

HRD Corp Grant Application Helper

HRD Corp Claimable Courses Scheme



eTRiS

HCC Grant Application Requirements

Purpose

To submit a grant application under the HRD Corp Claimable Courses Scheme (HCC Scheme)

Terms and Conditions:

In-house training

- In-house training programmes **can be conducted 14 days after grant approval**. The approved training programme must commence **within 90 calendar days** after the completion of the 14-day advance approval requirement.

Public training

- Public training programmes can be conducted three (3) days after grant approval, applicable from **15 June to 31 December 2026**. The approved training programme must commence **within 90 calendar days** after the completion of the 3-day advance approval requirement.
- **From 1 January 2027**, the requirement returns to the 14-day rule, aligning with in-house training programmes.



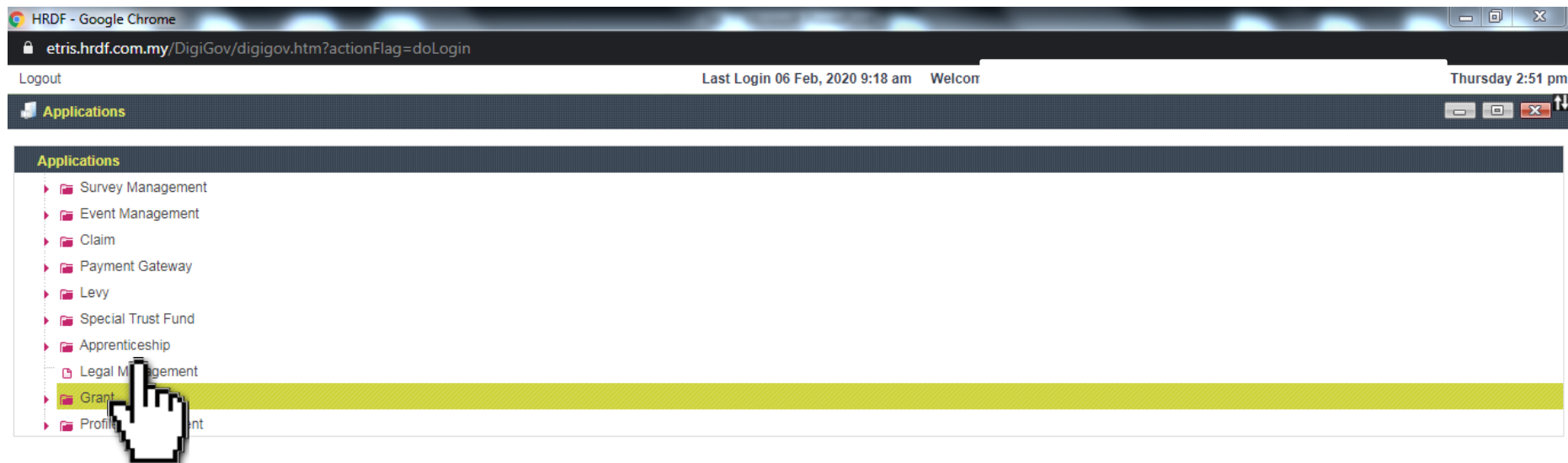
Employers must submit with supporting documents:
Invoice/quotation, trainer profile and schedule/course content.

(1) Log in to Employer's eTRiS account

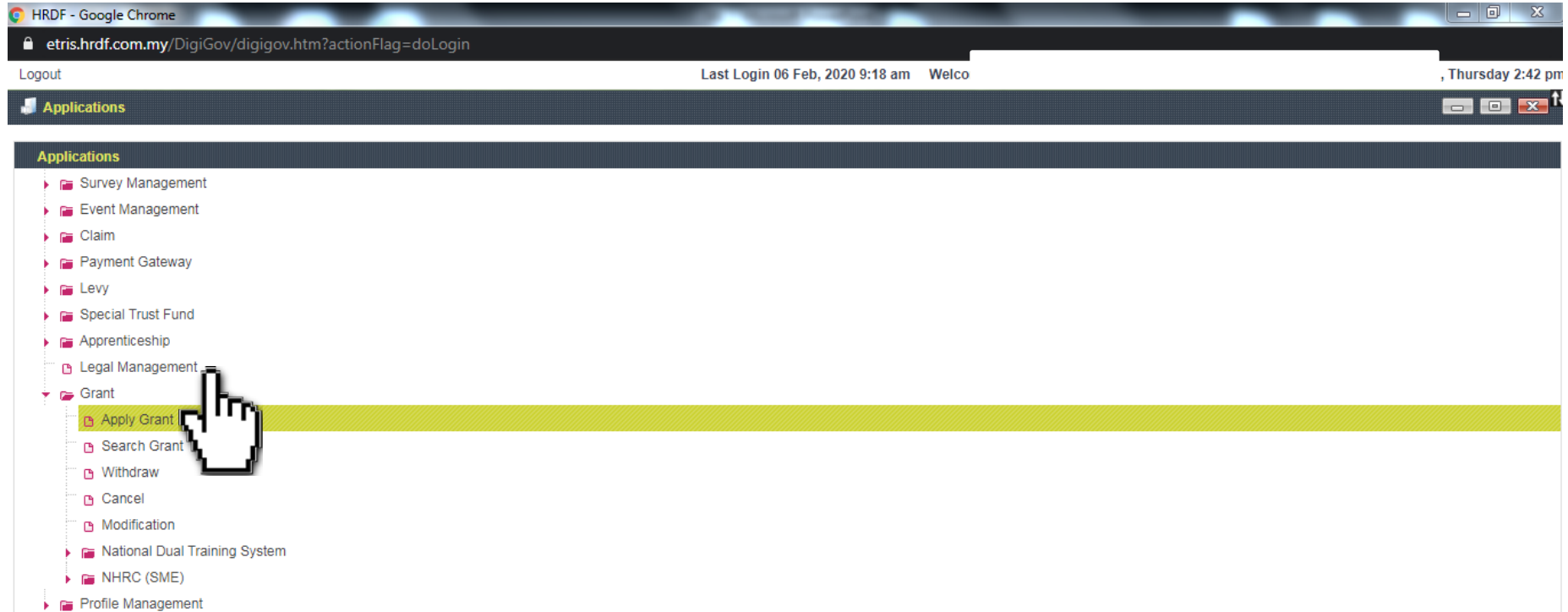
(2) Click **Application**



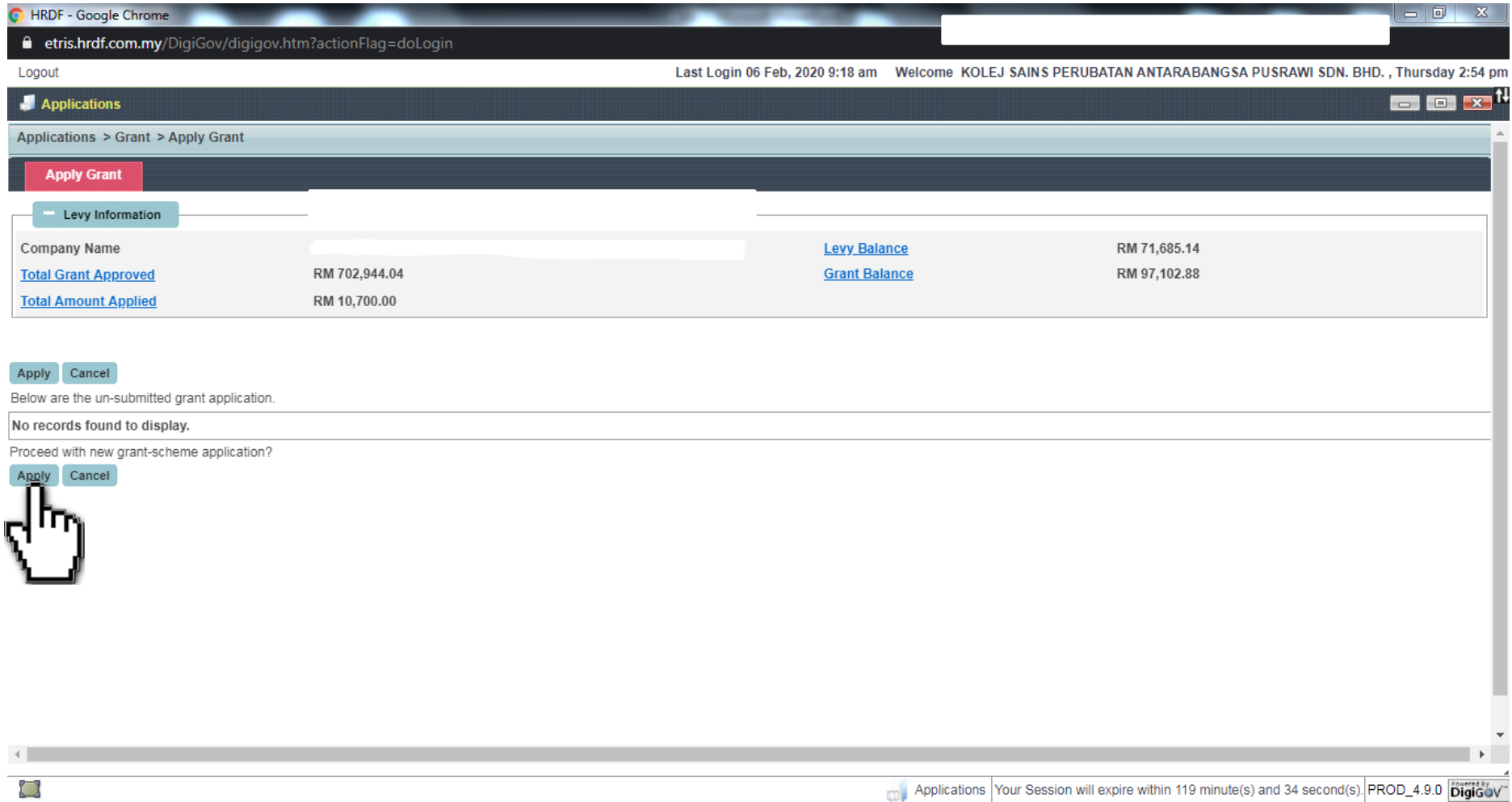
(3) Click **Grant** on the left-hand menu under Work List



(4) Click **Apply Grant** on the left-hand menu under Work List



(5) Click **Apply** on the left-hand menu



(6) Click the Scheme Code and Select HRD Corp Claimable Courses: Skim Bantuan Latihan Khas and click **Apply**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am

Wel

D. , Sunday 1:23 am

Applications

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA FUSANAH SDN. BHD.	Levy Balance	RM 80,976.51
Total Grant Approved	RM 726,510.70	Grant Balance	RM 105,008.07
Total Amount Applied	RM 0.00		

Apply New Grant

Scheme Code

SBL-Khas : Skim Bantua

[* Preview Application Forms](#)

☐ This is Appeal Case

Apply

Cancel

Applications

Your Session will expire within 119 minute(s) and 27 second(s).

PROD_4.10.0

DigiGov

(7) Select your Immediate Officer and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Thursday 3:08 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	SBL-Khas		
Scheme Name	SBL		

Save Next Cancel

Employer's Profile

MyCoID		Immediate Officer	Select *
Company Name	KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.	Email	*

Save Next Cancel

(8) Select the registered Training Provider details appropriate and click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Welco

Sunday 1:55 am

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

Total Grant Approved

RM 726,510.70

Total Amount Applied

RM 0.00

Scheme Name

SBL-Khas

Levy Balance

RM 80,976.51

Grant Balance

RM 105,008.07

Back

Save

Next

Cancel

Registered Training Provider Details

MyCoID

KERAJAAN0148_30

Search

Check

History Data

Training Provider Name

JABATAN TENAGA MANUS

Post Code

84020

Address

INSTITUT LATIHAN P'IND. MU

KM 43, JALAN SEGAMAT,

84020 - SAGIL

Johor, Malaysia

State

Johor

Officer Telephone Number

6069773800

Officer to be Contacted

Email

psmbadmin@hrdf.com.my

Back

Save

Next

Cancel

Applications

Your Session will expire within 118 minute(s) and 12 second(s)

PROD_4.10.0

DigiGov



www.hrdcorp.gov.my

HRD Corp. Grant Helper v2026

Page 9

(9) Please select the training programme from the list and enter all required details appropriate and click **Next**

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 01 Mar, 2020 12:00

Applications

Company Name [Level](#) [Grant](#)

[Total Grant A](#) [Total Amount](#) [Scheme Name](#)

Back Save

Course Details

Course Title 1000113053 : Microsoft * [Relevancy of Training](#)

Description [Type of Retraining and Skills Upgrading](#) Select *

Programme Details

Type of Training ☐ In-house ☐ e-Learning

Commencement [ion only.](#)

Total Hours

No. of Full Day

No. of Half Day

No. of < Half Day 0.00 * (Based on < 4 hours a day)

Total Training Days *Note: Total of Full Day + Half Day + < Half Day.

No. of Month *Note: mandatory if Training Type is "Development Programme".

Total Hours Per Trainee

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 6 second(s). PROD_4.10.0 DigiGov

Note : select your desire training programme

Note: Explain why participant should attend the training and how it relates to their job responsibilities or career development

Note : Explain the background and objective of this training.



(9.1) Please select the trainer from the training provider list click **Add** and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Wel

), , Sunday 2:08 am

Applications

Back Save Next Cancel

Course Details

Course Title

1000113053 : Microsoft

Relevancy of Training

abc

Description

abc

Type of Retraining and Skills Upgrading

Accounting or Finance

Programme Details

Type of Training

☐ In-house
☒ Public
☐ e-Learning

Commencement of Programme

Start Date

10/03/2020

End Date

11/03/2020

Total Hours Per Training

14.00

No. of Full Days

2

No. of Half Days

0

No. of < Half Days

0

Total Training Days

2

No. of Month

0.0

Total Hours Per Trainee

14

External Trainer

Name

Lai

Search

Citizenship

Malaysian

IC No./Passport No.

750222

Distance to Training Location

Select

Overseas Trainer

☐ Yes
☒ No

Add

Reset

Back Save Next Cancel

javascriptdoLogout('/DigiGov')

Applications | Your Session will expire within 116 minute(s) and 39 second(s) | PROD_4.10.0 | DigiGov

(10) Please key in the Training Location appropriate and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welc

, Thursday 3:34 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name

RM 726,510.70

Levy Balance

RM 71,685.14

Total Grant Approved

RM 0.00

Grant Balance

RM 97,102.88

Total Amount Applied

SBL-Khas

Scheme Name

RM 10,700.00

SBL

Back

Save

Next

Cancel

Details of Training

Training Location

Own Premise

HQ/Branch

HQ

Please Specify Full Address

abcde

State

Kuala Lumpur

No. of Travel Days

☐ 1 Day
 ☒ Not Applicable

Back

Save

Next

Cancel



(11) Please select the level of Certification appropriate and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 3:38 pm

Applications

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 726,510.70	Grant Balance	RM 97,102.88
Total Amount Applied	RM 0.00		
Scheme Name	SBL-Khas		

Back

Save

Next

Cancel

Level of Certification

Level of Certification

Certificate Of Attendance *

Practical/Hands-On/TVET?

☐ Yes
 ☒ No *

Back

Save

Next

Cancel

Applications

Your Session will expire within 118 minute(s) and 57 second(s)

PROD_4.9.0

Powered by DigiGov

(12) Please follow the note and key trainees' details.

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 3:49 pm

Applications

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

[Levy Balance](#)

RM 71,685.14

[Total Grant Approved](#)

RM 726,510.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SBL-Khas

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

1 *

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.

Training Schedule Start Date

Training Schedule End Date

Add/Edit Trainee Details

Actions

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.

Male

Female

Less 70 km

More or Equal 70 km

Bumi

Malay

Chinese

Indian

Dayak

Other Race

Back

Save

Next

Cancel

Applications

Your Session will expire within 119 minute(s) and 9 second(s).

PROD_4.9.0

DigiGov

(12.1) Click Add Batch button and click Save

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welco

Thursday 3:55 pm

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date

08/02/2020

End Date

09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back

Save

Next

Cancel

Applications

Your Session will expire within 113 minute(s) and 5 second(s).

PROD_4.9.0

DigiGov

(12.3) Please enter all required details and click **Add**

Logout

Applications

Details of Trainee

Levy Information

Company Name

Total Grant Applied

Total Amount Approved

Scheme Name

Back

Save

Trainee Information

Batch No.

Training Schedule

Batch No.

Note: Please click here to update your profile.

Summary

Batch No.

Back

Save

etris.hrdf.com.my

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch.

No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. *

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Trainee Designation Select *

HQ/Branch Select *

Distance to Training Location Select *

Note: If your branch is not listed, please update your profile to add the branch details.

Update Trainee Details

Add Reset

PU SRAWI SDN. BHD. , Thursday 4:09 pm

Actions

View / Edit / Delete

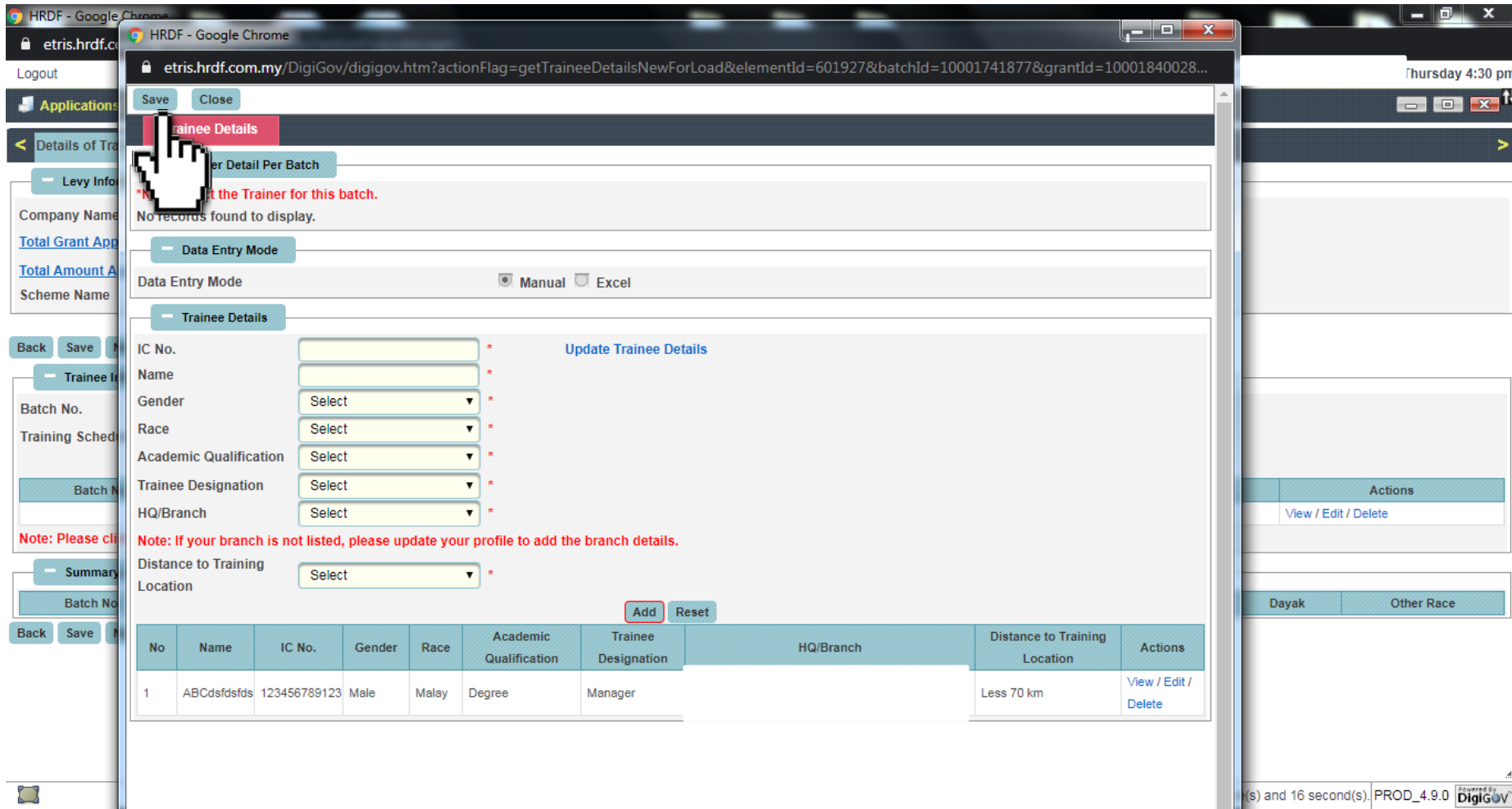
Dayak

Other Race

(s) and 48 second(s). PROD_4.9.0

DigiGov

(12.4) Click **Add** if you wanted to add more participant and if not click **Save**



etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=getTraineeDetailsNewForLoad&elementId=601927&batchId=10001741877&grantId=10001840028...

Save Close

Trainee Details

Enter Detail Per Batch

*No records found to display.

Data Entry Mode

Data Entry Mode ☒ Manual ☐ Excel

Trainee Details

IC No. * Update Trainee Details

Name *

Gender *

Race *

Academic Qualification *

Trainee Designation *

HQ/Branch *

Note: If your branch is not listed, please update your profile to add the branch details.

Distance to Training Location *

Add Reset

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(s) and 16 second(s). PROD_4.9.0 DigiGov

(12.5) Click Next

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am

Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Thursday 4:34 pm

Applications

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

Levy Information

Company Name

RM 726,510.70 PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD.

Levy Balance

RM 71,685.14

Total Grant Approved

RM 0.00

Grant Balance

RM 97,102.88

Total Amount Applied

SBL-Khas

Scheme Name

SBL

Back

Save

Next

Cancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date 08/02/2020

End Date 09/02/2020

Add Batch

Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	1	0	1	0	0	1	0	0	0	0

Back

Save

Next

Cancel

Applications

Your Session will expire within 117 minute(s) and 25 second(s).

PROD_4.9.0

Powered by DigiGov


www.hrdcorp.gov.my

HRD Corp. Grant Helper v2026

Page 19

(13) Please key in all the Course fee details and allowance details appropriate and click **Next**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 01 Mar, 2020 12:43 am Welc:

, Sunday 2:30 am

Applications

<

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

Total Grant Approved

Total Amount Applied

Scheme Name

RM 726,510.70

RM 0.00

SBL-Khas

Levy Balance

Grant Balance

RM 80,976.51

RM 105,008.07

Back

Save

Next

Cancel

Estimated Cost

Type of Training : Public

Training Location : Local

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	YUR : Course Fee	Not Applicable	1,225.0000 *	Per Day	2.0 *	1 *	Pax	Not Applicable	2,450.00
Trainee	EHP : Trainee Daily Allowance	< 70 KM	150.0000 *	Per Day	2.0 *	1 *	Pax	Not Applicable	300.00
Trainee	EHP : Trainee Daily Allowance	>= 70 KM		Per Day	2.0 *	0 *	Pax	Not Applicable	
Trainee	TKP : Trainee Air Fare	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Total Amount(RM):									2,750.00

Back

Save

Next

Cancel

Applications

Your Session will expire within 111 minute(s) and 18 second(s).

PROD_4.10.0

DigiGov

(14) Please tick the declaration and select the designated officer

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 4:48 pm

Applications

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

Levy Information

Company Name

Levy Balance

RM 71,685.14

Total Grant Approved

RM 702,944.04

Grant Balance

RM 97,102.88

Total Amount Applied

RM 10,700.00

Scheme Name

Back

Save

Submit Application

Cancel

Acknowledgement & Declaration of Employer

☒

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

Select

Designation

Email

IC No.

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

Course Fee Quotation/Information

Course Content (CC) / Time table

Trainer's CV / CV

javascript:doLogout('/DigiGov')

Applications

Your Session will expire within 112 minute(s) and 37 second(s).

PROD_4.9.0

Powered by DigiGov

(14.1) Please **Add Attachment** (all needed document), click **Save** and click **Submit Application**

HRDF - Google Chrome

etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout

Last Login 06 Feb, 2020 9:18 am

Welcome

hursday 4:57 pm

Applications

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

Other

*

Other Officer Name

abcde

*

Designation

Executive

*

Email

abcde@yahoo.com

*

IC No.

123456789123

*

Date

06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description

Attach File

Choose File Training Pro...0-04-16).pdf

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description		Actions
Training Program - APR-32 (2020-04-16)	Training Program - APR-32 (2020-04-16).pdf	Remove / View

Back

Save

Submit Application

Applications

Your Session will expire within 103 minute(s) and 17 second(s).

PROD_4.9.0

DigiGov





Once the **new Grant Application** has been successfully submitted, the Grant Officer will evaluate the request and will query the application for any additional information needed.



Application status will be updated in the employer screen notified via email and inbox.



THANK YOU

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