

HRD Corp Grant Application Helper

SLB Scheme



eTRiS

Purpose

To submit a grant application under the *Skim Latihan Bersama* (SLB Scheme)

Terms and Conditions:

In-house training

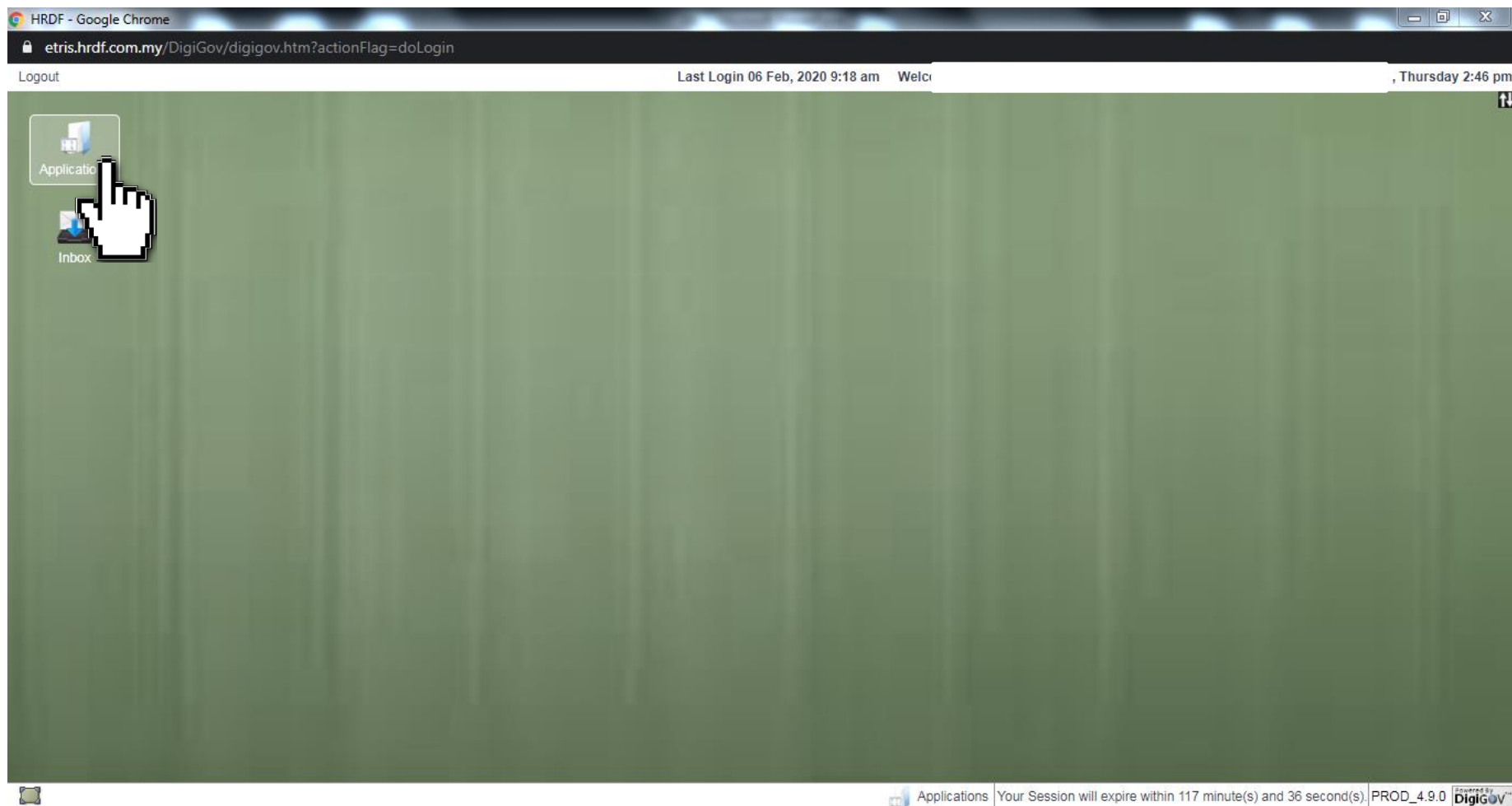
- In-house training programmes **can be conducted 14 days after grant approval**. The approved training programme must commence **within 90 calendar days** after the completion of the 14-day advance approval requirement.



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



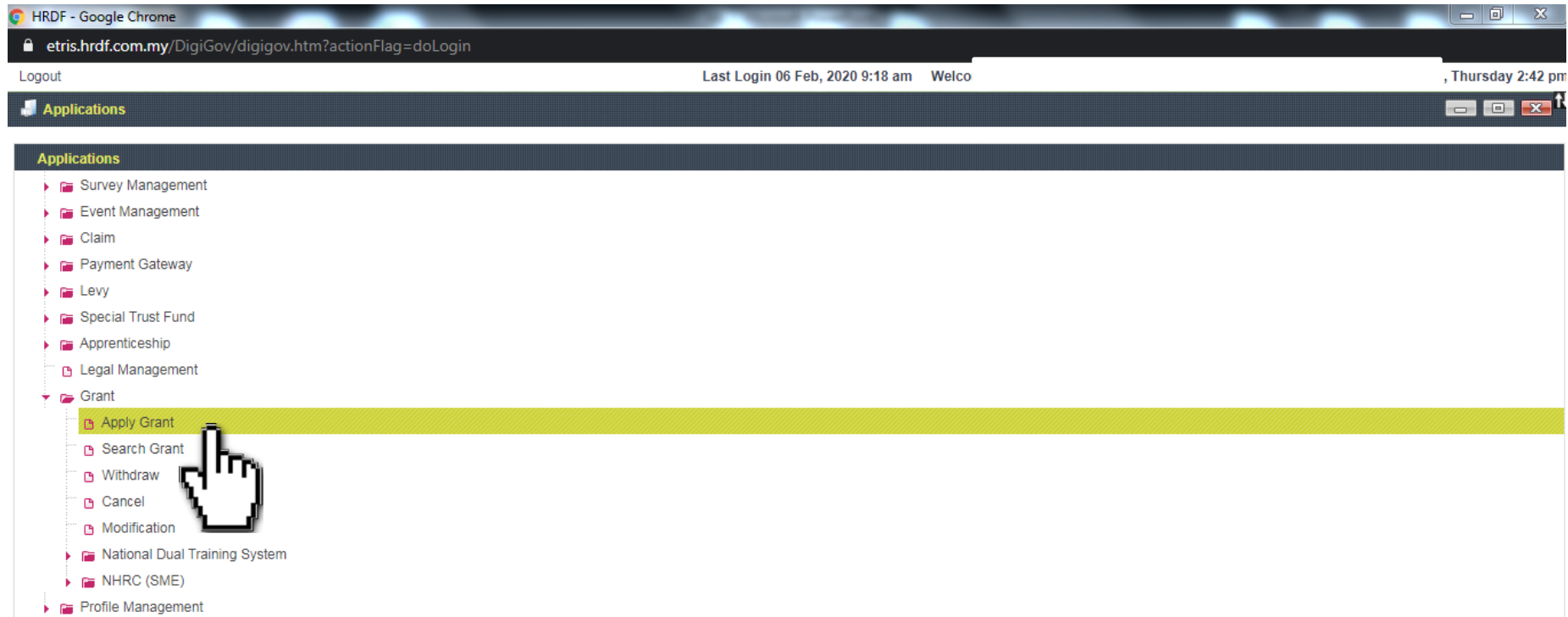
- (1) Log in to employer's eTRiS account
- (2) Click **Application**



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

The screenshot shows a web browser window titled "HRDF - Google Chrome". The address bar displays "etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin". The page header includes "Logout", "Last Login 06 Feb, 2020 9:18 am Welcom", and "Thursday 2:51 pm". The main content area is titled "Applications" and lists several menu items: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, and Profile Management. The "Grant" item is highlighted in yellow, and a hand cursor is pointing at it. The footer of the page shows "Applications", "Your Session will expire within 119 minute(s) and 53 second(s)", "PROD_4.9.0", and "Powered by DigiGov".

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



Applications

Your Session will expire within 119 minute(s) and 40 second(s).

PROD_4.9.0



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

HRDF - Google Chrome

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

LogoutLast Login 06 Feb, 2020 9:18 am WelcomThursday 2:54 pm

Applications

Applications > Grant > Apply Grant

Apply 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		

ApplyCancel

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

ApplyCancel



(6) Select the Scheme Code and choose **SLB : Skim Latihan Bersama**.
Click **Apply** and select either **Organiser** or **Participant**.

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

Logout Last Login 01 Mar, 2020 12:43 am Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Sunday 2:49 am

Applications

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

Company Name		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 **SLB : Skim Latihan Bers** [* Preview Application Forms](#)

☒ Organizer ☐ Participant *

☐ This is Appeal Case

Apply **Cancel**

Applications Your Session will expire within 119 minute(s) and 0 second(s). PROD_4.10.0 

(7) Select the appropriate 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 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 726,510.70	Grant Balance	RM 97,102.88
Total Amount Applied	RM 0.00		
Scheme Name	SLB		

Save

Next

Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Select

Save

Next

Cancel

(8) Select the appropriate registered Training Provider details 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

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

Registered Training Provider Details

MyCoID

Training Provider Name

Address

Officer Telephone Number

Email

KERAJAAN0148_30

JABATAN TENAGA MANUS

INSTITUT LATIHAN P'IND. MU
KM 43, JALAN SEGAMAT,
84020 - SAGIL
Johor, Malaysia

6069773800

psmbadmin@hrdf.com.my

Search

Check

History Data

Post Code

State

84020

Johor

Officer to be Contacted

Back

Save

Next

Cancel

Applications

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

PROD_4.10.0

DigiGov

(9) Enter all required details and click **Next**.

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

Logout Last Login 01 Mar, 2020 10:23 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Monday 2:19 pm

Applications

Employer's Profile Training Provider's Profile **Programme Details** Details of Training Level of Certification

Levy Information

Company Name
Total Grant Approved
Total Amount Applied
Scheme Name

Back Save Next Cancel

Course Details

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

Programme Details

Type of Training
Commencement of Programme
Total Hours Per Training
No. of Full Days
No. of Half Days
No. of < Half Days
Total Training Days

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 : Provide the background and objective of the training.

Applications Workflow Your Session will expire within 114 minute(s) and 35 second(s) PROD_4.10.0 DigiGov

(9.1) Select the participating employer from the list, enter the number of participants, click **Add** and then click **Next**

HRDF - Google Chrome
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Logout Last Login 01 Mar, 2020 10:23 pm Welcome KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. , Monday 2:23 pm

Applications

Name *
IC No./Passport No. *
Distance to Training Location *
HQ/Branch *

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

Add Reset

External Trainer

Name *
IC No./Passport No. *
Citizenship *
Distance to Training Location *
Overseas Trainer ☐ Yes ☐ No *

Add Reset

Details of Participating Employer

MyCoID 912721V * Search
Company Name 1 AUTOWORKS SERVICE (
No of Participants 3 *

Add Reset

Note : After making changes in count of Max. Participants of Participating Employer, please visit Trainee details of "Summary of Trainees".

Details of Participating Non Register Employer

MyCoID *
Company Name *
Address *

Add Reset

Back Save Next Cancel

Applications Workflow Your Session will expire within 119 minute(s) and 36 second(s). PROD_4.10.0

(10) Enter the training location details and click **Next**

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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		Levy Balance	RM 71,685.14
Total Grant Approved	RM 728,660.70	Grant Balance	RM 97,102.88
Total Amount Applied	RM 0.00		
Scheme Name	SLB		

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) Select the appropriate certification level 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 728,660.70

Total Amount Applied

RM 0.00

Scheme Name

SLB

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

(12) Please follow the instructions provided enter the trainees' details.

HRDF - Google Chrome

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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

Total Grant Approved

RM 728,660.70

Total Amount Applied

RM 0.00

Scheme Name

SLB

Levy Balance

RM 71,685.14

Grant Balance

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).

PROD_4.9.0

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(12.1) Click the **Add Batch** button and then 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 728,660.70

RM 0.00

SLB

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) Enter all required details and click **Add**

Logout

Applications

Details of Tra

Levy Infor

Company Name

Total Grant App

Total Amount A

Scheme Name

Back Save

Trainee In

Batch No.

Training Sched

Batch N

Note: Please cli

Summary

Batch No

Back Save

HRDF - Google Chrome

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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

Race

Academic Qualification

Trainee Designation

HQ/Branch

Distance to Training

Location

Update Trainee Details

Add Reset

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

Thursday 4:09 pm

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 wish to add more participants. Otherwise, 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

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

HRDF - Google Chrome

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LogoutLast Login 06 Feb, 2020 9:18 am Welc, Thursday 4:34 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 728,660.70

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 0.00

Scheme Name

SLB

BackSaveNextCancel

Trainee Information by Batch

Batch No.

2

Training Schedule

Start Date08/02/2020End Date09/02/2020

Add BatchReset

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

BackSaveNextCancel



Applications

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

PROD_4.9.0

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(13) Enter all course fee and allowance details as required, then click **Next**.

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Logout

Last Login 06 Feb, 2020 9:18 am

Welcome

ursday 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

Levy Balance

RM 71,685.14

Total Grant Approved

RM 728,660.70

Grant Balance

RM 97,102.88

Total Amount Applied

RM 0.00

Scheme Name

SLB

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).

PROD_4.9.0

DigiGov

(14) Tick the declaration checkbox and select the designated officer.

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

Logout

Last Login 06 Feb, 2020 9:18 am

Welcome

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

SBL

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

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www.hrdcorp.gov.my

HRD Corp Grant Helper v2026

Page 21

(14.1) Attach all required supporting documents, 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 Officer Name *

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)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description Attach File Training Pro...0-04-16).pdf

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

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0



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**