



MINISTRY OF HUMAN RESOURCES



# HRD CORP CLAIM HELPER FOR EMPLOYERS

## CLAIM WITHDRAWAL FOR OTHER HRD CORP CLAIMABLE COURSES SCHEMES

**Purpose :** To withdraw the claim





The objective of withdrawal is to allow employers to modify approved grants.



Withdrawals must be submitted and approved before modify grant application.

(1) Login to Employer's eTRiS account

(2) Click **Applications**



(3) Click Claim

(4) Select Search/Withdraw Claims

Logout

Last Login 28 Oct, 2017 12:53 pm

Applications

Applications

- ▶ Event Management
- ▶ Claim
  - ▶ Submit Claims with Grants
  - ▶ Submit Other Claims
  - ▶ Search/Withdraw Claims
  - ▶ Reports
- ▶ Payment Gateway
- ▶ Levy
  - ▶ Special Trust Fund
  - ▶ Apprenticeship
  - ▶ Legal Management
- ▶ Grant
- ▶ Profile Management



(5) Click **Enquiry** at the Action Column

Applications > Claim > Search/Withdraw Claims

**Claim Enquiries**

Employer Name: XXXXXXXXXXXX Levy Balance (RM): 20,058,140.00

**Search Criteria**

Submission Date: [ ] To [ ]

Claim Category: Select

Scheme: Select

Claim ID: [ ]

Status: Select

Claim Type: Select

Search Reset Close

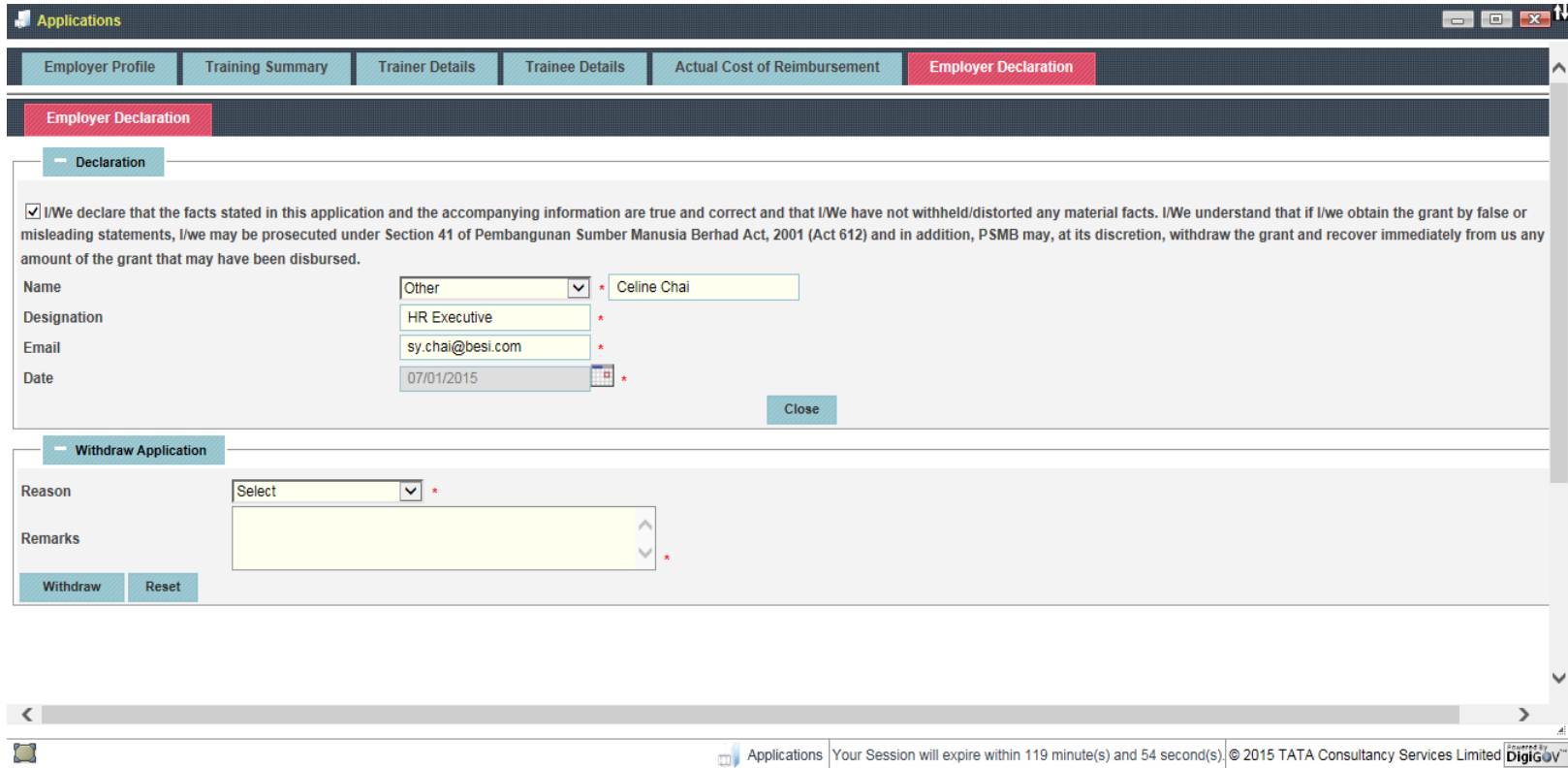
**Claim Enquiries**

17 records found, displaying 6 to 10 records. [ First / Prev ] 1 , 2 , 3 , 4 [ Next / Last ]

Claim ID	Grant ID	Claim Category	Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Updated Date	Status	Claim Type	Action
XXXXXXXXXX	XXXXXXXXXX	Event	--	350.00	18/08/2014	27/08/2014	Submitted		Enquiry
XXXXXXXXXX	XXXXXXXXXX	Event	50.00	--	17/08/2014		Saved		Enquiry
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	1,000.00	1,000.00	15/08/2014	18/08/2014	Sent For Approval	Online	
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	100.00	100.00	15/08/2014	15/08/2014	Submitted	Online	Enquiry
XXXXXXXXXX	XXXXXXXXXX	Training Program with Approve Grant	8,000.00	--	14/08/2014	14/08/2014	Saved	Online	Enquiry



(6) Click **Next** to **Employer Declaration**, fill in the reason and remarks of withdrawal then click **Withdraw** to submit the claim withdrawal



The screenshot displays a web application interface for managing applications. The top navigation bar includes tabs for 'Employer Profile', 'Training Summary', 'Trainer Details', 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. The 'Employer Declaration' tab is active.

**Employer Declaration**

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

Name: Other \* Celine Chai  
Designation: HR Executive \*  
Email: sy.chai@besi.com \*  
Date: 07/01/2015 \*

**Withdraw Application**

Reason: Select \*  
Remarks: \*

Applications Your Session will expire within 119 minute(s) and 54 second(s). © 2015 TATA Consultancy Services Limited DigitGov



Claims have been successfully submitted for withdrawal approval after clicking the Withdrawal button.



The claim withdrawal will be reviewed and checked within **four (4) working days**.



Employers can proceed with grant modification after the approval of claim withdrawal.



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HUMAN RESOURCE DEVELOPMENT CORPORATION

# THANK YOU