



MINISTRY OF HUMAN RESOURCES



HRD CORP CLAIM HELPER FOR EMPLOYERS

CLAIM SUBMISSION(SCHEMES)

- TRAINING FACILITIES & RENOVATION (ALAT)
- INFORMATION TECHNOLOGY (IT)
- COMPUTER BASED TRAINING (CBT)

Purpose : To submit the claim of approved grant applications





Claims need to be submitted by employers after the approval of grants and payment has been made to suppliers.



Effective 1st August 2019, purchase/renovation claims must be submitted within six (6) months from grant approval date. **(Refer to Employer's Circular 3/2019)**



Purchases must be made within 6 months after the grant approval.

(1) Login to Employer's eTRIS account

(2) Click **Applications**




(3) Click **Claim**














(4) Select **Submit Claim With Grants**

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 **Claim** at the Action Column

(Only approved grant with completed trainings/events will be displayed)

Search Criteria

Grant ID

Course Title

Scheme

Training Date To

Approved Date To

Approved Amount (RM) To

Approved Grant

9 records found, displaying 1 to 5 records. [First/Prev] 1, 2 [Next/Last]

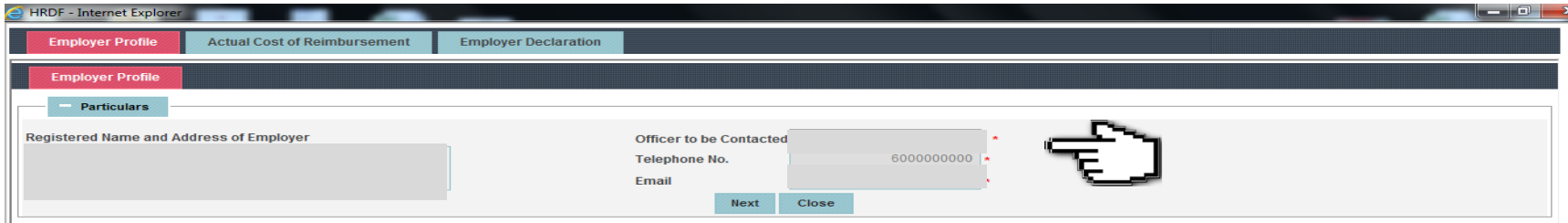
Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL-Khas20143576	Course Title	30/04/2014	1,370.00	01/05/2014	01/05/2014	Claim
72641MSBL20140784	MS OFFICE TRAINING FOR OFFICE ADMINISTRATOR	30/04/2014	1,200.00	29/04/2014	29/04/2014	Claim
72641MSLB20144797	"KEEPERS OF THE FLAME" - SELF AUTHORISED LEADERSHIP PROGRAMME	20/02/2014	7,700.00	21/02/2014	21/02/2014	Claim
72641MSLB20145110	s	13/02/2014	2,500.00	04/02/2014	04/02/2014	Claim
72641MSLB20149268	ADMINISTRATIVE SKILLS FOR ADMINISTRATORS, SECRETARIES AND COORDINATORS	10/02/2014	3,644.50	11/02/2014	11/02/2014	Claim

Unsubmitted Claim

One record found. 1

Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
EVT\MFW\EVT\2014\449	HR Clinic	22/01/2014	--	24/01/2013	24/01/2013	Claim

(6) Provide the contact details of the **Officer to be Contacted** or select **Others** if the name is not in the record system and then click **Next**



HRDF - Internet Explorer

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

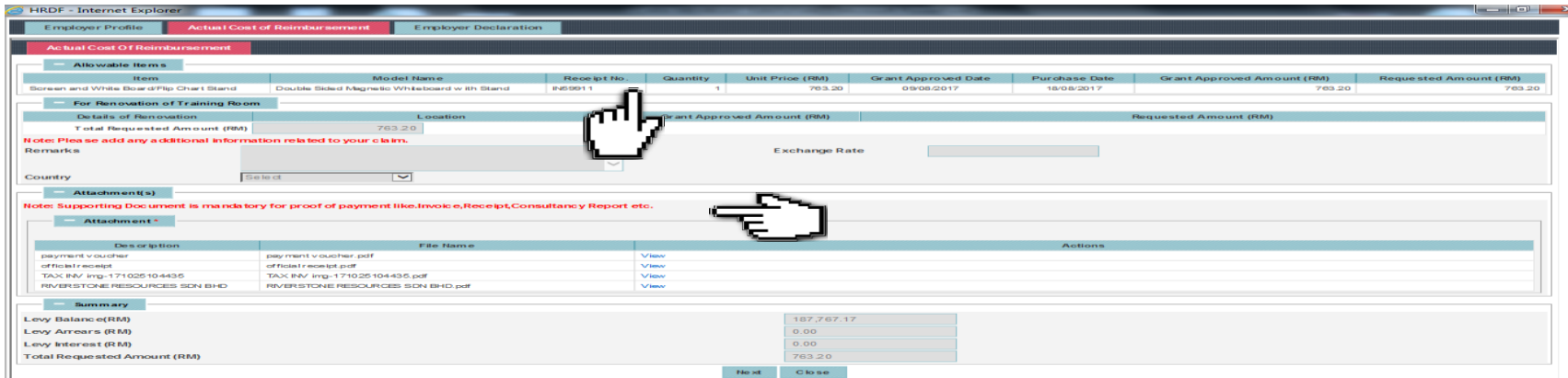
Officer to be Contacted

Telephone No. 6000000000

Email

Next Close

(7) Fill in the claim amount for each Allowable Claim Item Key in the Receipt Number Purchase Date column, Upload the supporting document then click **Next**



HRDF - Internet Explorer

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Actual Cost of Reimbursement

Allowable Items

Item	Model Name	Receipt No.	Quantity	Unit Price (RM)	Grant Approved Date	Purchase Date	Grant Approved Amount (RM)	Requested Amount (RM)
Screen and White Board/Flip Chart Stand	Double Sided Magnetic Whiteboard w/8h Stand	IN65911	1	763.20	09/08/2017	18/05/2017	763.20	763.20

For Renovation of Training Room

Details of Renovation

Total Requested Amount (RM) 763.20

Location

Grant Approved Amount (RM)

Requested Amount (RM)

Note: Please add any additional information related to your claim.

Remarks

Exchange Rate

Country

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

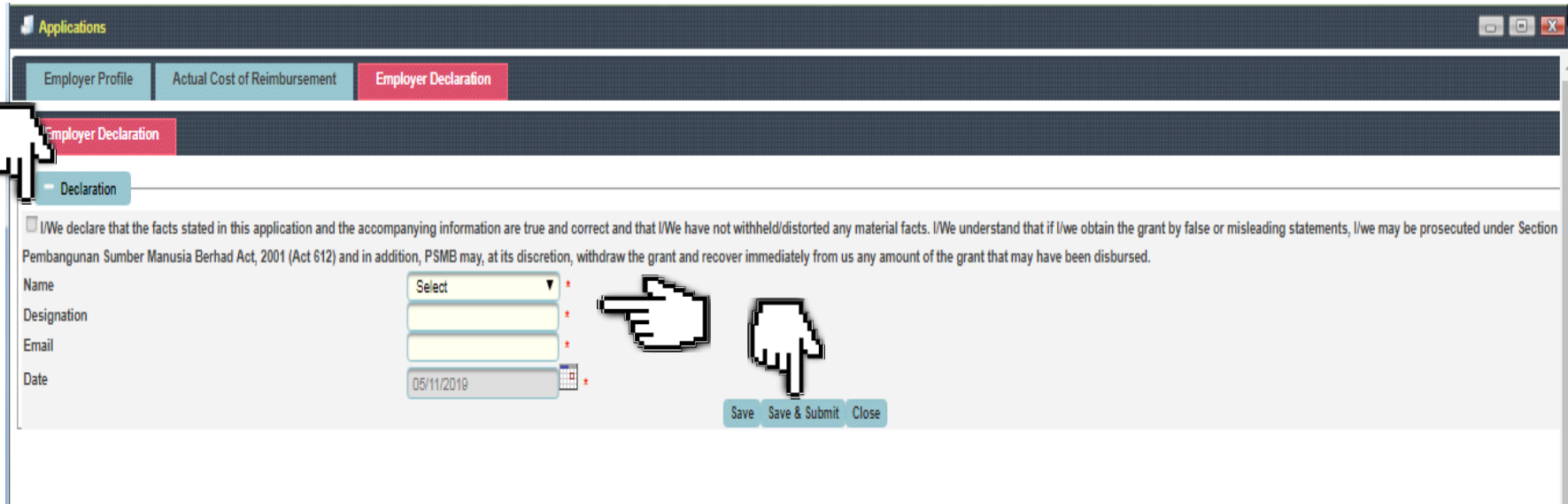
Description	File Name	Actions
payment voucher	payment voucher.pdf	View
official receipt	official receipt.pdf	View
TAX INV Inq-171025104435	TAX INV Inq-171025104435.pdf	View
RIVERSTONE RESOURCES SDN BHD	RIVERSTONE RESOURCES SDN BHD.pdf	View

Summary

Levy Balance (RM)	187,767.17
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Requested Amount (RM)	763.20

Next Close

(8) Fill in the employer declaration form, check the pledge box and click **Save & Submit** to submit the application



Applications

Employer Profile Actual Cost of Reimbursement **Employer Declaration**

Employer Declaration

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 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 *

Designation *

Email *

Date *

Save Save & Submit Close

SUPPORTING DOCUMENTS FOR ITEMS CLAIMED



**COMPUTER
BASED
TRAINING (CBT)
SCHEME**

Receipt, Invoice and Course Content Summary



**INFORMATION
TECHNOLOGY(IT)
SCHEME**

Receipt and Itemized Invoice



**PURCHASE OF
TRAINING
EQUIPMENT (ALAT)
SCHEME**

Receipt and Itemized Invoice

SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

ALLOWABLE COST	SUPPORTING DOCUMENTS
CBT / Purchase of Training Equipment Scheme / IT Scheme	<ul style="list-style-type: none"> Detailed official receipts and invoices as well as information about purchased software (manual or brochure)

*HRD Corp may request for any other relevant documents for verification/confirmation purposes.



Claims have been successfully submitted after clicking the Save & Submit button.



The submission of claims will be reviewed and checked within **four (4) working days**.



Letter of approval will be sent to employers via email after the claims have been approved.



MINISTRY OF HUMAN RESOURCES



HUMAN RESOURCE DEVELOPMENT CORPORATION

THANK YOU