



SPECIAL BRIEFING TO JPSFA MEMBERS

HRD CORP JOHOR REGIONAL OFFICE



EXPANSION OF PSMB ACT, 2001

EXPANSION OF PSMB ACT, 2001

(Effective 1st March 2021)



CURRENT COVERAGE



NEW COVERAGE

SECTOR COVERAGE

- Services
- Manufacturing
- Mining and Quarrying

LEVY CONTRIBUTION

- Levy of 1% of employee monthly salary to all covered employers **Employers with 5-9 Malaysian** employees whom voluntarily register with HRD Corp
- 0.5%** Malaysian employees whom voluntarily register with HRD Corp

EMPLOYEE COVERAGE

- Cover only employers with 10 or more Malaysian employees.
- Voluntary registration of employers with 5-9 Malaysian employees of the mandatory sectors

ALL SECTORS

EXCEPT FOR

- ❖ Federal and State Government
- ❖ NGOs involved in social welfare activities

SECTOR COVERAGE

- Services
- Manufacturing
- Mining and Quarrying
- Agriculture
- Construction
- Financial Services

Note : Based on MSIC

LEVY CONTRIBUTION

- Levy of 1% of employee monthly salary to all covered employers
- 0.5%** **Employers with 5-9 Malaysian** employees whom voluntarily register with HRD Corp

EMPLOYEE COVERAGE

- Cover only employers with 10 or more Malaysian employees.
- Voluntary registration of employers with 5-9 Malaysian employees of the mandatory sectors




IMPORTANT ANNOUNCEMENT

ALL INDUSTRIES EXCEPT FOR

- FEDERAL AND STATE GOVERNMENTS
- NGOs INVOLVED IN SOCIAL WELFARE ACTIVITIES

ARE YOU ONE OF THE ELIGIBLE EMPLOYERS?
ACT NOW!

EMPLOYERS OF THE NEW INDUSTRIES ARE GIVEN AN EXEMPTION OF HRD LEVY FOR THREE (3) MONTHS UNDER PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001

FROM 1 MARCH UNTIL 31 MAY 2021

THE REGISTRATION OF HRDF EMPLOYERS UNDER THE NEW INDUSTRIES TAKES EFFECT FROM 1 MARCH 2021

Failure of Registration

- PSMB Act 2001, Section 13, subsection 2.
- Failure of registration before the stipulated time will result in;

1. A fine not exceeding RM10,000.00 (Ringgit Malaysia Ten Thousand) or to imprisonment for a term not exceeding one (1) year or both. (on conviction)

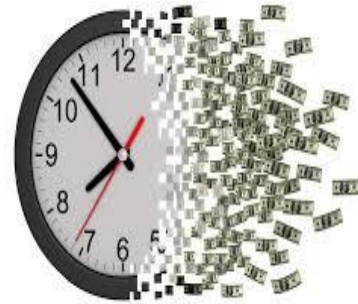
Failure of Levy Payment

- PSMB Act 2001, Section 14, subsection 3.
- Failure of payment application before the stipulated time will result in;

1. A fine not exceeding RM20,000.00 (Ringgit Malaysia Twenty Thousand) or to imprisonment for a term not exceeding two (2) years or both (on conviction)
2. Yearly interest of ten (10) per cent in respect of each day of default or delay in payment

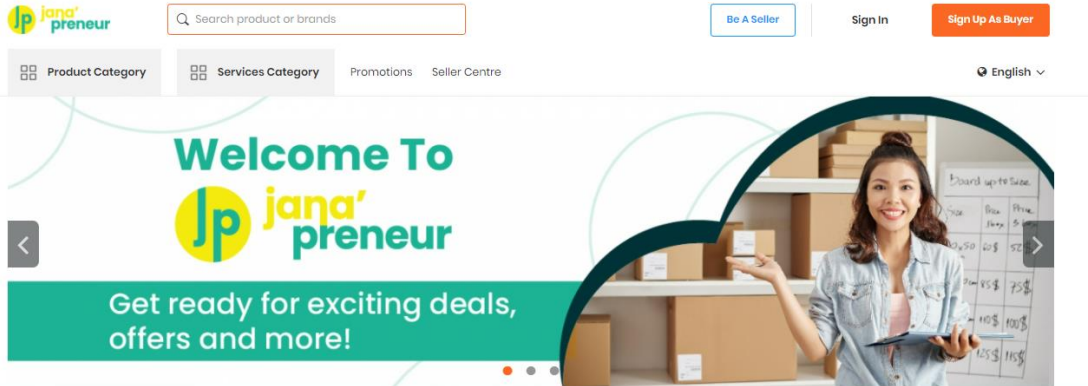
Employer Circular No.7 2019

5 YEARS → **2 YEARS**



- Section 25 of the PSMB Act 2001 stipulates, if an employer does not make any claims against the Fund within such period, the employer is not entitled to receive any financial assistance or other benefits that has not claimed earlier.
- The period of unutilised HRD levy will be revised to two (2) years from 1 January 2020. However, a levy balance threshold of RM10,000 will remain for employers upon their ineligibility. Employers with less balance will not be affected. The levy will become ineligible when the balance has not been utilised within a period of 2 years.
- The shorter period of eligibility will encourage employers to actively utilise the levy, allowing more training to be conducted.

DO YOU KNOW?



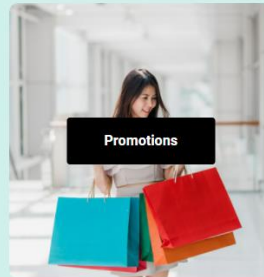
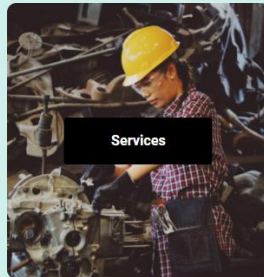
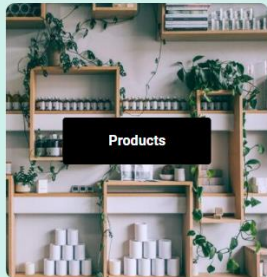
MISSION

To become the leading government agency that provides B2B e-commerce platform alongside B2C in offering both products and services.

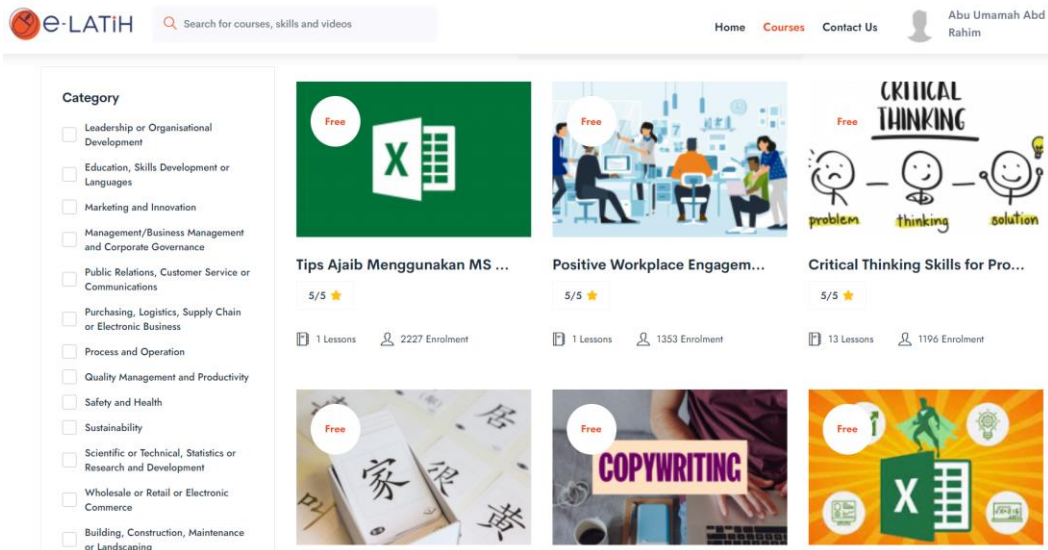
VISION

To provide incubation platform that allows the sellers to generate income and develop their skills towards becoming successful entrepreneurs.

What are you looking for?



<https://www.janapreneur.com.my>



The screenshot shows the e-LATiH website interface. At the top, there is a search bar with the text "Search for courses, skills and videos" and a user profile for "Abu Umamah Abd Rahim". The main content area displays a grid of course cards. Each card includes a "Free" badge, a course title, a star rating, and enrollment statistics. The visible course cards are:

- Tips Ajaib Menggunakan MS ...**: 5/5 stars, 1 Lesson, 2227 Enrolment. Image shows Microsoft Excel icons.
- Positive Workplace Engagem...**: 5/5 stars, 1 Lesson, 1353 Enrolment. Image shows people in a meeting.
- Critical Thinking Skills for Pro...**: 5/5 stars, 13 Lessons, 1196 Enrolment. Image shows a diagram with "problem", "thinking", and "solution" stages.
- COPYWRITING**: 5/5 stars, 1 Lesson, 1353 Enrolment. Image shows a hand writing on a document.
- 家很黄**: 5/5 stars, 1 Lesson, 1353 Enrolment. Image shows calligraphy scrolls.

A category list on the left side includes: Leadership or Organisational Development, Education, Skills Development or Languages, Marketing and Innovation, Management/Business Management and Corporate Governance, Public Relations, Customer Service or Communications, Purchasing, Logistics, Supply Chain or Electronic Business, Process and Operation, Quality Management and Productivity, Safety and Health, Sustainability, Scientific or Technical, Statistics or Research and Development, Wholesale or Retail or Electronic Commerce, and Building, Construction, Maintenance or Landscaping.

Malaysia's premier learning aggregator platform which offers **all Malaysians** unlimited access to more than 200 **FREE** online courses.



A COMMUNITY FOR LEARNERS

<https://elatih.hrdcorp.gov.my>

HRD CORP PLACEMENT CENTRE



- A one-stop virtual portal that provides employment and income-generating opportunities to Malaysians through job matching and placement, training and development, as well as career counselling and coaching.
- Also, a great platform for employers to find the right candidates to fill immediate vacancies.

HPC PORTAL

HRD Corp PLACEMENT CENTRE

Employment | Income Generation | Training | Career Counselling for Malaysians

Job Title, Keywords or Industry



17,577

Jobseekers



1,607

Employers



35,893

Placement Opportunities

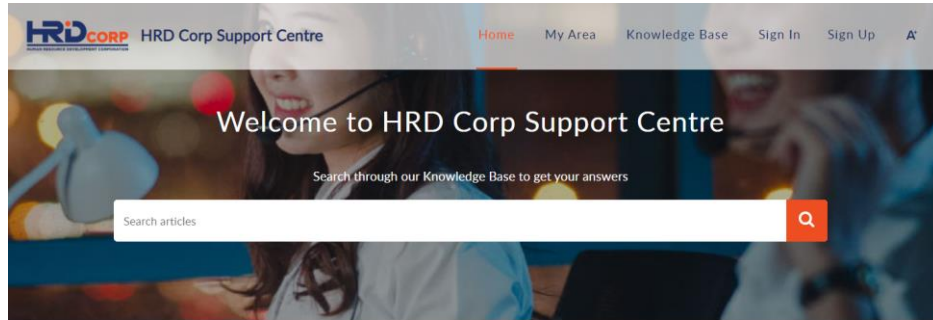
SCAN THE QR CODE TO
ACCESS TO PORTAL



<https://hpc.hrdcorp.gov.my/>

<https://hpc.hrdcorp.gov.my/>

HRD CORP SUPPORT CENTRE



HRD CORP HRD Corp Support Centre

Home My Area Knowledge Base Sign In Sign Up A

Welcome to HRD Corp Support Centre

Search through our Knowledge Base to get your answers

Search articles



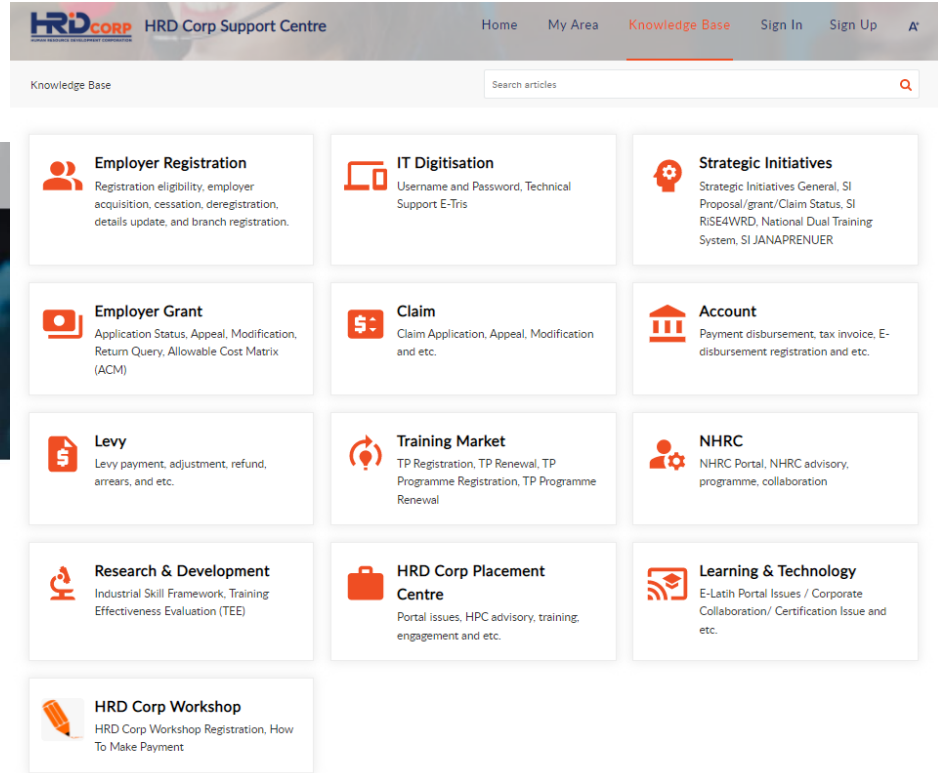
Knowledge Base

Browse through our collection of articles, user guides and FAQs.



Tickets

View your previous tickets; know their statuses and solutions.



HRD CORP HRD Corp Support Centre

Home My Area Knowledge Base Sign In Sign Up A

Knowledge Base

Search articles

- Employer Registration**
Registration eligibility, employer acquisition, cessation, deregistration, details update, and branch registration.
- IT Digitisation**
Username and Password, Technical Support E-Tris
- Strategic Initiatives**
Strategic Initiatives General, SI Proposal/grant/Claim Status, SI RiSE4WRD, National Dual Training System, SI JANAPRENUER
- Employer Grant**
Application Status, Appeal, Modification, Return Query, Allowable Cost Matrix (ACM)
- Claim**
Claim Application, Appeal, Modification and etc.
- Account**
Payment disbursement, tax invoice, E-disbursement registration and etc.
- Levy**
Levy payment, adjustment, refund, arrears, and etc.
- Training Market**
TP Registration, TP Renewal, TP Programme Registration, TP Programme Renewal
- NHRC**
NHRC Portal, NHRC advisory, programme, collaboration
- Research & Development**
Industrial Skill Framework, Training Effectiveness Evaluation (TEE)
- HRD Corp Placement Centre**
Portal issues, HPC advisory, training, engagement and etc.
- Learning & Technology**
E-Latih Portal Issues / Corporate Collaboration/ Certification Issue and etc.
- HRD Corp Workshop**
HRD Corp Workshop Registration, How To Make Payment

<https://supportcentre.hrdcorp.gov.my>

HUMAN RESOURCE DEVELOPMENT (HRD) LEVY

Mandatory
Monthly payment

Payment to commence upon
receiving email confirmation
from PSMB

Not deductible from
employee wages

Can be utilized for employee
training and upskilling

To be paid not later than
15th of the following month

What is HRD Levy?



LEVY IMPOSITION

$$\text{LEVY} = [(\text{BASIC SALARY} - \text{UNPAID LEAVE}) + \text{FIXED ALLOWANCE}] \times 1\%$$

Citizen of
Malaysia

Gross
Salary

Fixed
Allowance

Deduct any
Unpaid
Leave

**LATE
PAYMENT**

INTEREST ON ARREARS :

Payment made due to late levy payment at a rate of 10%

Total Levy Amount x 10% x No. of Days Late / 365 Days

**Minimum Interest
RM5.00**

HUMAN RESOURCE DEVELOPMENT (HRD) LEVY

TYPE OF PAYMENT

CURRENT LEVY

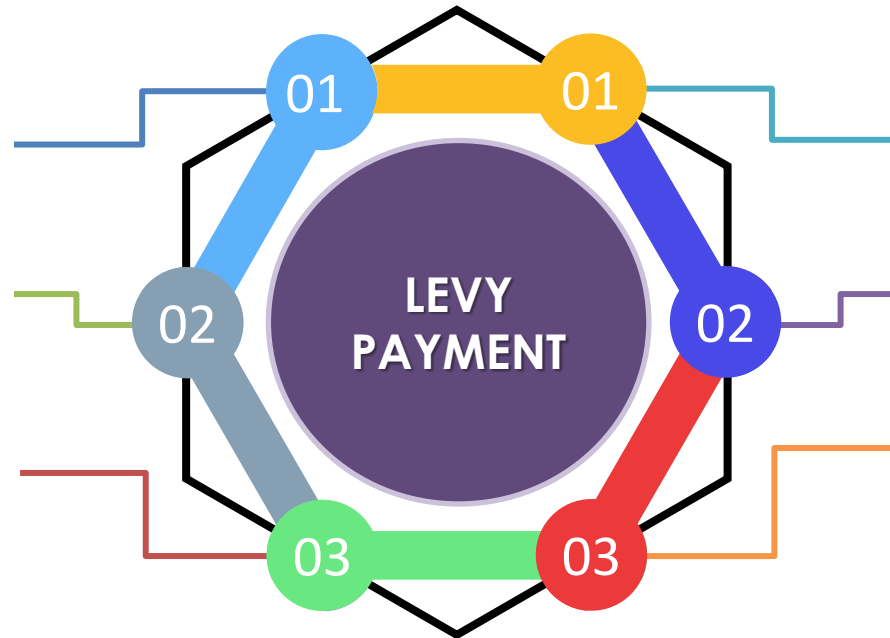
Payment has to be made within stipulated period, before or by 15th of the following month

LEVY ARREARS

Payment of levy made after the stipulated period

INTEREST

Payment made due to late levy payment at a rate of 10%



PAYMENT METHOD

MANUAL

Payment at panel bank counter



ONLINE



JOMPAY



(Minimum)
RM
5.00

Interest Calculation : $\text{Arrears Payment (RM)} \times 10\% \times \text{No. of day late} / 365 \text{ days.}$

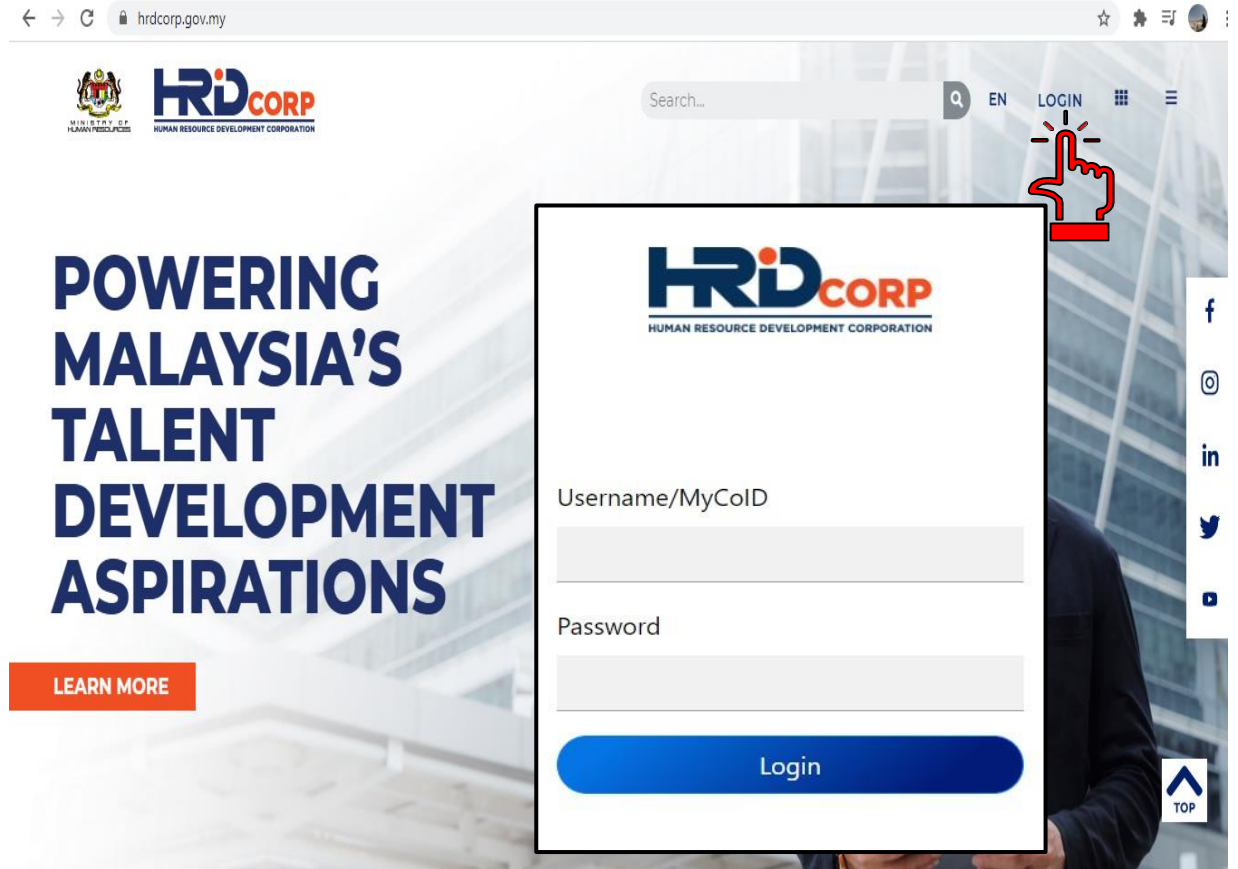
LEVY PAYMENT VIA ETRIS SYSTEM

SELF PRINT LEVY FORM (FORM 2 – E-SLIP)

Levy payment form for current levy, arrears and also interest on arrears can be generated and printed from the E-Tris application at HRD Portal

POWERING
MALAYSIA'S
TALENT
DEVELOPMENT
ASPIRATIONS

LEARN MORE

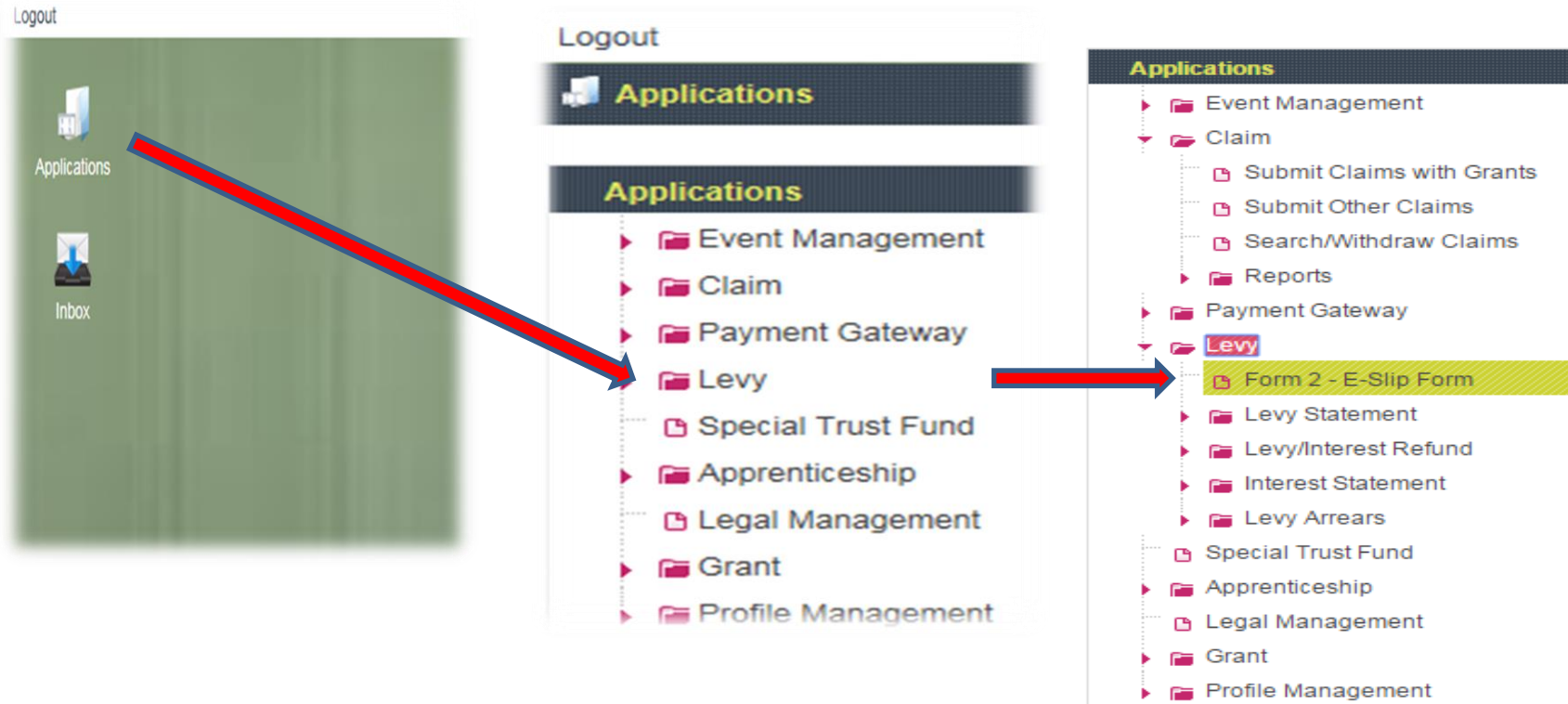


The screenshot shows the HRD Corp website interface. At the top, there is a navigation bar with the HRD Corp logo, a search bar, and a 'LOGIN' button. A red hand icon is pointing to the 'LOGIN' button. Below the navigation bar, there is a large white box containing the HRD Corp logo and the text 'POWERING MALAYSIA'S TALENT DEVELOPMENT ASPIRATIONS'. Below this, there is a login form with fields for 'Username/MyCoID' and 'Password', and a blue 'Login' button. A 'LEARN MORE' button is located to the left of the login form. On the right side of the page, there are social media icons for Facebook, Instagram, LinkedIn, and Twitter, and a 'TOP' button at the bottom right.

eTRIS: LEVY PAYMENT

Manual payment, JomPAY & Online (FPX)

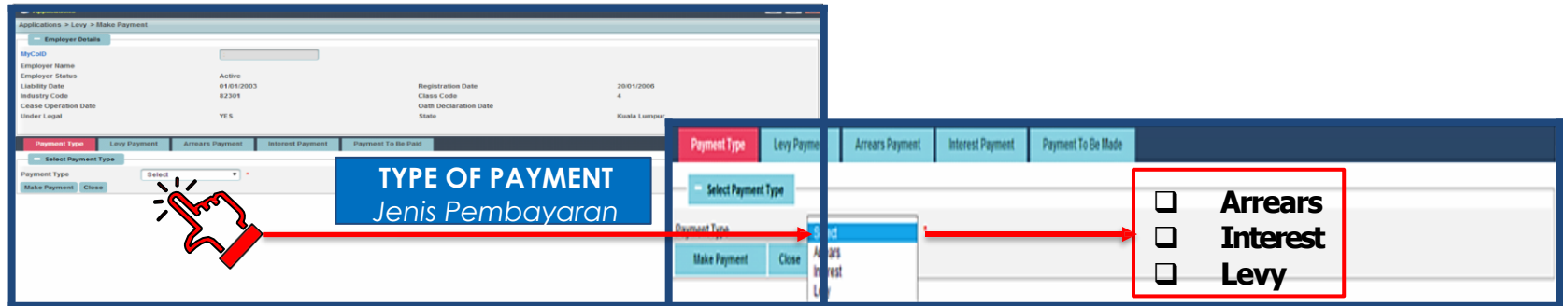
Electronic Transformed Information System



eTRIS: LEVY PAYMENT

Manual payment, JomPAY & Online (FPX)

1

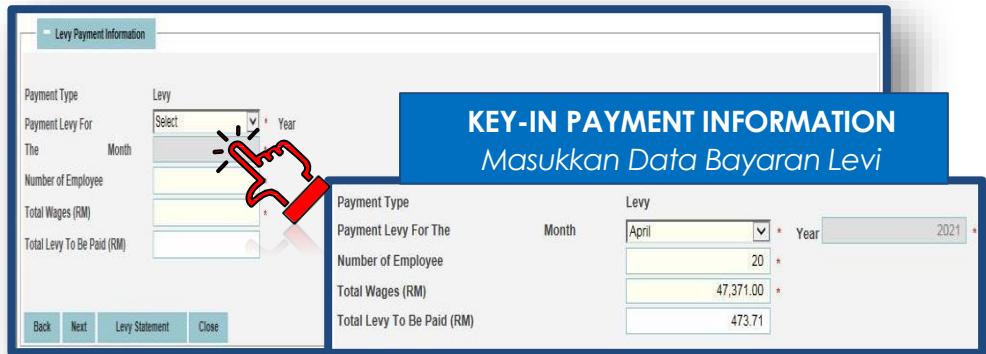


TYPE OF PAYMENT
Jenis Pembayaran

Payment Type

- Arrears
- Interest
- Levy

2



KEY-IN PAYMENT INFORMATION
Masukkan Data Bayaran Levi

Payment Type

Payment Levy For The Month

Number of Employee

Total Wages (RM)

Total Levy To Be Paid (RM)

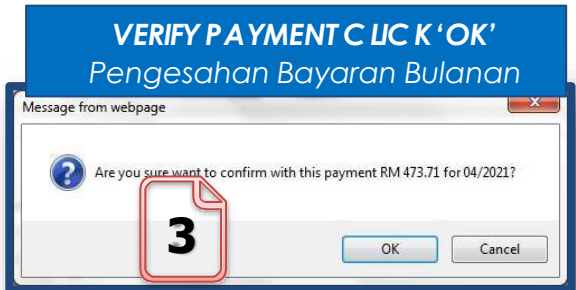
Levy

Payment Levy For The Month

Number of Employee

Total Wages (RM)

Total Levy To Be Paid (RM)



VERIFY PAYMENT
Pengesahan Bayaran Bulanan

Message from webpage

Are you sure want to confirm with this payment RM 473.71 for 04/2021?

OK Cancel

eTRIS: LEVY PAYMENT

Manual payment, JomPAY & Online (FPX)



Payment Information

Item No.	Date of Payment	Levy Month	Payment Type	Payment Amount(RM)	Action
1	23/04/2021				

Payment Details

Contribution Type: *

Pay Amount:

MORE THAN ONE (1) PAYMENT
Satu Eslip Boleh Merangkumi Lebih Jenis Bayaran

Applications > Payment Gateway > Payment Information

MyColD/IC No. Name

Sr. No.	Description	Amount(RM)
1	Arrears Payment for 01/2016	210.00
2	Arrears Payment for 02/2016	213.00
3	Arrears Payment for 03/2016	220.00
4	Arrears Payment for 04/2016	225.00
5	Arrears Payment for 05/2016	216.00

Declaration

Name * IC/Passport No.

Designation * Email

Payment Information

Cheque No. Place

Payment Method

Manual Payment * Online Payment

Bank

Bank Name PBB RHB *

DECLARATION
Pengisytiharan

PAYMENT INFORMATION
Maklumat Pembayaran

PAYMENT METHODS
Cara Bayaran

eTRIS: LEVY PAYMENT

Payment Online (FPX)

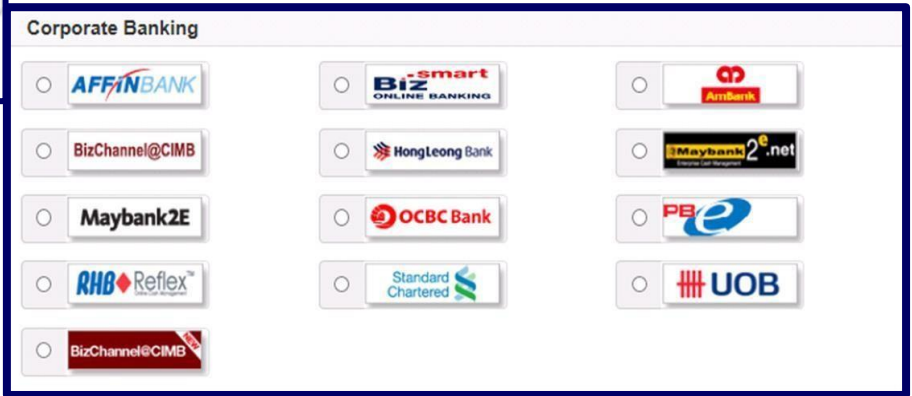
4a



42
Banks

<https://paynet.my/fpx/banks-tpa.html>

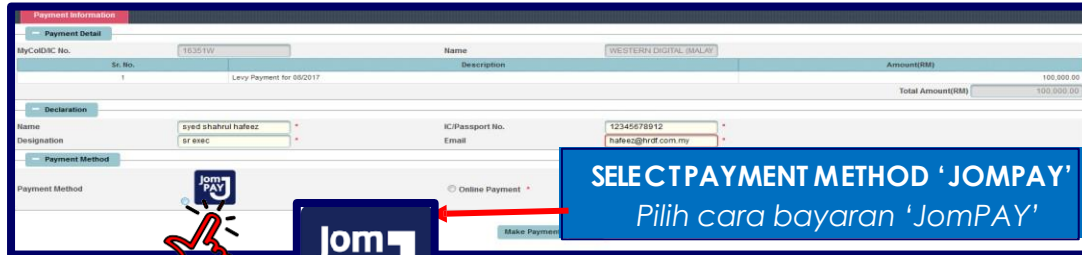
SELECT BANK – CORPORATE BANK
Pilih Bank Yang Berkenaan



eTRIS: LEVY PAYMENT

Payment by JomPAY

4b



Payment Information

Payment Detail

Sr. No.	Description	Amount(RM)
1	Levy Payment for 05/2017	100,000.00
		Total Amount(RM)
		100,000.00

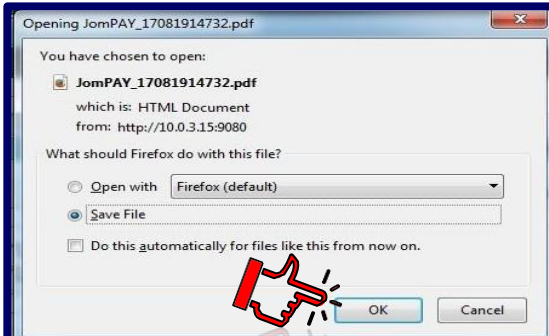
Declaration

Name: syed shahru hafiez
Designation: sr exec
IC/Passport No.: 12345678912
Email: shafiez@hrd.com.my

Payment Method

Payment Method: Online Payment Make Payment

SELECT PAYMENT METHOD 'JOMPAY'
Pilih cara bayaran 'JomPAY'



Opening JomPAY_17081914732.pdf

You have chosen to open:

JomPAY_17081914732.pdf
which is: HTML Document
from: http://10.0.3.15:9080

What should Firefox do with this file?

Open with Firefox (default)

Save File

Do this automatically for files like this from now on.

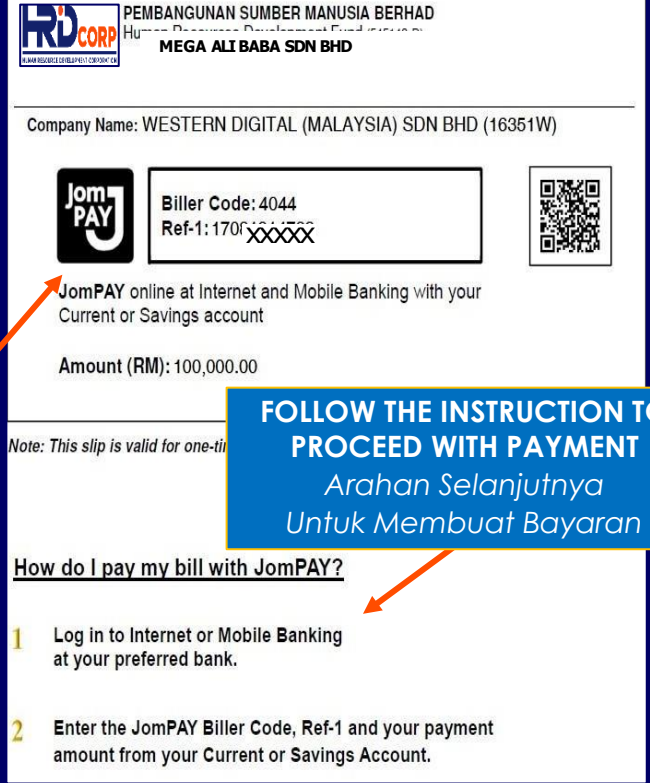
OK Cancel

SYSTEM WILL PROMPT AFTER CLICK PRINT JOMPAY SLIP – OPEN OR SAVE
Sistem Akan Memaklumkan Eslip Untuk Dibuka Atau Disimpan

JOMPAY ESLIP CAN BE PRINTED FOR RECORD
Eslip Yang Telah Dibuka Dan Boleh Dicitak Untuk Simpanan

REMINDER : CANNOT USE SAME JOMPAY SLIP/ REFERENCE NUMBER

Sample of JomPAY Eslip



HRD CORP
PEMBANGUNAN SUMBER MANUSIA BERHAD
Human Resource Development Corporation
MEGA ALI BABA SDN BHD

Company Name: WESTERN DIGITAL (MALAYSIA) SDN BHD (16351W)

JomPAY logo

Billers Code: 4044
Ref-1: 170XXXXX

QR Code

JomPAY online at Internet and Mobile Banking with your Current or Savings account

Amount (RM): 100,000.00

Note: This slip is valid for one-time use only.

FOLLOW THE INSTRUCTION TO PROCEED WITH PAYMENT
Arahan Selanjutnya Untuk Membuat Bayaran

How do I pay my bill with JomPAY?

- 1 Log in to Internet or Mobile Banking at your preferred bank.
- 2 Enter the JomPAY Biller Code, Ref-1 and your payment amount from your Current or Savings Account.

eTRIS: LEVY PAYMENT

Payment Manually



Applications > Payment Gateway > Payment Information

MyCol/DIC No. [] Name []

Sr. No.	Description	Amount(RM)
1	Arrears Payment for 01/2016	210.00
2	Arrears Payment for 02/2016	213.00
3	Arrears Payment for 03/2016	220.00
4	Arrears Payment for 04/2016	225.00
5	Arrears Payment for 05/2016	216.00
Total Amount(RM)		1,084.00

Declaration

Name [] IC/Passport No. []
Designation [] Email []

Payment Information

Cheque No. [] Place []

Payment Method

Payment Method: Manual Payment Online Payment

Bank

Bank Name: PBB RHB

Print E-Slip Close



SELECT BANK, RHB OR PBB FOR MANUAL PAYMENT
Pilih Bank, RHB Atau PBB Untuk Pembayaran secara Manual

Payment by Cheque make payable to:
PEMBANGUNAN SUMBER MANUSIA BERHAD



Sample PBB Eslip



PBB

MANUAL



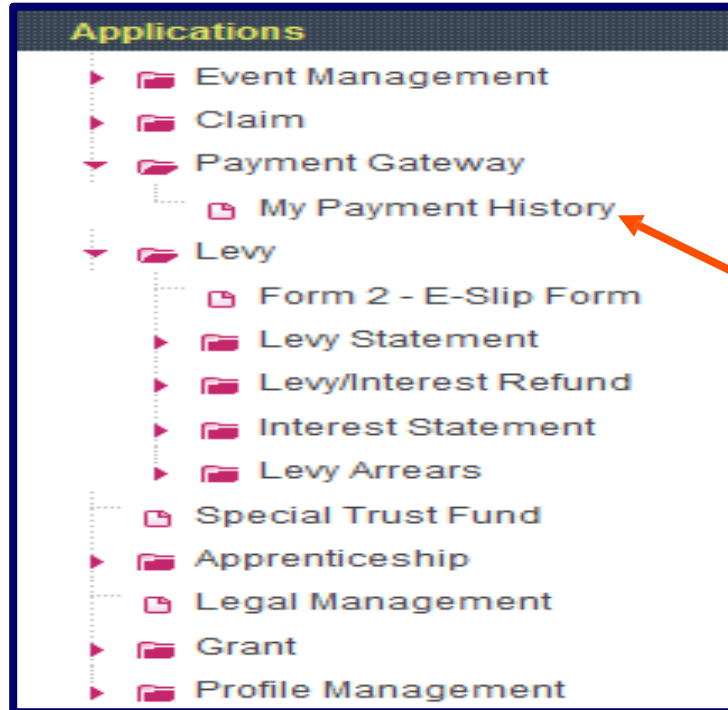
Sample RHB Eslip



RHB

eTRiS: LEVY PAYMENT

Manual payment, JomPAY & Online (FPX)



TO RE-PRINT ESLIP 'MY PAYMENT HISTORY'
Sekiranya Eslip Lupa Dicetak, Carian Boleh Dibuat Melalui Menu 'My Payment History'

HOW TO VIEW LEVY STATEMENT

Login to ETRIS SYSTEM

Go to APPLICATION > LEVY > LEVY STATEMENT

Levy Statement Details

Employer Details

MyCoID

Employer Name					
Employer Status	Active				
Liability Date	01/05/2015	Registration Date	26/06/2015		
Industry Code	591	Class Code	1		
Cease Operation Date		Oath Declaration Date			
Under Legal	NO	State	Sabah		

Levy Summary

Levy Summary as On 18/06/2021

Levy Balance(RM)	34,516.53	Total Reserve(RM)	0.00	Grant Balance(RM)	39,296.85	Levy Utilization(%)	2.50
Last Declared Wages(RM)	79,671.95	Last Contribution Month	04/2021	Last Contribution Amount(RM)	796.72	Last Payment Date	21/05/2021
Total Levy Arrears(RM)	796.72	Total Interest Amount(RM)	0.00	Arrears Months	1	Interest Months	0

Applications Pending For Approval

Adjustment [0](#) Form3 [0](#) Forfeit [0](#) Installment [0](#) Refund [0](#) Write-Off [0](#) Waive [0](#)

PROFILE MANAGEMENT

HOW TO UPDATE EMPLOYER INFORMATION

Logout

Applications

Applications

- Event Management
- Claim
- Payment Gateway
- Levy
- Special Trust Fund
- Apprenticeship
- Legal Management
- Grant
- Profile Management
 - Employer**
 - Employer Branch Registration (Form 1)
 - Employer De-Registration
 - Change of Employer Information
 - Update Employer Profile**
 - Search and View Employer Profile
 - e-Disbursement Registration Form
 - View SBL Training Programme Listing
 - Training Programme Listing
- R & D



Logout

Applications

Applications > Profile Management > Employer > Update Employer Profile

Update Employer Information

Select Type of Changes

- Change of Address
- Change of Company Name
- Change of Contact Person
- Change of Email/Change of Telephone/Fax No.
- Change of Paid Up Capital

Logout

Applications

Applications > Profile Management > Employer > Update Employer Profile

Update Employer Information

Select Type of Changes

- Change of Address
- Change of Company Name
- Change of Contact Person
- Change of Email/Change of Telephone/Fax No.
- Change of Paid Up Capital

HOW TO UPDATE EMPLOYER INFORMATION (CONTACT PERSON DETAILS)

Sila log masuk ke dalam eTRIS dan kemaskini maklumat majikan dan pegawai bertanggungjawab /
Please log in to eTRIS and update your company contact information and person in charge

Logout Last Login 28 Sep, 2014 6:43 pm Welcome MAJIKAN TESTING 1.

Applications

Applications > Profile Management > Employer > Update Employer Profile > Update Contact Person Details

Save Close

Change of Contact Person

Contact Person

Name * Designation *
Telephone No. * Email *

Add Reset

Name	Designation	Telephone No.	Email	Actions
CHEN MEI KUAN	NA	60000000000	alicia.chen@firstcoach.com.my	View / Edit / Delete
CHUA CHAI CHING	NA	60000000000	jessie.chua@firstcoach.com.my	View / Edit / Delete
YEE KEE	NA	60000000000	kyee@firstcoach.com.my	View / Edit / Delete
ALIAS BIN YAKUB	NA	60000000000	aby_cpv@hotmail.com	View / Edit / Delete
YEE KEE	PENGARAH URUSAN	60000000000	psmbadmin@hrdf.com.my	View / Edit / Delete
YEE KEE	NA	60000000000	alicia.chen@firstcoach.com.my	View / Edit / Delete

Logout

Applications

Applications > Profile Management > Employer > Update Employer Profile > Update Contact Details

Save Close

Change of Contact Details

Old Contact Details

Mobile No. *
Fax No. *
Email *

New Contact Details *

Mobile No. *
Fax No. *
Email *

HOW TO UPDATE E-DISBURSEMENT FORM (BANK ACCOUNT INFORMATION)

Logout

Applications

Inbox

Applications

- Event Management
- Claim
- Payment Gateway
- Levy
- Special Trust Fund
- Apprenticeship
- Legal Management
- Grant
- Profile Management
 - Employer
 - Employer Branch Registration (Form 1)
 - Form 4 - Cessation of Being An Employer/Form 4A - Deregistration of Employer
 - Form 5 - Change of Employer and Acquisition of Interest
 - Update Employer Profile
 - Search and View Employer Profile
 - e-Disbursement Registration Form**
 - View SBL Training Programme Listing
 - Training Programme Listing
 - R & D

3

e-Disbursement Registration Form

1

2

1

3

Employer's Details

MyColID Company Name

Employer No.

Basic Information *

Bank Name Bank Branch *

Company Name as per Bank Account Statement *

Bank Account No. *

Contact Person *

Division Type * Name *

IC/Passport No. * Designation *

Telephone No. * Email *

Document Attachment *

Attachment *

File Description Attach File

Applications Your Session w

HRD CORP CLAIMABLE TRAINING SCHEME (Previously known as SBL Khas)

TRAINING SCHEMES & UP-SKILLING INITIATIVES

Training for Employees

- HRD Corp Claimable Courses (Previously known as SBL-Khas) ✓
- Skim Bantuan Latihan (SBL)
- On-the-Job Training (OJT) ✓
- Recognition Of Prior Experiential Learning Scheme (RPEL)

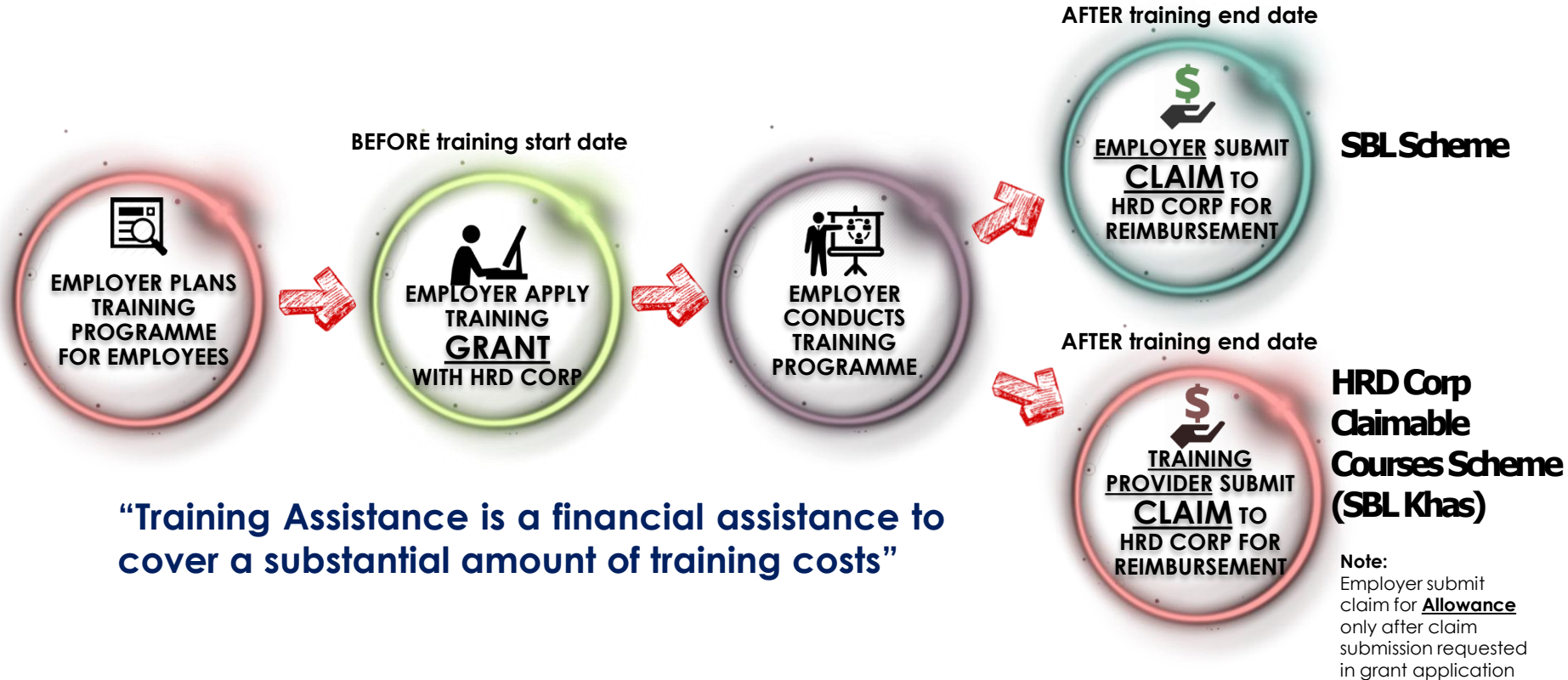
Training for Non-Employees

- Industrial Training Scheme (ITS)
- Future Workers Training (FWT)

Non-Training

- Information Technology & Computer Aided Training (IT)
- Purchase of Training Equipment & Setting Up Training Room Scheme (ALAT)
- Computer Based Training (CBT)

Grant & Claim Online Application Process



“Training Assistance is a financial assistance to cover a substantial amount of training costs”

Note:
Employer submit claim for **Allowance** only after claim submission requested in grant application

GRANT

- Submission of grant application must be made at least **1 day before training start date.**
- Processing of grant application is within **2 working days.**
- Training programme must commence **within six (6) months** from the date of training grant applications are made.

CLAIM

- Submission of claim application must be made **not more than six (6) months** from the date training programme are completed.
- Processing of claim application is within **5 working days.**



TYPE OF TRAINING PROVIDER

A. REGISTERED HRD CORP TRAINING PROVIDER

Training provider core business is training or consultancy

- Grant Scheme Name :
HRD Corp Claimable Courses Scheme (SBL Khas)

- Method Payment :
 - Course Fee Direct Debit by Training Provider.
 - Employer no need to pay in advance to Training Provider.
 - Training Provider submit claim to HRD Corp for Reimbursement.

B. NON REGISTERED HRD CORP TRAINING PROVIDER

1. Internal Trainer

Employer internal trainer or own employee who has experience & expertise in the field of the teaching subject.

2. Vendor

A company that supplies a product to employer, and conduct a training/briefing session on how to use the equipment/machine purchased by employer.

3. Government

Any government bodies or Agencies

4. NGO

Non-Government Organisation; non-profit organisation

5. Overseas

Training providers from overseas.

- Grant Scheme Name :
SBL Scheme
- Method Payment :
 - Advance payment of the course fee by employer to Training Provider.
 - Employer submit claim to HRD Corp for Reimbursement.



Total Training Hours Definition :

- **FULL DAY** : Min 7 Hours
- **HALF DAY** : Min 4 hours & less than 7 Hours
- **LESS HALF DAY** : Less 4 hours (Not Claimable)

Note :

Training hours is total training hours only which is excluding registration, break time & others irrelevant.

HRD Corp Claimable Courses Scheme (SBL Khas)

- **Debiting directly course fee** from existing levy balance
- **Training provider(s), trainer(s) and programme(s) MUST registered with HRD Corp**
- Employer(s) **do not need to pay** the training provider(s) the course fees in advance.
- **Employer(s)** need to submit **grant online application** form(s) before training start date.
- **Training provider** will submit **claim online application** for training **course fee** after training end date.
- **Employer** will submit **claim online application** for **allowances** (if applicable) after training end date



CAN BE CONDUCT AS:

- In-House Training
- Public Training
- Remote Online Learning (Webinar)
- E-Learning
- Mobile Learning
- Job Coach
- Development Program
- Coaching and Mentoring

REQUIRED DOCUMENT:

- Quotation/Invoice
- Course Content/Tentative Program/Module
- Trainer Profile/List of Speaker



Important Notes:

- Will only cover the course fee subject to the current allowable cost matrix

HOW TO SUBMIT APPLICATION:

- 1) Log in e-TRiS system
- 2) Key in detailed
- 3) Submit application

Important Notes:

- Last date to submit grant application is **AT LEAST ONE DAY BEFORE** training commences



Eligibility of employers



Registered with PSMB and contributes the HRD levy



No arrears and interest on levy



Sufficient levy balance (all previous grant approval issued but yet to be claimed are accounted for)

TYPES OF TRAINING

IN HOUSE PROGRAMME

PUBLIC PROGRAMME

REMOTE ONLINE LEARNING (ROT)

E-LEARNING

MOBILE LEARNING



IN HOUSE PROGRAM (LOCAL)

Participants from same company

Participant(s) requirement :

Soft Skills - Min (2pax)

Max (35pax)

Technical - Min (2pax)

Skills Max (25pax)

Remark :

2-4 pax : Course fee pro-rated

5 pax above : Fixed rate

Training Location :

- Own Premise
- External Training Premise
- Hotel

***In-house programme is not allowed conducted at overseas.**



PUBLIC PROGRAMME (LOCAL)

Participants from various companies

Participant(s) requirement :

Min (1pax) to Max (9pax)

***No max for Professional Certification .**

Training Location :

- External Training Premise
- Hotel



PUBLIC PROGRAMME (OVERSEAS)

Participants from various companies

Participant(s) requirement :

Min (1pax) to Max (9pax)

***No max for Professional Certification .**

Training is conducted at oversea

IN-HOUSE (Physical Training)

	OWN PREMISE	HOTEL	EXTERNAL PREMISE
Course Fee (External Training Provider)	RM6,000/day/group (Min 5 pax & above) Pro-rated if less than 5 pax.		
Internal Trainer Allowance	RM 1,000/day/group		
Package	Meal Allowance RM 50/trainee/day	Trainee Allowance More than 100km : RM 400/max/pax/day Less than 100km : RM 150/max/pax/day *Provide Quotation	
Consumable Training Material	Less or equal RM 100 : No receipt More than RM 100 : with receipt		
Trainee Allowance (Branches)	More than 100km : RM 400/max/pax/day Less than 100km : RM 150/max/pax/day *Applicable for employee from branches		
Bus Transportation	Not applicable	As per quotation	
Air Fare Ticket	As per quotation *Applicable for employee from branches		

ALLOWABLE COST MATRIX

PUBLIC (Physical Training)

ITEM	PUBLIC LOCAL	PUBLIC OVERSEAS
Course Fee	Max RM1,300/day/pax **Professional Certification = As per Quotation)	As per quotation
Daily Allowance	<ul style="list-style-type: none"> • Max RM150/day/pax (<100km) • Max RM400/day/pax (>100km) 	RM1,000/day/pax
Air Fare	As per quotation	As per quotation

Note : Public Overseas approval is 50% from grant requested amount

3.0 REVISED TERMS AND CONDITIONS

3.1 The enhanced ACM is divided into two (2) segments; HRD Corp Focus Area Courses and Employer-Specific Courses.

The details are as follows:-

i. **HRD Corp Focus Area Courses** are related directly to supporting Government initiatives towards nation building, based on the nine (9) priority areas stated in the table below. As such, the courses offered under HRD Corp Focus Areas are expected to equip the workforce with the skills required for the jobs of today and those of tomorrow. The nine (9) HRD Corp priority areas that have been identified are as follows:-

No.	Priority Area
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

ii. **Employer-Specific Courses** refer to all courses that are not under the stated priority areas above and are typically conducted to meet the employers' specific training requirements.

Types of Training	HRD Corp Focus Area Courses	Employer-Specific Courses
Course Fee Public: Face-to-Face	Max RM3,000/day/pax	Max RM1,300/day/pax (as per current term)
Course Fee Public: Remote Online Training (ROT)	Max RM2,000/day/pax	Max RM700/day/pax (as per current term)
Course Fee In-House: Face-to-Face and Remote Online Training	Max RM8,000/group/day • Prorated if less than 5 pax	Max RM6,000/group/day • Prorated if less than 5 pax for face-to-face and RM700/day/pax or whichever lower for ROT
Fee for Certification Courses	As Quoted	As Quoted (as per current term)

Evaluation Based On :

- Application of Technology
- Demonstrate ability to increase technical skills of the participants
- Assist in increasing productivity and efficiency

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

Minimum duration :

4 hours

(training hours can be accumulated)

* Training hours per day should not exceed 7 hours

Trainees:

1. In-house Workshop :
 - Soft Skill : Max 35 pax
 - Technical : Max 25 Pax
2. Public Workshop :
 - Max 9 pax / Employer.
3. Conference/ Webinar :
 - Max 9 pax / Employer.

Submission via e-TRIS and Application must be submitted by employers
BEFORE training date commencement

The phrase “**Remote Online Learning**” should be clearly stated in the “Training Location” field in the etris system.

Course Fee (max):

- Public : RM700/7hours/trainee
 - In-house : RM700/7hours/trainee **or** Max RM6000/group/day (whichever lower)
 - Internet data cost of RM100/group for in-house program only.
(no supporting document needed)
- Internal Trainer Allowance : RM1000
- HRD Corp approved licensed digital material

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





- **Full e-learning (or by Subscription)**

a. Self-learning

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

b. Interactive learning

Self-paced e-learning usually a web-based training consists of 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.

Training Hour	Number to key in the Estimated Cost Table in e-Tris	Financial Assistance (Maximum 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

Note:

- The above calculation is applicable for e-Learning trainings **ONLY** where the total training hours is less or equal to 7 hours. Training arrangements of more than 7 hours shall be indicated based on an additional half day (4 hours/0.5) or full day (7 hours/1.0).
- The training duration for e-Learning must be a minimum of one (1) hour with at least 1 complete module.

Required Supporting documents:

- Course Content
- Quotation of Course Fee

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

Minimum duration :

Full e-learning :
4 hours
(Training hours can be accumulated)

Trainees:

Minimum 1 pax, NO MAX pax

Course Fee (max):

RM700/7hours/trainee

- 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 is providing opportunity for employers to share their training contents as well as receive immediate feedback from employees.



Course Fee (max):

RM700/7hours/trainee

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

Minimum duration :

Full e-learning :

4 hours

(Training hours can be accumulated)

Required supporting documents:

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

Required information:

- Training Provider information
 - Trainees Information
- Total of Estimated Costs Apply

Trainees:

No min AND max

For mobile learning conducted VIA online live training, maximum based on remote learning requirement.

Submission via e-TRiS and Application must be submitted by employers BEFORE training date commencement

ON THE JOB TRAINING SCHEME (OJT)

On The Job Training Scheme (OJT)

- To encourage a skilled worker/supervisor train another unskilled or new worker to acquire skills while works alongside the skilled worker/supervisor
- Teaching the skills, knowledge, and competencies that are needed for employees to perform a specific job within the workplace and work environment.

- Submission of Grant Online Application is **After completion** of training programme.
- No need to submit Claim online Application.



Required supporting documents:

- OJT Attendance
- Evaluation Log

Required information:

- Internal trainer and Trainees Information
- Total of Estimated Costs Apply

Submission via e-TRiS under
On-the-Job Training (OJT) scheme
after the training

- Total **Minimum** duration: **4 hours**
- Total **Maximum** training hours **300 hours**
- Can be conducted in a series of sessions, which should be at least **1 hour** in duration **per session**

Internal Trainer to trainee ratio :
Min - 1 : 1 pax
Max - 1 : 4 pax

Trainer Allowance: RM50/hour/trainee

Advantage:

- Minimize the disruption involved in sending workers to external training with immediate training

OJT Attendance Evaluation Log (Front page)

Where to get this form :

HRD CORP PORTAL
(hrdcorp.gov.my)



Forms



Employer Forms



Training Grant
Application



Download File Name :
PSMB-OJT-T-1-17

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MyCoID</td> </tr> <tr> <td style="text-align: center;">PSMB/OJT/T/1/17</td> </tr> </table>	MyCoID	PSMB/OJT/T/1/17	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Employer Code No.</td> </tr> <tr> <td style="text-align: center;">Form Code 107</td> </tr> </table>	Employer Code No.	Form Code 107														
MyCoID																			
PSMB/OJT/T/1/17																			
Employer Code No.																			
Form Code 107																			
<p>ON-THE-JOB TRAINING SCHEME TRAINER'S ALLOWANCE CLAIM UNDER PEMBANGUNAN SUMBER MANUSIA BERHAD ACT 2001 (Act 612)</p>																			
<p>1. Registered Name and Address of Company : _____ Contact Person: _____ Telephone : _____</p>																			
<p>2. On-the-Job Training Title :</p>																			
<p>3. Trainer's Details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name</th> <th style="width: 33%;">NRIC</th> <th style="width: 33%;">Job Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Name	NRIC	Job Title															
Name	NRIC	Job Title																	
<p>4. Claim for Trainer's Allowance RM x total hours x trainees RM _____</p>																			
<p>5. Trainees' Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Name of Trainee(s)</th> <th>NRIC</th> <th>Citizenship</th> <th>Sex</th> <th>Signature*</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		No.	Name of Trainee(s)	NRIC	Citizenship	Sex	Signature*												
No.	Name of Trainee(s)	NRIC	Citizenship	Sex	Signature*														
<p>Note : Total maximum number of trainees are 4. Please fill up Appendix A for each trainee.</p>																			
<p>EMPLOYERS' DECLARATION</p>																			
<p>6. I/We certify that all the information stated in this claim and the accompanying information are true and correct and that apart from the claim, no other claims have been made for these expense. All relevant documents pertaining to this claim are with us and can be inspected by the PSMB Secretariat. I understand that I/we may be prosecuted under Section 41 of <i>Pembangunan Sumber Manusia Berhad Act 201 (Act 612)</i> and PSMB may, at its discretion, withdraw the grant and recover immediately any amount of the grant that may have been disbursed, if I/we should give false or misleading statement or use any document that is false or misleading in obtaining payment of grants from the Human Resources Development Fund.</p>																			
<p>7. I/We declare that we have complied with the terms and conditions for the grant awarded.</p>																			
SIGNATURE	: _____																		
NAME	: _____																		
STAMP OF DESIGNATION	: _____ Chairman/Managing Director/General Manager/ Company Secretary/Sole Proprietor/Partner/Accountant/ Officer In Charge - (State designation) +																		
DATE	: _____																		
<p>→ Please ensure all fields are completed to allow smooth processing and to avoid rejection due to incomplete information.</p>																			

OJT Attendance Evaluation Log (Appendix A)



Appendix A

ON-THE-JOB TRAINING ATTENDANCE AND EVALUATION LOG

(Use One Form For Each Trainee)

Programme Title :				Learning Outcome(s) :					
Trainee's Name:				Internal Trainer's Name:					
Trainee's Job Title:				Internal Trainer's Job Title:					
Unit/Department:				Internal Trainer's Telephone/Handphone:					
SN	Main Task/Content/Subject Matter	Instructional/ Delivery Method	Training Date	Training Time		Total Hours	PR*	Signature	
				From	To			Trainee	Trainer
1									
2									
3									
4									
5									
6									
<i>(please use additional paper if necessary)</i>						OVERALL			

*Performance rating (PR): A – Very Good B – Satisfactory C – Inadequate D – Fail

** Trainee should achieve satisfactory level of skills competency

APPROVED BY	
Name:	Signature:
Designation:	Date:

++ Please ensure all fields are completed to allow smooth processing and to avoid rejection due to incomplete information.

OTHER HRDCORP TRAINING SCHEMES

Training for Employees

Recognition Of Prior Experiential Learning Scheme (RPEL)

1

The RPEL scheme is implemented by the HRD Corp to help worker to get recognition on their skills and competency up to the level determined by the respective governing bodies, both locally and abroad.

Training for Non-Employees

Industrial Training (ITS)

2

This scheme enables employers to obtain financial assistance at the of 100% if the employer sponsors student (s) from a university, college or training institution for a practical training at their premises.

Future Workers Training (FWT)

3

This scheme enables employers to obtain the financial assistance in terms of skills training and increase the knowledge of their future workers

Non-Training

Purchase Of Training Equipment And Setting Up Of Training Room (ALAT)

4

The scheme enable employers to obtain financial assistance at the rate of 100% for the purchase of basic training equipment. Setting up of the training rooms is subjected to a maximum of 30% of the balance as of 1st January in the year of the submission of the application.

Information Technology & Computer Aided Training (IT)

5

This scheme enables employers to purchase multimedia personal computers to set up a Computer-Based Training Unit. This scheme further complements the Computer-Based Training Scheme.

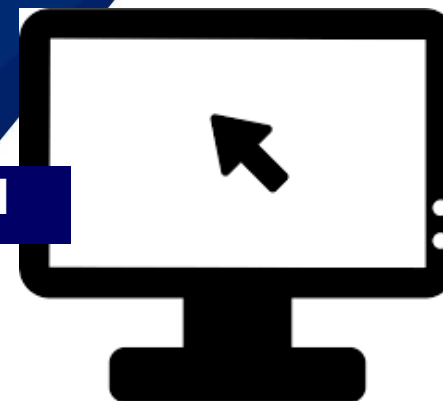
Computer Based Training (CBT)

6

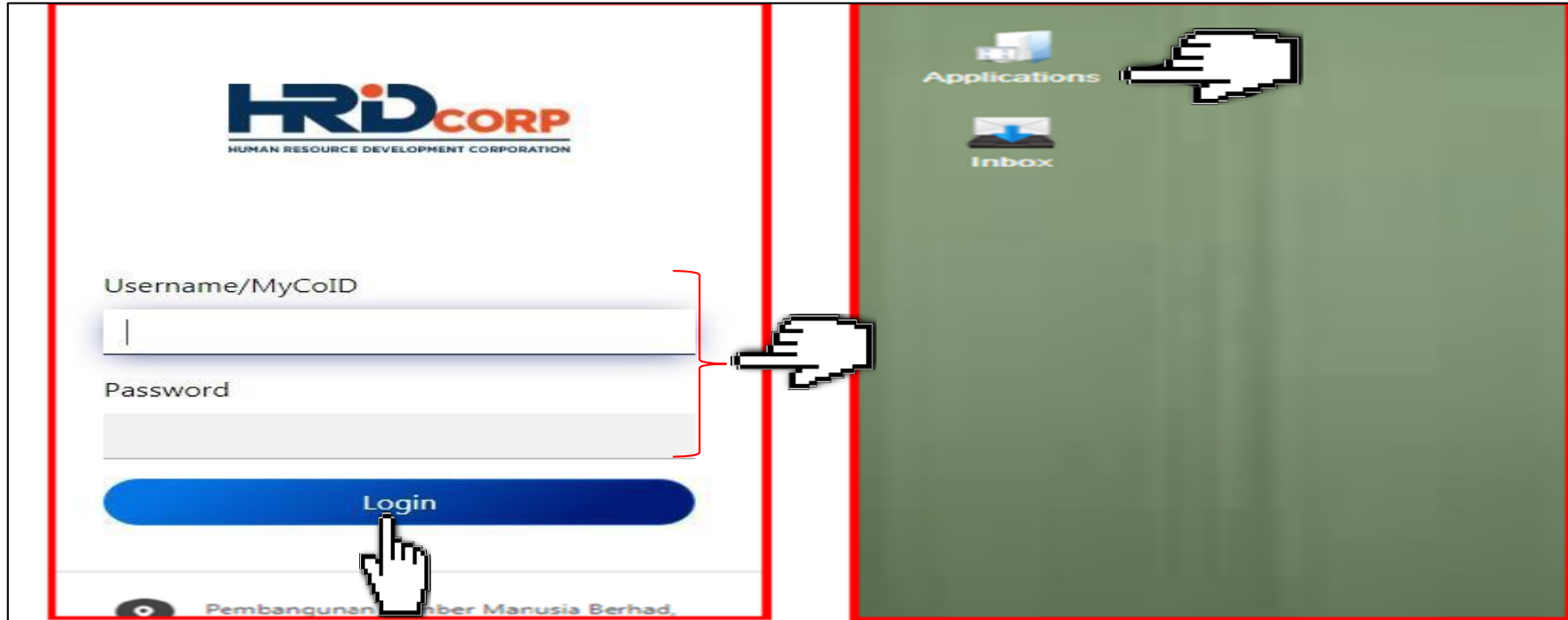
The scheme enables employers to purchase training software (CBT) without having to obtain prior approvals from HRD Corp. Under the scheme, employers are also allowed to develop specific computer based training programme/software.

GUIDELINE ON E-TRIS SYSTEM

GRANT APPLICATION



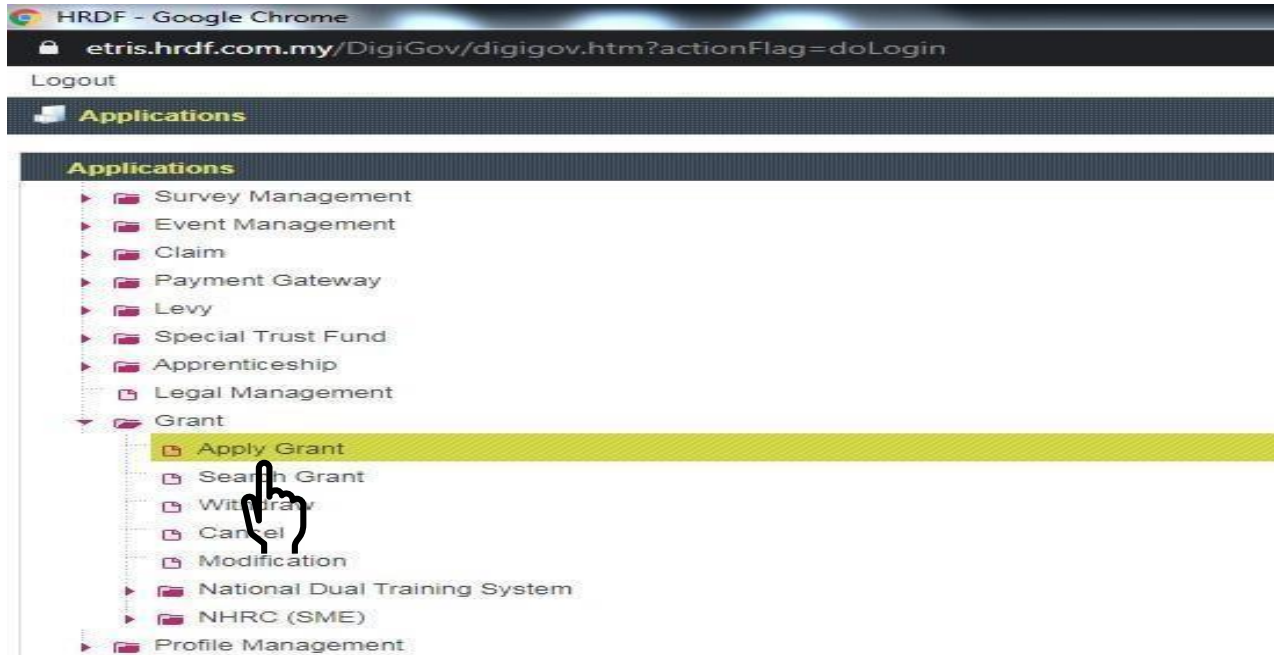
- (1) www.hrdcorp.gov.my
- (2) Login to Employer's E-Tris account
- (3) Click Application



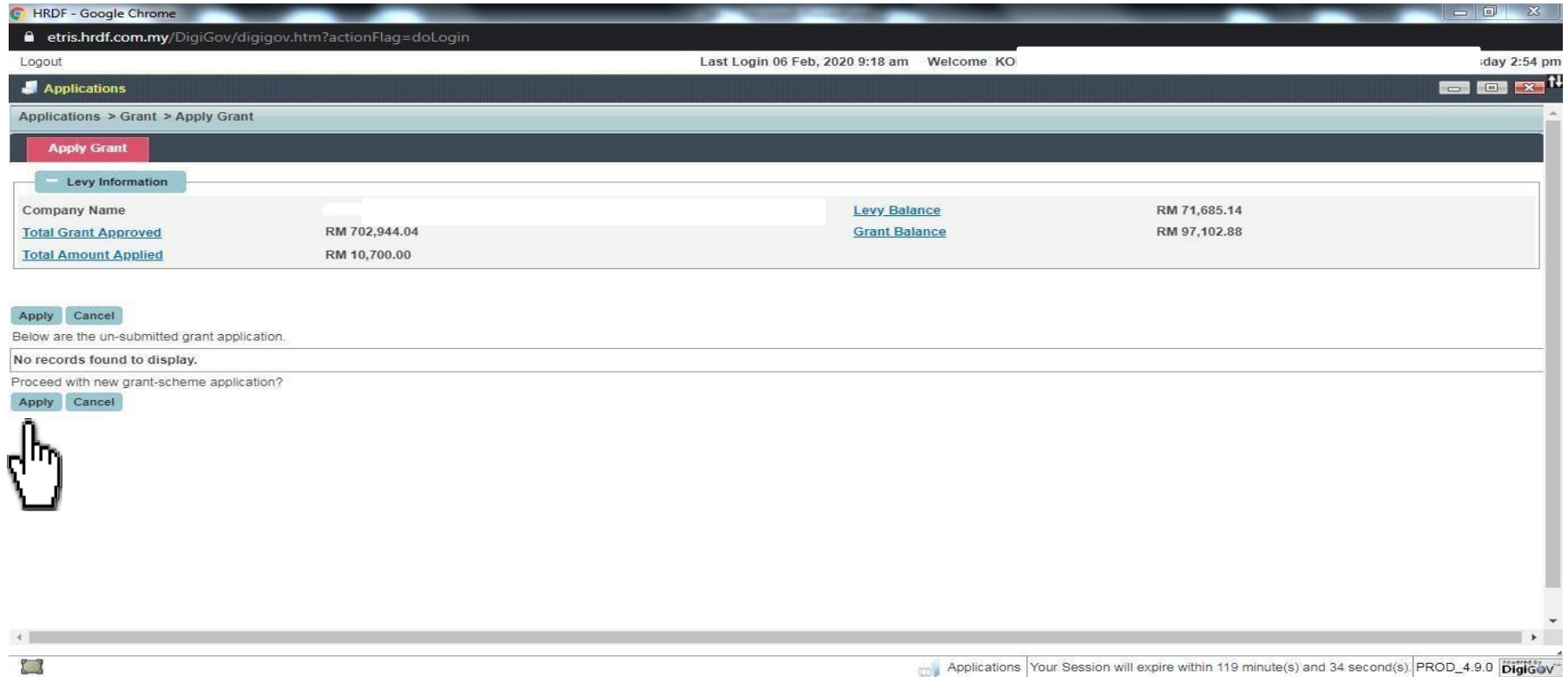
(4) Click **Grant** on the left side under work list



(5) Click **Apply Grant** on the left side under work list



(6) Click **Apply** on the left side



HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcome KO :day 2:54 pm

Applications
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.

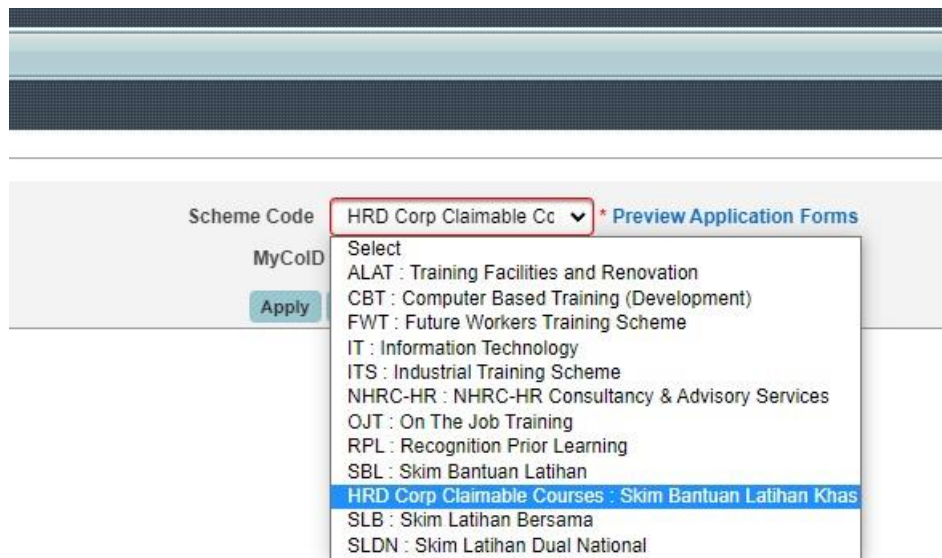
No records found to display.

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

(7) Click the scheme code and select **HRD Corp Claimable Courses** and click apply



The screenshot shows a web form with a 'Scheme Code' dropdown menu. The dropdown is open, displaying a list of options. The option 'HRD Corp Claimable Courses : Skim Bantuan Latihan Khas' is highlighted in blue. To the left of the dropdown is a 'MyCoID' field with an 'Apply' button. To the right of the dropdown is a link for '* Preview Application Forms'.

Scheme Code	Preview Application Forms
HRD Corp Claimable Cc	* Preview Application Forms

MyCoID

Apply

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- NHRC-HR : NHRC-HR Consultancy & Advisory Services
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- HRD Corp Claimable Courses : Skim Bantuan Latihan Khas**
- SLB : Skim Latihan Bersama
- SLDN : Skim Latihan Dual National

(8) Select your **Immediate Officer** and click next

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Save Next Cancel

Employer's Profile

MyCoID	1102800M(HQ)	Immediate Officer	<input type="text" value="Select"/> *
Company Name	MORENO UPHOLSTERY INDUSTRIES SDN. BHD.	Email	<input type="text"/> *

Save Next Cancel



(9) Search the **Registered Training Provider** details, select and click next

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back Save Next Cancel

Registered Training Provider Details

MyCoID	<input type="text" value="007907X_JOHOR"/>	<input type="button" value="Search"/>	<input type="button" value="Check"/>		
Training Provider Name	FEDERATION OF MALAYSI			Post Code	<input type="text" value="81100"/>
Address	NO 1&3, JALAN KENCANA MAS 1/1, TEBRAU BUSINESS PARK, 81100 - JOHOR BAHRU, Johor, Malaysia			State	<input type="text" value="Johor"/>
Officer Telephone Number	<input type="text" value="6073577613"/>			Officer to be Contacted	<input type="text"/>
Email	<input type="text" value="sim@fmm.org.my"/>				

Back Save Next Cancel

(10) Please select the **Training Programme** from the list and key in all needed details.

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back Save Next Cancel

Course Details

Course Title * **Select the training programme**

Description

Relevancy of Training **Explain the description and relevancy of the training**

Type of Retraining and Skills Upgrading *

HRDCorp Focus Area

Programme Details

Type of Training *

Commencement of Programme
Start Date * End Date *

Total Hours Per Training * *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 * *(Based on < 4 hours a day)*

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

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

Total Hours Per Trainee *

External Trainer

Name * Search

IC No./Passport No. *

Citizenship *

Distance to Training Location *

Overseas Trainer Yes No *

Add Reset

(10.1)

- Please select **Type of Training** and **Commencement of Programme**.
- Please key details of **Total Hours Per Training**, **No. of Full/Half/<Half Days** and **No. of Month**

Programme Details

Type of Training *

Commencement of Programme Start Date * End Date *

Total Hours Per Training * **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 * (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 *

(10.2) Please select **Trainer** from the trainer list, click add and click next

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back Save Next Cancel

Course Details

Course Title: Select * Relevancy of Training: [Text Box] *

Description: [Text Box] *

Type of Retraining and Skills Upgrading: Select *
HRD Corp Focus Area: Not Applicable

Programme Details

Type of Training: In-house *

Commencement of Programme: Start Date: [Date Picker] * End Date: [Date Picker] *

Total Hours Per Training: 0.00 * *Note: User define for information only.*

No. of Full Days: [Text Box] * (Based on 7 hours per day)

No. of Half Days: [Text Box] * (Based on 4 hours per day)

No. of < Half Days: [Text Box] * Hours: 0.00 * (Based on < 4 hours a day)

Total Training Days: [Text Box] * *Note: Total of Full Day + Half Day + < Half Day.*

No. of Month: [Text Box] * *Note: mandatory if Training Type is "Development Programme".*

Total Hours Per Trainee: [Text Box] *

External Trainer

Name: [Text Box] * Search

IC No./Passport No.: [Text Box] *

Citizenship: Select *
Distance to Training: Select *
Overseas Trainer: Yes No *

Add Reset

(11) Please key in the **Training Location** and click next

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 & Declaration of Employer
--------------------	-----------------------------	-------------------	---------------------	------------------------	---------------------	------------------------------------	---

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back Save Next Cancel

Details of Training


Training Location *

Please Specify Full Address *

State *

No. of Travel Days 1 Day Not Applicable *

Back Save Next Cancel



(12) Please select **Level of Certification** and click next.

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back
Save
Next
Cancel

Level of Certification

Level of Certification Select *

Practical/Hands-On/TVET? Yes No *

Back
Save
Next
Cancel



(13) Please follow the step by step as below ;

1. Key in Batch No.
2. Click "Add Batch"
3. Click "Save"
4. Click "Add/Edit Trainee Details"

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 & Declaration of Employer

Levy Information

Company Name: [Levy Balance](#) RM 6,406.52

[Total Grant Approved](#) RM 0.00 [Grant Balance](#) RM 9,619.04

[Non-Technical Grant Balance](#) **3** RM 3,847.62 [Total Amount Applied](#) RM 0.00

Scheme Name: HRD Corp Claimable Courses No. of Employee: 14

Sub Sector: Manufacture of furniture

Back Save Next Cancel

Trainee Information by Batch

Batch No. **1**

Training Schedule Start Date: 22/02/2022 End Date: 23/02/2022 **2**

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	22/02/2022	23/02/2022	Add/Edit Trainee Details 4	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
Back Save Next Cancel										

(13.1) Please key in all required details and click **add**

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

Trainee Details

Trainer Detail Per Batch

***Note: Select the Trainer for this batch.**
No records found to display.

Data Entry Mode: Manual Excel

Trainee Details

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

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

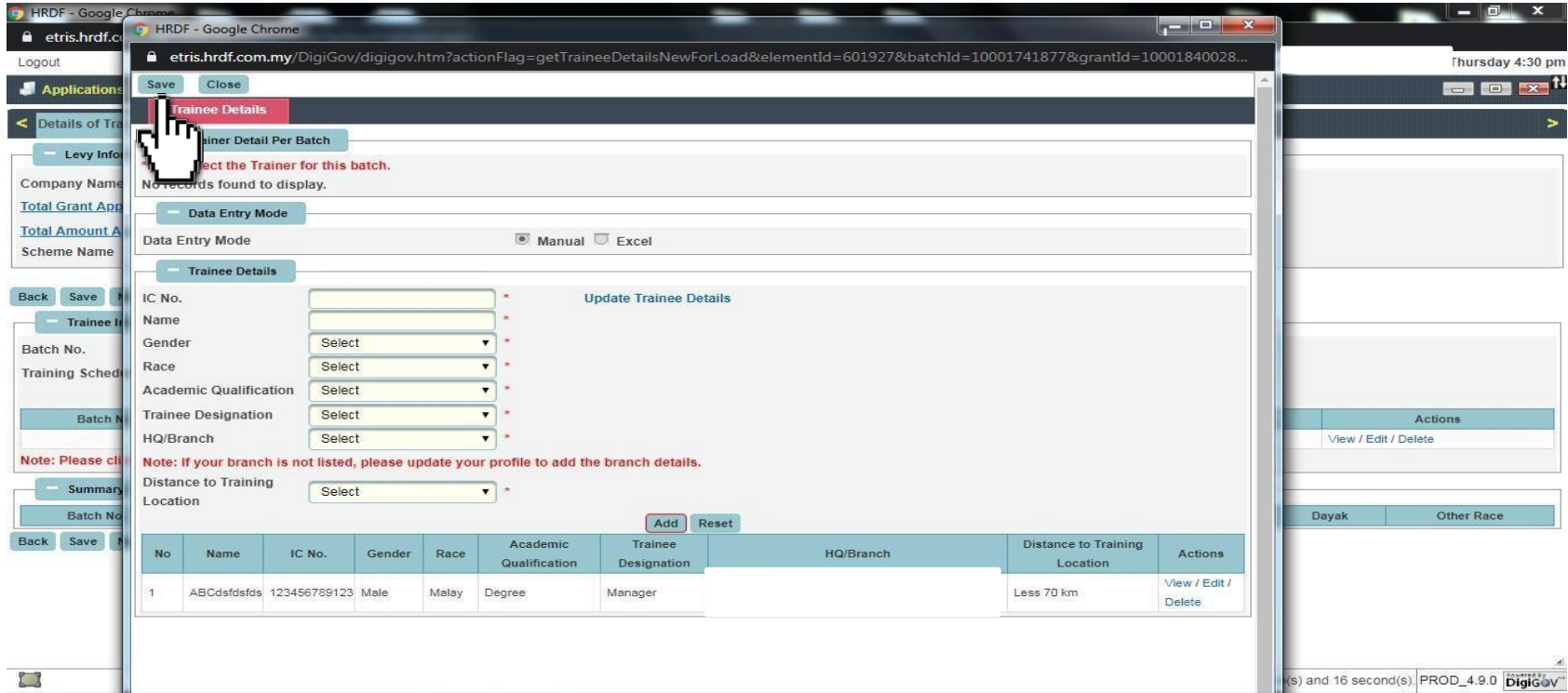
Update Trainee Details

Actions: View / Edit / Delete

Dayak Other Race

PROD_4.9.0 DigiGov

(13.2) Click add if you want to add more participants and then click **Save**



The screenshot shows the HRDF DigiGov interface. The main content area is titled 'Trainee Details' and includes a 'Data Entry Mode' section with 'Manual' selected. Below this is a form for updating trainee details with fields for IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, and HQ/Branch. A table at the bottom lists existing trainees with columns for No., Name, IC No., Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, Distance to Training Location, and Actions. A hand cursor is pointing to the 'Add' button above the table.

Trainee Details

Trainee Detail Per Batch

Select the Trainer for this batch.
No records found to display.

Data Entry Mode

Data Entry Mode Manual Excel

Trainee Details

IC No. * **Update Trainee Details**

Name *

Gender *

Race *

Academic Qualification *

Trainee Designation *

HQ/Branch *

Distance to Training Location *

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

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

(13.3) Save and click next

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

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	22/02/2022	23/02/2022	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	1	0	1	0	0	1	0	0	0	0

Back Save Next Cancel



(14) Please key in all the **Course Fees and Allowances** details, save and click next

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

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" value="100.0000"/> *	Not Applicable	<input type="text" value="1.0"/> *	<input type="text" value=""/>	Not Applicable	Not Applicable	<input type="text" value="100.00"/>
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" value=""/>	Per Day	<input type="text" value="1.0"/> *	<input type="text" value="0"/> *	Pax	Not Applicable	<input type="text" value=""/>
Total Amount(RM):									<input type="text" value="1,550.00"/>

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

Back Save Next Cancel



(15) Please tick the declaration and select **Person In-Charge**

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 & Declaration of Employer

Levy Information

Company Name		Levy Balance	RM 6,406.52
Total Grant Approved	RM 0.00	Grant Balance	RM 9,619.04
Non-Technical Grant Balance	RM 3,847.62	Total Amount Applied	RM 0.00
Scheme Name	HRD Corp Claimable Courses	No. of Employee	14
		Sub Sector	Manufacture of furniture

Back

Save

Submit Application

Cancel

Acknowledgement & Declaration of Employer

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

i) Name of the Training Provider ii) Registration No. of Training Provider iii) Registration No. of Programme for course title/programme

that will be conducted from to and to be debited from our account by .

I agree that the Upfront Payment of RM to be paid to the Training Provider upon Approval of this training grant.

I agree to accept this training grant subject to terms and conditions as stated by 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 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

IC No.

Date

(16) Please **Add Attachment**(required documents), click **Save** and click **Submit Application**



Applications

Acknowledgement & Declaration of Employer

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

i) Name of the Training Provider ii) Registration No. of Training Provider iii) Registration No. of Programme for course title/programme

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

* I agree that the Upfront Payment of RM to be paid to the Training Provider upon Approval of this training grant.

* 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

IC No.

Date

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

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

Attachment *

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

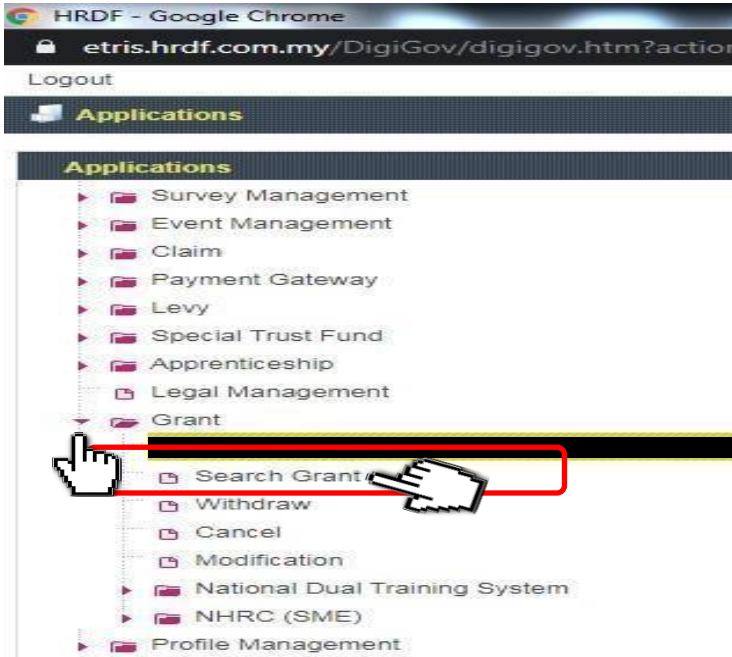
Your request has been Submitted Successfully to
Pembangunan Sumber Manusia Berhad (PSMB) and this
Grant ID **123456U_22_0001** has been Created. Please
use this Grant ID for any other transaction related to this
application.

OK



Once the application has been
successfully submitted,
Grant Officer will evaluate the request within
two(2) working days

After submit grant application, please monitor your grant status at " Search Grant"



Grant Status :

- Submitted
- Approved
- Rejected
- Returned / Queried

- Refer Query letter "remarks"

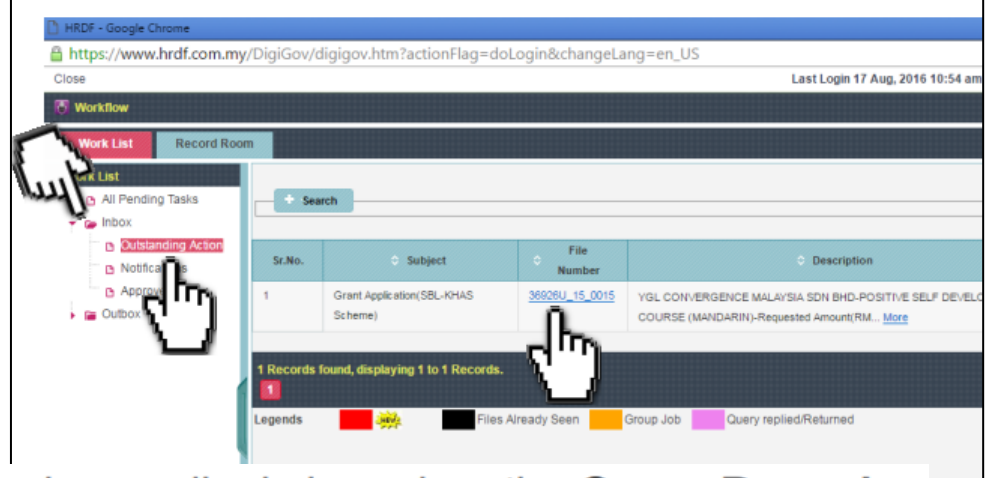
Grant Status	Claim Status	Action	Letter Send Date	View Letter
Approved Hold	Not Applied	View Print	13/11/2021	Approval Letter
Returned	Not Started	View Print	16/11/2021	Query Letter
Submitted	Not Started	View Print	16/11/2021	Query Letter
Approved Hold	Not Applied	View Print	16/11/2021	Approval Letter
Returned	Not Applied	View Print	16/11/2021	Query Letter
Approved Hold	Not Applied	View Print	13/11/2021 12/11/2021	Approval Letter Query Letter
Rejected	Not Started	View	12/11/2021	Reject Letter

- If your grant application is returned / Queried, you need to amend your grant application and resubmit again as below :

- (1) Login to Employer's *eTRiS* account
- (2) Click **Inbox**



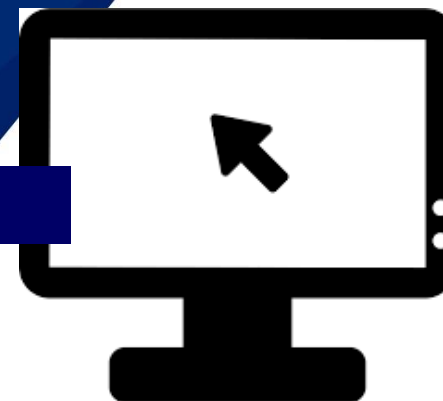
- (3) Click **Outstanding Action** under Inbox
(click small arrow before Inbox folder if Outstanding)
- (4) Click **File Number**



- (5) Open Grant Application and amend accordingly based on the **Query Remarks**
- (6) After done attached any documents, ensure to click **Save** and then **Resubmit**

GUIDELINE ON E-TRIS SYSTEM

CLAIM APPLICATION





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



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



For HRD Corp Claimable Courses, training providers claims must be approved before the submission of claims by employers.

(1) Login to Employer's eTRiS account

(2) Click **Applications**




(3) Click Claim


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

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



(5) Click **Claim** at the Action Column

(Only approved grant with completed trainings/events will be displayed)

— Search Criteria

Grant ID

Course Title

Scheme

Training Date To

Approved Date To

Approved Amount (RM) To

— 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

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(6) Provide the contact details of the **Officer to be Contacted** or select **Others** if the name is not in the record system and then click **Next**



HRDF - Internet Explorer

Employer Profile Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

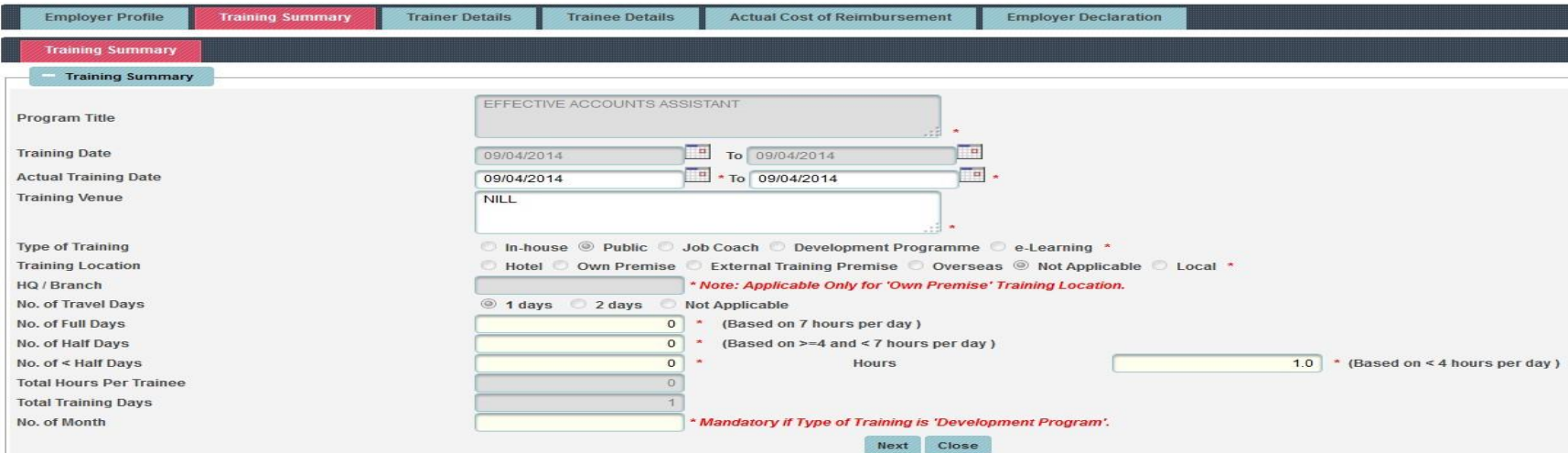
Officer to be Contacted

Telephone No. 6000000000

Email

Next Close

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



Employer Profile Training Summary Trainer Details Trainee Details Actual Cost of Reimbursement Employer Declaration

Training Summary

Training Summary

Program Title EFFECTIVE ACCOUNTS ASSISTANT

Training Date 09/04/2014 To 09/04/2014

Actual Training Date 09/04/2014 To 09/04/2014

Training Venue NIL

Type of Training In-house Public Job Coach Development Programme e-Learning *

Training Location Hotel Own Premise External Training Premise Overseas Not Applicable Local *

HQ / Branch

No. of Travel Days 1 days 2 days Not Applicable

No. of Full Days 0 * (Based on 7 hours per day)

No. of Half Days 0 * (Based on >=4 and < 7 hours per day)

No. of < Half Days 0 * Hours

Total Hours Per Trainee 1.0 * (Based on < 4 hours per day)

Total Training Days 1

No. of Month * Mandatory if Type of Training is 'Development Program'.

Next Close

(8) **Fill in Trainer Information** (updated by Training Provider) then click **Next**

Employer Profile	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Trainer Details						
External Trainer						
Name	<input type="text"/>	Citizenship	Select			
IC/Passport No.	<input type="text"/>	Distance to Training Location	Select			
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 Training Provider) then click **Next**

Employer Profile	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration				
Trainee Details										
Trainees Information By Group										
Batch No.	Start Date	End Date	View Trainee Details							
1	08/04/2019	09/04/2019	View Trainee Details							
Trainees Summary										
Batch No.	Male	Female	Less 70 km	More or equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	0	1	0	1	0	0	0	0
One record found.										
Next Close										

(10) **Fill in Trainee Attendance Form** (updated by Training Provider) then click **Next**

Applications
_ _ X

Employer Profile
Training Summary
Trainer Details
Trainee Details
Trainee Attendance Form
Actual Cost of Reimbursement
Employer Declaration

Trainee Attendance Form

- Grant Details

Grant ID	<input type="text"/>	Module	<input type="text"/>
Training Provider's Name	<input type="text"/>		
Actual Training Start Date	<input type="text" value="08/04/2019"/>	End Date	<input type="text" value="09/04/2019"/>

- Attendance Details

Selective Date

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

Upload Excel File Yes No





Download Attendance Excel Download Trainee Attendance List

Date

Search Clear

Sr. No.	Batch No.	Date	Trainee Name	IC No.	Status
1	1	08/04/2019	XXXXXXXXXXXX	XXXXXXXXXXXX	<input checked="" type="radio"/> Present <input type="radio"/> Absent
2	1	09/04/2019	XXXXXXXXXXXX	XXXXXXXXXXXX	<input checked="" type="radio"/> Present <input type="radio"/> Absent

(11) Fill in the claim amount for each **Allowable Claim Item**, upload the supporting documents then click **Next**

Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration																																		
Actual Cost of Reimbursement																																							
<div style="background-color: #e0e0e0; padding: 5px;"> - Claim Details </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Items</th> <th style="width: 15%;">Category</th> <th style="width: 20%;">Grant Approved Amount(RM)</th> <th style="width: 20%;">Requested Amount(RM)</th> <th style="width: 25%;">Document Required</th> </tr> </thead> <tbody> <tr> <td>Course Fee (>=70)</td> <td>Internal Trainer</td> <td style="text-align: right;">680.00</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="680.00"/></td> <td rowspan="2" style="text-align: center; vertical-align: middle;"></td> </tr> <tr> <td>Trainee Daily Allowance (>=70)</td> <td>Internal Trainer</td> <td style="text-align: right;">150.00</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="150.00"/></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Total Grant Approved Amount(RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="830.00"/></td> <td style="text-align: right;">Total Requested Amount(RM)</td> </tr> <tr> <td colspan="2"></td> <td></td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="830.00"/></td> <td></td> </tr> </tbody> </table> <p style="color: red; font-weight: bold; margin-top: 10px;">Note: Please add any additional information related to your claim.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 30%;"> Remarks <input style="width: 90%;" type="text"/> </div> <div style="width: 30%;"> Exchange Rate <input style="width: 90%;" type="text"/> </div> <div style="width: 30%;"> Country <input style="width: 90%;" type="text" value="Select"/> </div> </div> <div style="margin-top: 10px;"> <div style="background-color: #e0e0e0; padding: 5px;"> - Attachments </div> <p style="color: red; font-weight: bold; margin-top: 5px;">Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.</p> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <div style="background-color: #e0e0e0; padding: 2px 5px; margin-bottom: 5px;">- Attachment</div> File Description <input style="width: 90%;" type="text"/> </div> <div style="width: 30%;"> Attach File <input style="width: 90%;" type="text" value="Browse... No file selected."/> </div> <div style="width: 30%; text-align: right;">  </div> </div> <div style="text-align: center; margin-top: 5px;"> <input style="width: 100px; height: 20px; background-color: #ccc; border: 1px solid #ccc;" type="button" value="Add Attachment"/> </div> <p style="color: red; font-weight: bold; font-size: small; margin-top: 5px;">Note : Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)</p> </div> <div style="margin-top: 10px;"> <div style="background-color: #e0e0e0; padding: 5px;"> - Levy Summary </div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 60%;">Levy Balance(RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="20,088,640.00"/></td> </tr> <tr> <td>Levy Arrears (RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>Levy Interest (RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> <tr> <td>Total Grant Approved Amount (RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="830.00"/></td> </tr> <tr> <td>Total Requested Amount (RM)</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="830.00"/></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <input style="width: 40px; height: 20px; background-color: #ccc; border: 1px solid #ccc;" type="button" value="Next"/> <input style="width: 40px; height: 20px; background-color: #ccc; border: 1px solid #ccc;" type="button" value="Close"/> </div> </div> </div>						Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required	Course Fee (>=70)	Internal Trainer	680.00	<input style="width: 100%;" type="text" value="680.00"/>		Trainee Daily Allowance (>=70)	Internal Trainer	150.00	<input style="width: 100%;" type="text" value="150.00"/>			Total Grant Approved Amount(RM)	<input style="width: 100%;" type="text" value="830.00"/>	Total Requested Amount(RM)				<input style="width: 100%;" type="text" value="830.00"/>		Levy Balance(RM)	<input style="width: 100%;" type="text" value="20,088,640.00"/>	Levy Arrears (RM)	<input style="width: 100%;" type="text" value="0.00"/>	Levy Interest (RM)	<input style="width: 100%;" type="text" value="0.00"/>	Total Grant Approved Amount (RM)	<input style="width: 100%;" type="text" value="830.00"/>	Total Requested Amount (RM)	<input style="width: 100%;" type="text" value="830.00"/>
Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required																																			
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Total Requested Amount (RM)	<input style="width: 100%;" type="text" value="830.00"/>																																						

SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

ALLOWABLE COST	SUPPORTING DOCUMENTS
Transportation charges	Official Receipt & Tax Invoice
Flight Ticket	Receipt & Invoice / e-ticket
Trainee Daily Allowances Trainer / Trainee Meal Allowances	Attendance T3 Form same with Training Provider
Hotel Rental Package / Rental of Training Place	Official Receipt & Tax Invoice (if requested)
Trainer Daily Allowances	No Document Required
Consumable Training Materials	

***Note :**

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

T3 FORM

FOR SBL-KHAS SCHEME ONLY

PSMB/SBL-KHAS/T3/01

ATTENDANCE LIST

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

Course Title : _____
 Date of Training : _____

No.	Name of Trainee(s)	Name of Employer(s)	NRIC	Citizenship	Sex	Signature*

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

NAME : _____ SIGNATURE : _____
 DESIGNATION : _____ DATE : _____
Managing Director/General
 Manager/Principal

TRAINING PROVIDER'S STAMP : _____

*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 trainees in each column of the relevant date of training if he/she had attended the programme on that day

JD14 FORM



TRAINING PROVIDER MYC01D/R0C10R/0B/0S		
PSMB/SBL-KHAS JJD/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 has agreed with the training provider conducted, fees charged and also training provider to claim with PSMB. This declaration should only designed 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 : _____
 Approval No : _____
 Group Approved : _____
 Group Claimed : _____

Course Title : _____
 Training Dates : _____ Commenced _____ Ended : _____
 Training Venue : _____

PART 2 – CLAIM FOR COURSE FEE

Number of Trainee(s)*	Total Fee Approved (RM)	Total Fee Claimed (RM)

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 : _____ DESIGNATION : _____
 NAME : _____ COMPANY STAMP : _____
 MYKAD NO : _____
(Managing Director/General
 Manager/Centre Manager/Principal)

DATE : _____

(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 : _____ DESIGNATION : _____
 NAME : _____ COMPANY STAMP : _____
 MYKAD NO : _____
(Shall only be certified by either
 Managing Director/General
 Manager/Finance Controller/Finance
 Director of Employer)

DATE : _____

REMOVED: You are reminded that you should give date of issuing statements, or make in writing, or sign any declaration which is untrue or incorrect in any particular and will be proceeded under Section 40 and/or Section 41 of Pembanguan Sumber Manusia Berhad Act 2001 and shall be liable to a fine not exceeding twenty thousand ringgit or imprisonment for a term not exceeding five years or to both. Besides, Pembanguan Sumber Manusia Berhad may also disqualify you from the grant and receive immediate and automatic cancellation of the grant if you have been convicted.

Note :

1. For remote online learning (Webinar), **system generated attendance report** need to upload as supporting document.

(12) Fill in the employer declaration form, check the pledge box then click **Save & Submit** to submit the application



Employer Declaration

Declaration

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 statement 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.

Name *

Designation *

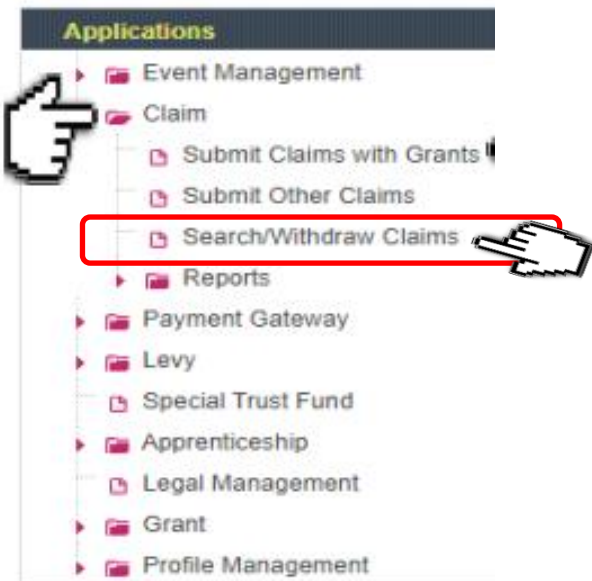
Email *

Date *



Once the application has been
successfully submitted,
Claim Officer will evaluate the request within
Five (5) working days

After submit Claim application, please monitor your Claim status at “ Search / Withdraw Claim”



Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Approved Date	Paid Date	Status	Scheme
2,289.60	2,289.60	05/11/2021	09/11/2021	-	Approved History	Skim Bantuan Latihan (SBL)
2,398.80	2,398.80	05/11/2021	-	-	Rejected History	Skim Bantuan Latihan (SBL)
1,778.00	1,778.00	05/11/2021	-	-	Submitted History	Skim Bantuan Latihan (SBL)
7,950.00	7,950.00	05/11/2021	-	-	Submitted History	Skim Bantuan Latihan (SBL)
1,100.00	1,100.00	04/11/2021	-	-	Sent For Approval History	Skim Bantuan Latihan (SBL)

Claim Status :

- Submitted
- Approved
- Rejected
- Returned / Queried

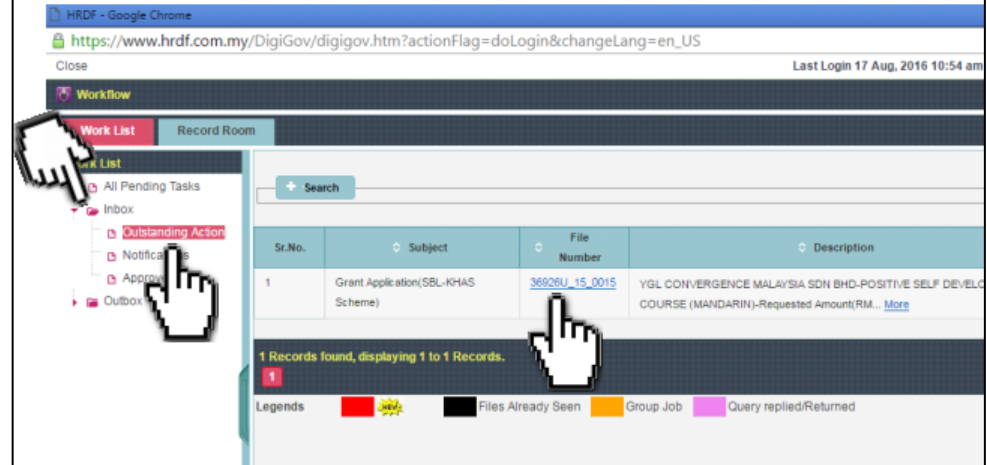
- Refer Query letter “remarks”

- If your claim application is returned / Queried, you need to amend your claim application and resubmit again as below :

- (1) Login to Employer's eTRiS account
- (2) Click **Inbox**



- (3) Click **Outstanding Action** under Inbox
(click small arrow before Inbox folder if Outstanding)
- (4) Click **File Number**



- (5) Open CLAIM Application and amend accordingly based on the **Query Remarks**
- (6) After done attached any documents, ensure to click **Save** and then **Resubmit**

Q & A SESSION



UTILIZE YOUR LEVY NOW! TRAIN – RETRAIN – SUSTAIN!



Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.



Henry Ford
American Industrialist,
the founder of the Ford Motor Company
(1863-1947)
QuoteHD.com



THANK YOU