



# HRD CORP CLAIM HELPER FOR TRAINING PROVIDERS REPLY QUERY CLAIM

**Purpose : To reply query of claims**





Claims query need to be replied to HRD Corp officers after necessary actions have been taken such as attaching the completed documents.



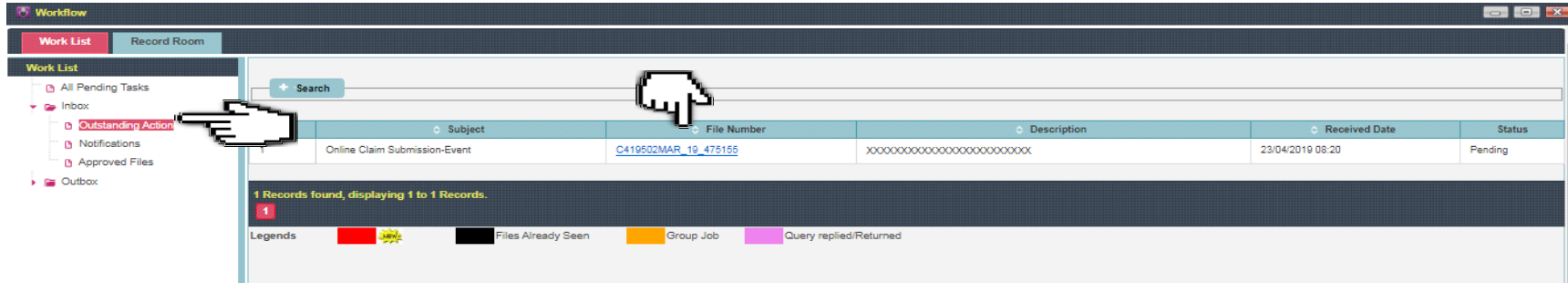
All query on claims must be replied before claim submission dateline (**6 months from training end date**)

(1) Login to Training Provider's eTRiS account

(2) Click **Inbox**



(3) Click **Outstanding Action** then click **File Number**

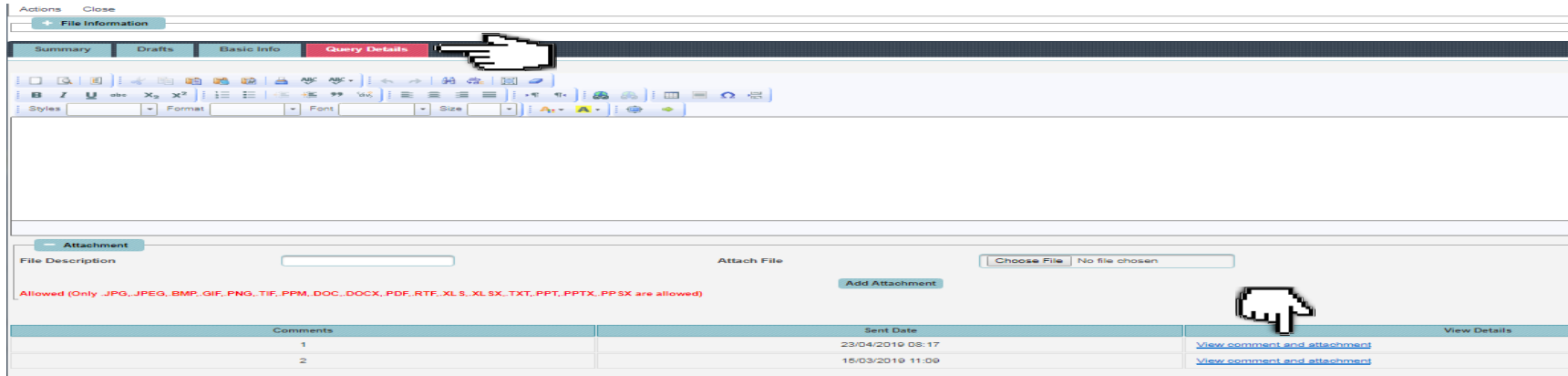


Subject	File Number	Description	Received Date	Status
Online Claim Submission-Event	<a href="#">C419502MAR_19_475155</a>	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	23/04/2019 08:20	Pending

1 Records found, displaying 1 to 1 Records.

Legends: ■ Urgent ■ Files Already Seen ■ Group Job ■ Query replied/Returned

(4) Click on **Query Details** then click **View comment and attachment** to read on the queries sent by HRDCORP



File Information

Summary | Drafts | Basic Info | **Query Details**

Attachment

File Description:  Attach File:  No file chosen

Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Comments	Sent Date	View Details
1	23/04/2019 08:17	<a href="#">View comment and attachment</a>
2	15/03/2019 11:09	<a href="#">View comment and attachment</a>

**(5) Read on the queries and take the necessary action as requested by HRD Corp.**

Date: 03/05/2021

MANAGING DIRECTOR

Dear Sir,

QUERY OF TRAINING GRANT CLAIMS UNDER PEMBANGUNAN SUMBER MANUSIA ACT - - (SBL-Khas) ..

Please be informed that your claim has been queried as below: -

Grant Reference No.: [REDACTED]

Claim Reference No. [REDACTED]

Course Title : Project Management Life Skills Foundation

Training Date : [REDACTED]

Note: KINDLY CHECK IN THE SYSTEM, IN TRAINEE ATTENDANCE FORM, THE TRAINEE LIST FOR 15/04/2021 NOT IN THE SYSTEM - PLEASE CHECK AND UPDATE - THANK YOU

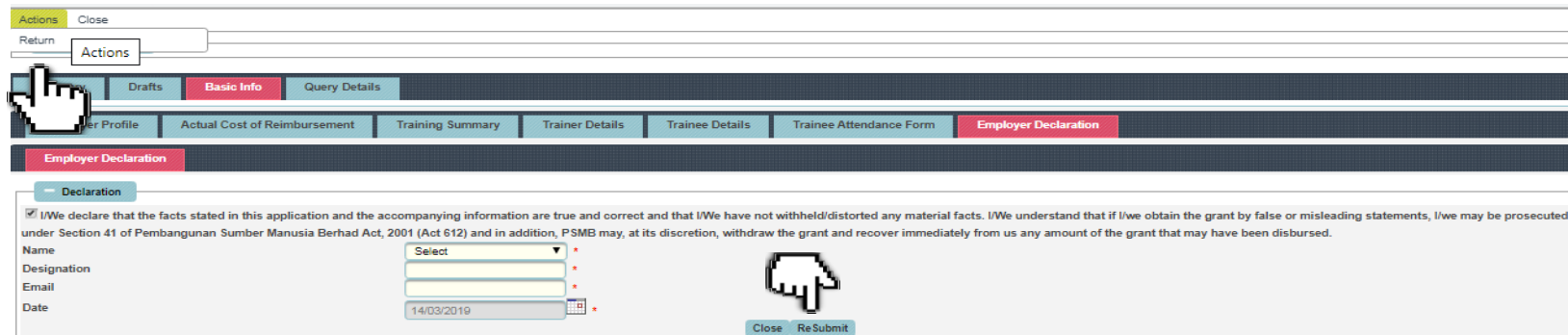
Thank you.

Pembangunan Sumber Manusia Berhad

SUPPORT TEAM : 1800-88-4800

\*This is a computer-generated letter and signature is not required. \*

(6) Then reply the queries by clicking **Action > Return** or **Resubmit Button** then click **OK** to submit the claim back to HRDCORP.



Actions Close

Return

Actions

Drafts Basic Info Query Details

Employer Profile Actual Cost of Reimbursement Training Summary Trainer Details Trainee Details Trainee Attendance Form **Employer Declaration**

**Employer Declaration**

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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.

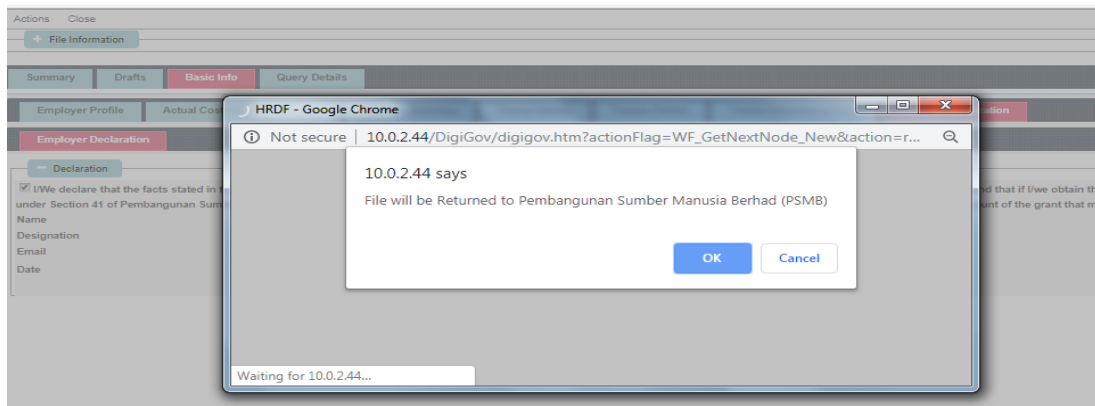
Name

Designation

Email

Date

Close ReSubmit



Actions Close

File Information

Summary Drafts Basic Info Query Details

Employer Profile Actual Cost of Reimbursement Training Summary Trainer Details Trainee Details Trainee Attendance Form **Employer Declaration**

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Name

Designation

Email

Date

HRDF - Google Chrome

Not secure | 10.0.244/DigiGov/digigov.htm?actionFlag=WF\_GetNextNode\_New&action=r...

10.0.244 says

File will be Returned to Pembangunan Sumber Manusia Berhad (PSMB)

OK Cancel

Waiting for 10.0.244...

## SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

COST CLAIMED	SUPPORTING DOCUMENTS
Course Fees (YPL/ YUR)	JD/14 Form
	Invoice (Attention to HRD Corp)
Trainee Attendance	T3 Form
Trainee Attendance (Remote Online Training)	System Generated Attendance Report (declared by both Training Provider and Employer with signature, name, designation, company stamp & date)



- JD/14 Form only can be approved by **Manager** level and above
- JD/14 Form only can be approved after training completion.
- JD/14 Form **Must** be filled in by Training Provider completely as per requirement and submit to employer for declaration



- T3 form must be filled in by Training Provider and ensure that trainees sign the form on daily basis, for remote online training, physical signature is not necessary
- T3 Form must be declared by the Training Provider and fulfill the form requirement
- HRD Corp may request for any other relevant documents for verification / confirmation purposes.



Claims have been successfully submitted after clicking the Resubmit button.



The submission of claims will be reviewed and checked within **five (5) working days**.



Letter of approval will be sent to training providers via email once the claims have been approved.





# THANK YOU