

STANDARD OPERATION PROCEDURE

SBL-KHAS GRANT APPLICATION for PUBLIC TRAINING COURSE

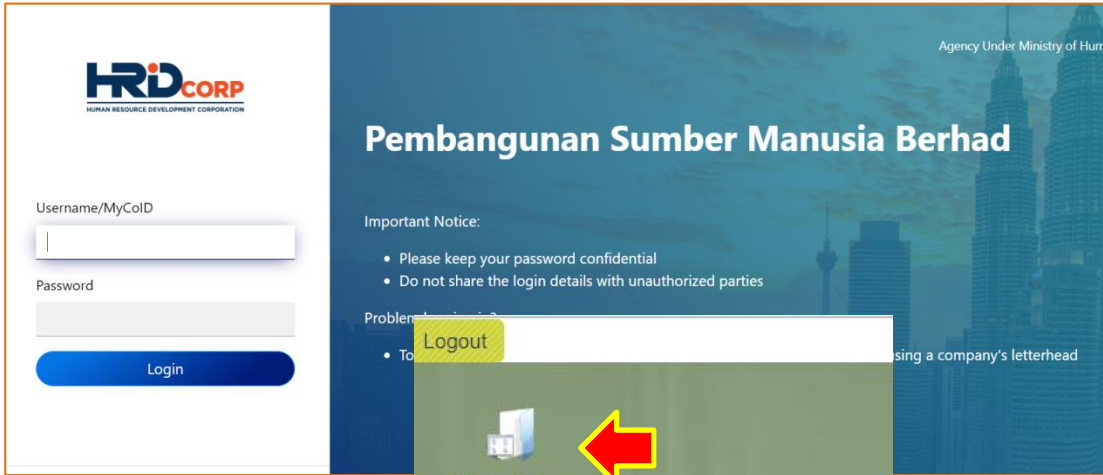


HRDF Grant Application Helper *SBL-Khas Scheme*

Purpose: (i) To submit SBL-Khas Scheme grant application



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



HRD CORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

Agency Under Ministry of Hum

Pembangunan Sumber Manusia Berhad

Important Notice:

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

Problem? Contact Us

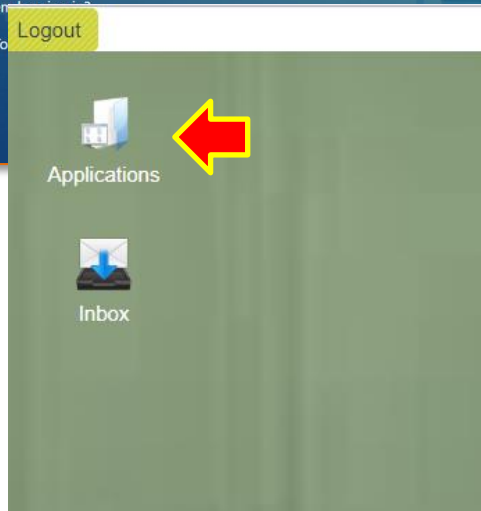
- To ... using a company's letterhead

Logout

Username/MyCoID

Password

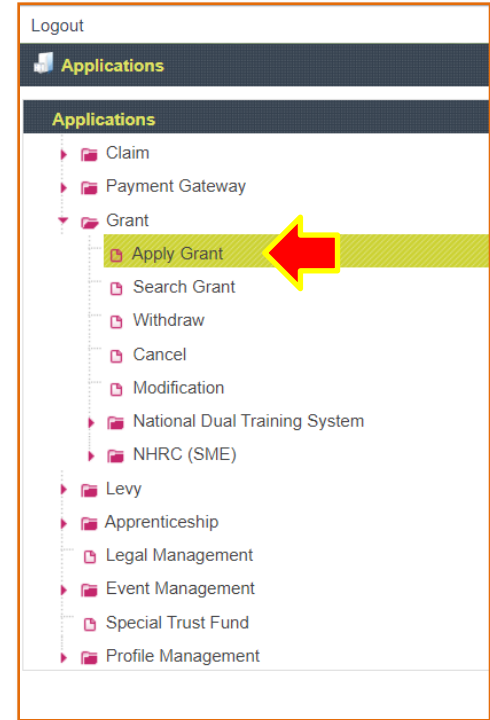
Login



Applications

Inbox

Click on **Grant** >
Apply Grant.



Logout

Applications

Applications

- ▶ Claim
- ▶ Payment Gateway
- ▼ Grant
 - ▶ **Apply Grant**
 - ▶ Search Grant
 - ▶ Withdraw
 - ▶ Cancel
 - ▶ Modification
- ▶ National Dual Training System
- ▶ NHRC (SME)
- ▶ Levy
- ▶ Apprenticeship
- ▶ Legal Management
- ▶ Event Management
- ▶ Special Trust Fund
- ▶ Profile Management

Check **Levy Balance** for sufficient Grant. Click on **Apply**.
 Choose **HRD Corp Claimable Course**. Click on **Apply**.

Apply Grant

Levy Information

Company Name **Levy Balance**
 Total Grant Approved **Grant Balance**

Apply **Cancel**

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply

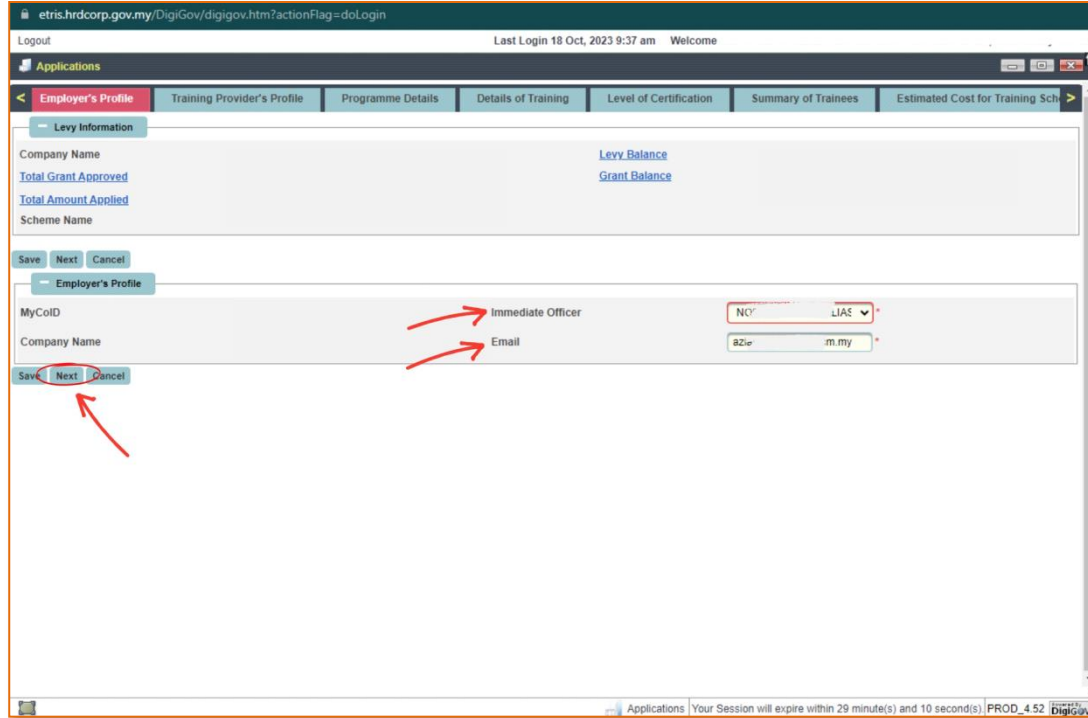
Scheme Code * **Preview Application Forms**

Apply

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- HRD Corp Claimable Courses : Skim Bantuan Latihan Khas**
- SLB : Skim Latihan Bersama

HRD Corp Claimable Courses : Skim Bantuan Latihan Khas

Select **Immediate Officer**. If don't have, choose other and fill up name & email. Click **Next**.



etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 18 Oct, 2023 9:37 am Welcome

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Sch

Levy Information

Company Name [Levy Balance](#)

[Total Grant Approved](#) [Grant Balance](#)

[Total Amount Applied](#)

Scheme Name

Save Next Cancel

Employer's Profile

MyCoID Immediate Officer NO⁰ LIAE

Company Name Email 82ie m.my

Save Next Cancel

Applications Your Session will expire within 29 minute(s) and 10 second(s) PROD_4.52 DigiGov

Key in Training Provider's Profile. ESNET ACADEMY details will appear. Click **SAVE > NEXT**

[←](#) **Employer's Profile** | **Training Provider's Profile** | Programme Details | Details of Training | Level of Certification | Summary of Trainees

[Back](#) [Save](#) [Next](#) [Cancel](#)

Registered Training Provider Details

MyCoID: [Search](#) [Check](#)

Training Provider Name:

Address:

Officer Telephone Number:

Email:

[Back](#) [Save](#) [Next](#) [Cancel](#)

MyCoID : Type 939938P
Click Check

[←](#) **Employer's Profile** | **Training Provider's Profile** | Programme Details | Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme

[Back](#) [Save](#) [Next](#) [Cancel](#)

Registered Training Provider Details

MyCoID: * [Search](#) [Check](#)

Training Provider Name:

Address:

Officer Telephone Number:

Email:

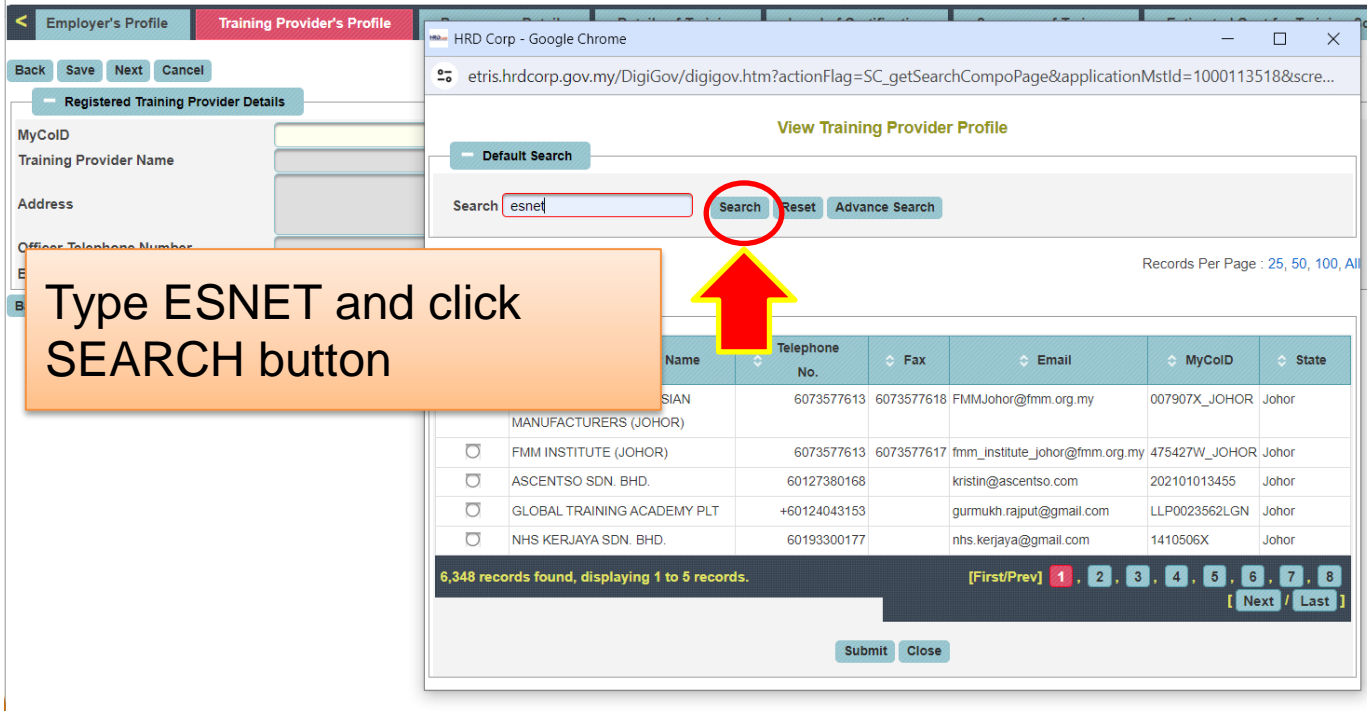
Post Code:

State:

Officer to be Contacted:

[Back](#) [Save](#) [Next](#) [Cancel](#)

If you are unable to find ESNET by MyCoID?
 ESNET ACADEMY details will appear. Click **SAVE > NEXT**



HRD Corp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=SC_getSearchCompoPage&applicationMstId=1000113518&scree...

View Training Provider Profile

Default Search

Search **Search** Reset Advance Search

Records Per Page : 25, 50, 100, All

	Name	Telephone No.	Fax	Email	MyCoID	State
<input type="checkbox"/>	SIAN	6073577613	6073577618	FMMJohor@fmm.org.my	007907X_JOHOR	Johor
<input type="checkbox"/>	MANUFACTURERS (JOHOR)					
<input type="checkbox"/>	FMM INSTITUTE (JOHOR)	6073577613	6073577617	fmm_institute_johor@fmm.org.my	475427W_JOHOR	Johor
<input type="checkbox"/>	ASCENTSO SDN. BHD.	60127380168		kristin@ascentso.com	202101013455	Johor
<input type="checkbox"/>	GLOBAL TRAINING ACADEMY PLT	+60124043153		gurmukh.rajput@gmail.com	LLP0023562LGN	Johor
<input type="checkbox"/>	NHS KERJAYA SDN. BHD.	60193300177		nhs.kerjaya@gmail.com	1410506X	Johor

6,348 records found, displaying 1 to 5 records. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Submit Close

Type ESNET and click SEARCH button

Fill up Course Details.

The screenshot shows the 'Applications' form in the 'Programme Details' tab. The 'Course Details' section is highlighted with a red box. It contains the following fields:

- Course Title:** A dropdown menu with a red border and a red arrow pointing to it. The dropdown is open, showing a list of course options: 'Select', '10001388748 : MOTOR VEHICLE DAMAGE ASSESSOR', '10001388787 : BODY STRUCTURAL REPAIR', '10001389390 : BATTERY ELECTRIC VEHICLES SERVICING & REPAIR', and '10001396675 : BATTERY ELECTRIC VEHICLE RE-SKILLING'.
- Description:** A text area.
- Relevancy of Training:** A text area.
- Type of Retraining and Skills Upgrading:** A dropdown menu with 'Select' as the current value.
- HRDCorp Focus Area:** A dropdown menu with 'Not Applicable' as the current value.

Below the 'Course Details' section is the 'Programme Details' section, which includes fields for 'Type of Training', 'Commencement of Programme' (Start Date, End Date), 'Total Hours Per Training', 'No. of Full Days', 'No. of Half Days', 'No. of < Half Days', 'Total Training Days', 'No. of Month', and 'Total Hours Per Trainee'. There are also 'Back', 'Save', 'Next', and 'Cancel' buttons at the bottom of the form.

Course Title

Select the course you attend

Description

Course Aim (training brochure)

Relevancy of Training

Learning Outcome (training brochure)
Summarize it

Type of Retraining and Skills
Upgrading

Engineering

HRDCorp Focus Area

Non Applicable

Fill up Programme Details.

Programme Details	
Type of Training	Public *
Commencement of Programme	Start Date <input type="text"/> * End Date <input type="text"/>
Total Hours Per Training	<input type="text" value="0.00"/> * <i>Note: User define for information only.</i>
No. of Full Days	<input type="text"/> * (Based on 7 hours per day)
No. of Half Days	<input type="text"/> * (Based on 4 hours per day)
No. of < Half Days	<input type="text"/> * Hours <input type="text" value="0.00"/> * (Based on 4 hours per day)
Total Training Days	<input type="text"/> * <i>Note: Total of Full Day + Half Day + < Half Day</i>
No. of Month	<input type="text"/> * <i>Note: mandatory if Training Type is "Development"</i>
Total Hours Per Trainee	<input type="text"/>

External Trainer	
Name	<input type="text"/> * <input type="button" value="Search"/>
IC No./Passport No.	<input type="text"/> *
Citizenship	<input type="text" value="Select"/> *
Distance to Training Location	<input type="text" value="Select"/> *
Overseas Trainer	<input type="checkbox"/> Yes <input type="checkbox"/> No *

Type of Training	Public
Commencement of Programme	According to the training date
Total Hours per training	1 day = 7 hours 2 days = 14 hours 3 days = 21 hours 5 days = 35 hours
No. of full days	According to training days
No. of half days	0
No. of < Half Days	0
No. of Month	0

Fill up the **External Trainer** column.
 Click **Search** and select the **Trainer's Name** (quotation)

External Trainer

Name **Search** Citizenship *

IC No./Passport No. * Distance to Training Location *

Back Save Next Cancel

Trainer List

Default Search

Search Search Reset Advance Search

Records Per Page : 25, 50, 100, All

Customize List

Search Result

Select	Name	TTT Exemption/Certification No.	IC/Passport No.
<input type="checkbox"/>	Chan Kah Yoong	18257	920511085299
<input type="checkbox"/>	Cheong Weng Hong	18259	901001085631
<input type="checkbox"/>	LOH HOCK YEW	5126	670501087419

3 records found, displaying all records.

Select Close



External Trainer

Name * **Search** Citizenship *

IC No./Passport No. * Distance to Training Location *

Overseas Trainer Yes **No**

Add Reset

Back Save Next Cancel



Fill up **Details of Training**.
Click **SAVE > NEXT**

Applications


< Employer's Profile
Training Provider's Profile
Programme Details
Details of Training
Level of Certification

Back Save Next Cancel

Details of Training

Training Location	<input type="text" value="Local"/> *	Training Location	Local
Please Specify Full Address	<input style="border: 1px solid red;" type="text" value="ESNET ACADEMY SDN BHD
No. 3, Jalan Industri 6, Kawasan Per
30020 Ipoh, Perak."/>	Please specify Full Address	ESNET ACADEMY SDN BHD No. 3, Jalan Industri 6, Kawasan Perindustrian Jelapang 2, 30020 Ipoh, Perak.
State	<input type="text" value="Perak"/> *	State	Perak
No. of Travel Days	<input type="checkbox"/> 1 Day <input checked="" type="checkbox"/> Not Applicable *	No. of Travel Days	1 day = if go one day earlier Not Applicable = directly go training location on the same day

Back Save Next Cancel



Fill up **Level of Certification**.
Click **SAVE > NEXT**

Applications

[Employer's Profile](#) |
 [Training Provider's Profile](#) |
 [Programme Details](#) |
 [Details of Training](#) |
 Level of Certification

[Back](#) |
 [Save](#) |
 [Next](#) |
 [Cancel](#)

Level of Certification

Level of Certification

Select *

Practical/Hands-On/TVET?

Yes
 No *

[Back](#) |
 [Save](#) |
 [Next](#) |
 [Cancel](#)



Level of Certification

Certificate of Attendance

**As per stated in the quotation/ brochure*

Practical / Hands-On/ TVET?

Yes

Click **Add Batch**. Click **Save** to proceed

Applications

< Details of Training | Level of Certification | **Summary of Trainees** | Estimated Cost for Training Scheme | Acknowledgement & Declaration of Employer >

Back Save Next Cancel

Traine 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

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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

Back Save Next Cancel

Traine 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	01/04/2024	03/04/2024	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel

You will see this

Click Add/Edit Trainee Details

Back Save Next Cancel

Trainee Information by Batch

Batch No.

Training Schedule Start Date End Date

Add Batch Reset

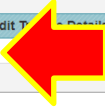
Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	01/04/2024	03/04/2024	Add/Edit Trainee Details	View / Edit / Delete

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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Back Save Next Cancel



1. A screen pop up.
2. Fill up trainee details
3. Click Add
4. Continue to add if you have more than one participant
5. Once done, click SAVE

Save Close

Trainee Details

Trainer Detail Per Batch

Note: Select the Trainer for this batch.

Select Trainer	Trainer Name	IC No./Passport No.	Trainer Type
<input checked="" type="checkbox"/>	Cheong Weng Hong	901001085631	External Trainer

One record found.

Data Entry Mode

Data Entry Mode Manual Excel

Trainee Details

IC No.

Name

Gender

Race

Academic Qualification


Trainee Designation

HQ/Branch

Distance to Training Location

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

Add Reset



Once all participants details have been updated,
Click **SAVE > NEXT**

[< Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#) >

[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	01/04/2024	03/04/2024	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	0	1	0	1	0	0	1	0	0	0

[Back](#) [Save](#) [Next](#) [Cancel](#)



Update the amount you want to claim
Click **SAVE > NEXT**

Applications

Details of Training | Level of Certification | Summary of Trainees | **Estimated Cost for Training Scheme** | Ackno...

Levy Information

Company Name
Total Grant Approved
Scheme Name

Back Save Next Cancel

Estimated Cost

Type of Training : Public
Training Location : Local
Upfront Payment to Training Provider : Percentage % Amount (RM)
0.00 0.00

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	Course Fee	Not Applicable	<input type="text"/>	Per Day	<input type="text" value="3.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text"/>
Trainee	Trainee Air Fare	Not Applicable	<input type="text"/>	Not Applicable	<input type="text"/>	<input type="text"/>	Not Applicable	Not Applicable	<input type="text"/>
Trainee	Trainee Allowance	< 100 KM	<input type="text"/>	Per Day	<input type="text" value="3.0"/>	<input type="text" value="0"/>	Pax	Not Applicable	<input type="text"/>
Trainee	Trainee Allowance	>= 100 KM	<input type="text"/>	Per Day	<input type="text" value="3.0"/>	<input type="text" value="1"/>	Pax	Not Applicable	<input type="text"/>

Note : Grant Total for Grants prior to the implementation of ACM Phase 2 will be ... and not 100km

Total Requested Amount(RM): 0.00

Back Save Next Cancel

Leave it blank!
No upfront payment

Duration : total training days
No. of Unit : number of participants

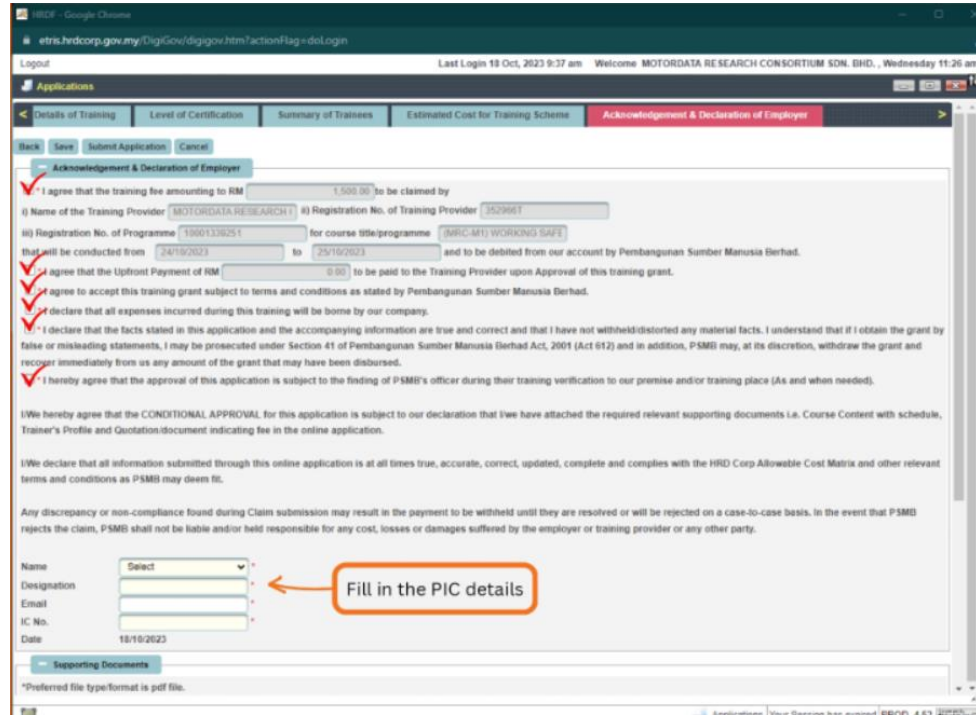
Course Fee Charges as per quotation

Trainee Air Fare Leave it blank

Trainee Allowance <100 KM RM150 per day

Trainee Allowance >=100 KM RM400 per day

Tick all the acknowledgement & declaration
Fill in PIC details



HRD Corp - Google Chrome
 etris.hrdcorp.gov.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 18 Oct, 2023 9:37 am Welcome MOTORDATA RESEARCH CONSORTIUM SDN. BHD., Wednesday 11:26 am

Applications

< Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | **Acknowledgement & Declaration of Employer** >

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

I agree that the training fee amounting to RM 1,500.00 to be claimed by

i) Name of the Training Provider MOTORDATA RESEARCH ii) Registration No. of Training Provider 252961

iii) Registration No. of Programme 10001336251 for course title/programme SMRC(M) WORKING SAFE that will be conducted from 24/10/2023 to 25/10/2023 and to be debited from our account by Pembangunan Sumber Manusia Berhad.

I agree that the Upfront Payment of RM 0.00 to be paid to the Training Provider upon Approval of this training grant.

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).

I/We hereby agree that the CONDITIONAL APPROVAL for this application is subject to our declaration that I/we have attached the required relevant supporting documents i.e. Course Content with schedule, Trainer's Profile and Quotation document indicating fee in the online application.

I/We declare that all information submitted through this online application is at all times true, accurate, correct, updated, complete and complies with the HRD Corp Allowable Cost Matrix and other relevant terms and conditions as PSMB may deem fit.

Any discrepancy or non-compliance found during Claims submission may result in the payment to be withheld until they are resolved or will be rejected on a case-to-case basis. In the event that PSMB rejects the claim, PSMB shall not be liable and/or held responsible for any cost, losses or damages suffered by the employer or training provider or any other party.

Name *

Designation *

Email *

IC No. *

Date 18/10/2023

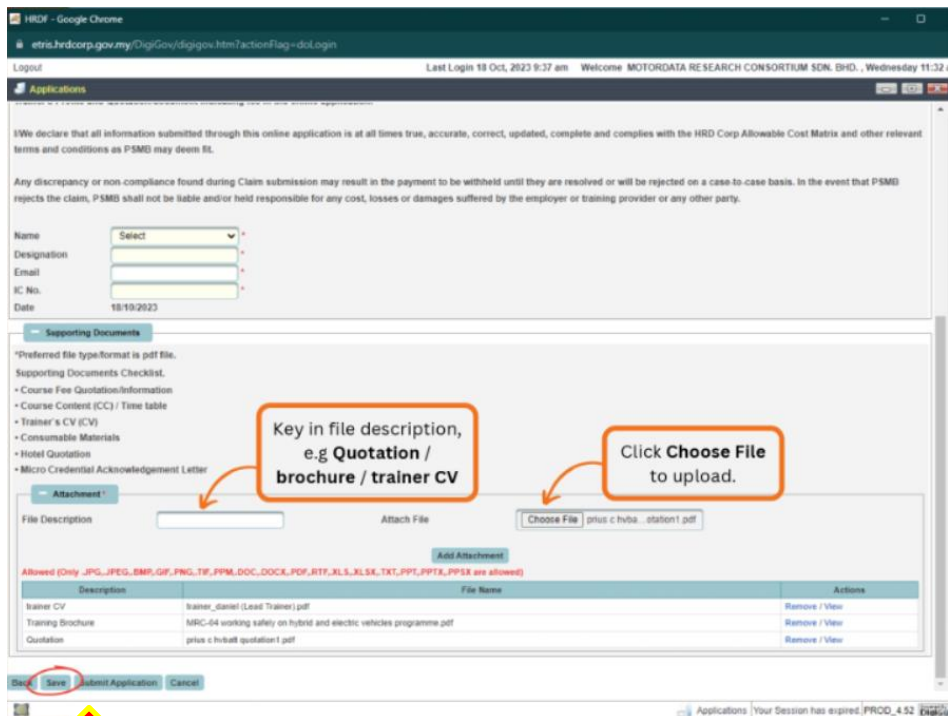
Supporting Documents

*Preferred file type/format is pdf file.

Application | Your Session has expired | BEFO | A.C

Fill in the PIC details

Attach quotation, training brochure and trainer's resume
 Click **SAVE > SUBMIT APPLICATION**



I/We declare that all information submitted through this online application is at all times true, accurate, correct, updated, complete and complies with the HRD Corp Allowable Cost Matrix and other relevant terms and conditions as PSMD may deem fit.

Any discrepancy or non-compliance found during Claims submission may result in the payment to be withheld until they are resolved or will be rejected on a case-to-case basis. In the event that PSMD rejects the claim, PSMD shall not be liable and/or held responsible for any cost, losses or damages suffered by the employer or training provider or any other party.

Name:
 Designation:
 Email:
 IC No.:
 Date: 18/10/2023

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
- Micro Credential Acknowledgement Letter

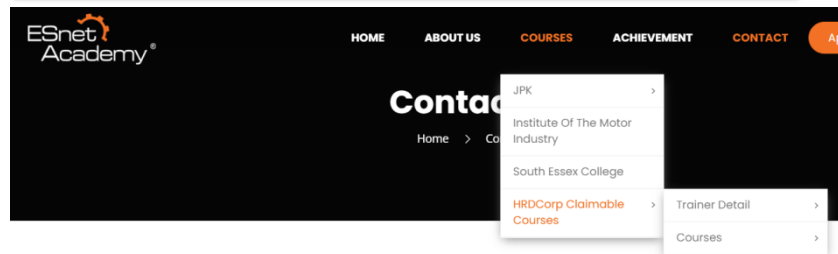
Attachment 1

File Description: Attach File: plus c:\hva..._station1.pdf

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

Description	File Name	Actions
Trainer CV	trainer_daniel (Lead Trainer).pdf	Remove / View
Training Brochure	MRC-04 working safety on hybrid and electric vehicles programme.pdf	Remove / View
Quotation	plus c:\hva\station1.pdf	Remove / View

Training brochure and trainer's resume
 can be downloadable at
 ESNET ACADEMY website
<https://esnetacademy.edu.my>



ESnet Academy

"Advance Automotive Engineering College"



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> (How To Apply For Grants)