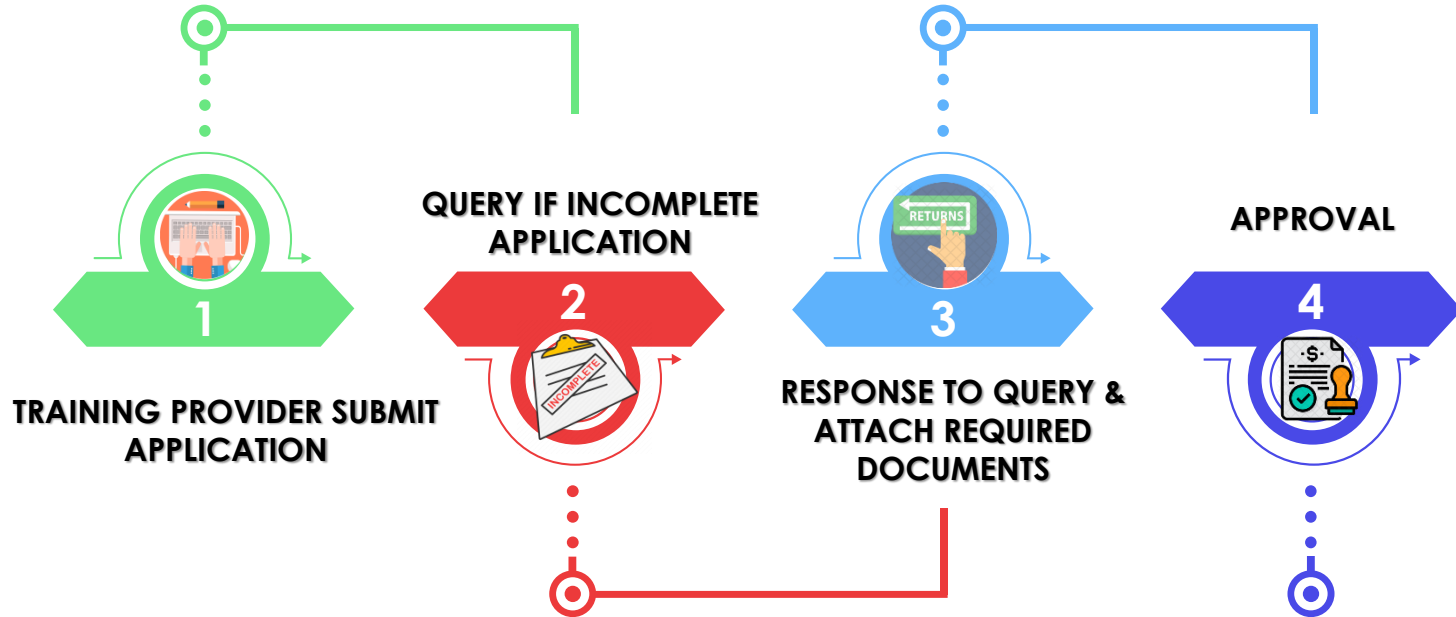




TRAINING PROVIDER NEW REGISTRATION AND RENEWAL

electronic Transformed Information System

Process Flow :



Application Will Be Approved Within 2 Working Days Once All Documents Completed

Criteria :

(1) Type of Company

Incorporated in Malaysia under **SSM / ROS** and hold status either:

- **Berhad** or **Sdn. Bhd.**
- *Limited Liability Partnership (LLP)*
- *Sole Proprietor / Enterprise*
- *Government / Semi-Govt.*
- *Association*

(2) Infrastructure

Must own a **permanent office** or **dedicated room**



Submit Application
via **ONLINE**

Registration Fee

RM1,000

Validity

1 year

(3) Resources

- **Trainer** : At least (1) full time trainer
- **Support Staff** : At least (1) adequate support staff

Supporting Documents :

SUPPORTING DOCUMENTS NEED TO BE PREPARED IN SOFTCOPY AND NOT MORE THAN 5MB

(1) SSM Form (A Complete Set)

Type of Company	Required Forms
Berhad / Sdn. Bhd.	SSM Form 8 & 49 / Section 17 / SSM Corporate Information (SSM Company Profile)
LLP	SSM LLP Registration Form
Association	ROS Form
Govt. / Semi-Govt.	Certificate / Letter or Act of Govt.
Sole Proprietor / Enterprise	Form D or Form E

(2) Business Nature Clarification

One of the clauses in the document needs to state that the company's or association's business activity or economy or objective includes "**training or consultancy services**".

Type of Company	Required Forms
Berhad / Sdn. Bhd.	Section 14 / SSM Corporate Information (SSM Company Profile)
LLP	SSM LLP Registration Form
Association	Association's Constitution
Govt. / Semi-Govt.	Parent Act / Warta / Constitution
Sole Proprietor / Enterprise	Business Information and Ownership

Supporting Documents :

SUPPORTING DOCUMENTS NEED TO BE PREPARED IN SOFTCOPY AND NOT MORE THAN 5MB

(3) Integrity Pledge Form

- a) The Training Provider's Integrity Pledge form need to be signed by the owner / director of the company **AND** endorsed with company's official stamp.
- b) This form needs to be scan and upload into online application and put in the Corporate Integrity Pledge (CIP)'s section.

(4) Master Services Agreement (MSA)

- a) One of the main requirements for the approval of new TP registrations is the submission of duly executed & stamped of MSA.
- b) After applications have been pre-approved, TP will be notified by ETRiS (before payment).
- c) TP need to print the MSA and sign (by Manager level & above). The duly executed MSA need to be stamped at LHDN (either over counter or via online).



THANK YOU.

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