

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

- 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

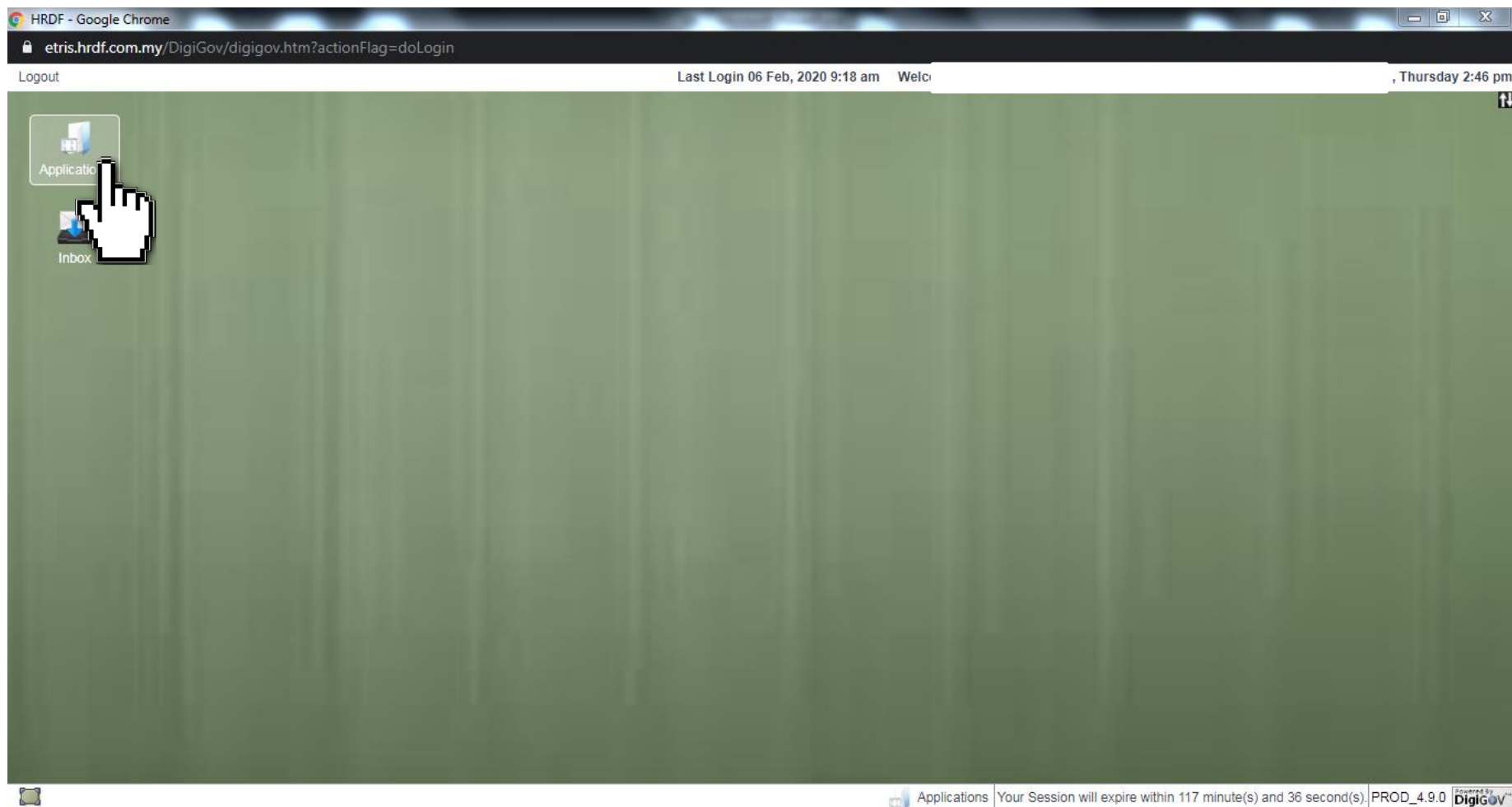
- Grant applications **must be submitted** at least three (3) calendar days before the commencement of Public Training, applicable from **15 June to 31 December 2026**. The approved training programme must commence **within ninety (90) calendar days** from the completion of the 3-day advance submission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



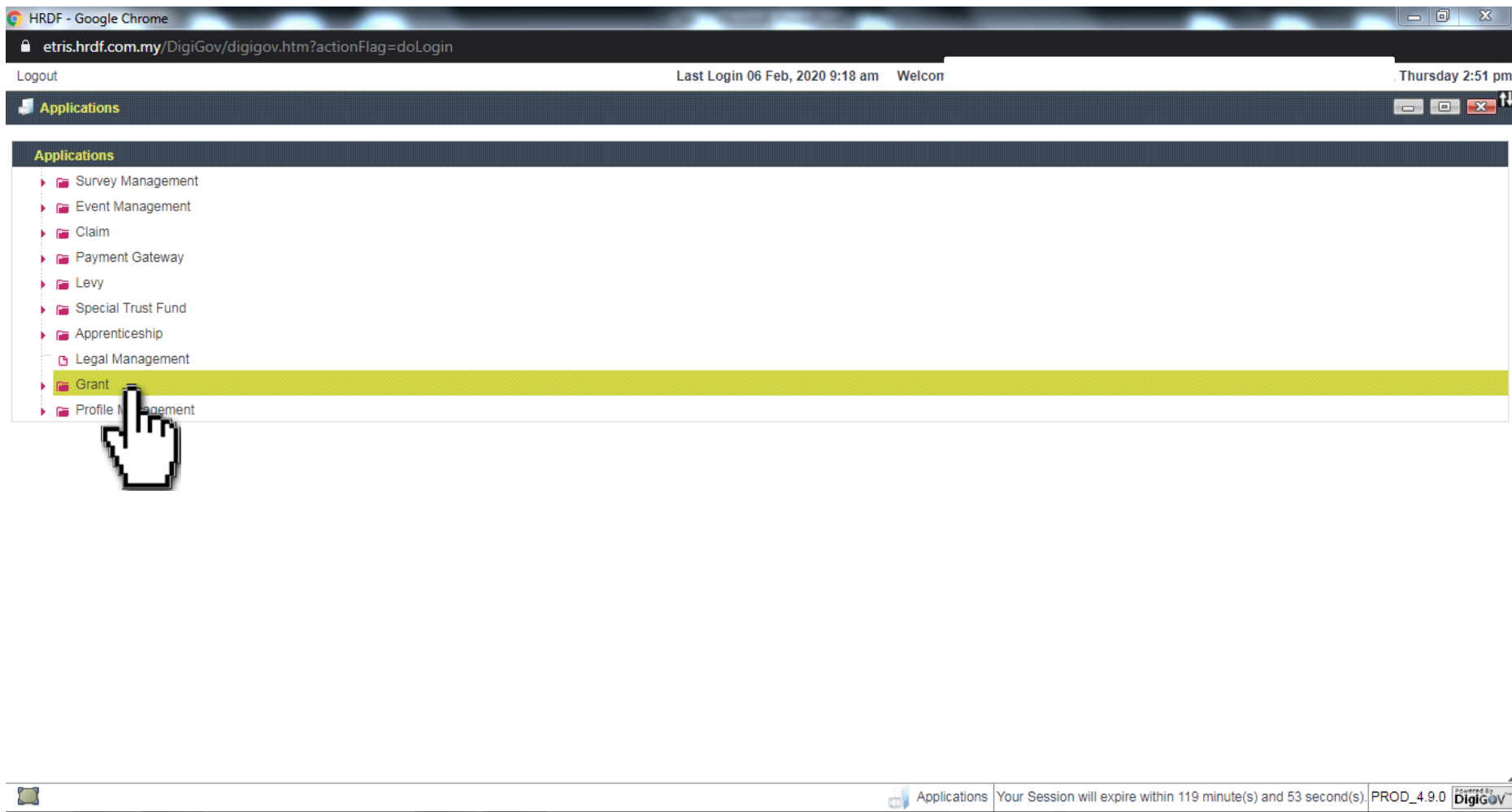
Employers must submit with supporting documents:
Invoice/quotation, trainer profile and schedule/course content.

(1) Log in to employer's eTRiS account

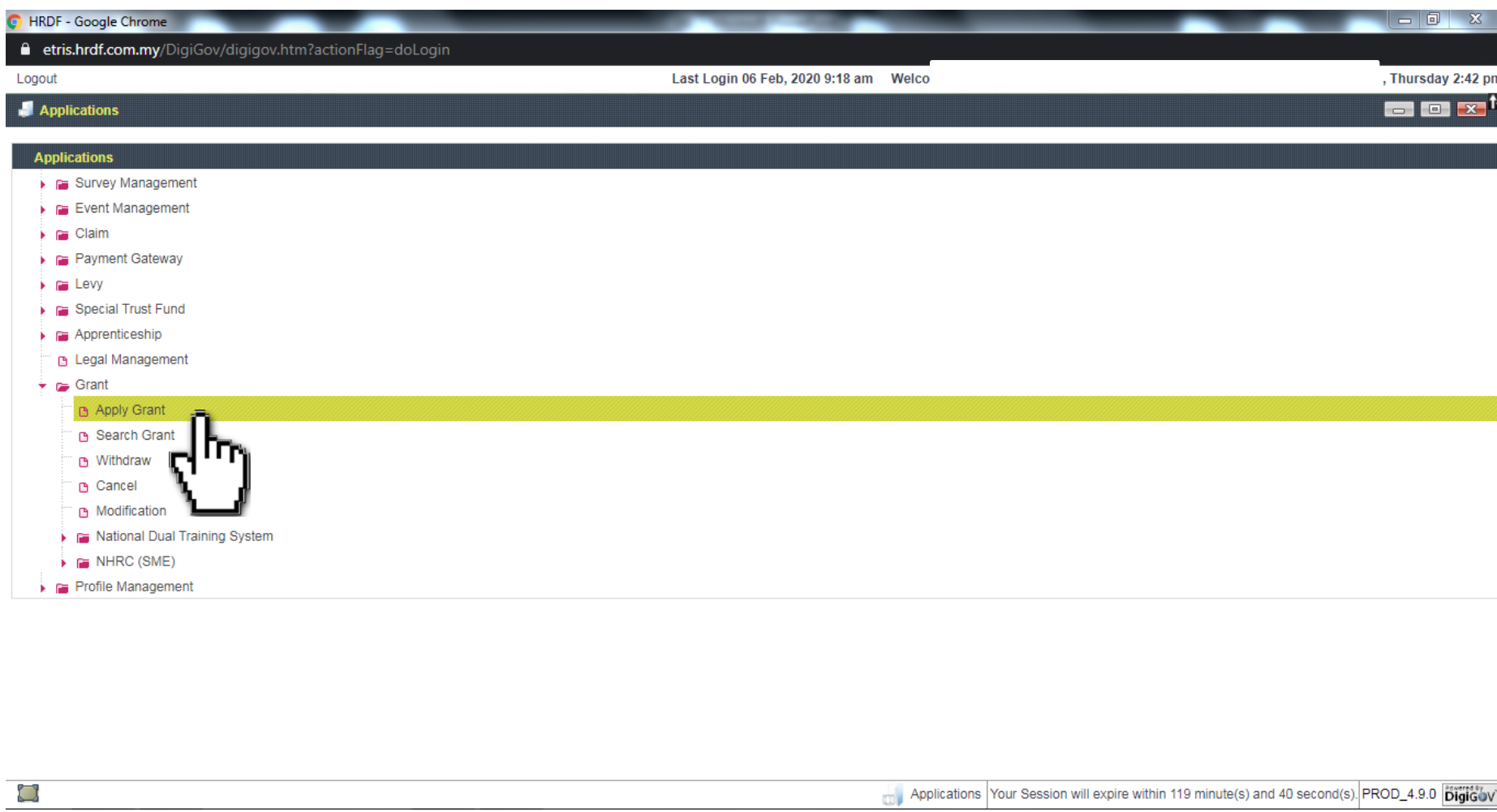
(2) Click **Application**



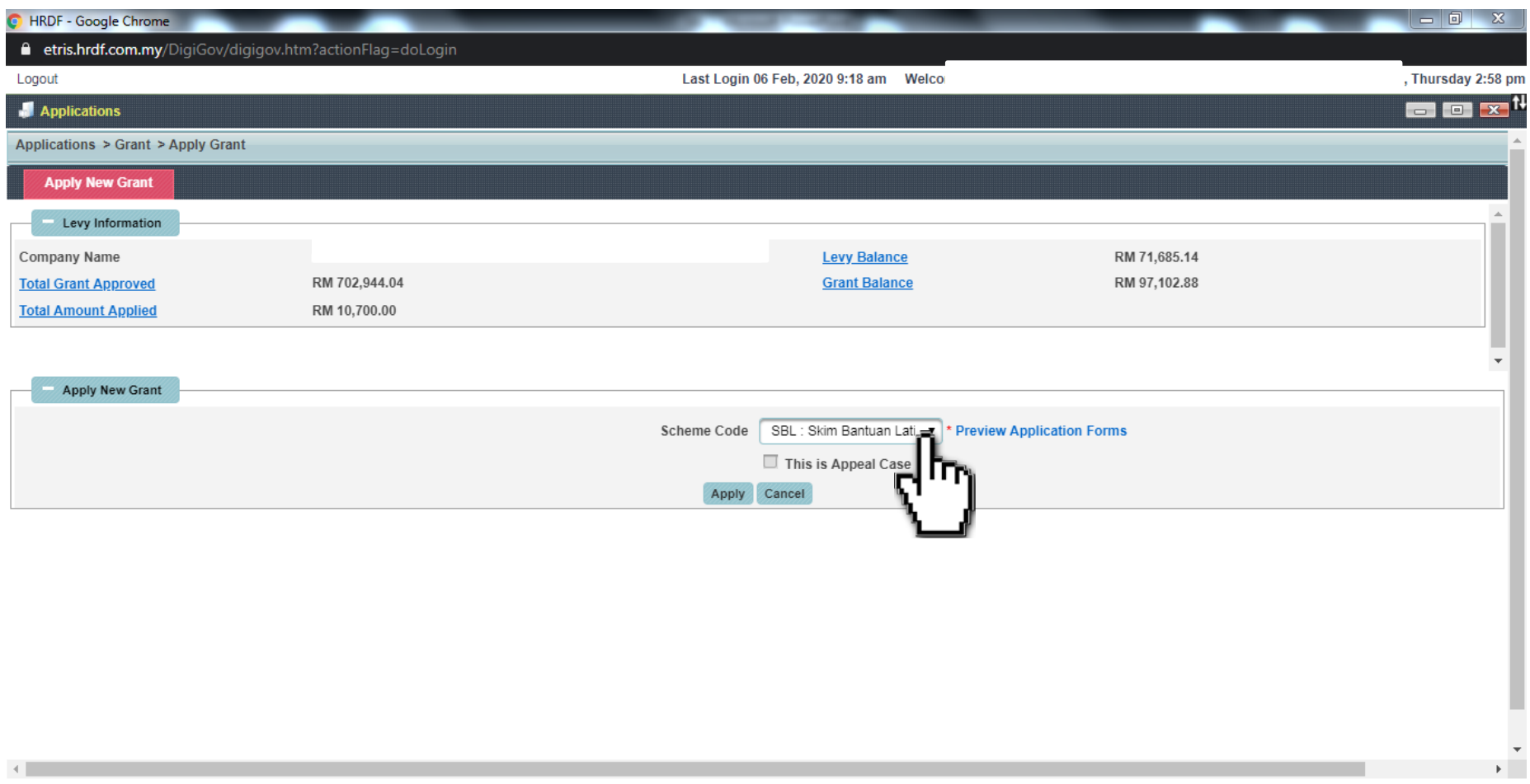
(3) Click **Grant** on the left side under Work List



(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
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welco , Thursday 2:58 pm

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**

(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 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

Immediate Officer

Select

Company Name

Email

Save

Next

Cancel

(8) Select the Training Provider details 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 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

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

Registered Training Provider Details

MyCoID

KERAJAAN0148

Search

Check

History Data

Training Provider Name

JABATAN TENAGA MANUS

Post Code

62502

Address

ARAS 6, BLOK D4, PARCEL D, PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN, PUTRAJAYA, 62503, W. PERSEKUTUAN

State

Kuala Lumpur

Officer Telephone Number

88865000

Officer to be Contacted

Email

zeti.kasman@gmail.com

Non Registered Training Provider Details

Training Provider

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

Reset

History Data

Training Provider Name

Address

Post Code

State

Select

Officer Telephone Number

Officer to be Contacted

javascript:doLogout('/DigiGov')

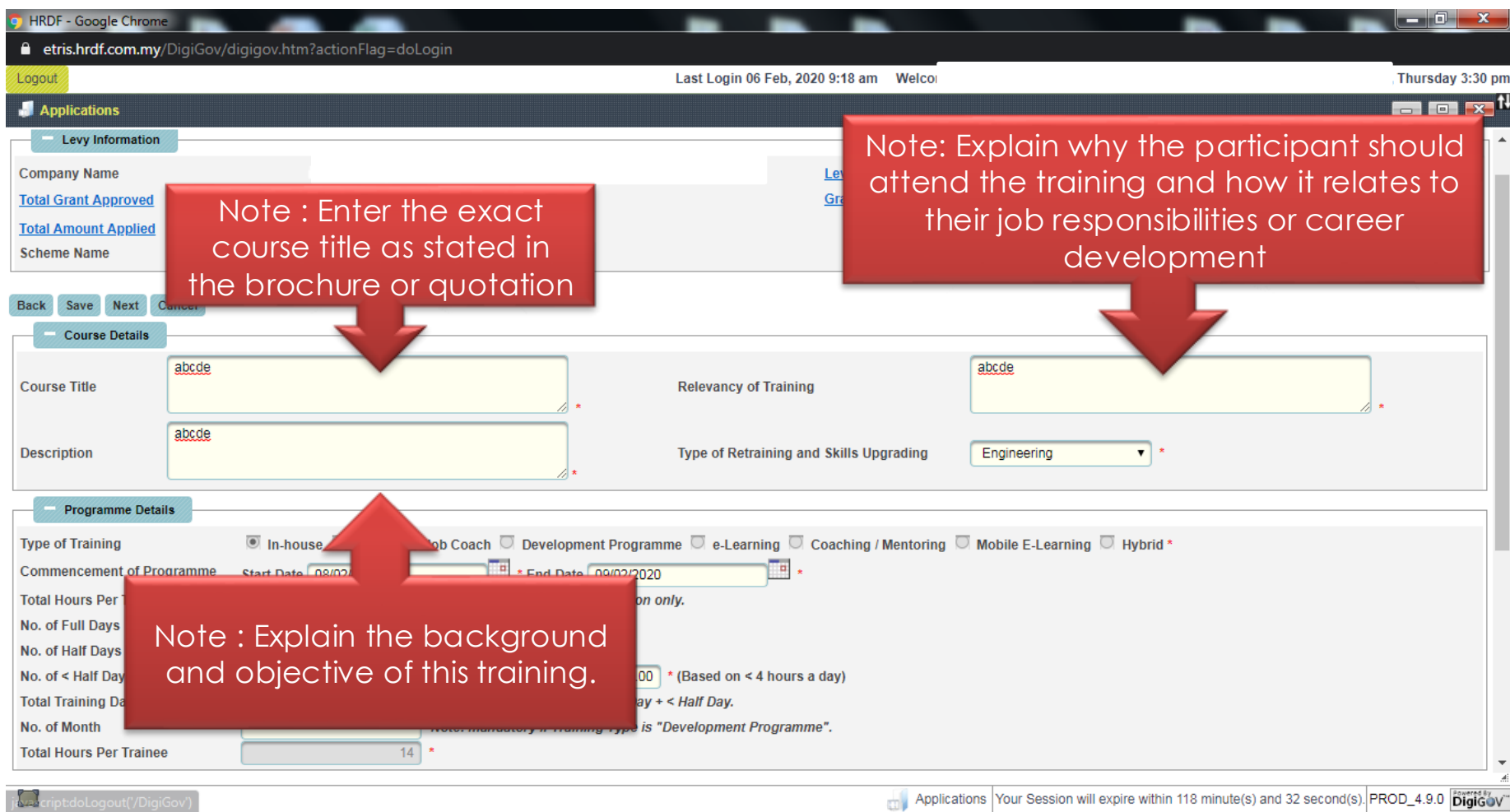
Applications

Your Session will expire within 119 minute(s) and 10 second(s).

PROD_4.9.0

DigitGov

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



The screenshot shows the HRDF application form in Google Chrome. The URL is etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin. The page has a top navigation bar with 'Logout', 'Last Login 06 Feb, 2020 9:18 am', and 'Thursday 3:30 pm'. The main content area is titled 'Applications' and contains three sections: 'Levy Information', 'Course Details', and 'Programme Details'. The 'Levy Information' section includes fields for 'Company Name', 'Total Grant Approved', 'Total Amount Applied', and 'Scheme Name'. The 'Course Details' section includes 'Course Title', 'Description', 'Relevancy of Training', and 'Type of Retraining and Skills Upgrading'. The 'Programme Details' section includes 'Type of Training', 'Commencement of Programme', 'Total Hours Per Trainee', and 'No. of Month'. Red callout boxes provide instructions for several fields: 'Note : Enter the exact course title as stated in the brochure or quotation' points to the 'Course Title' field; 'Note: Explain why the participant should attend the training and how it relates to their job responsibilities or career development' points to the 'Relevancy of Training' field; and 'Note : Explain the background and objective of this training.' points to the 'Total Hours Per Trainee' field. The 'Type of Training' section has radio buttons for 'In-house', 'Job Coach', 'Development Programme', 'e-Learning', 'Coaching / Mentoring', 'Mobile E-Learning', and 'Hybrid'. The 'Commencement of Programme' section has 'Start Date' and 'End Date' fields. The 'Total Hours Per Trainee' field has a value of 14. The 'No. of Month' field has a value of 12. The 'Total Hours Per Trainee' field has a note: '(Based on < 4 hours a day)'. The 'No. of Month' field has a note: 'Note: mandatory if Training Type is "Development Programme"'. The bottom of the page shows a status bar with 'Applications', 'Your Session will expire within 118 minute(s) and 32 second(s)', 'PROD_4.9.0', and 'DigiGov'.

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

(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 702,944.04

[Grant Balance](#)

RM 97,102.88

[Total Amount Applied](#)

RM 10,700.00

Scheme Name

SBL

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 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.

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 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
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back

Save

Next

Cancel

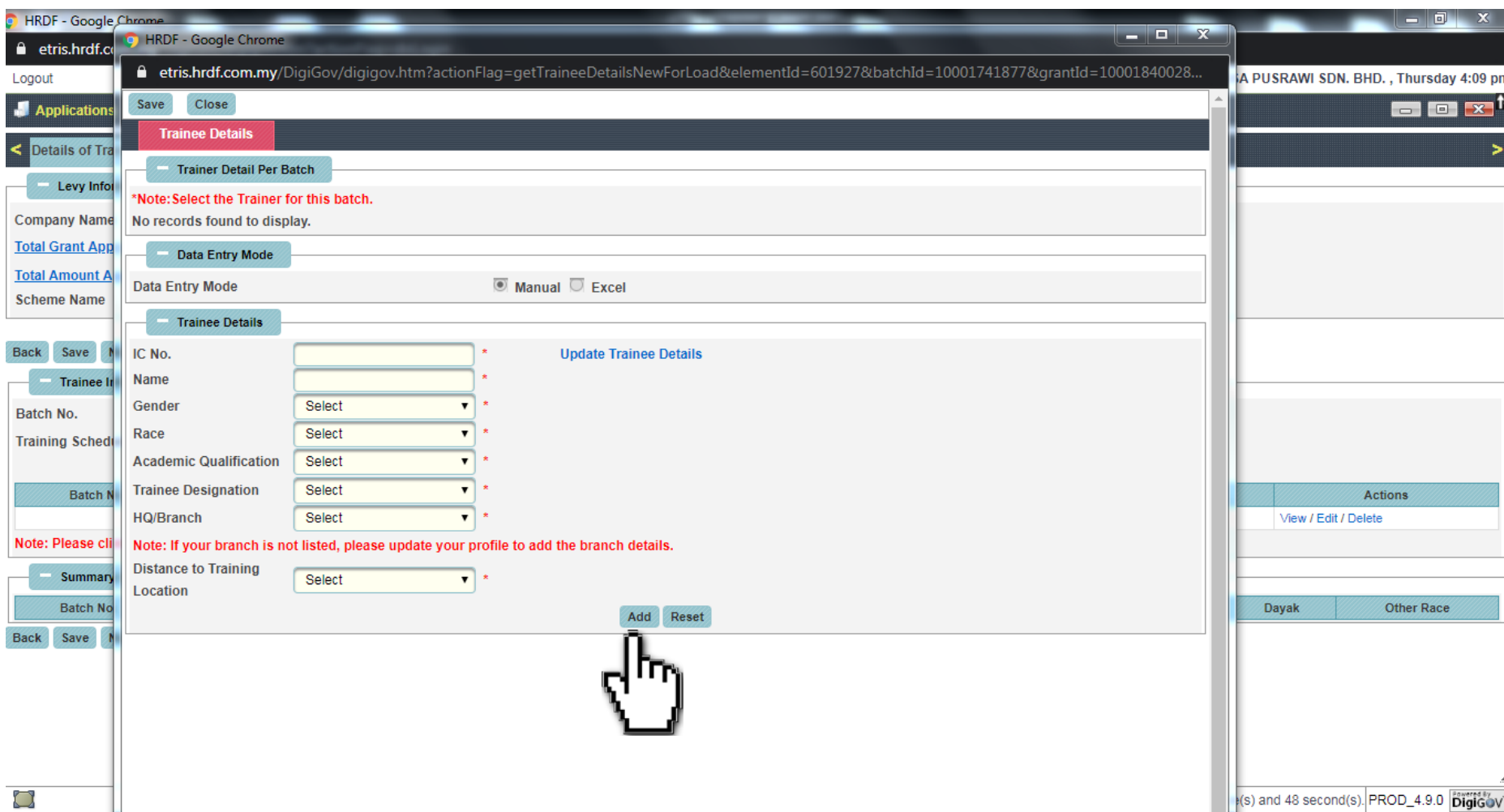
Applications

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

PROD_4.9.0

Powered by DigiGov

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



HRDF - Google Chrome

etris.hrdf.com

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

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 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

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

Save Close

Trainee Details

per Detail Per Batch

*If you want to add 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 *

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

Distance to Training Location Select *

Update Trainee Details

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

Thursday 4:30 pm

Actions

View / Edit / Delete

Dayak

Other Race

(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 Welcc 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. *

Training Schedule Start Date * End Date *

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

(13) Please enter 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 06 Feb, 2020 9:18 am Welcom

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).

PROD_4.9.0

DigiGov


www.hrdcorp.gov.my
 HRD Corp Grant Helper v2026

Page 19

(14.1) Please Add Attachment (all required 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

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**