

HOW TO REGISTER WITH HRD CORP?

Follow these simple steps:



STEP 1

Scan the following supporting documents

- Registration license form, ROC/ROB or other documents (i.e., Form 9, Form 8 or Form B)
- Latest EPF/SOCSO statement
- Company's Profile/ Annual Report/ Audited Financial Report for verification of the employer's activities



STEP 2

Visit www.hrdcorp.gov.my



STEP 3

Click on **Employer**



STEP 4

Click **Registration** followed by **Form 1**



STEP 5

Fill in **Form 1**



STEP 6

Attach all **relevant supporting documents**



STEP 7

Click **Submit**



REGISTERED EMPLOYER JOURNEY

STEP 1 REGISTRATION & ONBOARDING



- Submit application together with relevant forms and supporting documents
- Receive email on registration approval
- Receive email with user ID and password to access HRD Corp e-TRiS
- Receive invitation to attend onboarding session
- Book a timeslot and attend

STEP 2 LEVY PAYMENT



- (no later than the 15th of each month)
- Confirm monthly payment amount based on the % of employee wages
 - Choose and pay via the following options [i.e., manually, JomPay or Online Transfer (FPX)]
 - Log in to e-TRiS and upload proof of payment
 - Confirm and declare payment
 - Total levy balance will appear on e-TRiS dashboard

STEP 3 GRANT APPLICATION



- (before training commence)
- Check levy balance and apply under grants on e-TRiS
 - Choose correct scheme code and fill in necessary details
 - Upload relevant documents, including third party quotations
 - Complete Acknowledgement & Declaration section
 - Submit application and wait for approval
 - Respond to query if required
 - Application status will be updated on e-TRiS once reviewed
 - If necessary, use e-TRiS to
 - appeal rejected grants
 - modify or cancel approved grants
 - Approval must be obtained BEFORE training is conducted
 - Training must commence within 6 months of approval

STEP 4 LEVY PAYMENT



- (after training is completed)
- Log in to e-TRiS and choose claims in the drop-down menu
 - Fill in necessary details
 - Upload required documents (i.e., receipts, invoices, proof of payment etc.)
 - Complete Acknowledgement & Declaration section
 - Submit application and wait for approval
 - Approved claims will be credited back into employer's account
 - Claims must be made no later than 6 months of training completion