

HRDF Grant Helper

Cancel Grant



Purpose: To cancel approved grant





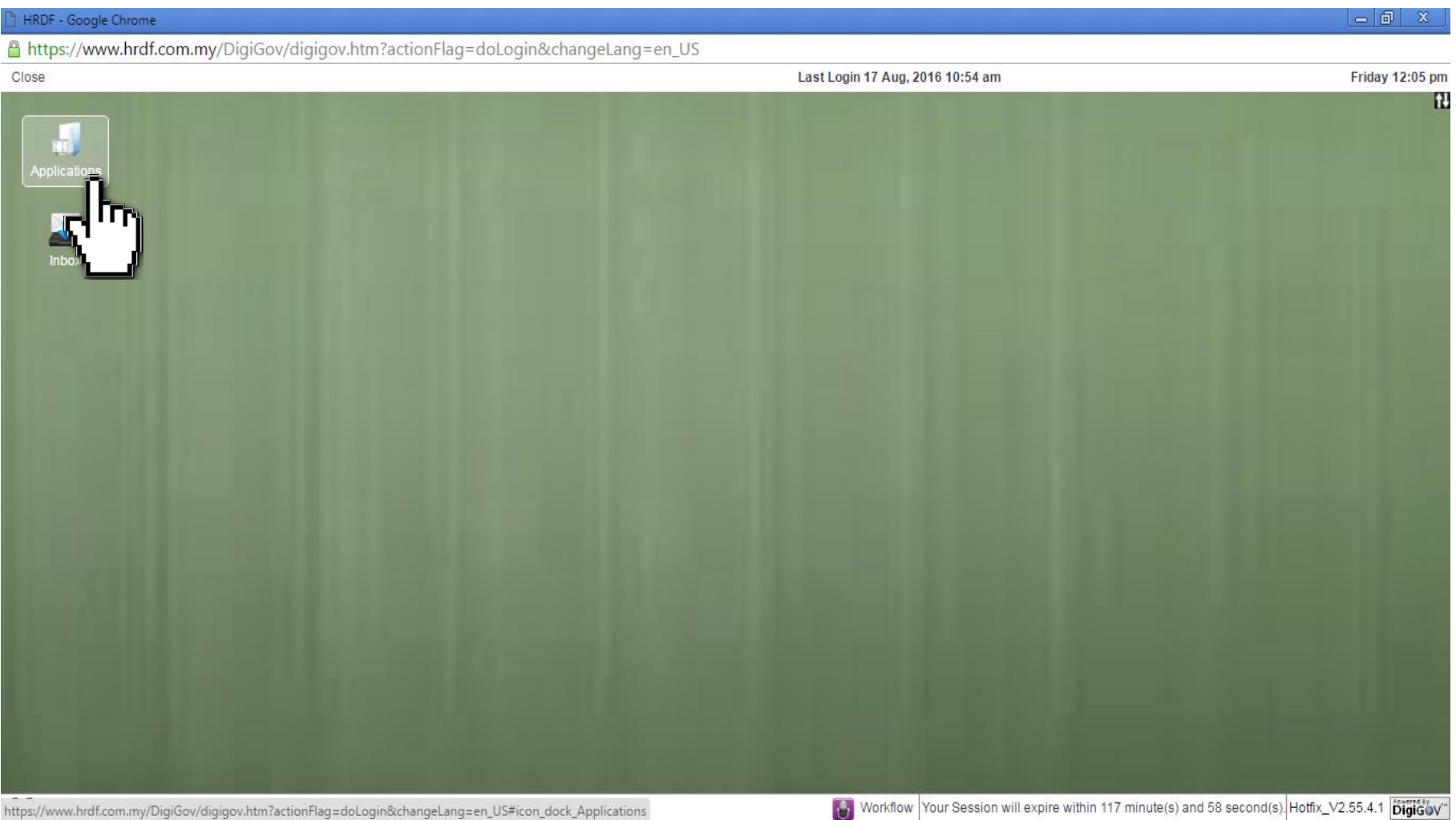
Employers can submit cancellation after grant application approved.



Once cancellation approved, the cancel grant amount will goes back to the employers grant balance.

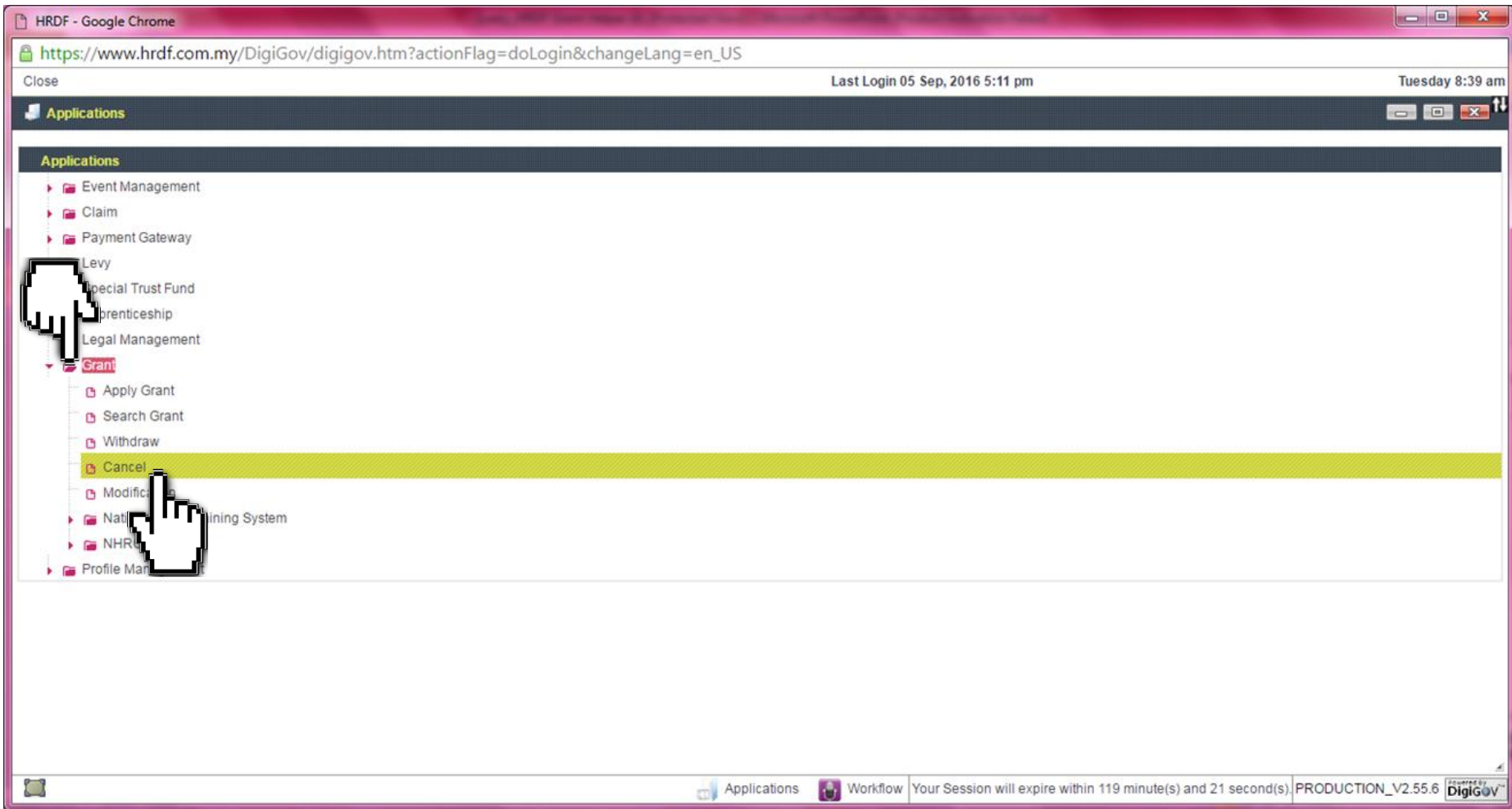
(1) Login to Employer's *eTRiS* account

(2) Click **Application**



(3) Click Grant

(4) Select Cancel



(5) Provide Remarks/Reason to cancel the grant

The screenshot shows the HRDF DigiGov application cancellation interface. The browser address bar displays the URL: https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US. The page title is "Applications > Grant > Cancel".

The "Cancellation Details" section includes a search criteria form with the following fields:

- Grant Reference No. (input field)
- Search (button)
- Reset (button)

The search result is displayed in a table with the following columns:

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Remarks/Reason	Other Reason	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
22/08/2016	36926U_16_0042	SBL	16,996.00	Cancel	Select				

The dropdown menu for the "Remarks/Reason" column is open, showing the following options:

- Select
- Programme Cancelled By The Training Provider
- Programme Cancelled By The Company
- Training Will Be Po
- Programme Cancelled By The Training Provider
- Participant Unable To Attend The Training
- Other Reason

A mouse cursor is pointing at the "Participant Unable To Attend The Training" option.

(6) Click **Cancel** and **OK** if you agree to cancel the application.

The screenshot shows a web browser window with a confirmation dialog box. The dialog box text is: "www.hrdf.com.my says: Are you sure you want to Cancel? Prevent this page from creating additional dialogues. [OK] [Cancel]". The background application shows a table with the following data:

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Remarks/Reason	Other Reason	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
22/08/2016	36926U_16_0042	SBL	16,996.00	Cancel	Programme Cancelled				



Once successfully submitted grant cancellation,



Grant Officer will review and re-evaluate your grant application within **two (2) working days**.