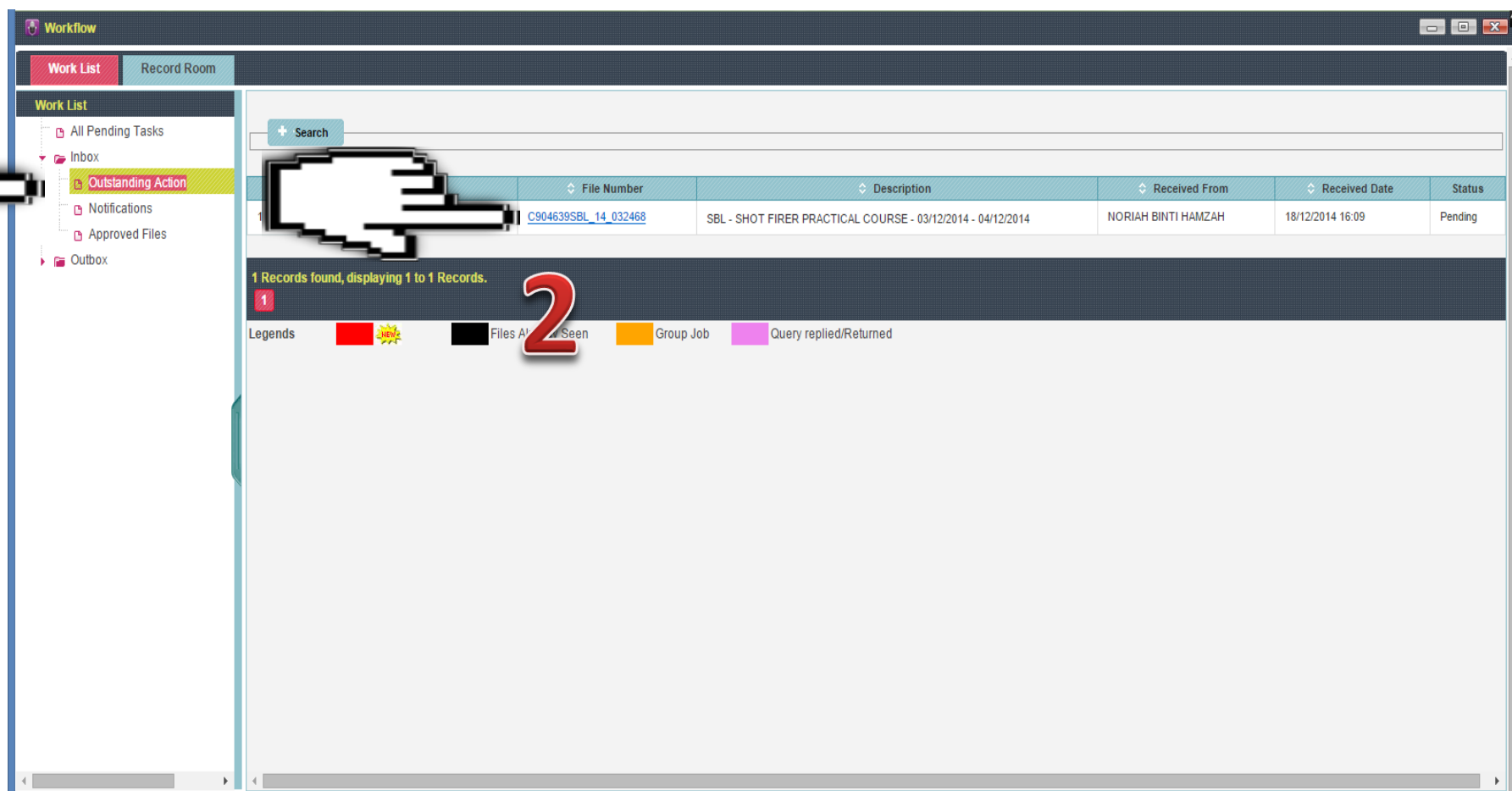
MANUAL GUIDE – Query Submission

1. Click on Inbox



1. Expand/drop-down **Inbox** folder > **Outstanding Action**






2. Click on the respective file number (claim ID)



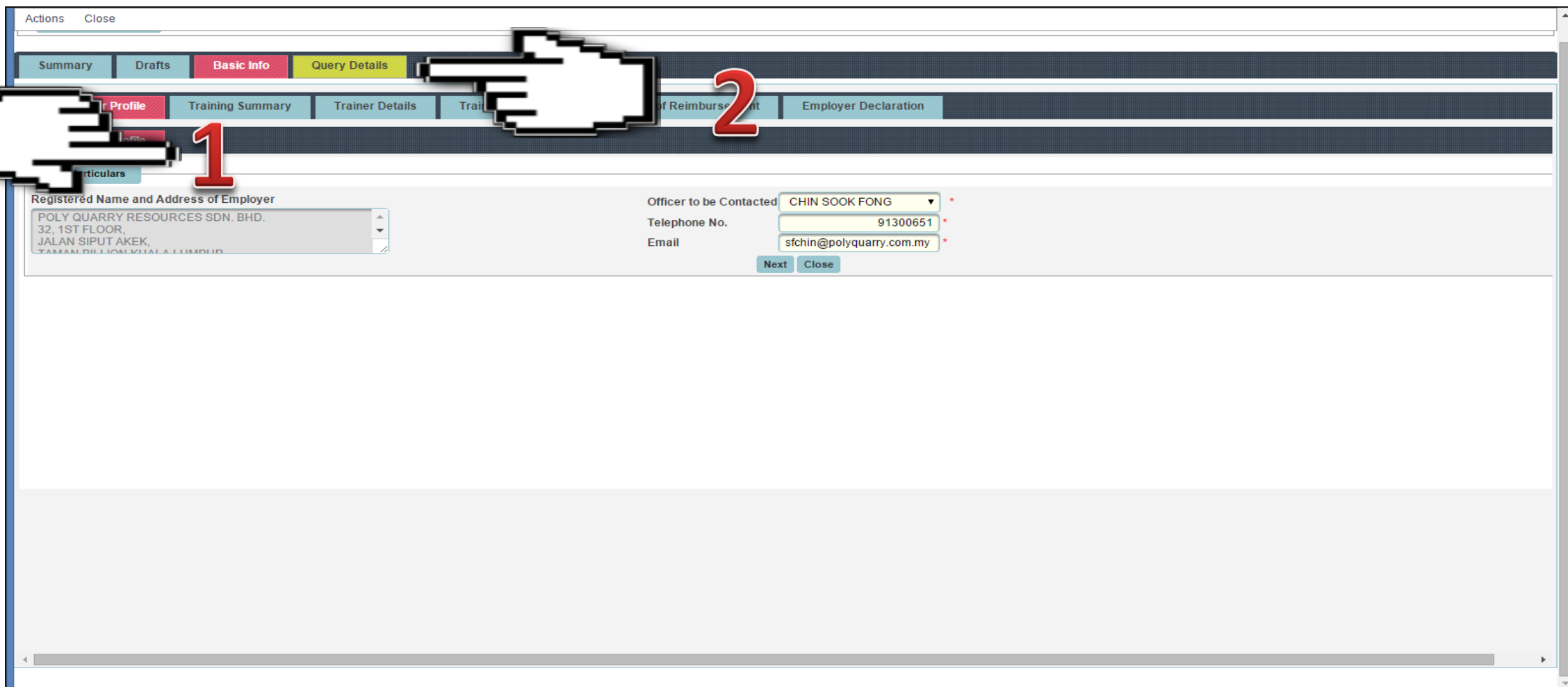
The screenshot shows the 'Workflow' application window. On the left, the 'Work List' sidebar is expanded, showing 'Inbox' > 'Outstanding Action' selected. The main area displays a table with one record. Below the table, a legend shows various status icons.

File Number	Description	Received From	Received Date	Status
C904639SBL_14_032468	SBL - SHOT FIRER PRACTICAL COURSE - 03/12/2014 - 04/12/2014	NORIAH BINTI HAMZAH	18/12/2014 16:09	Pending

1 Records found, displaying 1 to 1 Records.

Legends:    Files A... Seen  Group Job  Query replied/Returned

1. The screen will lead to the **Training Provider Profile** subtab under the **Basic Info** tab
2. Click on the **Query Details** tab to view the queries



Actions Close

Summary Drafts **Basic Info** Query Details

Profile Training Summary Trainer Details Trail of Reimbursement Employer Declaration

Particulars

Registered Name and Address of Employer
POLY QUARRY RESOURCES SDN. BHD.
32, 1ST FLOOR,
JALAN SIPUT AKEK,
TAMAN DILIJAH KUALA LUMPUR

Officer to be Contacted CHIN SOOK FONG *

Telephone No. 91300651 *

Email sfchin@polyquarry.com.my *

Next Close

Actions Close

Summary Drafts Basic Info **Query Details**

[Rich Text Editor Toolbar]

[Large Empty Text Area]

Attachment


File Description [Text Box] Attach File [Choose File | No file chosen]

Add Attachment

Note : Maximum 5MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLXS,.TXT,.PPT,.PPTX,.PPSX are allowed)

Comments	Sent By	Sent Date	View Details
1	NORIAH BINTI HAMZAH	18/12/2014 16:09	View comment and attachment
2	POLY QUARRY RESOURCES SDN. BHD.	16/12/2014 15:38	View comment and attachment
3	NORIAH BINTI HAMZAH	14/12/2014 14:35	View comment and attachment

The screen will show the query letter > **Close** once read



Close

Document

Attachment

Tarikh:	18/12/2014
Kod Majikan:	904639M
Tarikh Daftar:	16/12/2014

PENGARAH URUSAN
POLY QUARRY RESOURCES SDN. BHD.
32, 1ST FLOOR
JALAN SIPUT AKEK
TAMAN BILLION KUALA LUMPUR-
56000 CHERAS

Tuan/Puan,
KUIRI TUNTUTAN GERAN LATIHAN - (SBL)

Dengan hormatnya tuntutan tuan adalah dirujuk bagi kursus bertajuk seperti berikut:-

Tajuk kursus: SHOT FIRER PRACTICAL COURSE
No. Geran: 904639M_14_0007
No. Tuntutan: C904639SBL_14_032468
Tempoh: 03/12/2014 - 04/12/2014

Tuntutan di atas tidak dapat diprocess di atas sebab-sebab berikut:
STATUS KEHADIRAN PELATIH MENYATAKAN 'NO' DI BAHAGIAN 'TRAINEE DETAILS'
SILA KEMASKINI DAN PASTIKAN KEHADIRAN PELATIH ADALAH 'YES' JIKA HADIR UNTUK TINDAKAN PROSES TUNTUTAN SELANJUTNYA

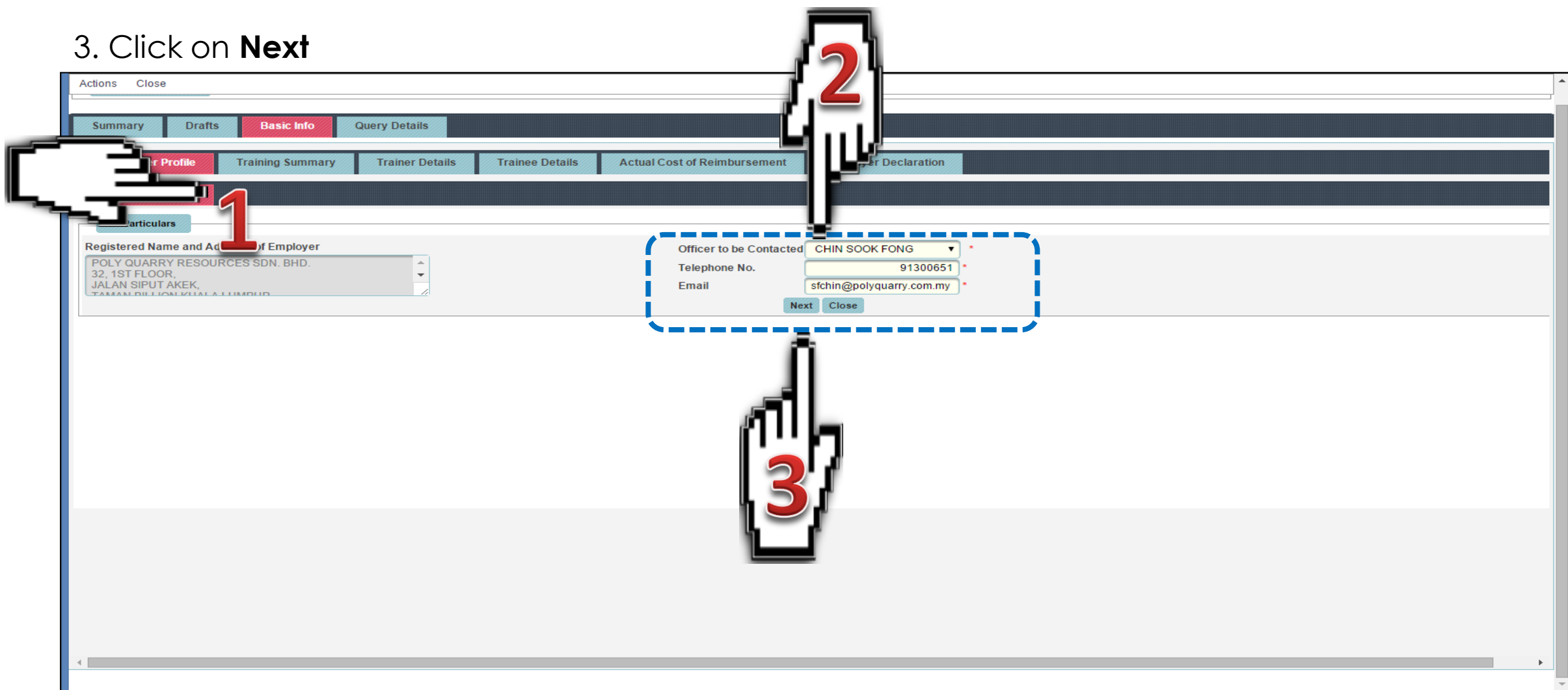
Justeru tuan adalah dinasihatkan untuk mengambil tindakan berikut:

2. Pastikan kuiri di atas diambil tindakan sewajarnya dan sila kembalikan borang tuntutan bersama dokumen-dokumen yang diperlukan dalam tempoh sebulan daripada tarikh surat ini. Tuntutan ini boleh ditolak sekiranya tindakan tidak diambil dalam tempoh yang telah ditetapkan.

1. The screen will return to **Training Provider Profile** subtab under the **Basic Info** tab

2. Edit if required

3. Click on **Next**

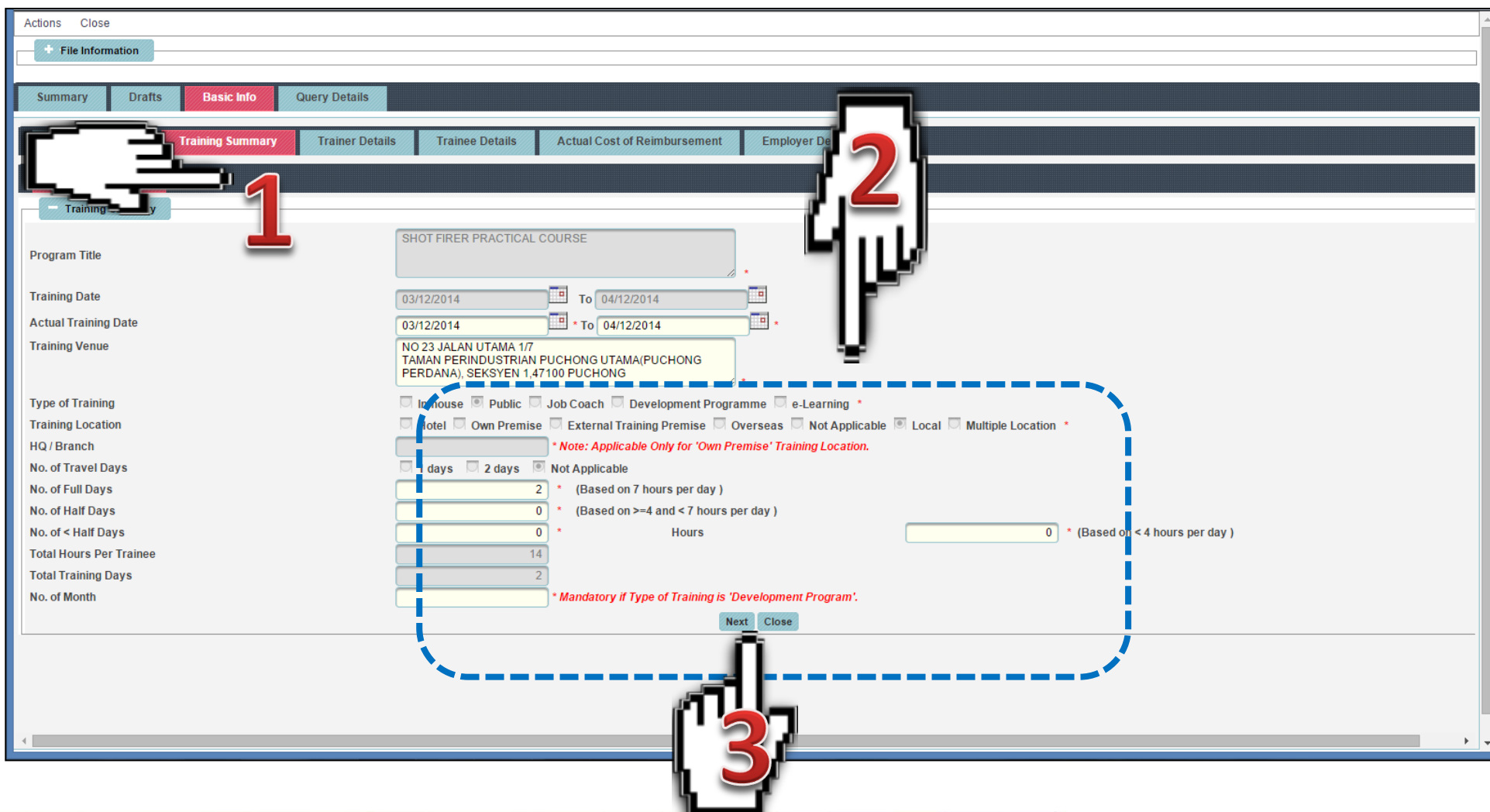


The screenshot shows the 'Basic Info' tab of the 'Training Provider Profile' subtab. The form contains the following fields:

- Registered Name and Address of Employer:** POLY QUARRY RESOURCES SDN. BHD., 32, 1ST FLOOR, JALAN SIPUT AKEK, TAMAN BILION, KUALA LUMPUR.
- Officer to be Contacted:** CHIN SOOK FONG
- Telephone No.:** 91300651
- Email:** sfchin@polyquarry.com.my

Callout 1 points to the 'Particulars' subtab. Callout 2 points to the 'Officer to be Contacted' field. Callout 3 points to the 'Next' button.

1. The screen will lead to the **Training Summary** subtab
2. Edit if required
3. Click on **Next**



The screenshot shows the 'Training Summary' subtab in the HRD Corp system. The form contains the following fields and options:

- Program Title:** SHOT FIRER PRACTICAL COURSE
- Training Date:** 03/12/2014 To 04/12/2014
- Actual Training Date:** 03/12/2014 To 04/12/2014
- Training Venue:** NO 23 JALAN UTAMA 1/7 TAMAN PERINDUSTRIAN PUCHONG UTAMA(PUCHONG PERDANA), SEKSYEN 1,47100 PUCHONG
- Type of Training:**
 - ☐ In-house ☒ Public ☐ Job Coach ☐ Development Programme ☐ e-Learning
- Training Location:**
 - ☐ Hotel ☐ Own Premise ☐ External Training Premise ☐ Overseas ☐ Not Applicable ☒ Local ☐ Multiple Location
- HQ / Branch:** (Empty field)
- No. of Travel Days:**
 - ☐ 1 days ☐ 2 days ☒ Not Applicable
- No. of Full Days:** 2 (Based on 7 hours per day)
- No. of Half Days:** 0 (Based on >=4 and < 7 hours per day)
- No. of < Half Days:** 0 (Based on < 4 hours per day)
- Total Hours Per Trainee:** 14
- Total Training Days:** 2
- No. of Month:** (Empty field)

Annotations on the form:

- 1:** Points to the 'Training Summary' subtab.
- 2:** Points to the 'Training Venue' field.
- 3:** Points to the 'Next' button.

Additional text on the form:

- * Note: Applicable Only for 'Own Premise' Training Location.
- * Mandatory if Type of Training is 'Development Program'.

1. The screen will lead to the **Trainer Details** subtab
2. Edit if required
3. Click on **Next**

Actions Close

+ File Information

Summary Drafts **Basic Info** Query Details

Training Provider **Trainer Details** Trainee Details Actual Cost of Reimbursement Employer Declaration

Trainer Details

External Trainer

Name

IC/Passport No.

Citizenship

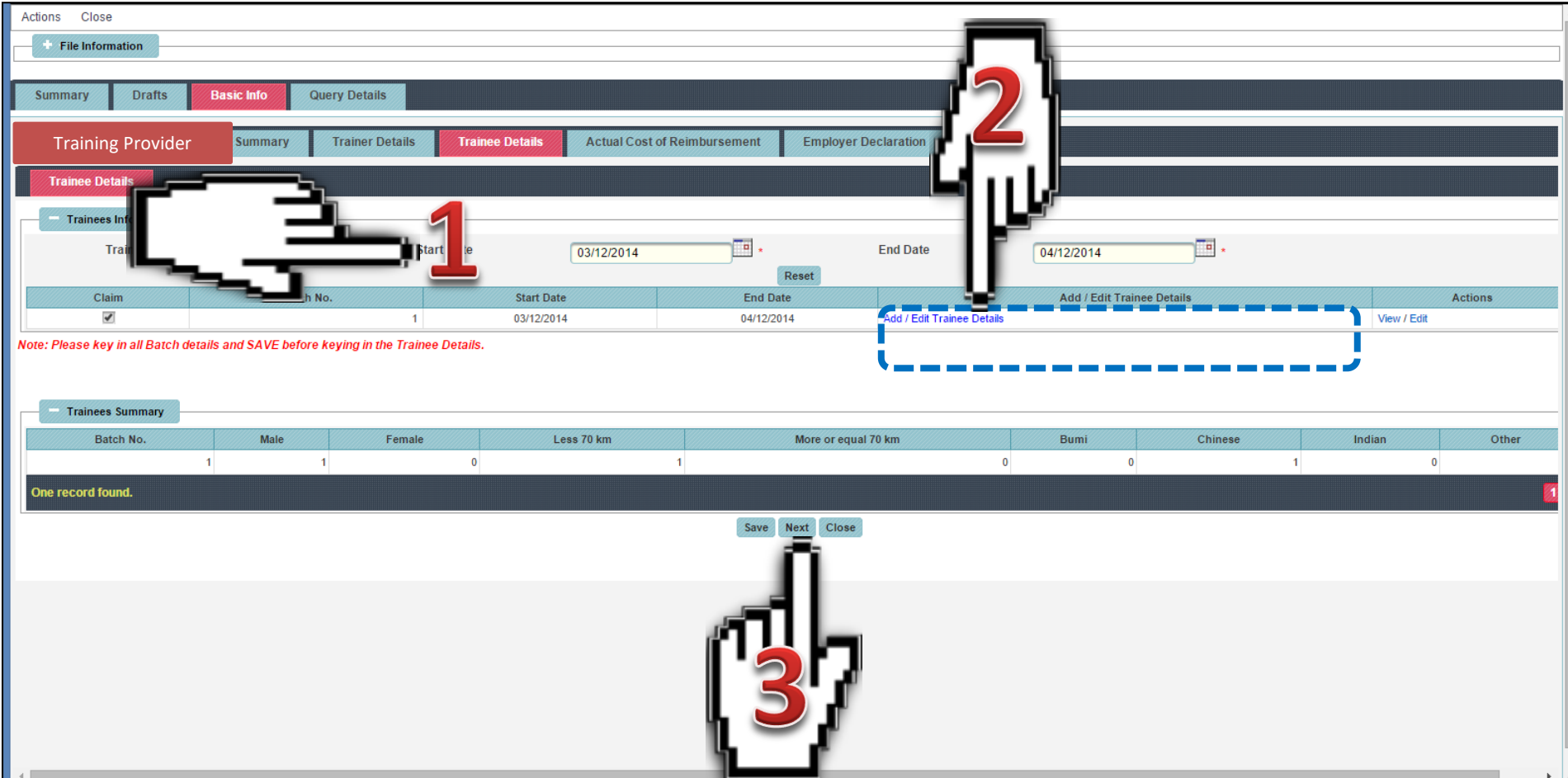
Distance to Training Location

Add Reset

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	Hj. Mustapha Mohd. Lip	550330015405	Malaysian	Less 70 km	View / Edit / Delete

Next Close

1. The screen will lead to the **Trainee Details** subtab
2. Click **Add/Edit Trainee Details** if required
3. Click on **Next** to proceed



The screenshot shows the 'Trainee Details' subtab in the HRD Corp system. A red '1' with a hand icon points to the 'Trainee Details' subtab. A red '2' with a hand icon points to the 'Add / Edit Trainee Details' link. A red '3' with a hand icon points to the 'Next' button.

Training Provider Summary **Trainer Details** **Trainee Details** Actual Cost of Reimbursement Employer Declaration

Trainee Details

Trainee Name: [Redacted] Start Date: 03/12/2014 End Date: 04/12/2014

Reset

Claim	Batch No.	Start Date	End Date	Add / Edit Trainee Details	Actions
<input checked="" type="checkbox"/>	1	03/12/2014	04/12/2014	Add / Edit Trainee Details	View / Edit

Note: Please key in all Batch details and SAVE before keying in the Trainee Details.


Trainees Summary

Batch No.	Male	Female	Less 70 km	More or equal 70 km	Bumi	Chinese	Indian	Other
1	1	0	1	0	0	1	0	

One record found.

Save Next Close

1. The screen will lead to the **Edit Trainee Details** page
2. Click on **Edit** to amend



Trainee Details

Trainee Details

Trainer Details Note : Select Trainer For This

Select Trainer	Name	IC No.	Type Of Trainer
	Hj. Mustapha Mohd. Lip	550330015405	External User Type

Download Trainee List

Load trainee details from XL SX or XLS file

File Description

Attach File

Choose File

No file chosen

Upload

Note : Maximum 5MB Allowed (Only .XL SX,.XLS are allowed)

Name

IC No.

Gender

Race

Academic Qualification

Trainee Designation

HQ/Branch

Distance to Training Location

Attendance (75%)

Free of Charge (FOC) ?

Select

Select

Select

Select

Select

Select

Select

Select


Add

Reset

Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Attendance (75%)	FOC	Actions
YAP KOON	571017105423	Male	Chinese	SPM	Manager	POLY QUARRY RESOURCES SDN. BHD.	Less 70 km	No	No	View / Edit / Delete

Save

Close



1. **Trainee Details** applicable for editing
2. Click **Update** once amended
3. Click on **Save & Close**

Trainee Details

Trainee Details

Trainer Details *Note : Select Trainer For This Batch*

Select Trainer	Name	IC No.	Type Of Trainer
<input type="radio"/>	Hj. Mustapha Mohd. Lip	550330015405	External User Type

Download Trainee List

Load trainee details from XL SX or XL S file

File Description

Note : Maximum 5MB Allowed (Only .XL SX,.XL S are allowed)

Name

IC No.

Gender

Race

Academic Qualification

Trainee Designation

HQ/Branch

Distance to Training Location

Attendance (75%)

Free of Charge (FOC) ?

YAP KOON

571017105423

Male

Chinese

SPM

Manager

POLY QUARRY RESOI

Less 70 km

No

No

Update

Cancel

Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Attendance (75%)	FOC	Actions
YAP KOON	571017105423	Male	Chinese	SPM	Manager	POLY QUARRY RESOURCES SDN. BHD.	Less 70 km	No	No	View / Edit / Delete

Save

Close

1. The screen will return back to **Trainer Details** subtab
2. Click on **Next**

1

Actions

+ File Information

Summary Drafts **Basic Info** Query Details

Training Provider Summary Trainer Details **Trainee Details** Actual Cost of Reimbursement Employer Declaration

Trainee Details

Trainee Information By Group

Training Schedule Start Date 03/12/2014 End Date 04/12/2014

Reset

Batch No.	Start Date	End Date	Add / Edit Trainee Details	Actions
1	03/12/2014	04/12/2014	Add / Edit Trainee Details	View / Edit

Batch details and SAVE before keying in the Trainee Details.

Summary

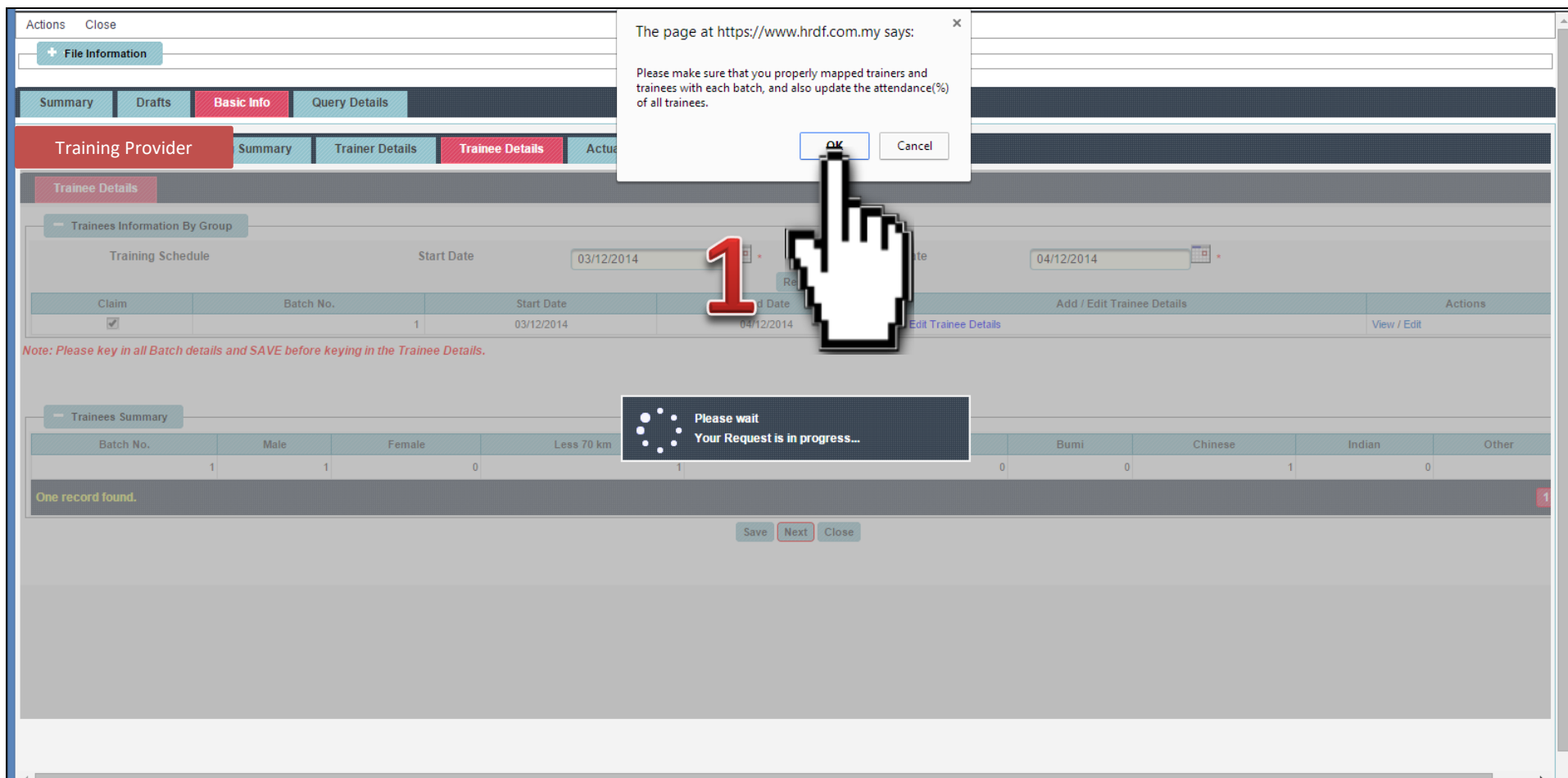
Batch No.	Male	Female	Less 70 km	More or equal 70 km	Bumi	Chinese	Indian	Other
1	1	0	1	0	0	1	0	

One record found.

Save Next Close

2

1. The pop-up message will appear as below
2. Click on **OK**



The screenshot shows the HRD Corp system interface. A pop-up message from the browser states: "The page at https://www.hrdf.com.my says: Please make sure that you properly mapped trainers and trainees with each batch, and also update the attendance(%) of all trainees." The message has "OK" and "Cancel" buttons. A large red number "1" is placed over the "OK" button, with a hand cursor pointing to it. Below the pop-up, a "Please wait" dialog box is visible with the text "Your Request is in progress...". The background interface includes tabs for "File Information", "Summary", "Drafts", "Basic Info", "Query Details", "Training Provider", "Trainer Details", and "Trainee Details". The "Trainee Details" tab is active, showing a table with columns for Claim, Batch No., Start Date, End Date, and Actions. A note below the table reads: "Note: Please key in all Batch details and SAVE before keying in the Trainee Details." At the bottom, there is a "Trainees Summary" table with columns for Batch No., Male, Female, Less 70 km, Bumiputera, Chinese, Indian, and Other. The summary shows one record found.

1. The screen will lead to the **Actual Cost of Reimbursement** subtab
2. Edit if required
3. Click on **Next**

Actions Close

Summary Drafts **Basic Info** Query Details

Training Provider Summary Trainer Details Trainee Details **Actual Cost of Reimbursement** Employer Declaration

Actual Cost of Reimbursement

Claim Details

Items	Category	Grant Approved Amount	Requested Amount(RM)	Document Required
Course Fee	Trainee		800.00	Yes
Trainee Daily Allowance (<70)	Trainee		300.00	No
Total Grant Approved Amount(RM)			Total Requested Amount(RM)	1,100.00

Note: Please add any additional information related to your claim.

Remarks

Country

Exchange Rate

Attachments

Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment *

File Description

Attach File

Choose File No file chosen

Add Attachment

Note : Maximum 5MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Description	File Name	Actions
Time Table	Time Table.jpg	Remove / View
Registration Form	Registration Form.jpg	Remove / View
Payment	Payment.jpg	Remove / View
Speaker Bio Data	Speaker Bio Data.jpg	Remove / View

Next Close

-
- The screenshot shows the 'Training Provider Declaration' form. Three numbered annotations are present:
- 1**: Points to the declaration text: "I/We declare that the facts stated in this application and the accompanying information are true and correct and I/we are not withholding any facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we may be prosecuted under Section 41 of the Employment Act, 1955 (Act 642) and in addition, PSMP may immediately recover any amount of the grant that may have been disbursed."
 - 2**: Points to the form fields for Name, Designation, Email, and Date.
 - 3**: Points to the 'Return' button at the top left of the page.
- The form fields are as follows:
- | | |
|-------------|--------------------------|
| Name | CHIN SOOK FONG |
| Designation | ASSISTANT OFFICE MGR |
| Email | sfchin@polyquarry.com.my |
| Date | 11/12/2014 |
- Buttons visible include 'Return', 'Close', and 'Declaration'.

CASE STUDY :



NATIONAL HUMAN CAPITAL CONFERENCE & EXHIBITION



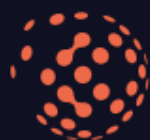
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- Access to both days of conference (free seating)
- Access to exhibition booths
- Welcome pack
- Coffee and tea breaks
- Networking lunch

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EVALUATION FORM:

EVALUATION FORM





THANK YOU