

HRD Corp Grant Application Helper

Grant Modification



eTRiS

Grant Modification Application Requirements

Purpose: To modify or amend costs and information in an approved grant application.

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



- Employers **will NO LONGER** be permitted to modify an approved grant.
- Should an employer wish to make any changes, the employer must cancel the existing approved grant and submit a new application.

Terms & Conditions for other schemes:



- Employers are allowed to apply for modification within **one (1) month** of grant approval date.
- Request for modification is subject to Grant Officer's approval and consideration. *(Employers to provide reason to modify grant).*

(1) Log in to employer's eTRiS account

(2) Click **Application**



(3) Click Grant

(4) Select Modification



(5) Click Request for Modification
(Please ensure that you select the correct application by referring to the Grant Reference 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 12:07 pm

Applications

Applications > Grant > Modification

Close

Modification Details

Search Criteria

Grant Reference No.

Search Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
27/05/2015	36926U_15_0017		1,841.60	Request for Modification	Modification Request not Initiated			

(6) Provide the reasons and remarks for the modification request, then click submit

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https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US

Close

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Friday 12:07 pm

Applications

Submit

Cancel

Request for Modification

Modification Request

Grant Reference No.

36926U_15_0017

Scheme Name

Reason	Remarks
☐ Change of Programme Date	
☐ Change of Programme Title	
☐ Change of Programme Venue / Location	
☐ Change of Training Provider	
☐ Additional Number of Participants	
☐ Change of the Type of Training	
☐ Additional Allowable Training Cost	
☐ Other Reason	

Applications

Workflow

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

Hotfix_V2.55.4.1

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Once the Request for Modification is successfully submitted, the Grant Officer will evaluate the request within **two (2)** working days from the submission date.



The employer may proceed to amend the grant application and resubmit it once the modification request is approved by the Grant Officer.

If the Request for Modification is approved: **(7)** Click **Grant**
(8) Select **Modification**



(10) Click Apply for Modification

Applications

Applications > Grant > Modification

Search Reset

Search Result

Submitted Date	Grant Reference No.	Scheme Name	Requested Amount (RM)	Action	Status	Employer's Modification Reason	Employer's Modification Remarks	Officer's Remarks
01/11/2016	757140A_16_0058		164,019.00	Apply Modification	Modification Request Approved	1) Additional allowable training cost	1) To Change the External Training Fee and To change the External Training Daily Allowances	Proceed
24/10/2016	757140A_16_0057		4,240.00	Request for Modification	Modification Request not Initiated			
19/08/2016	757140A_16_0055		7,950.00	Request for Modification	Modification Request not Initiated			
03/08/2016	757140A_16_0051		7,000.00	Request for Modification	Modification Request not Initiated			
08/04/2016	757140A_16_0045		4,897.20	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0039		3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0038		3,500.00	Request for Modification	Modification Request not Initiated			
31/03/2016	757140A_16_0037		3,500.00	Request for Modification	Modification Request not Initiated			
				Request for	Modification Request not			

Applications

Your Session will expire within 119 minute(s) and 48 second(s).

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(11) Open Grant Application and modify accordingly based on the Modification Reason and 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

ActionsClose

+ File Information

SummaryDraftsBasic InfoQuery 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 8,375.15	Total Amount Applied	RM 0.00
Scheme Name	SBL-Khas		

SaveNext

Employer's Profile

MyCoID	36926U(HQ)	Immediate Officer	Theresa Chou
Company Name	YGL CONVERGENCE MALAYSIA SDN BHD	Email	theresachou@yglworld.com

SaveNext



(12) After modifying the grant application, 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

ActionsClose

☒ * 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).

NameTheresa*

DesignationNA*

Email@yglworld.com*

IC No.7307210*

Date22/05/2015

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 FileNo 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
Content	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

BackSaveResubmit



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

THANK YOU

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