

Process Flow for Claim Application

Claims need to be submitted by employers after the approval of grants and training completion.

Effective 1st August 2019, training claims must be submitted within six (6) months after training completion.

Claims must be submitted by Training Providers before the employers' submission of claims

Training Providers must ensure that the trainee attendance is accurate, as employers cannot amend it once.

REQUIREMENTS

SUBMIT



PROCESS FLOW

LOGIN INTO ETRIS

Application > Claim > Submit claim with grant-TP



FILL UP ONLINE FORM & UPLOAD DOCUMENTS



SUBMIT



APPROVAL



SUPPORTING DOCUMENTS

JD14



- JD/14 Form only can be approved by MANAGER level and above.
- JD/14 Form MUST be filled in by Training Provider completely as per requirement and submit to employer for declaration.

T3 FORM



- T3 form must be filled in by Training Provider and ensure that trainees sign the form on daily basis.
- For remote online training, all trainee information need to fill up but physical signature is not necessary.

INVOICE



- Invoice must address to HRD Corp
- Invoice description must stated (Employer name, training program title, training date) and indicate SST number

ATTENDANCE REPORT



- Applicable for Remote Online Training Must generate from the online training platform system and shows each trainee's training date, time log-in and time log-out or total duration of training.
- Sign by both parties