

HRDF Grant Application Helper

SBL-Khas Scheme

Purpose: (i) To submit SBL-Khas Scheme grant application





Employer needs to apply grant at least **one (1) day** before the commencement of training.

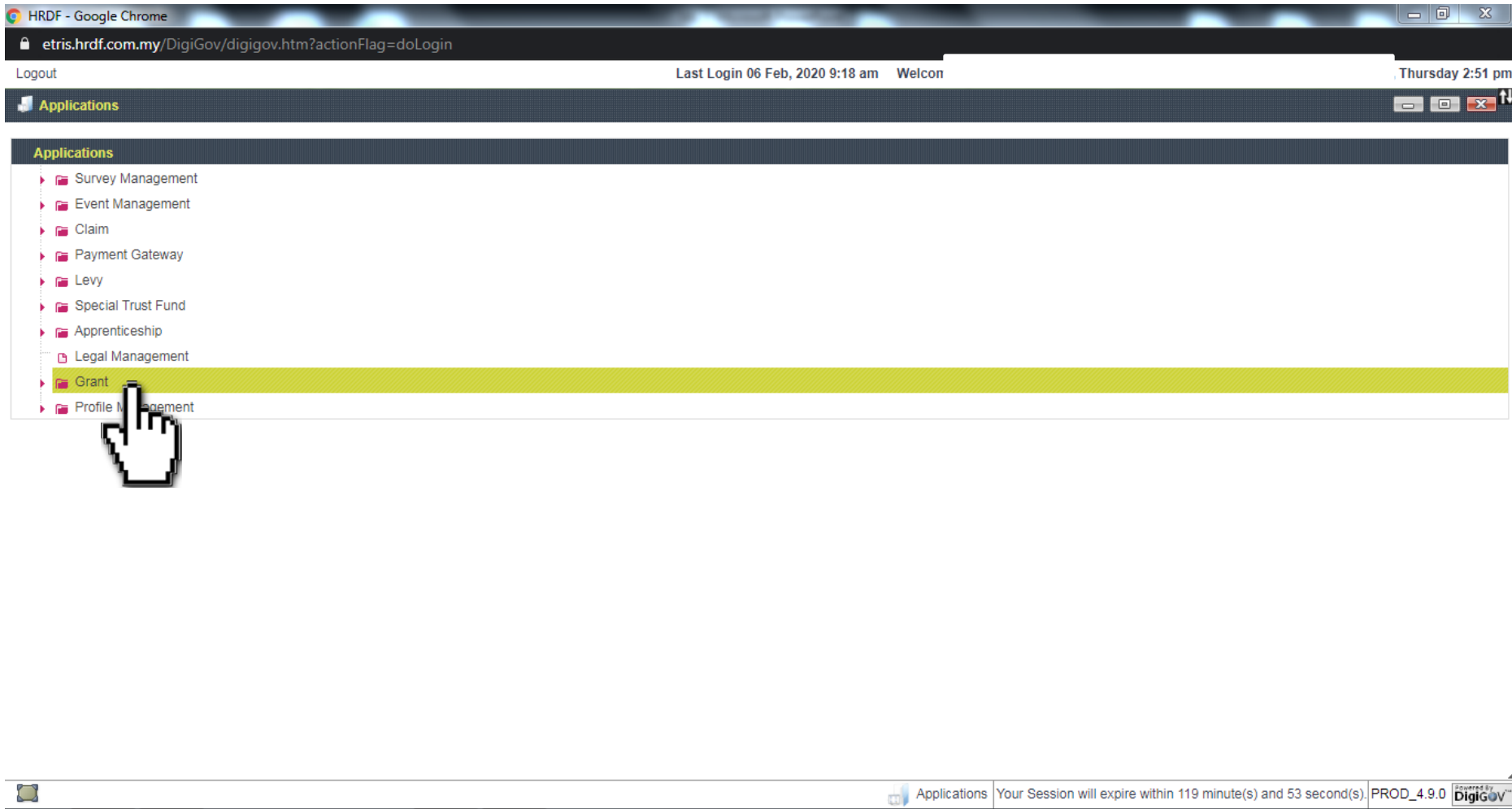


Supporting document (s) must be submitted which include invoice/quotation, trainer profile and schedule/course content.

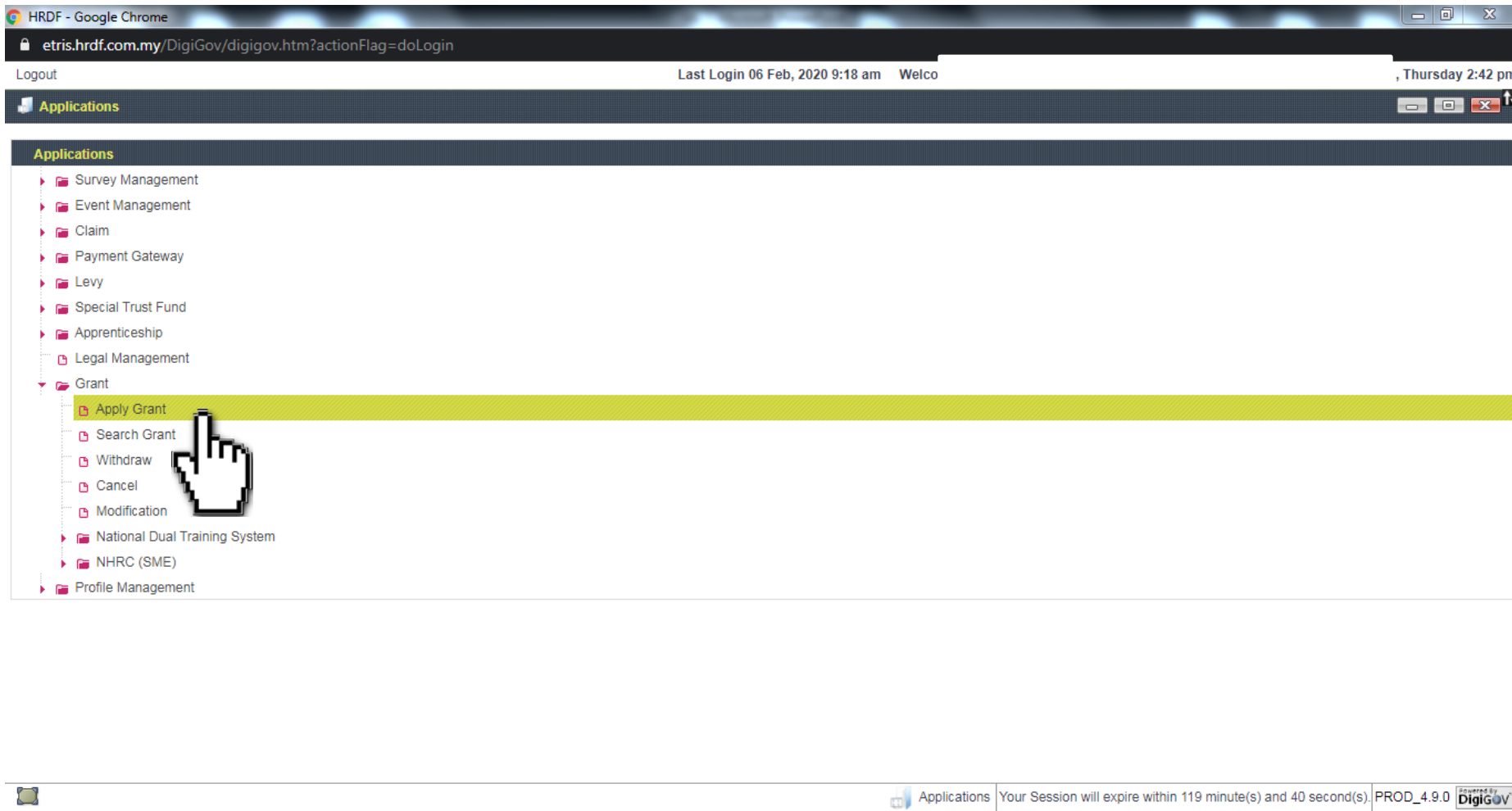
- (1) Login to Employer's eTRiS account
- (2) Click Application



(3) Click Grant on the left side under Work List



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



(5) Click Apply on the left side

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welcom, 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

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(6) Click the Scheme Code and Select **SBL Khas : Skim Bantuan Latihan Khas** and click Apply

The screenshot shows the HRDF DigiGov application interface. The browser address bar displays `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page header includes a 'Logout' link, the last login time '01 Mar, 2020 12:43 am', and the date 'D., Sunday 1:23 am'. The main navigation bar shows 'Applications' and 'Apply New Grant'. The 'Levy Information' section displays the following data:

Company Name	Levy Balance	Grant Balance
Total Grant Approved	RM 726,510.70	RM 80,976.51
Total Amount Applied	RM 0.00	RM 105,008.07

The 'Apply New Grant' section shows the 'Scheme Code' dropdown menu set to 'SBL-Khas : Skim Bantua'. Below this, there is a checkbox for 'This is Appeal Case' and two buttons: 'Apply' and 'Cancel'. A hand cursor is pointing at the 'Apply' button. The footer of the page displays 'Applications', 'Your Session will expire within 119 minute(s) and 27 second(s)', and the version 'PROD_4.10.0'.

(7) Select your Immediate Officer and click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welc., 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

Total Grant Approved

RM 702,944.04

Total Amount Applied

RM 10,700.00

Scheme Name

SBL-Khas

Levy Balance

RM 71,685.14

Grant Balance

RM 97,102.88

SaveNextCancel

Employer's Profile

MyCoID

Immediate Officer

Select

Company Name

Email


SaveNextCancel

Applications

Your Session will expire within 114 minute(s) and 50 second(s).

PROD_4.9.0

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HRDF

HRDF Grant Helper v2020

8

(8) Select the registered Training Provider details where appropriate and click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Welco

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

Total Grant Approved

Total Amount Applied

Scheme Name

Levy Balance

Grant Balance

RM 80,976.51

RM 726,510.70

RM 0.00

SBL-Khas

RM 105,008.07

Back

Save

Next

Cancel

Registered Training Provider Details

MyCoID

Training Provider Name

Address

Officer Telephone Number

Email

KERAJAAN0148_30

JABATAN TENAGA MANUS

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

6069773800

psmbadmin@hrdf.com.my

Search

Check

History Data

Post Code

State

84020

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

DigiGov

(9) Please select the training programme from the list and key in all needed details where appropriate and click Next

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

Logout Last Login 01 Mar, 2020 12:00

Applications

Company Name KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. [Lev](#)
[Total Grant A](#)
[Total Amount](#)
[Scheme Nam](#)

Note : Select the training programme

Back Save

Course Details

Course Title 1000113053 : Microsoft *
Description *
Relevancy of Training *
Type of Retraining and Skills Upgrading Select *

Note: Explain why participant should attend the training; related to their task or career development etc

Programme Details

Type of Training ☐ In-house ☐ e-Learning *

Commencement Date *
Total Hours Per Trainee *
No. of Full Day *
No. of Half Day *
No. of < Half Day * 0.00 * (Based on < 4 hours a day)
Total Training Days *
No. of Month *
Total Hours Per Trainee *

Note : Explain the background and objective of this training

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 6 second(s). PROD_4.10.0 DigiGov

(9.1) Please select the trainer from the training provider list click Add and 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 2:08 am

Applications

Back Save Next Cancel

Course Details

Course Title

1000113053 : Microsoft

Relevancy of Training

abc

Description

abc

Type of Retraining and Skills Upgrading

Accounting or Finance

Programme Details

Type of Training

☐ In-house ☒ Public ☐ e-Learning

Commencement of Programme

Start Date

10/03/2020

End Date

11/03/2020

Total Hours Per Training

14.00

*Note: User define for information only.

No. of Full Days

2

* (Based on 7 hours per day)

No. of Half Days

0

* (Based on 4 hours per day)

No. of < Half Days

0

Hours

0.00

* (Based on < 4 hours a day)

Total Training Days

2

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

No. of Month

0.0

*Note: mandatory if Training Type is "Development Programme".

Total Hours Per Trainee

14

External Trainer

Name

Lai

IC No./Passport No.

750222

Search

Citizenship

Malaysian

Distance to Training Location

Select

Overseas Trainer

☐ Yes ☒ No

Add

Reset

Back Save Next Cancel

javascript:doLogout('/DigiGov')

Applications | Your Session will expire within 116 minute(s) and 39 second(s). | PROD_4.10.0 |

HRDF Grant Helper v2020

11

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

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welc., Thursday 3:34 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

Acknowledgem>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 726,510.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

Back

Save

Next

Cancel

Details of Training

Training Location

Own Premise

HQ/Branch

HQ

Please Specify Full Address

abcde

State

Kuala Lumpur

No. of Travel Days

☐ 1 Day

☒ Not Applicable

Back

Save

Next

Cancel

Applications

Your Session will expire within 119 minute(s) and 33 second(s).

PROD_4.9.0

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(11) Please select the level of Certification where appropriate and click Next

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout
Last Login 06 Feb, 2020 9:18 am Welcom
Thursday 3:38 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 726,510.70	Grant Balance	RM 97,102.88
Total Amount Applied	RM 0.00		
Scheme Name	SBL-Khas		

Back Save Next Cancel

Level of Certification

Level of Certification Certificate Of Attendance *

Practical/Hands-On/TVET? ☐ Yes ☒ No *

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 57 second(s). PROD_4.9.0 DigiGov

(12) Please follow the note and key trainees details.

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am WelcomThursday 3:49 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 726,510.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

BackSaveNextCancel

Trainee Information by Batch

Batch No.

1

Training Schedule

Start Date08/02/2020

End Date09/02/2020

Add BatchReset

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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------


BackSaveNextCancel

Applications

Your Session will expire within 119 minute(s) and 9 second(s).

PROD_4.9.0

DigiGov

HRDF Grant Helper v2020

14

(12.1) Click Add Batch button and click Save

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welco., Thursday 3:55 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 726,510.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

BackSaveNextCancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date08/02/2020End Date09/02/2020

Add BatchReset


Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

BackSaveNextCancel



Applications

Your Session will expire within 113 minute(s) and 5 second(s).

PROD_4.9.0

DigiGov

(12.2) Click Add Trainee Details

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

, Thursday 4:05 pm

Applications

< 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 71,685.14

[Total Grant Approved](#)

RM 726,510.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

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	08/02/2020	09/02/2020	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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel

Applications

Your Session will expire within 118 minute(s) and 53 second(s).

PROD_4.9.0

DigiGov

(12.3) Please key in all required details and click Add

HRDF - Google Chrome

etris.hrdf.com

Logout

Applications

Details of Trainee

Levy Information

Company Name

Total Grant Approved

Total Amount Approved

Scheme Name

Back

Save

Trainee Information

Batch No.

Training Schedule

Batch Name

Note: Please click on the batch name to view details.

Summary

Batch No.

Back

Save

HRDF - Google Chrome

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

Save

Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode

Manual

Excel

Trainee Details

IC No.

Name

Gender

Race

Academic Qualification

Trainee Designation

HQ/Branch

Distance to Training Location

Update Trainee Details

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

Add

Reset

A PUSRAWI SDN. BHD. , Thursday 4:09 pm

Actions

View / Edit / Delete

Dayak

Other Race

(s) and 48 second(s).

PROD_4.9.0

Powered by DigiGov

(12.4) Click Add if you want to add more participant and then click Save

The screenshot shows the HRDF DigiGov web application interface. The main window displays the 'Trainee Details' form. A hand cursor is pointing to the 'Add' button, which is used to add new participants. The form includes several dropdown menus for selecting 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. The 'Add' button is highlighted with a red box.

HRDF - Google Chrome

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

Save Close

Trainee Details

per Detail Per Batch

*No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. * Update Trainee Details

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Trainee Designation Select *

HQ/Branch Select *

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

Distance to Training Location Select *

Add Reset

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

Thursday 4:30 pm

Actions

[View / Edit / Delete](#)

Dayak Other Race

(s) and 16 second(s). PROD_4.9.0 DigiGov

(12.5) Click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am Welcc, Thursday 4:34 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

SBL-Khas

Levy Balance

Grant Balance

RM 71,685.14

RM 726,510.70

RM 0.00

RM 97,102.88

BackSaveNextCancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset


Batch No.	Training Schedule	Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1		08/02/2020	09/02/2020	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	1	0	1	0	0	1	0	0	0	0

BackSaveNextCancel




Applications

Your Session will expire within 117 minute(s) and 25 second(s).

PROD_4.9.0

DigiGov



HRDF Grant Helper v2020

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(13) Please key in all the Course fees and allowance details where appropriate and click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 01 Mar, 2020 12:43 amWelcSunday 2:30 am

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

[Total Grant Approved](#)

[Total Amount Applied](#)

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

[Levy Balance](#)

[Grant Balance](#)

RM 80,976.51

RM 105,008.07

Back

Save

Next

Cancel

Estimated Cost

Type of Training : Public

Training Location : Local

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	1,225.0000 *	Per Day	2.0 *	1 *	Pax	Not Applicable	2,450.00
Trainee	EHP : Trainee Daily Allowance	< 70 KM	150.0000 *	Per Day	2.0 *	1 *	Pax	Not Applicable	300.00
Trainee	EHP : Trainee Daily Allowance	>= 70 KM	*	Per Day	2.0 *	0 *	Pax	Not Applicable	
Trainee	TKP : Trainee Air Fare	Not Applicable	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Total Amount(RM):									2,750.00

Back

Save

Next

Cancel

Applications

Your Session will expire within 111 minute(s) and 18 second(s).

PROD_4.10.0

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(14) Please tick the declaration and select Grant officer

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 am WelcorThursday 4:48 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & Declaration of Employer>

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

BackSaveSubmit ApplicationCancel

Acknowledgement & Declaration of Employer

☒ 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

Select

Designation

Email

IC No.

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 / CVA

javascript:doLogout(['/DigiGov/'])ApplicationsYour Session will expire within 112 minute(s) and 37 second(s)PROD_4.9.0DigiGov

(14.1) Please **Add Attachment** (all needed document), click **Save** and click **Submit Application**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

LogoutLast Login 06 Feb, 2020 9:18 amWelcomehursday 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).

NameOther*

DesignationExecutive*

Emailabcde@yahoo.com*

IC No.123456789123*

Date06/02/2020

Other Officer Nameabcde*

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

BackSaveSubmit Application

ApplicationsYour Session will expire within 103 minute(s) and 17 second(s).PROD_4.9.0



Grant Officer will evaluate the request and query the application if an additional information is needed. Application status will be updated at the employer screen it will be notified via email and inbox.