

Grant Helper

Appeal Grant

- Purposes:
- (i) To submit appeal application
 - (ii) To submit grant application using Appeal ID





Employer is allowed to appeal within **one (1) month** of training completion.



Appeal will be processed within **two (2) weeks**. Approval of appeal is subject to Grant Officer's consideration. *(Employer to provide reason and justification to appeal).*



Employer must submit appeal **via email to**

No.	Branch	Email Address
1	Penang	support_penang@hrdcorp.gov.my
2	Ipoh	support_perak@hrdcorp.gov.my
3	Kuantan	support_pahang@hrdcorp.gov.my
4	Melaka	melakagroup@hrdcorp.gov.my
5	Johor	fadlan@hrdcorp.gov.my
6	Sabah	support_sabah@hrdcorp.gov.my
7	Sarawak	support_sarawak@hrdcorp.gov.my
8	Central – Existing Registered Employer	centralappeal@hrdcorp.gov.my

No.	Branch	Email Address
9	Central Region – New Registered Employers	
	Sector	PIC
1.	ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES	zulaikha@hrdcorp.gov.my
2.	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES	zulaikha@hrdcorp.gov.my
3.	AGRICULTURE, FORESTRY AND FISHING	mshahiswan@hrdcorp.gov.my
4.	ARTS, ENTERTAINMENT AND RECREATION	norhazirah@hrdcorp.gov.my
5.	CONSTRUCTION	husnazulkifli@hrdcorp.gov.my
	FINANCIAL AND INSURANCE/TAKAFUL ACTIVITIES	norhazirah@hrdcorp.gov.my
6.	Activities of holding companies	hafeezkhan@hrdcorp.gov.my
	Monetary intermediation	hafeezkhan@hrdcorp.gov.my
	Other financial service activities, except insurance and pension funding activities	hafeezkhan@hrdcorp.gov.my
7.	OTHER SERVICE ACTIVITIES	norhazirah@hrdcorp.gov.my
8.	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES	vinodharan@hrdcorp.gov.my
	Advertising	norain@hrdcorp.gov.my
	Management consultancy activities	norain@hrdcorp.gov.my
	Accounting, bookkeeping, and auditing activities; tax consultancy	norhazirah@hrdcorp.gov.my
	Legal activities	norhazirah@hrdcorp.gov.my
9.	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY	zulaikha@hrdcorp.gov.my
10.	REAL ESTATE ACTIVITIES	norain@hrdcorp.gov.my



Appeal Procedure:

Please submit the hardcopy documents as stated below for appeal purpose:

- Official letter for appealing
- Supporting Documents: Course content, Quotation of Course Fee, Trainer Profile and other required document(s)
- Manual Grant Application Form which is available at HRDF Portal www.hrdcorp.gov.my > **Resources** > **Form** > **Training Grant Application** > **Download Form**

Schemes	Forms
SBL/SBL-KHAS/SLB	PSMB_PGL_1_14
ALAT	PSMB_PL_1_01
IT	PSMB_IT_1_01
ITS	PSMB_ITS_1_08
FWT	PSMB_FWT_1_14
RPL	RPL Form 2013

Appeal must be addressed to Employer Grant and submit to HRD Corp. Office in Kuala Lumpur.



If appeal is **Approved**, Appeal ID will be generated for employer to submit online grant application. Employer need to check notification in e-Tris.



Online grant application **must be submitted within two (2) weeks of Appeal ID generated**, before Appeal ID expired.

(1) Login to Employer's eTRiS account

(2) Click **Inbox**



(3) Click Inbox on the left side under Work List

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 11:59 am

Workflow

Work List | Record Room

Work List

- All Pending Tasks
- Inbox**
- Outbox

+ Search

Sr.No.	Subject	Document Number	Description	Received From	Received Date	Status
1	Notification (FYI)	C36926SBL_16_188122	File Approved	MOHAMAD SHAHRIL BIN MAZLAN	11/07/2016 10:44	-
2	Notification (FYI)	36926U_16_0040	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	26/06/2016 17:46	-
3	Notification (FYI)	C36926SBL_16_180283	File Approved	ZAINI BINTI SAMAN	24/06/2016 12:07	-
4	Notification (FYI)	C36926SBL_16_180283	Query has been raised for Online Claim Submission-SBL . Please refer the inbox for amendment and... More	ZAINI BINTI SAMAN	15/06/2016 09:44	-
5	Notification (FYI)	36926U_16_0038	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD	31/05/2016 08:15	-

Workflow | Your Session will expire within 119 minute(s) and 56 second(s) | Hotfix_V2.55.4.1 |

(4) Click Notification

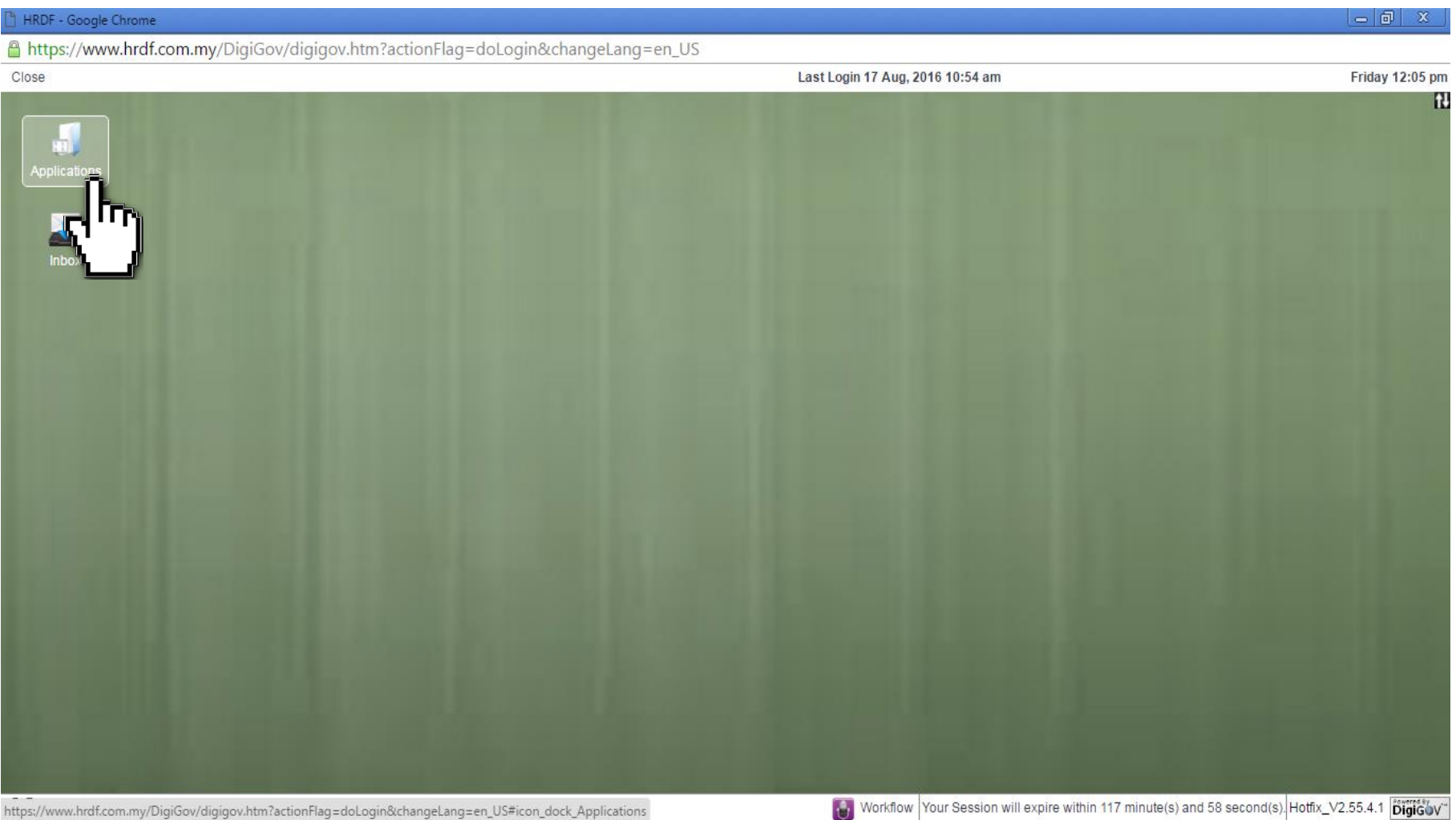
(5) Appeal ID (eg 1000123456) generated by the HRD Corp.

The screenshot shows a 'Workflow' application window with a 'Work List' tab selected. On the left sidebar, there are options for 'Pending Tasks', 'Outstanding Action', 'Notifications', 'Approved Files', and 'Outbox'. The main area displays a table of notifications with columns for 'Select', 'Sr.No.', 'Subject', 'File Number', 'Description', 'Received From', 'Received Date', and 'Status'. The first row (Sr.No. 81) is highlighted, and a hand cursor points to the 'Notification' link in the 'File Number' column. A red arrow also points to this link. The description for this row reads: 'This is to inform you that your Appeal has been raised with Appeal Reference No. : 100016646.' Other rows include notifications for grant applications, file approvals, and expiration notices.

Select	Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
<input type="checkbox"/>	81	Notification (FYI)	Notification	This is to inform you that your Appeal has been raised with Appeal Reference No. : 100016646.	MUHAMAD AIMAN BIN HUSIN	02/06/2016 08:56	Created
<input type="checkbox"/>	82	Notification (FYI)	179647K_16_0205	Query has been raised for Grant Application(SBL Scheme). Please refer the inbox for amendment an... More	FURHANA BINTI FAISAL	24/05/2016 12:12	Pending
<input type="checkbox"/>	83	Notification (FYI)	Notification	This is to inform you that your Grant with reference No. : 179647K_16_0205 will expire tomorrow.... More	abc Admin	24/05/2016 04:00	Created
<input type="checkbox"/>	84	Notification (FYI)	179647K_16_0204	Query has been raised for Grant Application(SBL Scheme). Please refer the inbox for amendment an... More	FURHANA BINTI FAISAL	18/05/2016 07:12	Pending
<input type="checkbox"/>	85	Notification (FYI)	179647K_16_0202	File Approved	FURHANA BINTI FAISAL	18/05/2016 07:02	Approved
<input type="checkbox"/>	86	Notification (FYI)	Notification	This is to inform you that your Grant with reference No. : 179647K_16_0204 will expire tomorrow.... More	abc Admin	17/05/2016 04:00	Created
<input type="checkbox"/>	87	Notification (FYI)	Notification	This is to inform you that your Grant with reference No. : 179647K_16_0202 will expire tomorrow.... More	abc Admin	16/05/2016 04:00	Created
<input type="checkbox"/>	88	Notification (FYI)	EVT/CUS/R/2016/11167	File Approved	MOHD NAZIROL AQMAL BIN BOESTAMAM SHAH	15/05/2016 14:09	Approved
<input type="checkbox"/>	89	Notification (FYI)	179647K_16_0203	File Approved	FURHANA BINTI FAISAL	13/05/2016 10:27	Approved
<input type="checkbox"/>	90	Notification (FYI)	179647K_16_0201	File Approved	FURHANA BINTI FAISAL	13/05/2016 09:45	Approved

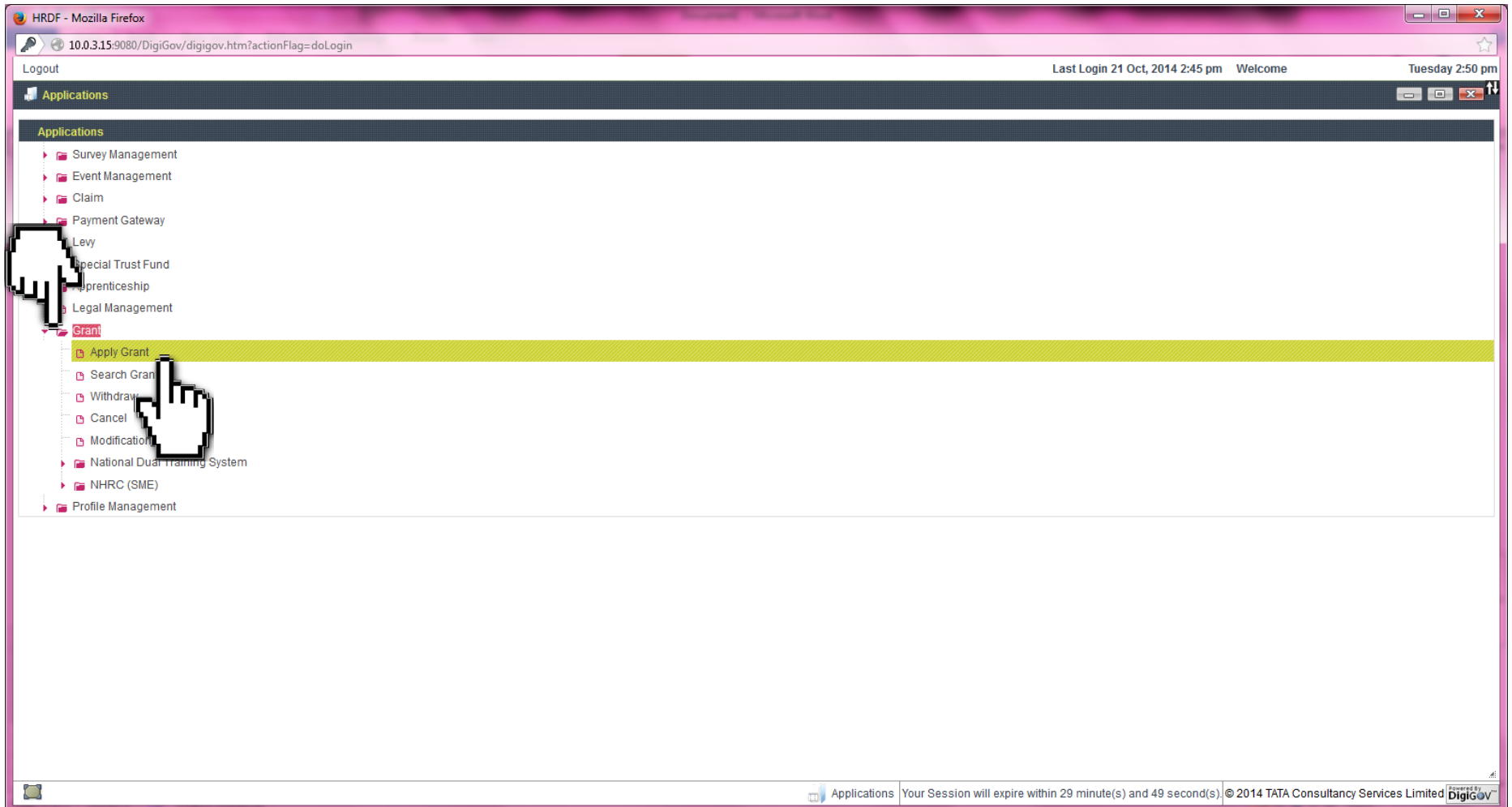
(6) Login to Employer's *eTRiS* account

(7) Click **Application**



(8) Click Grant

(9) Select Apply Grant



(10) Select **Scheme Code** as appropriate.

The screenshot shows a web browser window titled "HRDF - Windows Internet Explorer provided by PSMB". The address bar shows the URL "http://10.0.3.15:9080/DigiGov/digigov.htm?actionFlag=doLogin". The page header includes "Logout", "Last Login 21 Oct, 2014 2:52 pm", "Welcome", and "Tuesday 3:05 pm". The breadcrumb navigation is "Applications > Grant > Apply Grant". A red button labeled "Apply New Grant" is visible. Below this, a section titled "Levy Information" contains a table with the following data:

Company Name	BESI APAC SDN BHD	Levy Balance	RM 101,330.46
Total Grant Approved	RM 25,336.00	Grant Balance	RM 209,716.24
Non-Technical Grant Balance	RM 88,145.10	Total Amount Applied	RM 1,423.00

Below the table, there is a section titled "Apply New Grant" with a "Scheme Code" dropdown menu. The dropdown menu is open, showing the following options:

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- SBL-Khas : SBL : Skim Bantuan Latihan
- SLB : Skim Bantuan Latihan

An "Apply" button is located below the dropdown menu. A hand cursor is pointing at the "SBL : Skim Bantuan Latihan" option. At the bottom of the browser window, there is a status bar with the text "Applications | Your Session will expire within 29 minute(s) and 45 second(s) | © 2014 TATA Consultancy Services Limited | DigiGov".

(11) Select tick box **'This is Appeal Case'** and select the right Appeal ID

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

Company Name
[Total Grant Approved](#)
[Non-Technical Grant Balance](#)

[Levy Balance](#)
[Grant Balance](#)
[Total Amount Applied](#) RM 0.00

Apply New Grant

Scheme Code * [Preview Application Forms](#)

This is Appeal Case

Appeal ID

	Appeal Id	Scheme Name	Training Date
<input type="checkbox"/>	10001880	Japanese Corporate Lessons	14/09/2014 - 14/09/2014
<input type="checkbox"/>	10001881	Effectiveness & Legal Domestic Inquiry Implementation	15/09/2014 - 15/09/2014
<input type="checkbox"/>	10001908	Corporate Japanese Lesson	21/09/2014 - 21/09/2014
<input type="checkbox"/>	100016646	SBL SMALL SIGNAL WIDE (UMD2M) PROCESS TRAINING	22/04/2016 - 27/04/2016

Employer is allowed to appeal for Rejected Grant Application, Late Grant Application Submission, Special Grant Approval, Request for Additional Allowable Items. However, your appeal application will be evaluated by PSMB. If the appeal application is approved by PSMB, Appeal ID will be generated and sent to you. Please provide this Appeal ID when you apply another/new grant application. Note that, this Appeal ID can only be used once (one Appeal ID for one appeal application).

(12) Apply Grant as usual

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

+ File Information

Summary Drafts **Basic Info** Query Details

< **Employer's Profile** Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledg >

- Levy Information


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

Save Next

- Employer's Profile

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

Save Next



(13) After done filled up application and attached supporting documents, 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
[]	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

[Back] [Save] [Resubmit]



Once successfully submitted **new Grant Application,**



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



No modification is allowed for Appeal Case.