

HRD CORP CLAIM HELPER

REPLY QUERY CLAIM

Purpose : To reply query of claims

eTRiS

www.hrdcorp.gov.my





Claims query need to be replied to HRD Corp officers after necessary actions have been taken such as attaching the completed documents.



All query on claims must be replied before claim submission dateline (6 months from training end date)



(1) Login to Employer's eTRiS account

(2) Click Inbox

HRDF - Google Chrome		
Attps://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogina	&changeLang=en_US	
Close	Last Login 17 Aug, 2016 10:54 am	Friday 12:05 pm
https://www.brdf.com.mv/DigiCov/digigov.btm?sctionElsa_dal.ogip8ycbangal.spa_on_US#jcon	dock Applications Workflow Your Session will expire within 117 minute(s	and 58 second(s) Hotfix V2 55 4 1 Didic V"



(3) Click **Outstanding Action** then click **File Number**

To Workflow						
Work List Record Room						
Work List			<i>_</i>			
 All Pending Tasks Inbox 	Search		_L>			
Outstanding Action		Subject	File Number	 Description 	Received Date	Status
Notifications	Online Claim	Submission-Event	C419502MAR_19_475155	xxxxxxxxxxxxxxxxxxxxxx	23/04/2019 08:20	Pending
 Gutbox 						
	1 Records found, display	ing 1 to 1 Records.				
	Legends	Files Already Seen	Group Job Query replied	Returned		
🕨 🥁 Outbox	1 Records found, display	ng 1 to 1 Records.	Group Job Query replied	Returned		

(4) Click on <u>Query Details</u> then click <u>View comment and attachment</u> to read on the queries sent by HRD Corp

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Allowed (Only JPG, JPEG, EMP, GIF, PPG, TF, PPM, DOC, DOCX, PDF, RTF, XL SX, TXT, PPT, PPTX, PP SX are allowed)							
6.12							
Comments Sent Date View Details							
1 Seveneral and Harborn							



(5) Read on the queries and take the necessary action as requested by HRD Corp.

Close					
		Comment	Attachment		
Tarikh:	18/12/2014				
Kod Majikan:	504050im				
Tarikh Daftar:	16/12/2014				
PENGARAH URUSAN					
32, 1ST FLOOR					
PADATOLOLAKEN					
	R-				
Tuan/Puan,					
KUIRI TUNTUTAN GERAN LAT	THAN - (SBL)				
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bengan normatinya tantatan	caan a aanan an ajan bagi na	a des der tegen se per triber mat.			
Tajuk kursus: SHOT FIRER PR	ACTICAL COURSE				
No. Geran					
No. Tuntutan: <u>02-02-02-02-02-02-02-02-02-02-02-02-02-0</u>					
Tempon: 03/12/2014 - 04/12	/2014				
Tuntutan di atas tidak dapat	diprocess di atas sebab-seb	be rikut:			
STATUS KEHADIRAN PELATIH	HMENYATAKAN 'NO' DI BA	AHAGIAN ' <u>TRAINEE DETAILS</u> '			
SILA KEMASKINI DAN PASTI	(AN KEHADIRAN PELATIH A	ADALAH 'YES' JIKA HADIR UNTUK TINDAKAN PROSES TUNTUTAN SELANJUTNYA			
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	and a reaction mengamon tinus	andri McFinde.			
2. Pastikan kuiri di atas diam	oil tindakan sewajarnya dan	n sila kembalikan borang tuntutan bersama dokumen-dokumen yang diperlukan dalam			
tempoh sebulan daripada tar	ikh surat ini. Tuntutan ini b	oleh ditolak sekiranya tindakan tidak diam bil dalam tempoh yang telah ditetapkan.			



(6) Then reply the queries by clicking <u>Action > Return</u> or <u>Resubmit Button</u> then click <u>OK</u> to submit the claim back to HRD Corp.

Actions Close										
Return										
Actions										
Drafts Ba	sic Info Query Detail	s								
2 J	-									
er Profile Actual	Cost of Reimbursement	Training Summary	Trainer Details	Trainee Details	Trainee Attendance	Form Employer D	eclaration			
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 no	t withheld/distorted any	material facts. I/We unde	rstand that if I/we o	btain the grant by fa	lse or misleading sta	atements, I/we may be prosecuted
under Section 41 of Pembangunan	Sumber Manusia Berhad Ad	t, 2001 (Act 612) and in ad	dition, PSMB may, at i	ts discretion, withdray	w the grant and recover i	mmediately from us any	amount of the gran	t that may have bee	n disbursed.	
Name		Select	T *							
Designation			*	1						
Email			*		wy P					
Date		14/03/2019	*							
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Actions Close										
+ File Information										
Summary Drafts Basic In	fo Query Details									
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under Section 41 of Pembangunan Sum	File	will be Returned to Pen	nbangunan Sumber	Manusia Berhad (P	SMB)	unt of the grant tha	it may			
Name Designation										
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Date					incer					
	Waiting for 10.0.2.44									
	-									



SUPPORTING DOCUMENTS FOR ITEMS CLAIMED

COST CLAIMED	SUPPORTING DOCUMENTS			
Course Fees (YPL / YUR)	Official Receipt & Tax Invoice			
Course Fees (YPL / YUR) – Remote Online Training	Official Receipt & Tax InvoiceSystem Generated Attendance Report			
Transportation Charges	Official Receipt & Tax Invoice			
Flight Ticket	Official Receipt & Invoice / e-ticket			
Hotel Rental Package / Rental of Training Place	Official Receipt & Tax Invoice (if requested)			
SLB Course Fee	Cost Sharing Letter			
Trainer / Trainee Daily Allowances				
Trainer / Trainee Overseas Allowances	No Document Required			
Internal Trainer Allowances (EPD)				
Trainer / Trainee Meal Allowances				
Consumable Training Materials				

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





Claims have been successfully submitted after clicking the Resubmit button.



The resubmission of claims will be reviewed and checked within **four (4) working days** from claim resubmitted date.



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



THANK YOU

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