

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

- Grant applications **must be submitted** at least fourteen (14) calendar days before the commencement of In-House Training. The approved training programme must commence **within ninety (90) calendar days** from the completion of the 14-day advance submission period.

Public training

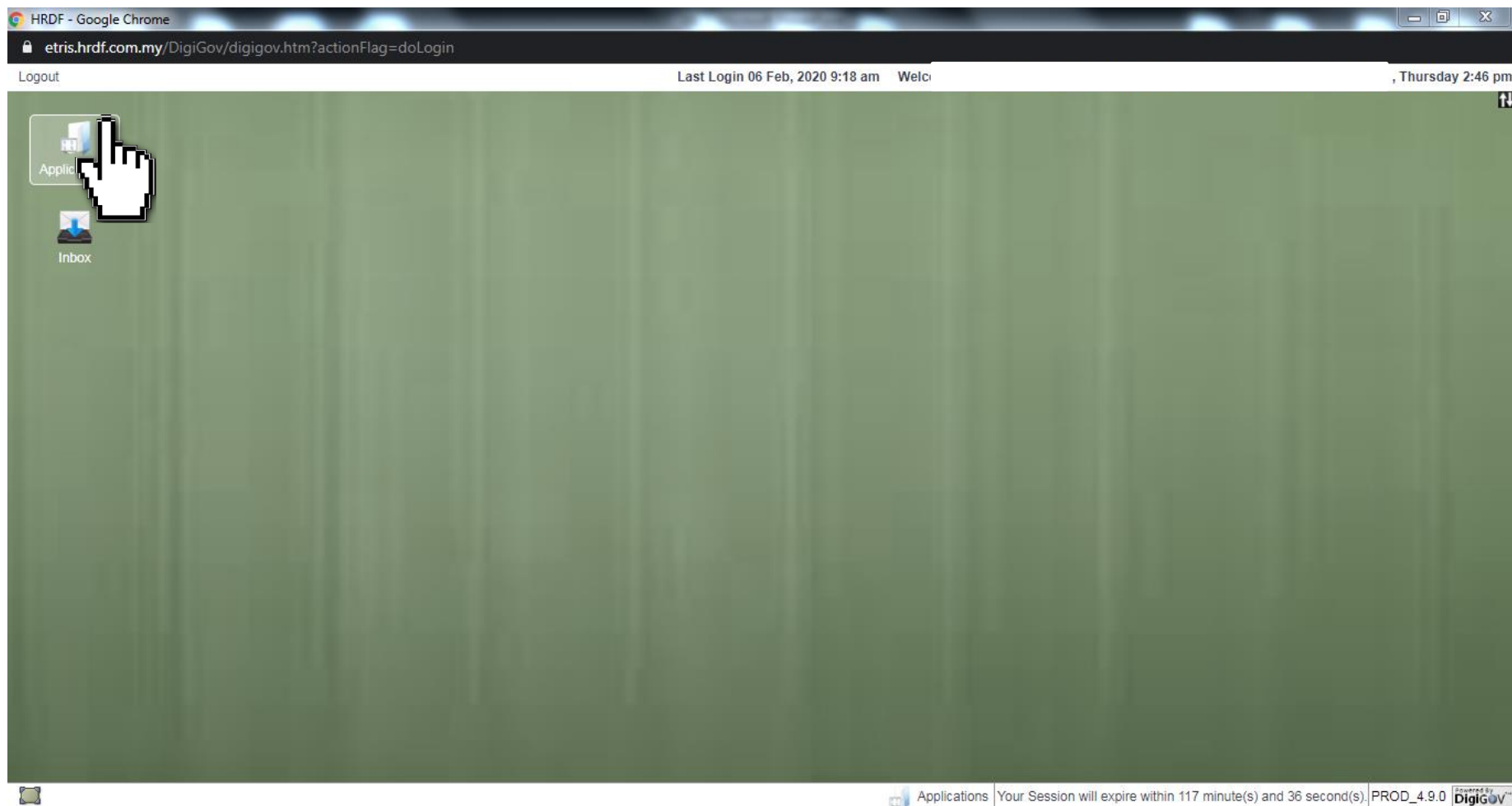
- Grant applications **must be submitted** at least three (3) calendar days before the commencement of Public Training, applicable from **15 June to 31 December 2026**. The approved training programme must commence **within ninety (90) calendar days** from the completion of the 3-day advance submission period.
- From 1 January 2027**, the requirement returns to the 14-day rule, aligning with in-house training programmes.



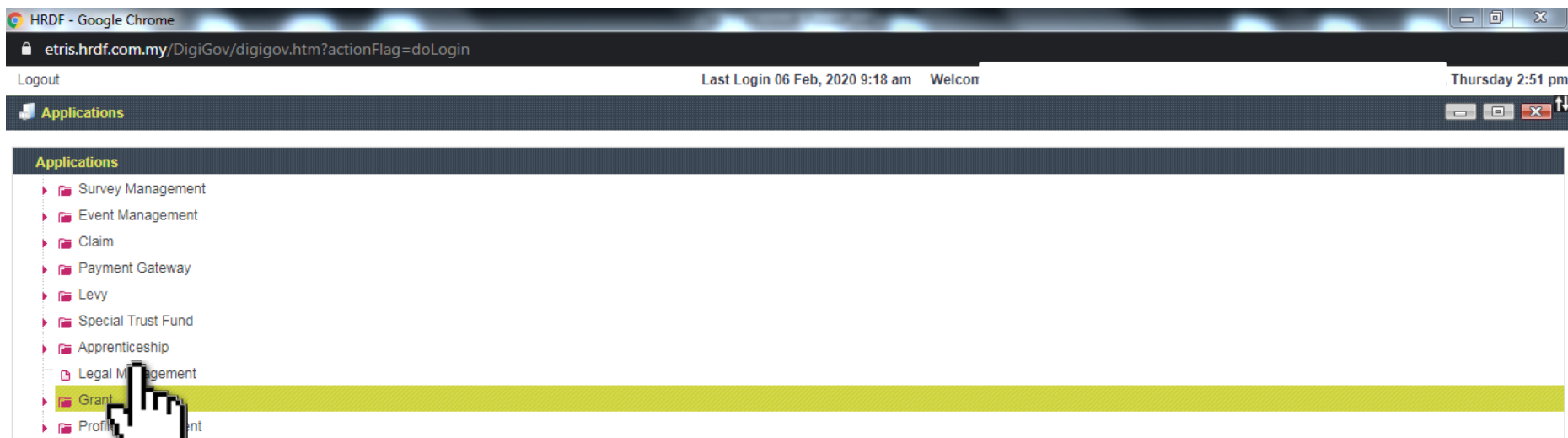
Employers must submit with supporting documents:
Invoice/quotation, trainer profile and schedule/course content.

(1) Log in to Employer's eTRiS account

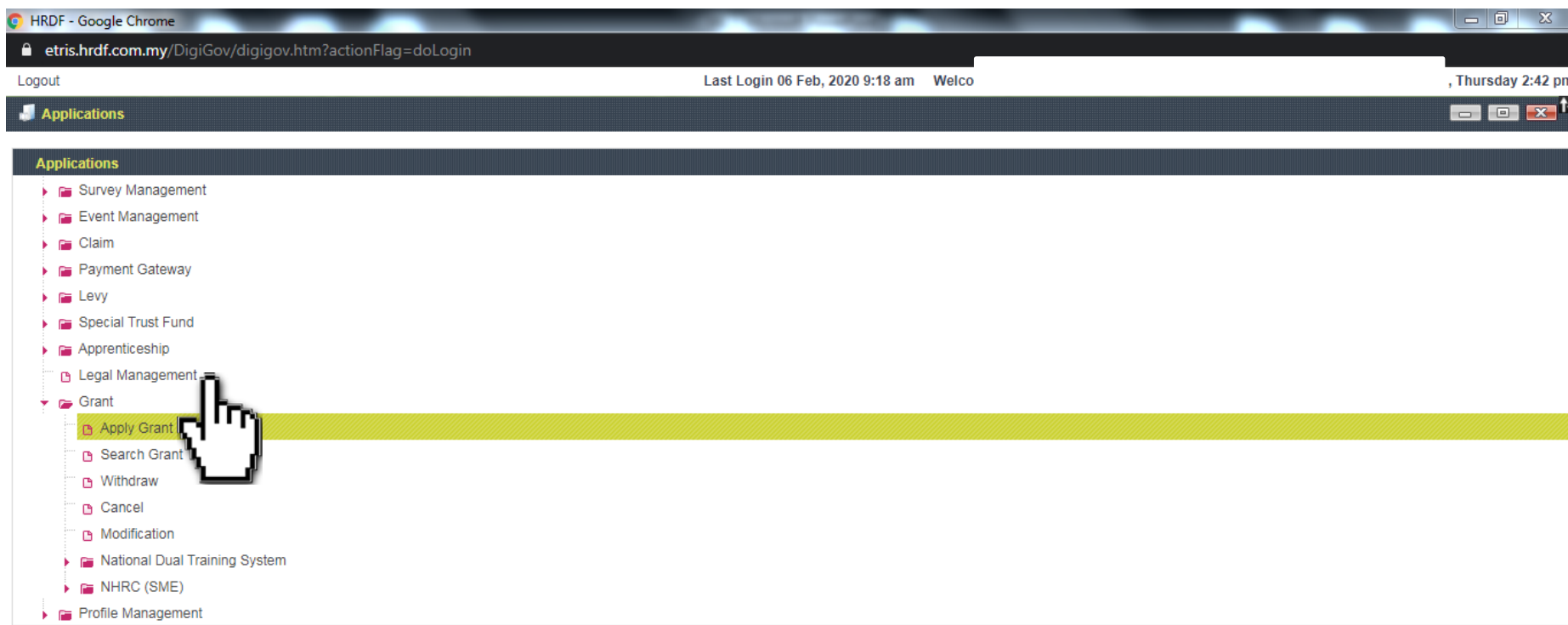
(2) Click **Application**



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



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



(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 PUSRAWI 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

(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

Total Grant Approved

Total Amount Applied

Scheme Name

RM 702,944.04

SBL-Khas

SBL

Levy Balance

Grant Balance

RM 71,685.14

RM 97,102.88

Save

Next

Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Select

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

Total Amount Applied

Scheme Name

Levy Balance

Grant Balance

RM 80,976.51

RM 105,008.07

RM 726,510.70

RM 0.00

SBL-Khas

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) 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 am

Applications

Company Name Level
 Total Grant Amount Grant
 Total Amount
 Scheme Name

Back Save

Course Details

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

Programme Details

Type of Training ☐ In-house ☐ e-Learning *
 Commencement Date *
 Total Hours
 No. of Full Days
 No. of Half Days
 No. of < Half Days 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

IC No./Passport No.

750222

Citizenship

Malaysian

Distance to Training Location

Select

Overseas Trainer

☐ Yes
☒ No

Add

Reset

Back

Save

Next

Cancel

(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

Acknowledgem

Levy Information

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

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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		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).

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(12) Please follow the note and key 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

Levy Balance

RM 71,685.14

Total Grant Approved

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	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**

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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 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).

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(12.2) Click **Add** Trainee Details

HRDF - Google Chrome

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

Logout

Last Login 06 Feb, 2020 9:18 am Welcom

Thursday 4:05 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

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	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

Back Save Next Cancel

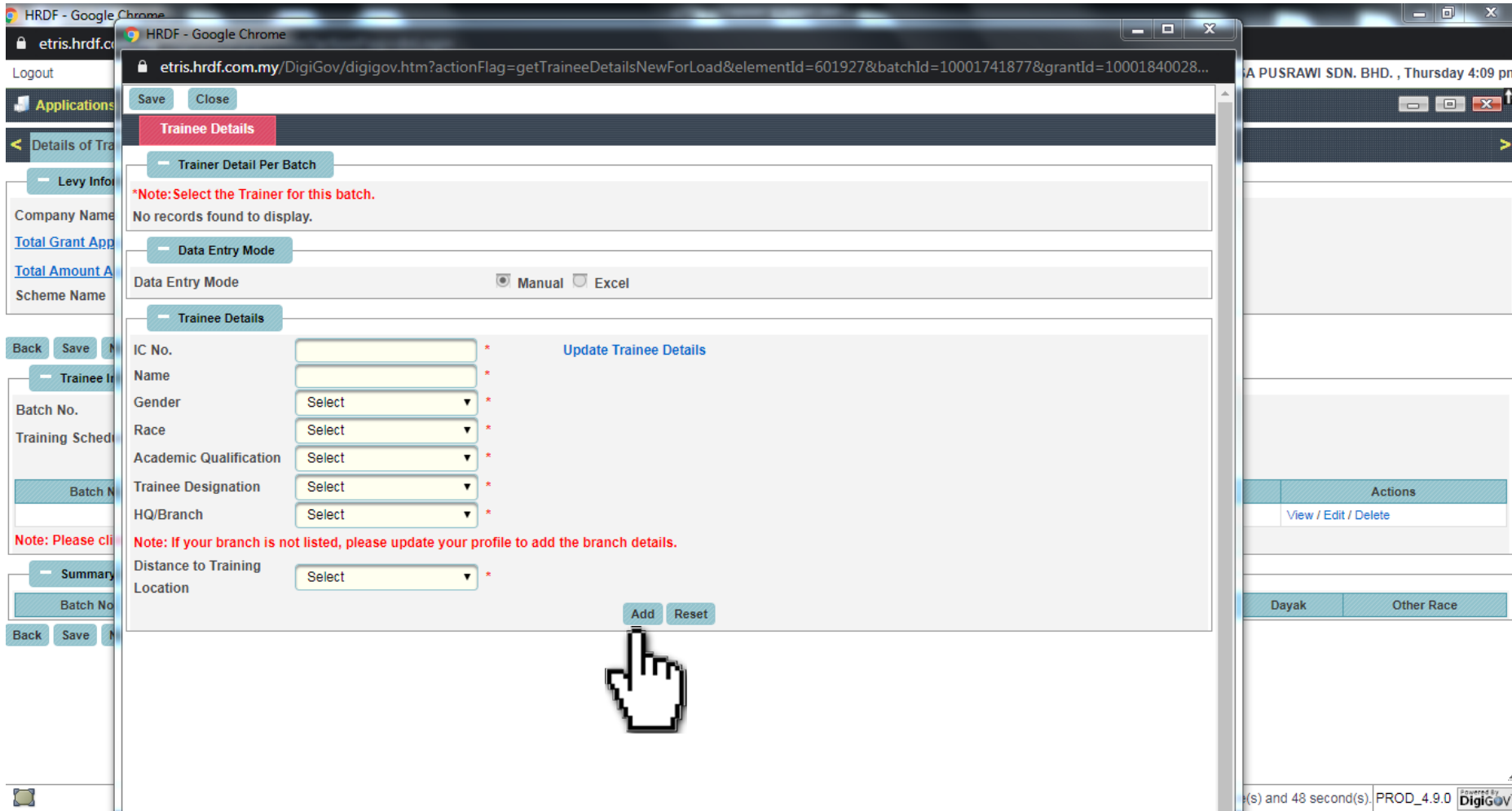
Applications

Your Session will expire within 118 minute(s) and 53 second(s).

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



HRDF - Google Chrome

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

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

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 *

Update Trainee Details

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

Add Reset

Actions

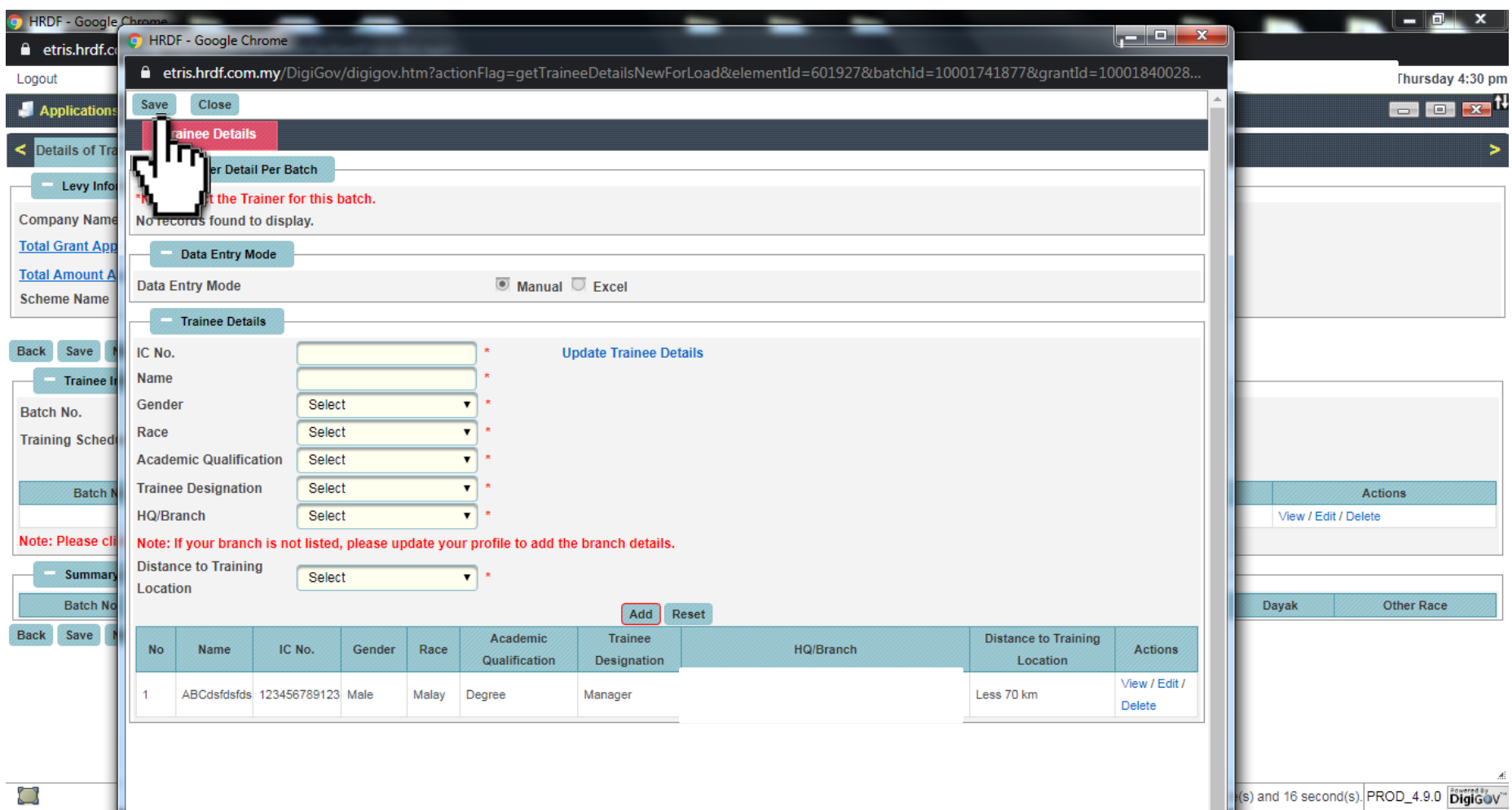
View / Edit / Delete

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

* **Get the Trainer for this 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

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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

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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

l, 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

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(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

*

Designation

Executive

*

Email

abcde@yahoo.com

*

IC No.

123456789123

*

Date

06/02/2020

Other Officer Name

abcde

*

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**