

HRD Corp Grant Application Helper

Grant Appeal



eTRiS

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



Appeal are only applicable for **ITS**, **RPL** and **SLDN** schemes.

Employers **MUST** submit their appeal application **manually via email** within **one (1) month** from the training completion date.

Appeal application will be processed within 14 working day and approval is subject to HRD Corp's review and consideration

Appeal Procedure



Please submit the following documents for appeal purposes:

- Official letter for appealing.
- Supporting Documents: Course content, course fee quotation, trainer profile and any other relevant supporting documents.
- Manual Grant Application Form which is available at HRD Corp Portal www.hrdcorp.gov.my > **Resources** > **Form** > **Training Grant Application** > **Download Form**

Schemes	Forms
SLDN	PSMB_SLDN_1_01
ITS	PSMB_ITS_1_08
RPL	RPL Form 2013

Appeals must be addressed to the Client Grant Department and email to helpdesk@hrdcorp.gov.my.





If the appeal is **Approved**, an Appeal ID will be generated to enable the employer to submit the online grant application .



The online grant application **must be submitted within two (2) weeks from the date of the Appeal ID** is generated, before the Appeal ID expires.



(1) Log in 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

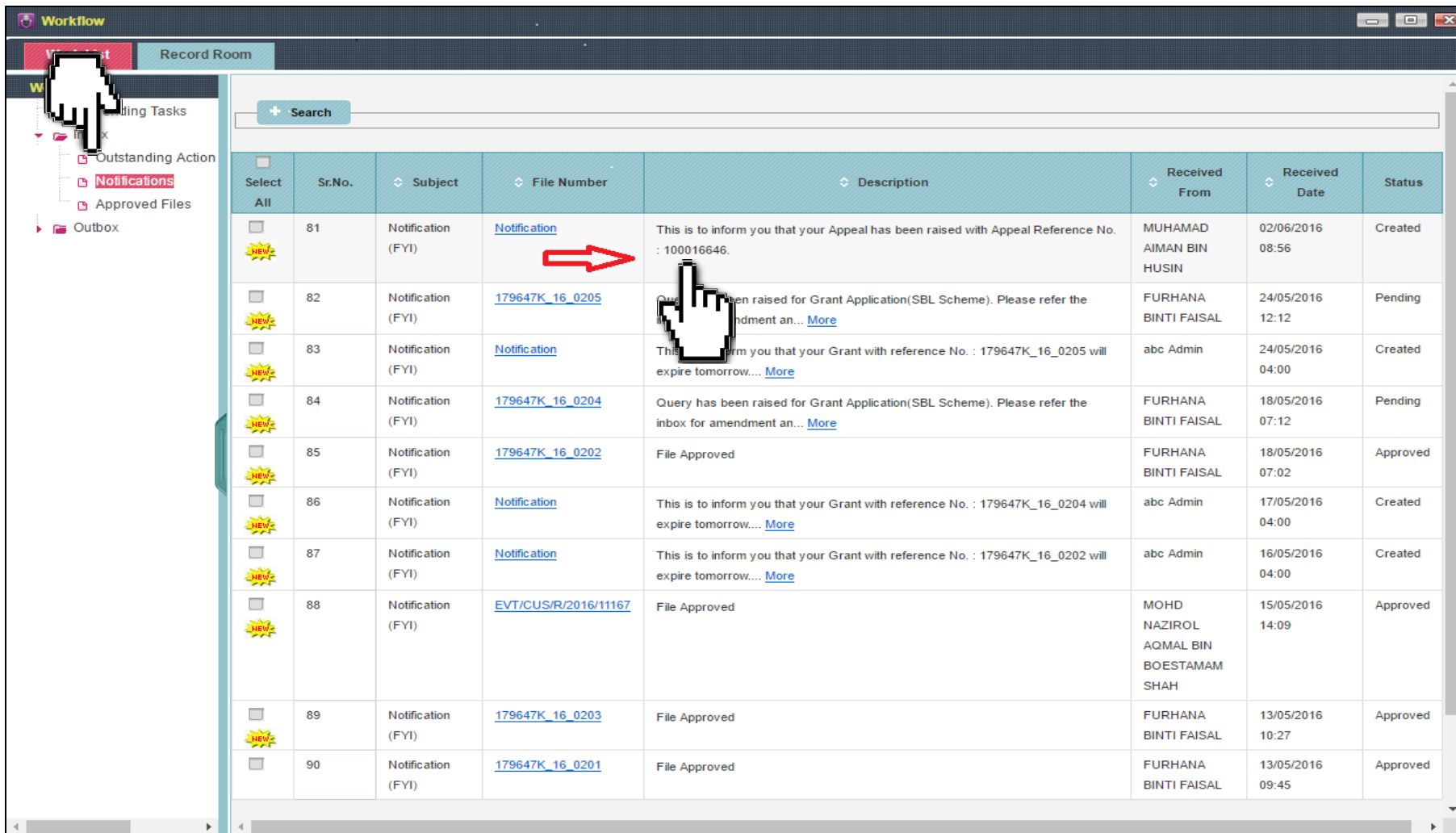
+ Search

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 DigiGov

(4) Click **Notification**.

(5) The **Appeal ID** (e.g.1000123456) generated by HRD Corp will be displayed.



Select	Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
☐	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
☐	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
☐	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
☐	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
☐	85	Notification (FYI)	179647K_16_0202	File Approved	FURHANA BINTI FAISAL	18/05/2016 07:02	Approved
☐	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
☐	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
☐	88	Notification (FYI)	EVT/CUS/R/2016/11167	File Approved	MOHD NAZIROL AQMAL BIN BOESTAMAM SHAH	15/05/2016 14:09	Approved
☐	89	Notification (FYI)	179647K_16_0203	File Approved	FURHANA BINTI FAISAL	13/05/2016 10:27	Approved
☐	90	Notification (FYI)	179647K_16_0201	File Approved	FURHANA BINTI FAISAL	13/05/2016 09:45	Approved

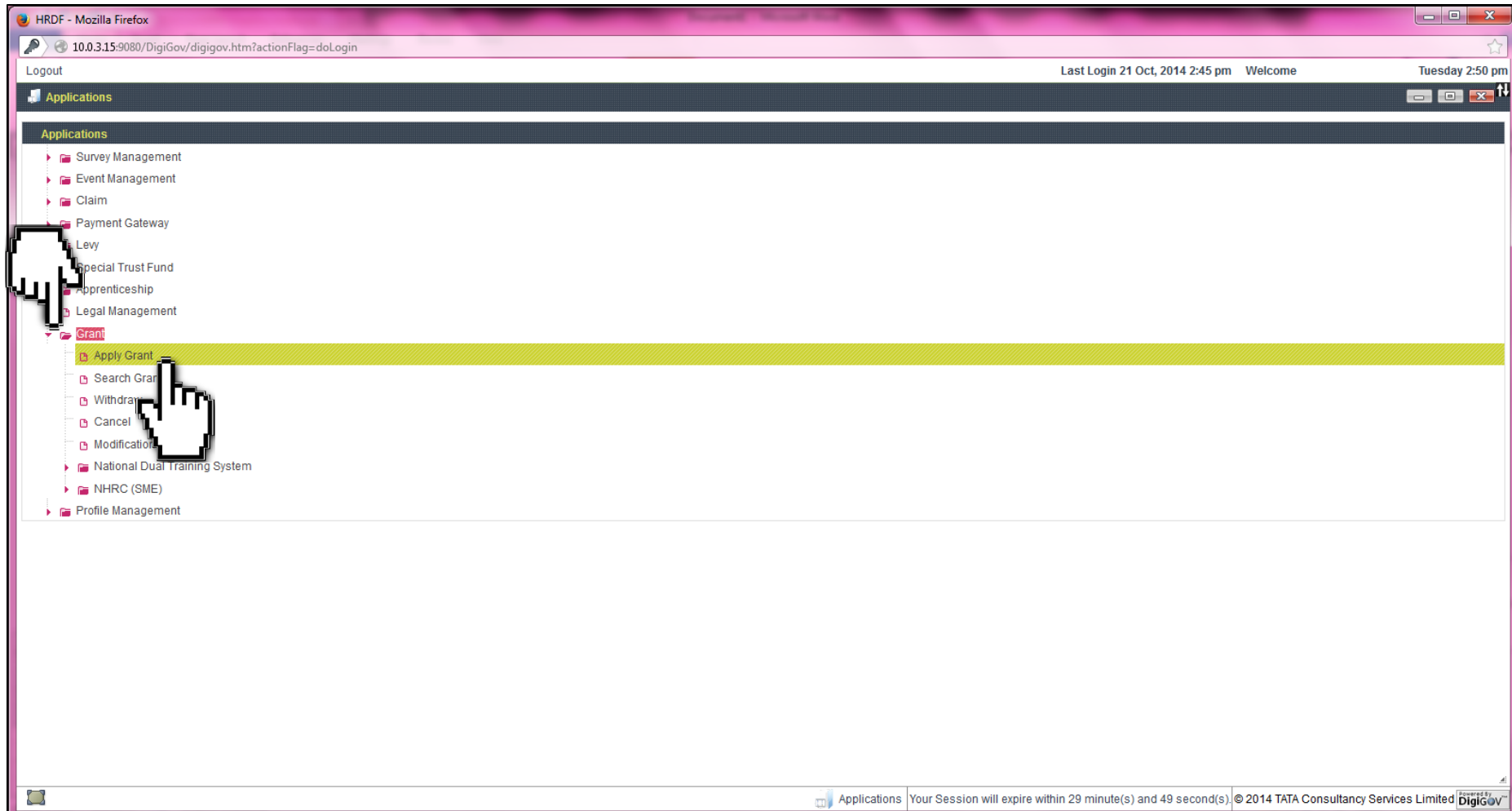
(6) Log in to the employer's eTRiS account.

(7) Click **Application**.



(8) Click Grant

(9) Select Apply Grant



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

Logout

Last Login 21 Oct, 2014 2:52 pm

Welcome

Tuesday 3:05 pm

Applications

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

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

Apply New Grant

Scheme Code

Select

ALAT : Training Facilities and Renovation

CBT : Computer Based Training (Development)

FWT : Future Workers Training Scheme

IT : Information Technology

ITS : Industrial Training Scheme

OJT : On The Job Training

RPL : Recognition Prior Learning

Preview Application Forms

Apply

Applications

Your Session will expire within 29 minute(s) and 45 second(s)

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DigiGov

(11) Tick the **'This is Appeal Case'** checkbox and select the corresponding Appeal ID.

Applications

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

Select

Preview Application Forms

☒ This is Appeal Case

Appeal ID

	Appeal Id	Scheme Name	Program Name	Training Date
☐	10001880		Japanese Corporate Lessons	14/09/2014 - 14/09/2014
☐	10001881		Effectiveness & Legal Domestic Incubation	15/09/2014 - 15/09/2014
☐	10001908		Corporate Japanese Lesson	21/09/2014 - 21/09/2014
☐	100016646		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).

Apply

Cancel

(12) Submit the grant application 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		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			

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 completing the application and attaching the 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

ActionsClose

☒ * 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
ment	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Back

Save

Resubmit



Once the new grant application has been successfully submitted, the Grant Officer will evaluate the request within one (1) working day from the date of submission.



No modification are permitted for appeal cases.



THANK YOU

**Advancing Skills,
Empowering Talent for a
Future-Ready Malaysia**