

HRD Corp Grant Application Helper

Grant Query



eTRiS

Purpose: To response to query and resubmit queried grant application

Revised Terms & Conditions for HCC, SBL, SLB and FWT schemes:



- HRD Corp will issue only **one (1) query for each application.**
- Employers must **respond to the query within five (5) calendar days.**
- Applications **will BE REJECTED** if the query is not addressed within the stipulated timeline.

Terms & Conditions for Other Schemes:



- Employers are given **one (1) month** to resubmit the queried grant application together with the required information and supporting documents (refer to the Query Remarks).
- Failure to resubmit the queried grant application within the stipulated period may result to an expired grant.



(1) Log in to the employer's eTRiS account

(2) Click **Inbox**



(3) Click **Inbox** on the left-hand menu 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

St.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 

- (4) Click **Outstanding Action** under Inbox
(click the small arrow beside the Inbox folder if Outstanding Action is not displayed)
- (5) Click the **File Number**

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 12:01 pm

Workflow

Work List

Record Room

Work List

All Pending Tasks

Inbox

Outstanding Action

Notifications

Approvals

Outbox

+ Search

Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
1	Grant Application	36926U_15_0015	YGL CONVERGENCE MALAYSIA SDN BHD-POSITIVE SELF DEVELOPMENT COURSE (MANDARIN)-Requested Amount(RM... More	AZHARUDDIN BIN BERAHIM	22/05/2015 17:33	Pending

1 Records found, displaying 1 to 1 Records.

1

Legends

NEW

Files Already Seen

Group Job

Query replied/Returned

Workflow

Your Session will expire within 119 minute(s) and 1 second(s)

Hotfix_V2.55.4.1

(6) Open the Grant Application and make the necessary amendments based on the Query Remarks

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 0.00

Total Amount Applied

RM 0.00

Scheme Name

SBL-Khas

Save

Next

Employer's Profile

MyCoID

36926U(HQ)

Immediate Officer

Theresa Chou

Company Name

YGL CONVERGENCE MALAYSIA SDN BHD

Email

theresachou@yglworld.com

Save

(7) After attaching the required documents, to 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

Actions Close

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

Back Save Resubmit



Once the grant application is successfully resubmitted, the Grant Officer will review and re-evaluate the application within **two (2)** working days.



THANK YOU

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