

HRDF Grant Helper

Grant Modification



Purpose: To modify/amend costs/information on approved grant application





Employer is allowed to apply for grant modification anytime before claim submission.



Request for modification is subject to Grant Officer's approval and consideration. (*Employer to provide reason to modify grant*).

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

(2) Click **Application**



(3) Click Grant

(4) Select Modification

The screenshot shows a web browser window with the URL https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US. The page title is "Applications". The main content area displays a list of application categories under the heading "Applications". The "Grant" category is expanded, showing a list of options: Apply Grant, Search Grant, Withdraw, Cancel, Modification, National Dual Training System, NHRC (S), and Profile Management. The "Modification" option is highlighted with a yellow background. A mouse cursor is positioned over the "Modification" option, and another mouse cursor is positioned over the "Grant" category.

(5) Click Request for Modification
(Please ensure to select the right application by referring to the Grant Reference No.)

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 12:07 pm

Applications > Grant > Modification
Close

Modification Details

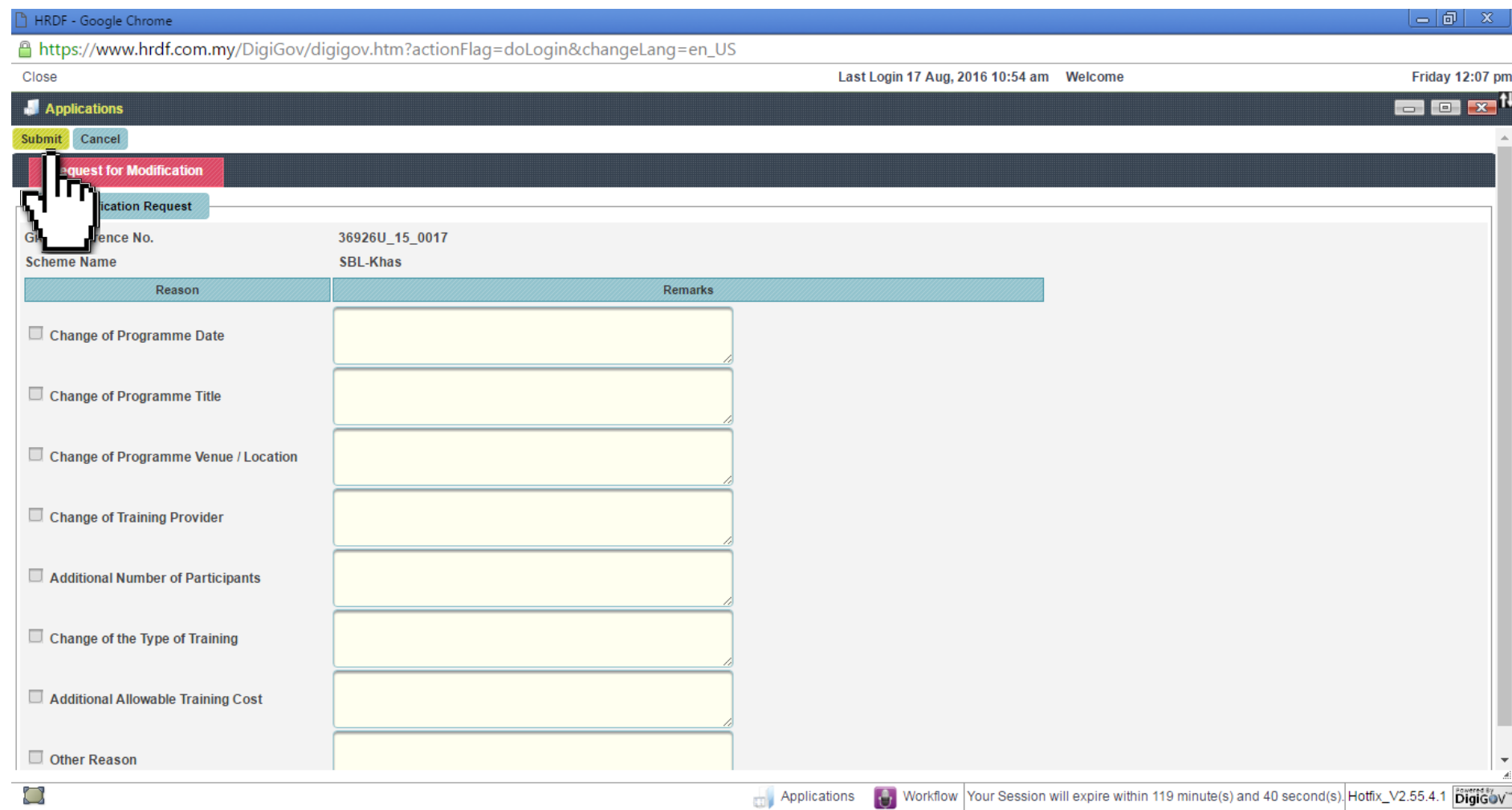
Search Criteria

Grant Reference No.
Search Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
27/05/2015	36926U_15_0017	SBL-Khas	1,841.60	Request for Modification	Modification Request not Initiated			

(6) Provide Reason and Remarks to modify the grant and then click Submit



The screenshot shows a web browser window with the URL https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US. The page title is "Request for Modification" and it includes a "Request for Modification" button. The form displays the following information:

- Grant Reference No.: 36926U_15_0017
- Scheme Name: SBL-Khas

Reason	Remarks
<input type="checkbox"/> Change of Programme Date	
<input type="checkbox"/> Change of Programme Title	
<input type="checkbox"/> Change of Programme Venue / Location	
<input type="checkbox"/> Change of Training Provider	
<input type="checkbox"/> Additional Number of Participants	
<input type="checkbox"/> Change of the Type of Training	
<input type="checkbox"/> Additional Allowable Training Cost	
<input type="checkbox"/> Other Reason	

At the bottom of the page, there is a status bar with the text: "Your Session will expire within 119 minute(s) and 40 second(s). Hotfix_V2.55.4.1".



Once successfully submitted **Request for Modification,**



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



Once modification request is approved by Grant Officer, employer will be able to proceed to modify the grant accordingly and resubmit the grant application.

If Request for Modification is approved, (7) Click **Grant**

(8) Select **Modification**

The screenshot shows a web browser window with the URL https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US. The page title is "Applications" and it shows a sidebar menu. The "Grant" menu item is expanded, and the "Modification" option is highlighted in yellow. A mouse cursor is pointing at the "Modification" option. Other menu items include Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Apply Grant, Search Grant, Withdraw, Cancel, National Dual Training System, NHRC (S), and Profile Management. The browser window also shows the date and time as Friday 12:07 pm and the user's last login as 17 Aug, 2016 10:54 am.


(10) Now click Apply for Modification

Applications > Grant > Modification

Search Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
01/11/2016	757140A_16_0058	SBL-Khas	164,019.00	Apply Modification	Modification Request Approved	1) Additional allowable training cost	1) To Change the External Training Fee and To change the External Training Daily Allowances	Proceed
24/10/2016	757140A_16_0057	SBL	4,240.00	Request for Modification	Modification Request not Initiated			
19/08/2016	757140A_16_0055	SBL	7,950.00	Request for Modification	Modification Request not Initiated			
03/08/2016	757140A_16_0051	SBL-Khas	7,000.00	Request for Modification	Modification Request not Initiated			
08/04/2016	757140A_16_0045	SBL-Khas	4,897.20	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0039	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0038	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0037	SBL-Khas	3,500.00	Request for Modification	Modification Request not Initiated			
				Request for Modification	Modification Request not Initiated			

Applications Your Session will expire within 119 minute(s) and 48 second(s). PRODUCTION_V2.56.10 

(11) Open Grant Application and modify accordingly based on the Modification Reason and Remarks

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		Levy Balance	RM 19,089.09
Total Grant Approved	RM 19,185.60	Grant Balance	RM 20,737.87
Grant Officer's Name	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	Grant Officer's Email	msazuan@hrdf.com.my
Non-Technical Grant Balance	RM 8,375.15	Total Amount Applied	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



(12) After modified the grant application, please ensure to 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
itent	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Back Save Resubmit



Once successfully resubmitted grant application,



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