

# HRDF Grant Helper

## *Appeal Grant*



Purposes:

(i) To submit appeal application

(ii) To submit grant application using Appeal ID





Employer is allowed to appeal within **one (1) month from training start date.**



Employer must submit appeal **manually (hardcopy form).**



Appeal will be processed within **two (2) weeks.** Approval of appeal is subject to Grant Officer's consideration. *(Employer to provide reason and justification to appeal).*



## Appeal Procedure:

Please submit the hardcopy documents as stated below for appeal purpose:

- Official letter for appealing
- Supporting Documents: Course content, Quotation of Course Fee, Trainer Profile and other required document(s)
- Manual Grant Application Form which is available at HRDF Portal [www.hrdf.com.my](http://www.hrdf.com.my) > **Resources** > **Form** > **Training Grant Application** > **Download Form**

Schemes	Forms
SBL/SBL-KHAS/SLB	PSMB_PGL_1_14
ALAT	PSMB_PL_1_01
IT	PSMB_IT_1_01
ITS	PSMB_ITS_1_08
FWT	PSMB_FWT_1_14
RPL	RPL Form 2013

Appeal must be addressed to Employer Grant and submit to HRDF Office in Kuala Lumpur.



If appeal is **Approved**, Appeal ID will be generated for employer to submit online grant application.



Online grant application **must be submitted within two (2) weeks from the date Appeal ID generated**, failing which the Appeal ID will expire automatically. Any request for new Appeal ID after expiration of first appeal ID will not be entertained.

(1) Login to Employer's eTRiS account

(2) Click **Inbox**



### (3) Click Inbox on the left side under Work List

HRDF - Google Chrome  
 https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\_US  
 Close Last Login 17 Aug, 2016 10:54 am Welcome Friday 11:59 am





**Workflow**


**Work List** | Record Room

**Work List**

- All Pending Tasks
- Inbox**
- Outbox

+ Search

Sr.No.	Subject	Document Number	Description	Received From	Received Date	Status
1	Notification (FYI)	<a href="#">C36926SBL_16_188122</a>	File Approved	MOHAMAD SHAHRIL BIN MAZLAN	11/07/2016 10:44	-
2 	Notification (FYI)	<a href="#">36926U_16_0040</a>	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	26/06/2016 17:46	-
3 	Notification (FYI)	<a href="#">C36926SBL_16_180283</a>	File Approved	ZAINI BINTI SAMAN	24/06/2016 12:07	-
4 	Notification (FYI)	<a href="#">C36926SBL_16_180283</a>	Query has been raised for Online Claim Submission-SBL . Please refer the inbox for amendment and... <a href="#">More</a>	ZAINI BINTI SAMAN	15/06/2016 09:44	-
5 	Notification (FYI)	<a href="#">36926U_16_0038</a>	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD	31/05/2016 08:15	-

Workflow | Your Session will expire within 119 minute(s) and 56 second(s) | Hotfix\_V2.55.4.1 | 

#### (4) Click Notification

#### (5) Appeal ID (eg 1000123456) generated by the HRDF

The screenshot shows the 'Workflow' application window with the 'Work List' tab selected. A sidebar on the left contains navigation options: 'Pending Tasks', 'Outstanding Action', 'Notifications', 'Approved Files', and 'Outbox'. The main area displays a table of notifications. A red arrow points to the 'File Number' column for the first row (Sr.No. 81), and a hand cursor points to the description of the same row.

Select	Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
<input type="checkbox"/>	81	Notification (FYI)	<a href="#">Notification</a>	This is to inform you that your Appeal has been raised with Appeal Reference No. : 100016646.	MUHAMAD AIMAN BIN HUSIN	02/06/2016 08:56	Created
<input type="checkbox"/>	82	Notification (FYI)	<a href="#">179647K_16_0205</a>	Query has been raised for Grant Application(SBL Scheme). Please refer the inbox for amendment an... <a href="#">More</a>	FURHANA BINTI FAISAL	24/05/2016 12:12	Pending
<input type="checkbox"/>	83	Notification (FYI)	<a href="#">Notification</a>	This is to inform you that your Grant with reference No. : 179647K_16_0205 will expire tomorrow.... <a href="#">More</a>	abc Admin	24/05/2016 04:00	Created
<input type="checkbox"/>	84	Notification (FYI)	<a href="#">179647K_16_0204</a>	Query has been raised for Grant Application(SBL Scheme). Please refer the inbox for amendment an... <a href="#">More</a>	FURHANA BINTI FAISAL	18/05/2016 07:12	Pending
<input type="checkbox"/>	85	Notification (FYI)	<a href="#">179647K_16_0202</a>	File Approved	FURHANA BINTI FAISAL	18/05/2016 07:02	Approved
<input type="checkbox"/>	86	Notification (FYI)	<a href="#">Notification</a>	This is to inform you that your Grant with reference No. : 179647K_16_0204 will expire tomorrow.... <a href="#">More</a>	abc Admin	17/05/2016 04:00	Created
<input type="checkbox"/>	87	Notification (FYI)	<a href="#">Notification</a>	This is to inform you that your Grant with reference No. : 179647K_16_0202 will expire tomorrow.... <a href="#">More</a>	abc Admin	16/05/2016 04:00	Created
<input type="checkbox"/>	88	Notification (FYI)	<a href="#">EVT/CUS/R/2016/11167</a>	File Approved	MOHD NAZIROL AQMAL BIN BOESTAMAM SHAH	15/05/2016 14:09	Approved
<input type="checkbox"/>	89	Notification (FYI)	<a href="#">179647K_16_0203</a>	File Approved	FURHANA BINTI FAISAL	13/05/2016 10:27	Approved
<input type="checkbox"/>	90	Notification (FYI)	<a href="#">179647K_16_0201</a>	File Approved	FURHANA BINTI FAISAL	13/05/2016 09:45	Approved

## (6) Login to Employer's *eTRiS* account

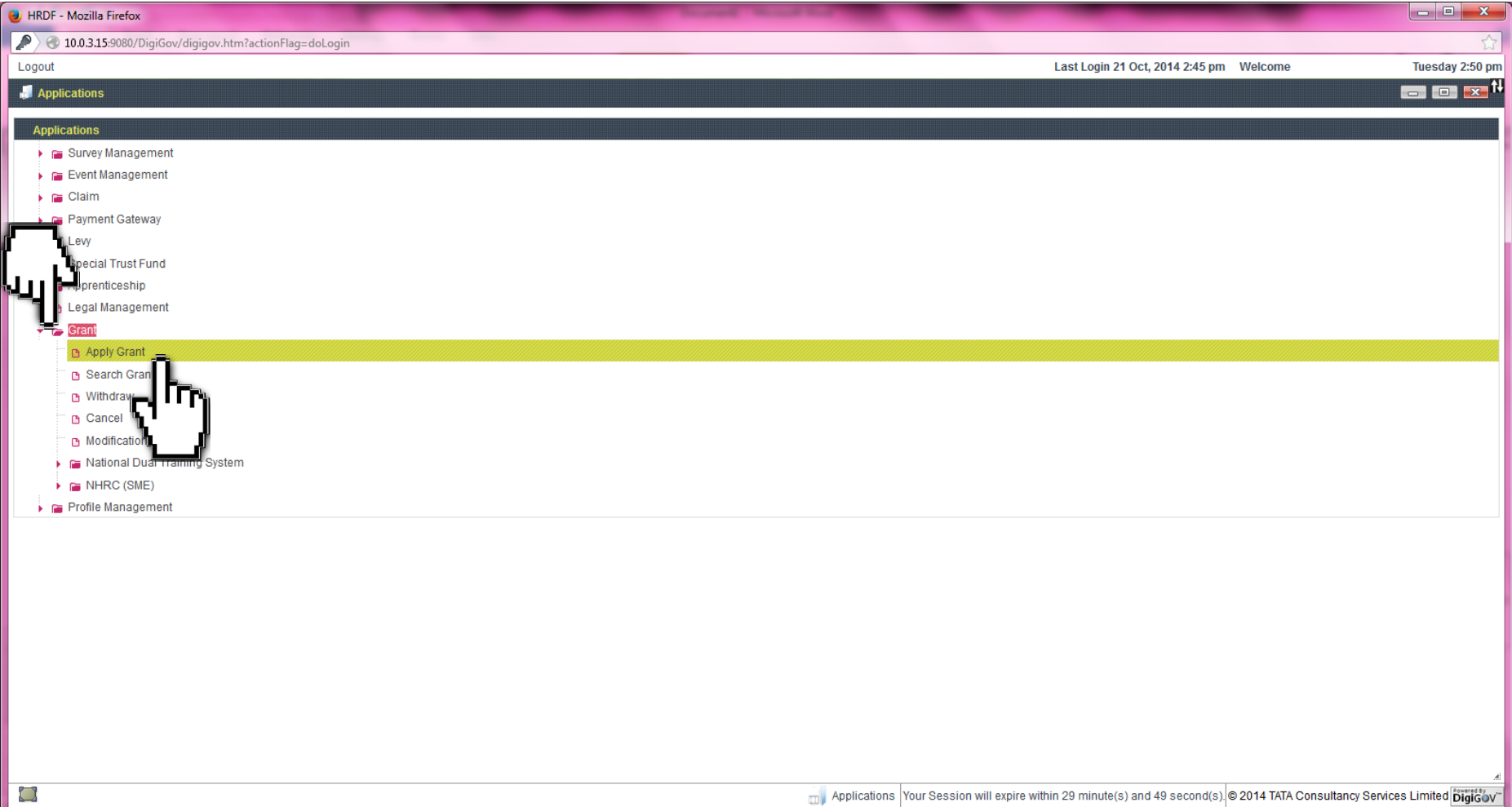
### (7) Click Application





(8) Click Grant

(9) Select Apply Grant



(10) Select **Scheme Code** as appropriate.

The screenshot shows a web browser window titled "HRDF - Windows Internet Explorer provided by PSMB". The address bar shows the URL "http://10.0.3.15:9080/DigiGov/digigov.htm?actionFlag=doLogin". The page header includes "Logout", "Last Login 21 Oct, 2014 2:52 pm", "Welcome", and "Tuesday 3:05 pm". The breadcrumb navigation is "Applications > Grant > Apply Grant". A red button labeled "Apply New Grant" is visible. Below this is a section titled "Levy Information" containing a table with financial data. Another "Apply New Grant" button is present. A "Scheme Code" dropdown menu is open, showing a list of options with a hand cursor pointing to "SBL : Skim Bantuan Latihan".

Levy Information	
Company Name	BESI APAC SDN BHD
<a href="#">Total Grant Approved</a>	RM 25,336.00
<a href="#">Non-Technical Grant Balance</a>	RM 88,145.10
<a href="#">Levy Balance</a>	RM 101,330.46
<a href="#">Grant Balance</a>	RM 209,716.24
<a href="#">Total Amount Applied</a>	RM 1,423.00

Scheme Code:

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- SBL-Khas : SBL : Skim Bantuan Latihan
- SLB : Skim Bantuan Latihan

(11) Select tick box **This is Appeal Case** and select the right Appeal ID

The screenshot shows the 'Applications > Grant > Apply Grant' interface. A red button 'Apply New Grant' is visible. Below it, a 'Levy Information' section shows fields for Company Name, Total Grant Approved, Non-Technical Grant Balance, Levy Balance, Grant Balance, and Total Amount Applied (RM 0.00). The main 'Apply New Grant' section contains a 'Scheme Code' dropdown menu, a checked checkbox for 'This is Appeal Case', and an 'Appeal ID' dropdown menu. A table lists four appeal options, with the last one highlighted in red. A hand cursor is pointing at the 'This is Appeal Case' checkbox.

Appeal Id	Scheme Name	Training Date
10001880	Japanese Corporate Lessons	14/09/2014 - 14/09/2014
10001881	Effectiveness & Legal Domestic Inquiry Implementation	15/09/2014 - 15/09/2014
10001908	Corporate Japanese Lesson	21/09/2014 - 21/09/2014
100016646	SBL SMALL SIGNAL WIDE (UMD2M) PROCESS TRAINING	22/04/2016 - 27/04/2016

Employer is allowed to appeal for Rejected Grant Application, Late Grant Application Submission, Special Grant Approval, Request for Additional Allowable Items. However, your appeal application will be evaluated by PSMB. If the appeal application is approved by PSMB, Appeal ID will be generated and sent to you. Please provide this Appeal ID when you apply another/new grant application. Note that, this Appeal ID can only be used once (one Appeal ID for one appeal application).

Apply Cancel

# (12) Apply Grant as usual

HRDF - Google Chrome  
https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\_ShowWorkFlow\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Actions Close

+ File Information

Summary Drafts **Basic Info** Query Details

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

- Levy Information


Company Name	[Redacted]	<a href="#">Levy Balance</a>	RM 19,089.09
<a href="#">Total Grant Approved</a>	RM 19,185.60	<a href="#">Grant Balance</a>	RM 20,737.87
Grant Officer's Name	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	Grant Officer's Email	msazuan@hrdf.com.my
<a href="#">Non-Technical Grant Balance</a>	RM 8,375.15	<a href="#">Total Amount Applied</a>	RM 0.00
Scheme Name	SBL-Khas		

Save Next

- Employer's Profile

MyCoID	36926U(HQ)	Immediate Officer	Theresa Chou *
Company Name	YGL CONVERGENCE MALAYSIA SDN BHD	Email	theresachou@yglworld.com *

Save Next



(13) After done filled up application and attached supporting documents, click **Save** and then **Resubmit**

HRDF - Google Chrome  
https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\_ShowWorkFlow\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Actions Close

\* 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: Theresa  
Designation: NA  
Email: @yglworld.com  
IC No.: 7307210  
Date: 22/05/2015

**Supporting Documents**

\*Preferred file type/format is pdf file.  
Supporting Documents Checklist.  
• Course Fee Quotation (CF)  
• Course Content (CC) / Time table  
• Trainer's CV (CV)  
• Consumable Materials  
• Hotel Quotation

**Attachment**

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

Add Attachment

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

Description	File Name	Actions
ent	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Back Save **Resubmit**



Once successfully submitted **new Grant Application,**



Grant Officer will evaluate the request within **two (2) working days** of request submission date.



**No modification is allowed for Appeal Case.**