

HRD Corp Grant Application Helper

Skim Bantuan Latihan (SBL)



eTRiS

SBL Grant Application Requirements

Purpose

To submit a grant application under the *Skim Bantuan Latihan* (SBL 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

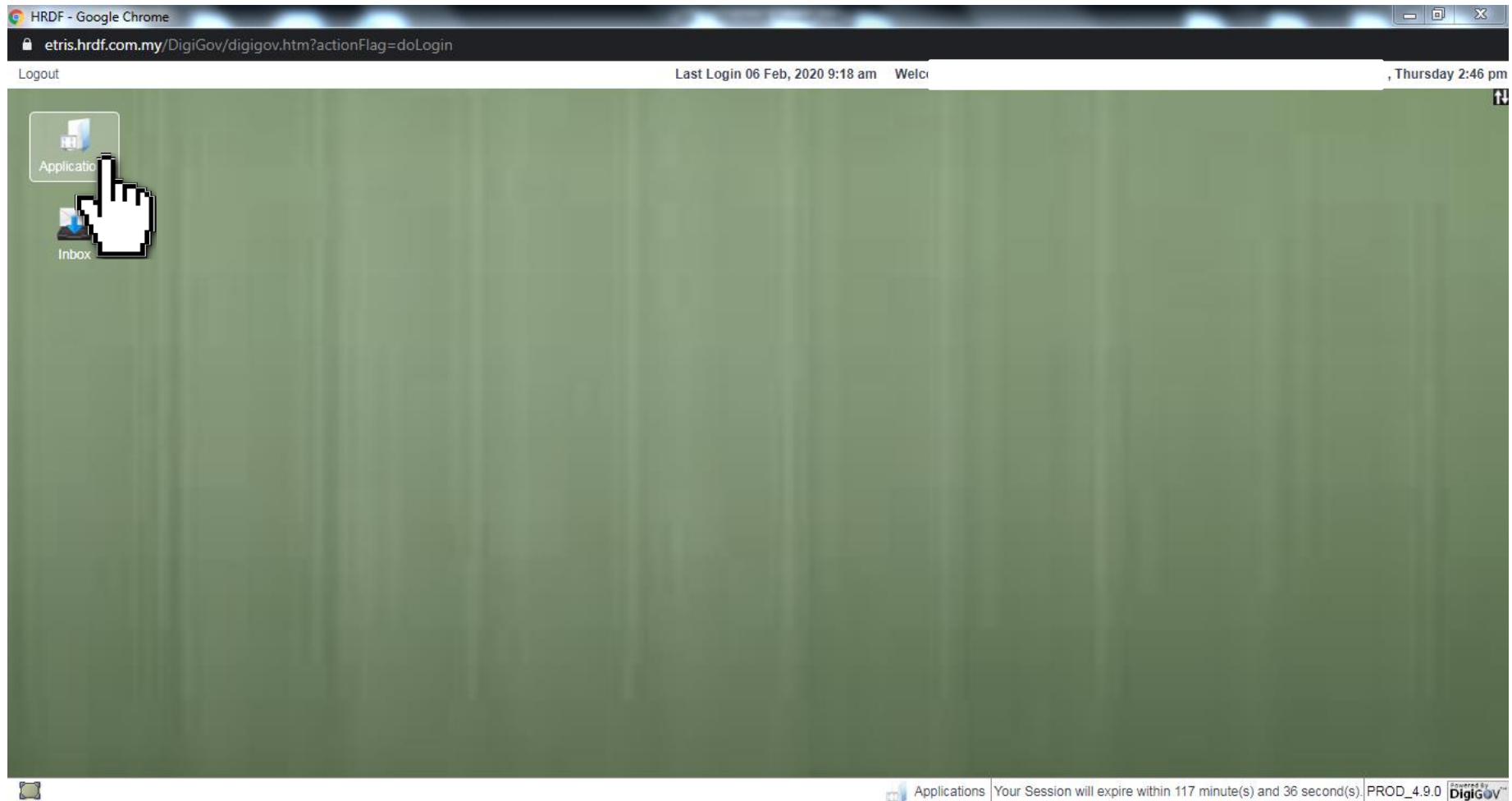
- Public training programmes can be conducted three (3) days after grant approval, applicable from **15 June to 31 December 2026**. The approved training programme must commence **within 90 calendar days** after the completion of the 3-day advance approval requirement.
- **From 1 January 2027**, the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

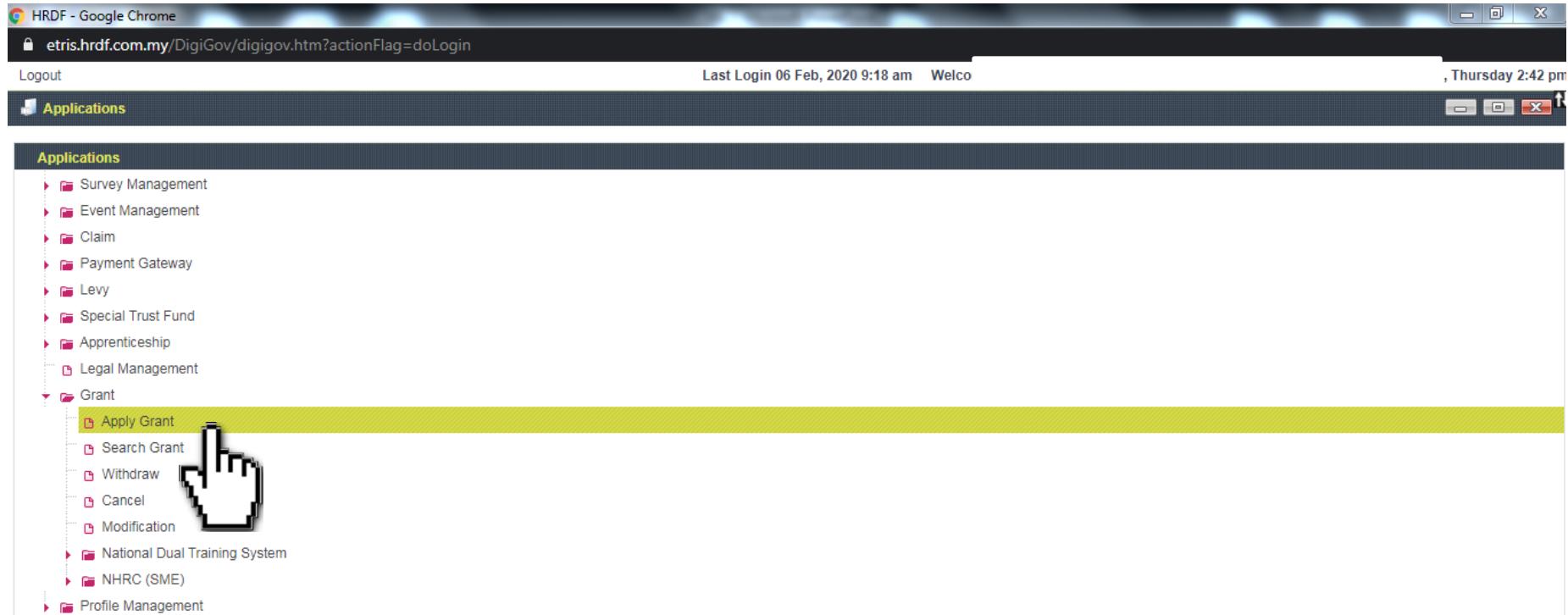
The screenshot shows a web browser window titled "HRDF - Google Chrome" with the address bar displaying "etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin". The page header includes a "Logout" link, the text "Last Login 06 Feb, 2020 9:18 am Welcom", and the date "Thursday 2:51 pm". A dark blue navigation bar contains the "Applications" menu. Below this, a list of application categories is displayed, with "Grant" highlighted in yellow. A hand cursor is positioned over the "Grant" option. The list of applications includes: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, and Profile Management.

Applications

- Survey Management
- Event Management
- Claim
- Payment Gateway
- Levy
- Special Trust Fund
- Apprenticeship
- Legal Management
- Grant**
- Profile Management

Applications Your Session will expire within 119 minute(s) and 53 second(s) PROD_4.9.0 Powered by DigiGov

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



(6) Click the Scheme Code and Select **SBL : Skim Bantuan Latihan** and click **Apply**

HRDF - Google Chrome

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Logout

Last Login 06 Feb, 2020 9:18 am Welco

, Thursday 2:58 pm

Applications

Applications > Grant > Apply Grant

Apply New Grant

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		

Apply New Grant

Scheme Code

SBL : Skim Bantuan Latihan

[* Preview Application Forms](#)

☐ This is Appeal Case

Apply

Cancel

Applications

Your Session will expire within 118 minute(s) and 55 second(s).

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

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Logout

Last Login 06 Feb, 2020 9:18 am Welc

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	RM 10,700.00		
Scheme Name	SBL		

Save

Next

Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Select

Save

Next

Cancel

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

HRDF - Google Chrome

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Logout

Last Login 06 Feb, 2020 9:18 am Welco

Thursday 3:16 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

Total Grant Approved

Total Amount Applied

Scheme Name

RM 702,944.04

RM 10,700.00

SBL

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Registered Training Provider Details

MyCoID

Training Provider Name

Address

Officer Telephone Number

Email

KERAJAAN0148

JABATAN TENAGA MANUS

ARAS 6, BLOK D4, PARCEL D,
PUSAT PENTADBIRAN KERAJAAN
PERSEKUTUAN, PUTRAJAYA,
62502, W. PERSEKUTUAN

88865000

zeti.kasman@gmail.com

Search

Check

History Data

Post Code

State

Officer to be Contacted

62502

Kuala Lumpur

Non Registered Training Provider Details

Training Provider

Training Provider Name

Address

Post Code

Officer Telephone Number

☐ Individual ☐ Vendor ☐ Association ☐ Non Government Organization(NGO) ☐ Government ☐ Overseas *

Reset

History Data

State

Officer to be Contacted

Select

(9) Please enter all required details appropriate and click **Next**

HRDF - Google Chrome
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Logout
Last Login 06 Feb, 2020 9:18 am Welco
Thursday 3:30 pm

Applications

Levy Information

Company Name
[Total Grant Approved](#)
[Total Amount Applied](#)
Scheme Name

Course Details

Course Title
Description
Relevancy of Training
Type of Retraining and Skills Upgrading
Engineering

Programme Details

Type of Training
In-house
Job Coach
Development Programme
e-Learning
Coaching / Mentoring
Mobile E-Learning
Hybrid

Commencement of Programme
Start Date
End Date
Total Hours Per
No. of Full Days
No. of Half Days
No. of < Half Day
Total Training Day
No. of Month
Total Hours Per Trainee

Note : Enter the exact course title as stated in the brochure or quotation

Note : Explain why the 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.

script.doLogout('/DigiGov')

Applications | Your Session will expire within 118 minute(s) and 32 second(s). | PROD_4.9.0 | DigitGov

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

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Logout Last Login 06 Feb, 2020 9:18 am Welcc , 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		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	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**

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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

Total Grant Approved

RM 702,944.04

Total Amount Applied

RM 10,700.00

Scheme Name

SBL

Levy Balance

RM 71,685.14

Grant Balance

RM 97,102.88

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)

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

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Logout

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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

Total Grant Approved

Total Amount Applied

Scheme Name

RM 702,944.04

RM 10,700.00

SBL

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

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).

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(12.1) Click **Add** Batch button and click **Save**

HRDF - Google Chrome

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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 702,944.04

RM 10,700.00

SBL

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
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Back

Save

Next

Cancel

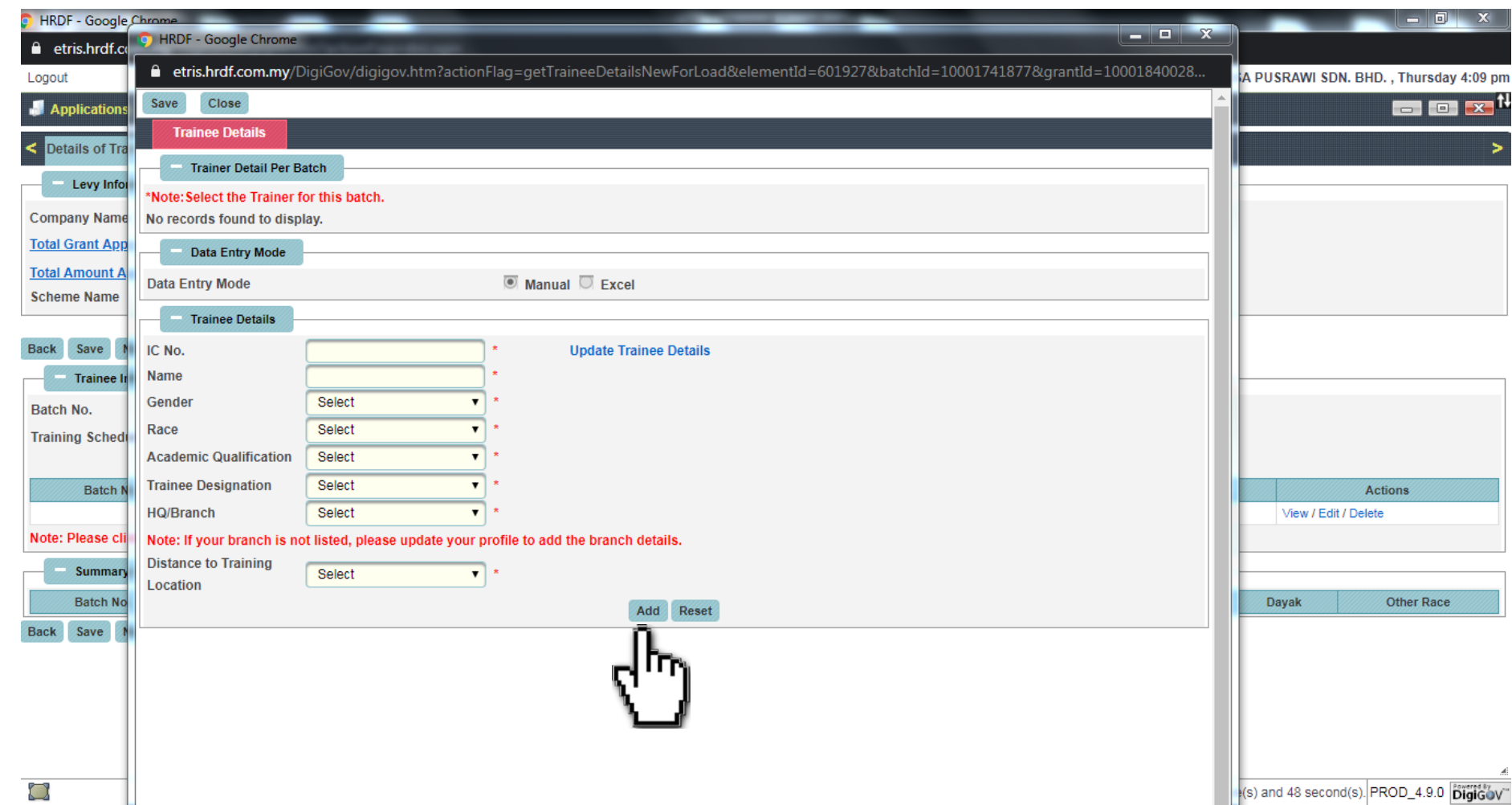
Applications

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**



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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 Name

Note: Please click on the batch name to view the details.

Summary

Batch No.

Back Save

etris.hrdf.com

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 Select *

Location *

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

Update Trainee Details

Add Reset

Actions

View / Edit / Delete

Dayak Other Race

(s) and 48 second(s). PROD_4.9.0 Powered by DigiGov

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

Logout

Applications

Details of Training

Levy Information

Company Name

Total Grant Applied

Total Amount Approved

Scheme Name

Back

Save

Trainee Information

Batch No.

Training Schedule

Batch Name

Note: Please click on the batch details to update the batch details.

Summary

Batch No.

Back

Save

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

Save Close

Trainee Details

Trainee Detail Per Batch

*No records found to display.

Data Entry Mode

Data Entry Mode

Manual Excel

Trainee Details

IC No.

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	ABCdsfdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

Thursday 4:30 pm

View / Edit / Delete

Dayak Other Race

PROD_4.9.0

(12.5) Click Next

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Logout

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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

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

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).

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

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Thursday 4:37 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 702,944.04

RM 10,700.00

SBL

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Back

Save

Next

Cancel

Estimated Cost

Type of Training : In-house

Training Location : Own Premise

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)
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Not Applicable	
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Soft	
External Trainer	YPL : External Trainer Fee	Not Applicable		Per Day	2.0	1	Group	Technical	
External Trainer	EMPL : Meal Allowance for External Trainer	Not Applicable		Per Day	2.0	0	Trainer	Not Applicable	
External Trainer	EHPL : Daily Allowance for External	Not Applicable		Per Day	2.0	0	Trainer	Not Applicable	

Applications

Your Session will expire within 119 minute(s) and 26 second(s).

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HRD Corp Grant Helper v2026

Page 19

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

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LogoutLast Login 06 Feb, 2020 9:18 am WelcomThursday 4:48 pm

Applications

<Details of TrainingLevel of CertificationSummary of TraineesEstimated Cost for Training SchemeAcknowledgement & 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	SBL		

BackSaveSubmit ApplicationCancel

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 / CB

javascript:doLogout("/DigiGov")ApplicationsYour Session will expire within 112 minute(s) and 37 second(s).PROD_4.9.0

(14.1) Please Add Attachment (all required documents), click save and click Submit Application

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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)	Remove / View

Back

Save

Submit Application



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**