



Grant ID / Proposal No.	
MyCoID	

## PENJANA HRDF GERAK INSAN GEMILANG INITIATIVE (GIG)

### CLAIM FORM – A FREELANCER [COURSE FEE / TRAINEE ALLOWANCE / STARTER KIT]

#### PART 1 – GENERAL INFORMATION

**Name & Address of Training Provider**

**Contact Person**

**Email**

**Phone No.**

#### PART 2 – TRAINING PROVIDER’S DECLARATION

**Please tick (✓)**

Training Delivery :  Classroom     Virtual     Blended     Others :

Mode of Training :  Full Time     Part-Time

1. I hereby submit claims for:

**70 % Remaining Course Fee (A Freelancer)**

(a) Course Fee : RM

(b) Allowances : RM

(c) Starter Kit : RM

(d) Exam / Certification : RM

1. For ..... trainees who have attended the course with declared attendance rate at 80%; and
2. Have successfully generating income as a Freelancer.

1. The training .....  
 commences on ..... to .....and the lists of trainees are as on Page 3.
2. I declare that the claims are subject to the terms and conditions of Pembangunan Sumber Manusia Berhad.
3. I declare that all the information in the form and all accompanying information are true and correct and I have not provided any false or misleading information.

Name : .....

Position : .....  
 (Managing Director / Principal / Training Center Administrator)

Signature : .....

Date : .....

Company Stamp : .....

**REMINDER:** You are reminded that you will be prosecuted under the **Penal Code** and Pembangunan Sumber Manusia Berhad may at its discretion recover any amount paid, if false and misleading information or false and misleading documents are provided to obtain financial assistance.

Checklist		
Claimable Items	Supporting Documents	(✓)
Remaining 70% Fee (generating income as a Freelancer)  • Inclusive of Trainee Allowance & Starter Kit (if any)	Payment Voucher (trainees' allowances), if any	
	Attendance form <b>PSMB/GIG/3/20</b>	
	System generated attendance report (for online platform)	
	Claim form - <b>PSMB/GIG/2/20</b>	
	Itemised Invoice	
	Successful registration of business with Suruhanjaya Syarikat Malaysia <b>or</b> proof of business transactions / agreement of business	
	Service Agreement signed between trainee and company who assigned the freelancing job to trainee	
	Evidence of Starter Kit purchased for trainees, if any	
	Evidence of exam/certification fee paid to respective certifying body	
	Summary of Output Assessment	
<b>Please ( ✓ ) where applicable</b>		

PART 3 – LIST OF TRAINEES				
No.	Name	NRIC No.	Contact No.	Attendance / Success Rate (%)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				