

# Grant Helper

## *Grant Modification*



Purpose: To modify/amend costs/information on approved grant application





Employer is allowed to apply for modification within **one (1) month** of grant approval date.



Request of modification is subject to Grant Officer's approval and consideration. (*Employer to provide reason to modify grant*).

(1) Login to Employer's *eTRiS* account

(2) Click **Application**



### (3) Click Grant

### (4) Select Modification



**(5) Click Request for Modification**  
*(Please ensure to select the right application by referring to the Grant Reference No.)*

HRDF - Google Chrome  
https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\_US  
Close Last Login 17 Aug, 2016 10:54 am Welcome Friday 12:07 pm

Applications

Applications > Grant > Modification

Close

**Modification Details**

Search Criteria

Grant Reference No.   
Search Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
27/05/2015	36926U_15_0017	SBL-Khas	1,841.60	<a href="#">Request for Modification</a>	Modification Request not Initiated			

Applications Workflow Your Session will expire within 119 minute(s) and 51 second(s) Hotfix\_V2.55.4.1 Powered by DigiGov

(6) Provide Reason and Remarks to modify the grant and then click Submit

The screenshot shows a web browser window with the URL [https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\\_US](https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US). The page title is 'Request for Modification'. Below the title, there are 'Submit' and 'Cancel' buttons. A hand cursor is pointing to the 'Request for Modification' header. The main content area contains a form with the following details:

- Grant Reference No.: 36926U\_15\_0017
- Scheme Name: SBL-Khas

Reason	Remarks
<input type="checkbox"/> Change of Programme Date	
<input type="checkbox"/> Change of Programme Title	
<input type="checkbox"/> Change of Programme Venue / Location	
<input type="checkbox"/> Change of Training Provider	
<input type="checkbox"/> Additional Number of Participants	
<input type="checkbox"/> Change of the Type of Training	
<input type="checkbox"/> Additional Allowable Training Cost	
<input type="checkbox"/> Other Reason	

A red box with a white arrow points to the 'Remarks' column, containing the text: 'Remark should be key- in specifically'.



Once successfully submitted **Request for Modification,**



Grant Officer will evaluate the request within **two (2) working days** of request submission date.



Once modification request is approved by Grant Officer, employer will be able to proceed to modify the grant accordingly and resubmit the grant application.

If Request for Modification is approved, (7) Click **Grant**

(8) Select **Modification**

The screenshot shows a web browser window with the URL [https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en\\_US](https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US). The page title is "Applications". The main content area displays a list of application categories under the heading "Applications". The categories are: Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, Apply Grant, Search Grant, Withdraw, Cancel, Modification, National Dual Training System, NHRC (S), and Profile Management. The "Grant" category is expanded, and the "Modification" option is highlighted with a yellow background. A mouse cursor is pointing at the "Modification" option.




# (10) Now click Apply for Modification

Applications > Grant > Modification

Search    Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
01/11/2016	<a href="#">757140A_16_0058</a>	SBL-Khas	164,019.00	<a href="#">Apply Modification</a>	Modification Request Approved	1) Additional allowable training cost	1) To Change the External Training Fee and To change the External Training Daily Allowances	Proceed
24/10/2016	<a href="#">757140A_16_0057</a>	SBL	4,240.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
19/08/2016	<a href="#">757140A_16_0055</a>	SBL	7,950.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
03/08/2016	<a href="#">757140A_16_0051</a>	SBL-Khas	7,000.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
08/04/2016	<a href="#">757140A_16_0045</a>	SBL-Khas	4,897.20	<a href="#">Request for Modification</a>	Modification Request not Initiated			
31/03/2016	<a href="#">757140A_16_0039</a>	SBL-Khas	3,500.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
31/03/2016	<a href="#">757140A_16_0038</a>	SBL-Khas	3,500.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
31/03/2016	<a href="#">757140A_16_0037</a>	SBL-Khas	3,500.00	<a href="#">Request for Modification</a>	Modification Request not Initiated			
				<a href="#">Request for Modification</a>	Modification Request not			

Applications    Your Session will expire within 119 minute(s) and 48 second(s).    PRODUCTION\_V2.56.10    

# (11) Open Grant Application and modify accordingly based on the Modification Reason and Remarks

The screenshot shows a web browser window with the URL [https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\\_ShowWorkFlow\\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0](https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF_ShowWorkFlow_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0). The page has a navigation bar with tabs: Summary, Drafts, Basic info (selected), and Query Details. Below this is a sub-navigation bar with tabs: Employer's Profile (selected), Training Provider's Profile, Programme Details, Details of Training, Level of Certification, Summary of Trainees, Estimated Cost for Training Scheme, and Acknowledg. The main content area is divided into two sections. The first section is titled 'Levy Information' and contains a table with the following data:

Company Name	[Redacted]	<a href="#">Levy Balance</a>	RM 19,089.09
<a href="#">Total Grant Approved</a>	RM 19,185.60	<a href="#">Grant Balance</a>	RM 20,737.87
Grant Officer's Name	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	Grant Officer's Email	msazuan@hrdf.com.my
<a href="#">Non-Technical Grant Balance</a>	RM 8,375.15	<a href="#">Total Amount Applied</a>	RM 0.00
Scheme Name	SBL-Khas		

Below the table are 'Save' and 'Next' buttons. The second section is titled 'Employer's Profile' and contains a form with the following data:

MyCoID	36926U(HQ)	Immediate Officer	Theresa Chou
Company Name	YGL CONVERGENCE MALAYSIA SDN BHD	Email	theresachou@yglworld.com

Below the form are 'Save' and 'Next' buttons. A hand cursor icon is pointing at the 'Next' button.

# (12) After modified the grant application, please ensure to click **Save** and then **Resubmit**

HRDF - Google Chrome

https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF\_ShowWorkflow\_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Actions Close

\* I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad.  \* I declare that all expenses incurred during this training will be borne by our company.

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

\* I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name Theresa

Designation NA

Email @yglworld.com

IC No. 7307210

Date 22/05/2015

Supporting Documents

\*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation (CF)
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment

File Description Attach File Choose File No file chosen

Add Attachment

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

Description	File Name	Actions
itent	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Back Save Resubmit



Once successfully resubmitted grant application,



Grant Officer will review and re-evaluate your grant application within **two (2) working days**.