

HRD CORP EMPLOYER ONLINE REGISTRATION GUIDE

Your first step to start taking your business to greater heights!



STEP 1

Visit hrdcorp.gov.my/employers and click registration.



STEP 2

Download the checklist for employer registration to identify the **supporting documents** that you need to prepare.



STEP 3

Fill in Form 1 and ensure that all information provided are accurate and the most updated.



STEP 4

Read our Employer Registration guidelines for an itemised break down of the form.



STEP 5

Attach all supporting documents and a signed copy of the **Employer Integrity Pledge**.



STEP 6

Review all your details and **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 CLAIM APPLICATION



(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