

STANDARD OPERATION PROCEDURE

CLAIM HELPER for HRD CORP CLAIMABLE COURSES



HRD CORP CLAIM HELPER FOR EMPLOYERS

CLAIM SUBMISSION(SCHEMES)

- HRD CORP CLAIMABLE COURSES – FORMELY KNOWN AS SKIM BANTUAN LATIHAN KHAS (SBL-KHAS)

Purpose : To submit the claim of approved grant applications



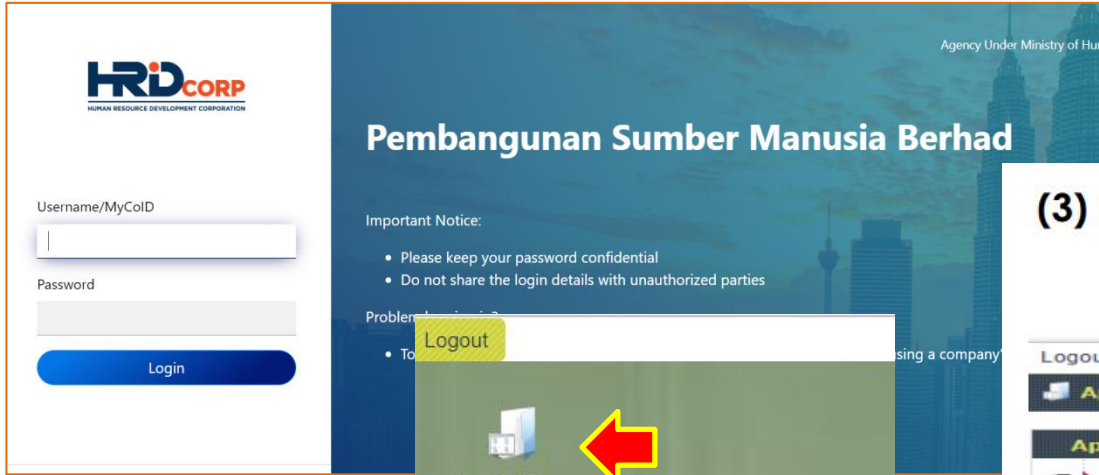
To understand more about the application procedures, log into <https://hrdcorp.gov.my/employer-guidelines> (Claim Helper > HRD Corp Claimable Course)

Remember!

1. Receive notification first from Training Provider before you claim

For HRD Corp Claimable Courses, training providers claims must be approved first before employers can submit claims.

Key in Username and Password
Click on **Applications**.



HRD CORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

Agency Under Ministry of Human Resources Development

Pembangunan Sumber Manusia Berhad

Important Notice:

- Please keep your password confidential
- Do not share the login details with unauthorized parties

Problem? [Click Here](#)

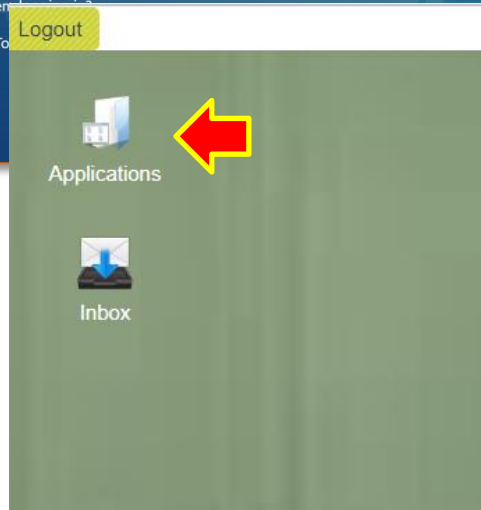
• To [register a company](#)

Logout

Username/MyCoID

Password

Login



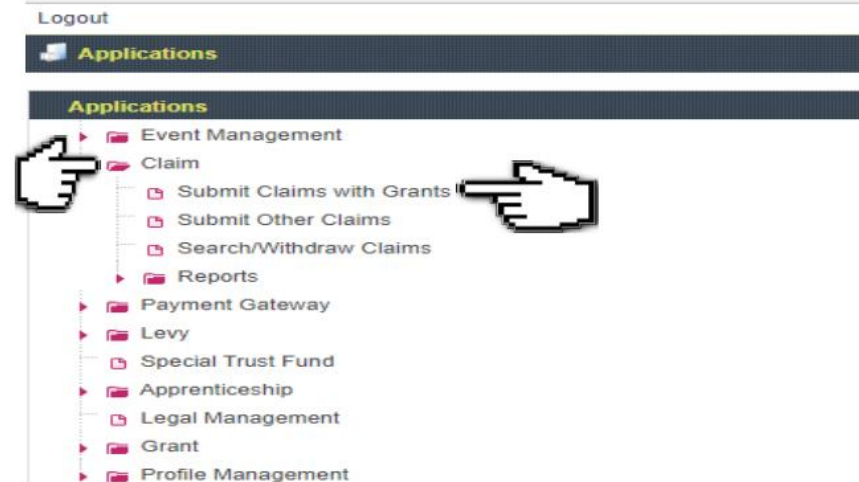
Logout

Applications

Inbox

(3) Click **Claim**

(4) Select **Submit Claim With Grants**



Logout

Applications

Applications

- ▶ Event Management
- ▶ **Claim**
 - ▶ **Submit Claims with Grants**
 - ▶ Submit Other Claims
 - ▶ Search/Withdraw Claims
- ▶ Reports
- ▶ Payment Gateway
- ▶ Levy
- ▶ Special Trust Fund
- ▶ Apprenticeship
- ▶ Legal Management
- ▶ Grant
- ▶ Profile Management

Look for your Approved Grant record

Click CLAIM

Search Criteria

Grant ID

Course Title

Scheme


Training Date To


Approved Date To

Approved Amount (RM) To

Approved Grant

9 records found, displaying 1 to 5 records. [First/Prev] 1, 2 [Next/Last]

Grant ID	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL-Khas20143576	Course Title	30/04/2014	1,370.00	01/05/2014	01/05/2014	 <input type="button" value="Claim"/>
72641MSBL20140784	MS OFFICE TRAINING FOR OFFICE ADMINISTRATOR	30/04/2014	1,200.00	29/04/2014	29/04/2014	<input type="button" value="Claim"/>
72641MSLB20144797	"KEEPERS OF THE FLAME" - SELF AUTHORISED LEADERSHIP PROGRAMME	20/02/2014	7,700.00	21/02/2014	21/02/2014	<input type="button" value="Claim"/>
72641MSLB20145110	s	13/02/2014	2,500.00	04/02/2014	04/02/2014	<input type="button" value="Claim"/>
72641MSLB20149268	ADMINISTRATIVE SKILLS FOR ADMINISTRATORS, SECRETARIES AND COORDINATORS	10/02/2014	3,644.50	11/02/2014	11/02/2014	<input type="button" value="Claim"/>



Select Officer to be Contacted

Click **Next**

The screenshot shows a web application window titled "Applications". The navigation bar includes tabs for "Employer Profile", "Training Summary", "Trainer Details", "Trainee Details", "Trainee Attendance Form", "Actual Cost of Reimbursement", and "Employer Declaration". The "Employer Profile" tab is active. Below the navigation bar, there is a "Particulars" section. On the left, a text area displays the "Registered Name and Address of Employer" for "TOP DIVERSIFIED SDN. BHD." with the address "NO. 434 LORONG KILANG 4, KAWASAN PERINDUSTRIAN RINGAN TUPAI, 21000 TAIPING". On the right, a form contains three input fields: "Officer to be Contacted" (a dropdown menu with "Select" as the current value), "Telephone No.", and "Email". Each of these three fields has a red asterisk to its right, indicating they are required. Below the input fields are two buttons: "Next" and "Close". A red rectangular box encloses the "Officer to be Contacted" dropdown, the "Telephone No." and "Email" input fields, and the "Next" and "Close" buttons. A yellow arrow with a black outline points upwards towards the "Next" button.

Ignore. Click **NEXT**

Applications

Training Summary

Program Title: China New Energy Automotive Technology International Training Trip 2024 *

Training Date: 18/03/2024 To 21/03/2024 *

Actual Training Date: 18/03/2024 To 21/03/2024 *

Training Venue: CHINA BEIFANG AUTOMOBILE EDUCATION CORPORATION
11th FLOOR, TOWEL 1, NO. 14
CHUENING ROAD, HAITIAN DISTRICT, BEIJING *

Type of Training:
 In-house Public Job Coach Development Programme e-Learning Coaching / Mentoring Mobile E-Learning Hybrid Remote Online
Training (In-House) Remote Online Training (Public) *

Training Location:
 Hotel Own Premise External Training Premise Overseas Not Applicable Local *

HQ / Branch: TOP DIVERSIFIED SDN. BHD. * Note: Applicable Only for 'Own Premise' Training Location.

No. of Travel Days: 1 days 2 days Not Applicable

No. of Full Days: 4 * (Based on 7 hours per day)

No. of Half Days: 0 * (Based on >=4 and < 7 hours per day)

No. of < Half Days: 0 * Hours: 0 * (Based on < 4 hours per day)

Total Hours Per Trainee: 28

Total Training Days: 4

No. of Month: * Mandatory if Type of Training is 'Development Program'.

Next Close



Ignore. Click **NEXT**

Applications

Employer Profile | Training Summary | **Trainer Details** | Trainee Details | Trainee Attendance Form | Actual Cost of Reimbursement | Employer Declaration

Trainer Details

Internal Trainer

Name * Citizenship *

IC/Passport No. * Distance to Training Location *

HQ/Branch *


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

External Trainer

Name * Citizenship *

IC/Passport No. * Distance to Training Location *

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	LIWEI SUN	NIL	Non Malaysian	More or Equal 100 km	View / Edit / Delete



Trainees details is the same

Click **NEXT**

Applications

Employer Profile | Training Summary | Trainer Details | **Trainee Details** | Trainee Attendance Form | Actual Cost of Reimbursement | Employer Declaration

Trainee Details

— Trainees Information By Group

Batch No.	Start Date	End Date	View Trainee Details
1	18/03/2024	21/03/2024	View Trainee Details


Note: Please key in all Batch details and SAVE before keying in the Trainee Details.

— Trainees Summary

Batch No.	Male	Female	Less 100 km	More or equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	0	1	0	0	1	0	0	

One record found.

Next Close



Ignore. Click **NEXT**

Employer Profile	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
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Trainee Attendance Form	
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Grant Details			
Grant ID	335565M_24_0040 *	Module	
Training Provider's Name	MOTORDATA RESEARCH I *		
Actual Training Start Date	18/03/2024 *	End Date	21/03/2024 *

Attendance Details	
Selective Date	<ul style="list-style-type: none">18/03/202419/03/202420/03/202421/03/2024 <p>Note: Please select dates that the training took place (Press Ctrl and click for multiple selection)</p>
Upload Excel File	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Download Attendance Excel	Download Trainee Attendance List
Date	<input type="text"/> *
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

4 records found, displaying all records.

Attach if you have more document support.

Click **NEXT**

Applications

Employer Profile | Training Summary | Trainer Details | Trainee Details | Trainee Attendance Form | **Actual Cost of Reimbursement** | Employer Declaration

Actual Cost of Reimbursement

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Trainee Air Fare	Trainee	1,500.00	1,500.00	Yes
Trainee Daily Allowance (Overseas)	Trainee	1,600.00	1,600.00	No
Total Grant Approved Amount(RM)		3,100.00	Total Requested Amount(RM)	3,100.00

Note: Please add any additional information related to your claim.

Remarks

Exchange Rate

Country

Attachments

Note : Please make sure the official receipt is complete with details of company name, program title, program date, total amount and mode of payment.
Note : Supporting Document is mandatory for proof of payment like.Invoice,Receipt,Consultancy Report etc.

Attachment *

File Description

Attach File No file chosen

Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Levy Summary

Levy Balance(RM)	4,674.34
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	3,100.00
Total Requested Amount (RM)	3,100.00

Fill in the employer declaration form.

Click **Save & Submit**

If your claim is successful, HRDC will send you mail notification and payment directly send to you.

Applications

Employer Profile | Training Summary | Trainer Details | Trainee Details | Trainee Attendance Form | Actual Cost of Reimbursement | **Employer Declaration**

Employer Declaration

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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 an amount of the grant that may have been disbursed.

Name: *

Designation: *

Email: *

Date: *

Thank you very much

ESNET ACADEMY SDN BHD

Main Campus : Block C, Lot 219, Jalan Lahat, 30200 Ipoh, Perak.
Jelapang Campus : 3, Jalan Industri 6, Zon Perdagangan Bebas
Jelapang, 30020 Ipoh, Perak
:Tel : 05-249 8988 / 05-249 8989

To understand more about the application procedures, log into
<https://hrdcorp.gov.my/employer-guidelines> (Claim Helper > HRD Corp Claimable Course)