

Lead Platform



Wellness Collaborator



HEALTH SUMMIT asia 2026

20th – 22nd May 2026 | KLCC, Hall 6 & 7

HRD CORP CLAIM PROCESS WORKFLOW

Endorsed by



Organised by



Jointly organised by



Strategic Partners



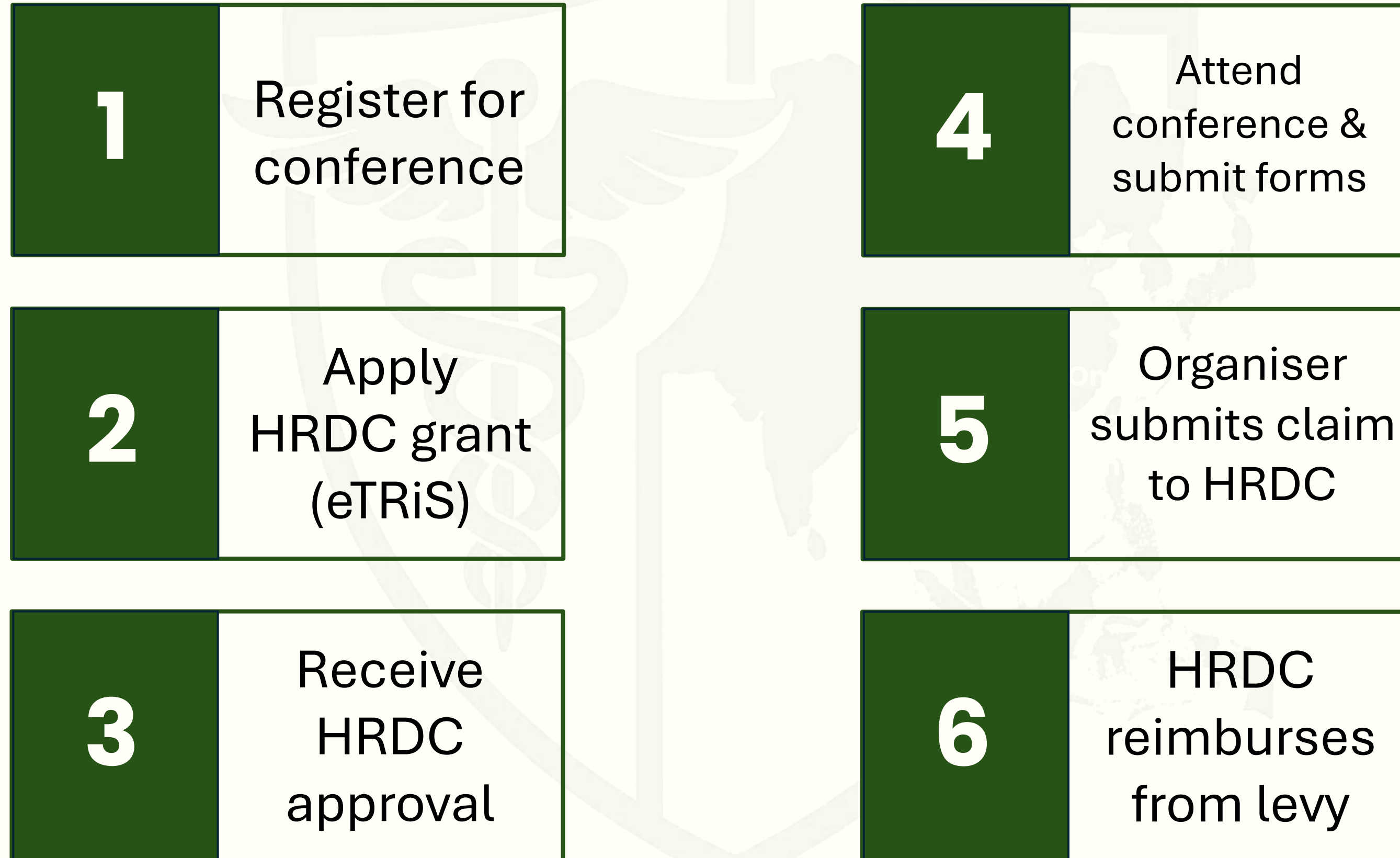
Supporting Airlines



Official Soft Launch Venue



OVERALL PROCESS TIMELINE



✓ **Employer registers as delegates**



Organiser will provide

- Conference programme & speakers with pricing
- HRDC quotation addressed to company

These documents are required for HRDC grant application



Employer must submit application in eTRiS
(Deadline: At least 1 day before event)



Document required

- Conference programme & speakers with pricing
- HRDC quotation addressed to company

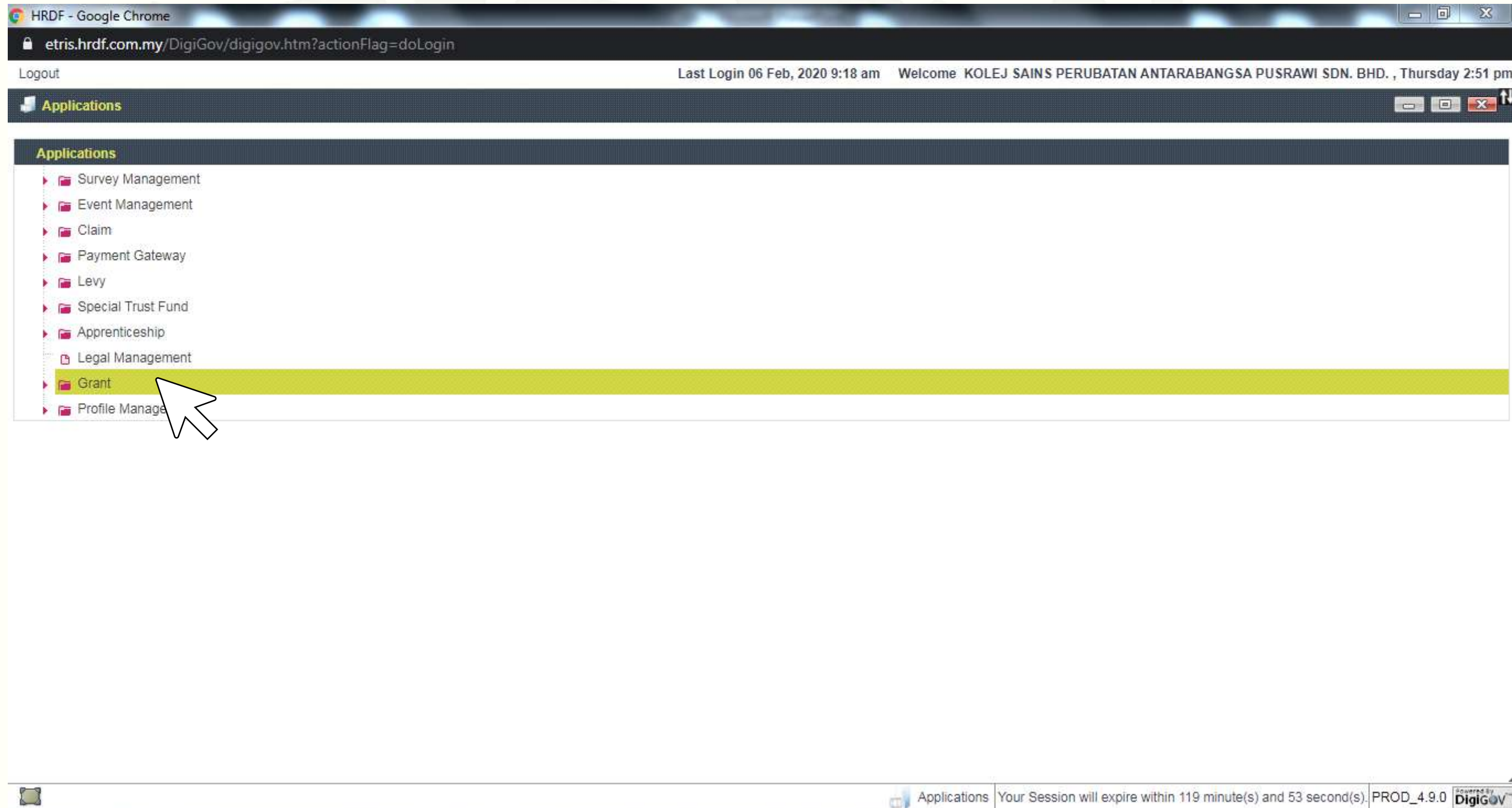


Without approval before event → claim rejected

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



(3) Click **Grant** on the left side under Applications



(4) Click **Apply Grant** on the left side under Applications

The screenshot shows a web browser window titled "HRDF - Google Chrome" with the URL "etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin". The page header includes a "Logout" link, the last login time "Last Login 06 Feb, 2020 9:18 am", and a welcome message for "KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD." dated "Thursday 2:42 pm". The main content area is titled "Applications" and contains a sidebar menu with the following items: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, Apply Grant, Search Grant, Withdraw, Cancel, Modification, National Dual Training System, NHRC (SME), and Profile Management. The "Apply Grant" item is highlighted in yellow, and a mouse cursor is pointing at it. The footer of the page shows "Applications", a session expiration warning "Your Session will expire within 119 minute(s) and 40 second(s)", the version "PROD_4.9.0", and the "DigiGov" logo.

(5) Click Apply

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Thursday 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

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

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:21 am

Applications

Applications > Grant > Apply Grant

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		

Apply New Grant

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

This is Appeal Case

Apply **Cancel**

Applications | Workflow | Your Session will expire within 118 minute(s) and 48 second(s). | PROD_4.37.0 | Powered by DigiGov™

(7) Select your Immediate Officer and click **Next**

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Thursday 3:08 pm

Applications

Employer's Profile | Training Provider's Profile | Programme Details | Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Save Next Cancel

Employer's Profile

MyCoID	615443X(HQ)	Immediate Officer	Select *
Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Email	

Save Next Cancel

Applications | Your Session will expire within 114 minute(s) and 50 second(s) | PROD_4.9.0 | DigiGov

(8) Select a Training Provider, then click **Next**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 01 Mar, 2020 12:43 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 1:55 am

Applications

Employer's Profile **Training Provider's Profile** Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 80,976.51
Total Grant Approved	RM 726,510.70	Grant Balance	RM 105,008.07
Total Amount Applied	RM 0.00		
Scheme Name	SBL-Khas		

Back Save Next Cancel

Registered Training Provider Details

MyCoID: KERAJAAN0148_30 * [Search](#) [Check](#) [History Data](#)

Training Provider Name: JABATAN TENAGA MANUS

Address: INSTITUT LATIHAN P'IND. MUAR, KM 43, JALAN SEGAMAT, 84020 - SAGIL, Johor, Malaysia

Officer Telephone Number: 6069773800

Email: psmbadmin@hrdf.com.my

Post Code: 84020

State: Johor

Officer to be Contacted:

Back Save Next Cancel

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

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

The screenshot shows the 'Course Details' section of the eTRis application. It includes the following fields and callouts:

- Course Title:** A dropdown menu with 'Select' as the current value. A red callout box says: "Note: Select your desired training programme."
- Description:** A text area. A red callout box says: "Note: Explain the background and objective of this training."
- Relevancy of Training:** A text area. A red callout box says: "Note: Give an explanation on why the participant is required to attend the training. E.g., related to their tasks/ career development, etc."
- Type of Retraining and Skills Upgrading:** A dropdown menu with 'Select' as the current value. A red callout box says: "Note: Select a relevant focus area. For Employer-Specific Courses, select 'Not Applicable'."
- HRDCorp Focus Area:** A dropdown menu with 'Not Applicable' as the current value.

Below the 'Course Details' section is the 'Programme Details' section, which includes radio buttons for training types: In-house, Job Coach, Development Programme, e-Learning, Coaching / Mentoring, Mobile E-Learning, and Remote Online Training (In-house). It also has input fields for 'Total Training Days', 'No. of Month', and 'Total Hours Per Trainee', each with a red asterisk indicating it is a required field. A note below these fields states: "*Note: Total of Full Day + Half Day + < Half Day." and another note says: "*Note: mandatory if Training Type is 'Development Programme'."

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

The screenshot shows the eTRis application form for a micro-credential programme. The browser address bar is `etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin`. The user is logged in as KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. on Thursday, 23/6/2022 at 11:25 pm. The form includes a summary table and a detailed form section.

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 174,301.77
Total Grant Approved	RM 804,206.34	Grant Balance	RM 224,943.03
Total Amount Applied	RM 0.00		

Note: Micro-Credential (points to the **Micro Credential** checkbox)

Note: MC Acknowledgement letter (points to the **MC Acknowledgement Letter** text area)

Note: MiCAS Application number (points to the **MiCAS Application No.** text field)

Form Fields:

- Course Title: 10001198033 : (MC) RC *
- Micro Credential:
- MC Acknowledgement Letter:
- Relevancy of Training:
- MiCAS Application No.: #21588 *
- Type of Retraining and Skills Upgrading: Select *
- HRDCorp Focus:
- Type of Training:
- Commencement of Programme:
- Total Hours Per Training: 0.00 * (Note: User define for information only.)
- No. of Full Days: * (Based on 7 hours per day)
- No. of Half Days: * (Based on 4 hours per day)
- No. of < Half Days: * (Based on < 4 hours a day)

Session timer: Your Session will expire within 114 minute(s) and 7 second(s). PROD_4.43.2

(9.2) Please select a Course Title and Type of Training

HRDCorp - Google Chrome
 etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 14 Dec, 2021 3:31 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 11:24 pm

Applications
 Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Course Details

Course Title * Relevancy of Training

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

Programme Details

Type of Training *
 Commencement of Programme Start Date * End Date *
 Total Hours Per Training * *Note: User define for in-brief session 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 *

Back Save Next Cancel

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

(10) Please key in the Training Location and click **Next**

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:42 am

Applications

Employer's Profile | Training Provider's Profile | Programme Details | **Details of Training** | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Details of Training

Training Location: Not Applicable *

Please Specify Full Address: Team Meeting / Zoom *

State: Selangor *

No. of Travel Days: 1 Day Not Applicable *

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 25 second(s). PROD_4.37.0 Powered By DigiGov™

(11) Please select the Level of Certification and click **Next**

The screenshot shows a web browser window with the URL `etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page displays the 'Level of Certification' step in a multi-step navigation bar. Below the navigation bar, there is a 'Levy Information' section with the following data:

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Below the 'Levy Information' section, there are buttons for 'Back', 'Save', 'Next', and 'Cancel'. The 'Next' button is highlighted with a mouse cursor. Below these buttons is the 'Level of Certification' section, which includes a dropdown menu for 'Level of Certification' (currently set to 'Certificate Of Attendance') and radio buttons for 'Practical/Hands-On/TVET?' (with 'No' selected).

At the bottom of the page, there is a footer with the following information: 'Applications', 'Workflow', 'Your Session will expire within 119 minute(s) and 52 second(s)', 'PROD_4.37.0', and 'Powered By DigiGov'.

(12) Please follow the instructions and key in trainee details

HRDCorp - Google Chrome
etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:45 am

Applications

Details of Training | Level of Certification | **Summary of Trainees** | Estimated Cost for Training Scheme | Acknowledgement & Declaration of Employer

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Add Batch Reset

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

Summary of Trainees

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

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

(12.1) Click Add Batch, then click Save

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:46 am

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No. *
 Training Schedule Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

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

[Back](#) [Save](#) [Next](#) [Cancel](#)

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

(12.2) Click Add Trainee Details

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:47 am

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

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

Applications | Workflow | Your Session will expire within 119 minute(s) and 57 second(s). | PROD_4.37.0 |

(12.3) Please key in all the required details, then click **Add**

The screenshot displays the 'Trainee Details' form in the eTRIS application. The form is titled 'Trainee Details' and includes a 'Trainer Detail Per Batch' section with a note: '*Note: Select the Trainer for this batch.' Below this is a 'Data Entry Mode' section with radio buttons for 'Manual' (selected) and 'Excel'. The main 'Trainee Details' section contains the following fields:

- IC No. (text input)
- Name (text input)
- Gender (dropdown menu)
- Race (dropdown menu)
- Academic Qualification (dropdown menu)
- Trainee Designation (dropdown menu)
- HQ/Branch (dropdown menu)
- Distance to Training (dropdown menu)
- Location (text input)

At the bottom of the form, there are 'Add' and 'Reset' buttons. A mouse cursor is pointing to the 'Add' button. The form also includes a 'Summary' section and a 'Batch No.' field. The background shows a sidebar with navigation options like 'Applications', 'Details of Tra...', 'Levy Info', 'Company Name', 'Total Grant App', 'Total Amount A', 'Scheme Name', 'Back', 'Save', 'Trainee I...', 'Batch No.', 'Training Sched...', 'Batch N...', 'Note: Please cli...', 'Summary', 'Batch No.', 'Back', 'Save'.

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

The screenshot shows the 'Trainee Details' form in the eTRis application. The form includes fields for IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, and Distance to Training Location. A table below the form displays the details of a single participant.

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Less 70 km	View / Edit / Delete

(12.5) Click Next

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:48 am

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 Summary of Trainees |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/09/2021	22/09/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	1	0	0	1	0	0	0	0

[Back](#) [Save](#) [Next](#) [Cancel](#)

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

(13) Please key in the course fees and allowance details, then click **Save**

HRDCorp - Google Chrome
 etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 14 Dec, 2021 3:31 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 11:41 pm

Applications

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 149,380.72
Total Grant Approved	RM 768,393.70	Grant Balance	RM 194,574.10
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Next Cancel

Estimated Cost

Type of Training : Public
 Training Location : Local
 Upfront Payment to Training Provider : Percentage % Amount (RM)

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,300.0000	* Per Day	1.0 *	1 *	Pax	Not Applicable	1,300.00
Trainee	TKP : Trainee Air Fare	Not Applicable		* Not Applicable			Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	150.0000	* Per Day	1.0 *	1 *	Pax	Not Applicable	150.00
Trainee	Trainee Allowance	>= 100 KM		* Per Day	1.0 *	0 *	Pax	Not Applicable	0.00
Total Amount(RM):									1,450.00

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

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 0 second(s). PROD_4.40.3

(13.1) Select Upfront Payment to Training Provider and key in the percentage from 1% to 30%. Then, click **Save** and **Next**

HRDCorp - Google Chrome
 etrispro.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 14 Dec, 2021 3:31 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 11:43 pm

Applications

Company Name: KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. [Levy Balance](#) RM 149,380.72
[Total Grant Approved](#) RM 768,393.70 [Grant Balance](#) RM 194,574.10
[Total Amount Applied](#) RM 0.00
 Scheme Name: HRD Corp Claimable Courses

Back Save Next Cancel

Estimated Cost

Type of Training : Public
 Training Location : Local
 Upfront Payment to Training Provider : Percentage % Amount (RM)
 30.00 390.00

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,300.0000	* Per Day	1.0 *	1 *	Pax	Not Applicable	1,300.00
Trainee	TKP : Trainee Air Fare	Not Applicable		* Not Applicable			Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	150.0000	* Per Day	1.0 *	1 *	Pax	Not Applicable	150.00
Trainee	Trainee Allowance	>= 100 KM		* Per Day	1.0 *	0 *	Pax	Not Applicable	0.00
Total Amount(RM):									1,450.00

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

Back Save Next Cancel

Applications Your Session will expire within 117 minute(s) and 5 second(s). PROD_4.40.3 Powered By DigiGov™

(14) Complete the declaration form and select a desired officer

HRDCorp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 09 Sep, 2021 3:21 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Saturday 1:51 am

Applications

< Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | **Acknowledgement & Declaration of Employer** >

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Levy Balance	RM 118,419.17
Total Grant Approved	RM 752,043.70	Grant Balance	RM 180,791.27
Total Amount Applied	RM 0.00		
Scheme Name	HRD Corp Claimable Courses		

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

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

i) Name of 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 to accept this training grant subject to terms and conditions as stated by **Pembangunan Sumber Manusia Berhad**. * I declare that all expenses incurred during this training will be borne by our company.

* I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of **Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612)** and in addition, **PSMB** may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

* I hereby agree that the approval of this application is subject to the finding of **PSMB's** officer during their training verification to our premise and/or training place (As and when needed).

Name *
 Designation *
 Email *

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

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

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Thursday 4:57 pm

Applications

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

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: Choose File Training Pro...0-04-16).pdf

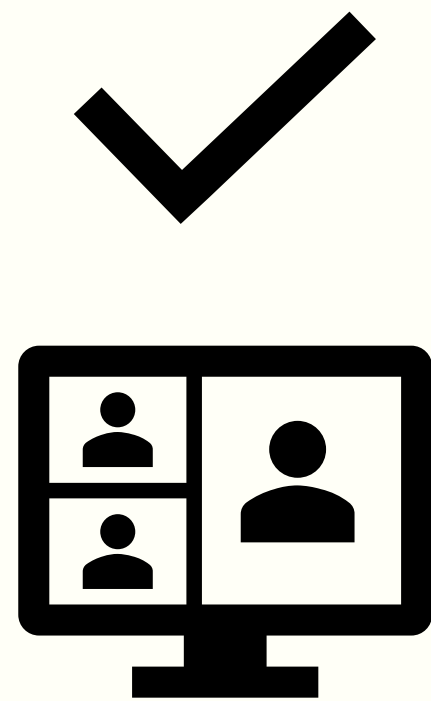
Add Attachment

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
Training Program - APR-32 (2020-04-16)	Training Program - APR-32 (2020-04-16).pdf	Remove / View

Back Save **Submit Application** Cancel

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0 DigiGov



Once the **New Grant Application** is successfully submitted, the Grant Officer will evaluate the application accordingly. The application may be queried if additional information is required.

The application status will be updated via the **employer's dashboard, email, and the eTRiS inbox.**

THE CONFERENCE CHECKLIST

BEFORE CONFERENCE	DURING CONFERENCE
<p>Employer must verify:</p> <ul style="list-style-type: none">✓ Approval received before event✓ Company name correct✓ Delegates approved✓ Approved claim amount confirmed <p><i>Only approved delegates can claim</i></p>	<p>Delegates MUST:</p> <ul style="list-style-type: none">✓ Sign IN and OUT daily✓ Attend full conference hours✓ Visit HRDC counter at registration <p><i>Attendance proof is mandatory for claim approval</i></p>

AFTER CONFERENCE

Organiser will:

1. Issue HRDC invoice
2. Compile all claim documents
3. Submit claim in eTRiS within 6 months



Document submitted:

- Invoice
- JD14 & T3 forms
- Attendance records
- Programme & trainer profile

After submission:

1. HRDC review claim
2. Approval letter issued
3. Payment processed to training provider

Estimated timeline: **30 – 60 working days**

HRDC will deduct:

4 % service fee from approved claim amount

A tax invoice for the service fee will be issued.

COMMON MISTAKE (CAUSE REJECTION)

- ✗ Did not apply before event
- ✗ Missing sign-out attendance
- ✗ Name mismatch with approval
- ✗ Invoice higher than approved amount
- ✗ Late claim submission
- ✗ Attendance hours mismatch



One mistake may cause full company claim rejection

Thank you

for your attention



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