



HRDF Grant

Application Helper

SBL-Khas Scheme

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





Employer needs to apply grant at least **one (1) day** before the commencement of training.

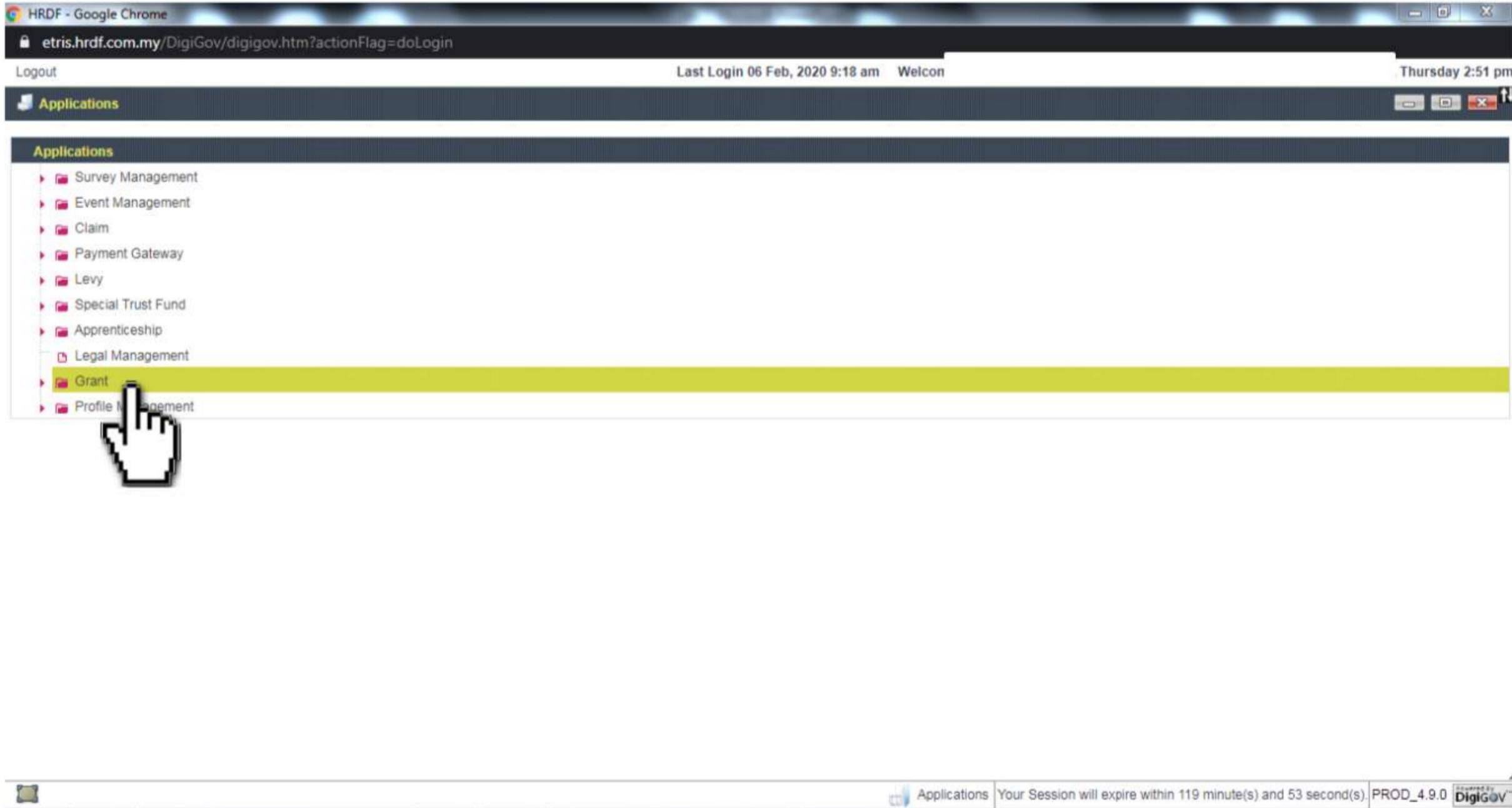


Supporting document (s) must be submitted which include invoice/quotation, trainer profile and schedule/course content.

- (1) Login to Employer's eTRiS account
- (2) Click **Application**

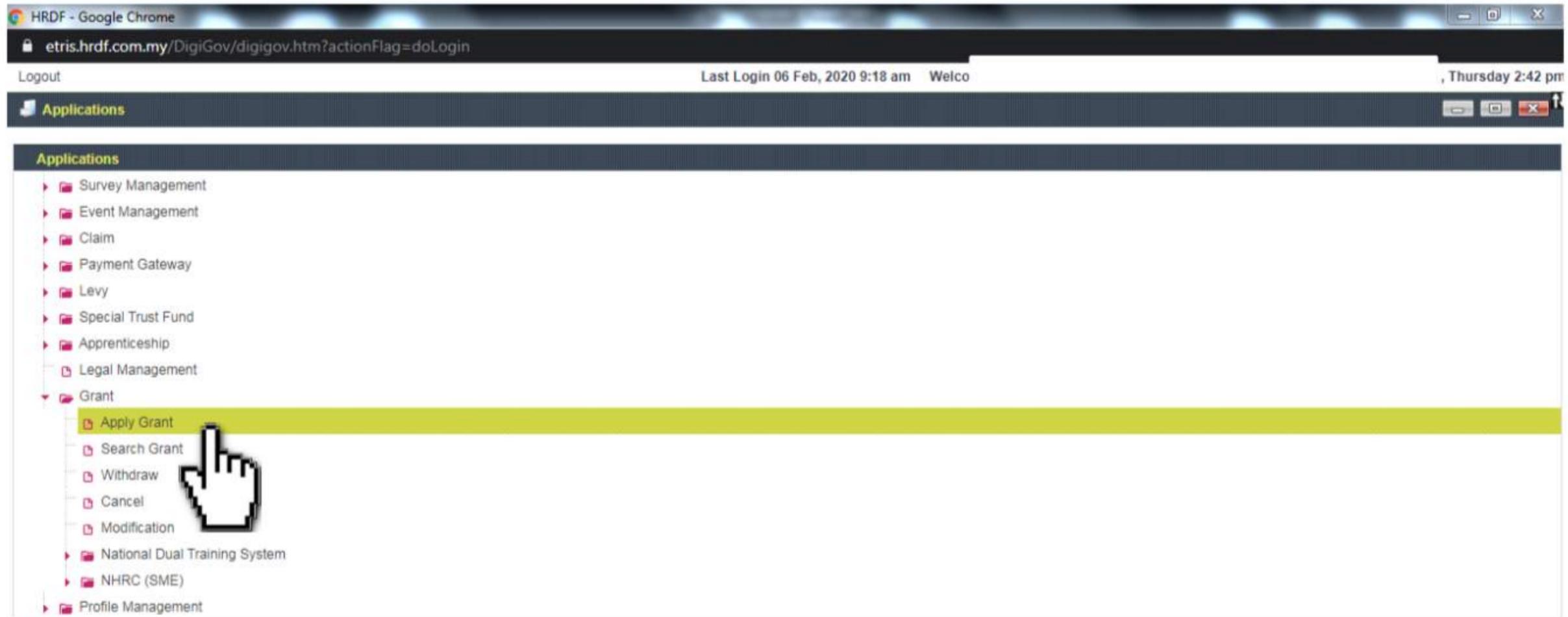


(3) Click **Grant** on the left side under Work List



The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page header includes a "Logout" link, the text "Last Login 06 Feb, 2020 9:18 am Welcon", and the date "Thursday 2:51 pm". A sidebar menu titled "Applications" is visible, listing several options: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, and Profile Management. The "Grant" option is highlighted with a yellow bar, and a hand cursor is positioned over it. The footer of the page contains the text "Applications Your Session will expire within 119 minute(s) and 53 second(s). PROD_4.9.0 DigiGov".

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



(5) Click **Apply** on the left side

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcon Thursday 2:54 pm

Applications > Grant > Apply Grant

Apply 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 Cancel

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply Cancel

Applications | Your Session will expire within 119 minute(s) and 34 second(s) | PROD_4.9.0 | DigiGov

(6) Click the Scheme Code and Select **SBL Khas : Skim Bantuan Latihan Khas** and click Apply

The screenshot shows the HRDF DigiGov application portal. The browser address bar displays `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications > Grant > Apply Grant". A red button labeled "Apply New Grant" is visible. Below it, a section titled "Levy Information" contains a table with the following data:

Company Name		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		

Below the table, there is a section titled "Apply New Grant" with a dropdown menu for "Scheme Code" set to "SBL-Khas : Skim Bantuz". A link for "Preview Application Forms" is next to it. There is also a checkbox for "This is Appeal Case" which is unchecked. At the bottom of this section are "Apply" and "Cancel" buttons. A hand cursor is pointing at the "Apply" button.

The footer of the page includes the HRDF logo, the text "HRDF Grant Helper v2020", and a session expiration warning: "Your Session will expire within 119 minute(s) and 27 second(s)". The version number "PROD_4.10.0" and the "DigiGov" logo are also present.

(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 Acknowledgem

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-Khas		

Save Next Cancel

Employer's Profile

MyCoID

Company Name

Immediate Officer

Email

Save Next Cancel

Applications Your Session will expire within 114 minute(s) and 50 second(s) PROD_4.9.0 DigiGov

(8) Select the registered **Training Provider** details where appropriate and click Next

The screenshot displays the HRDF system interface. At the top, there is a navigation bar with 'Logout' and 'Applications' buttons. Below this, there are tabs for 'Employer's Profile' and 'Training Provider's P'. The main content area is divided into two sections: 'Training Provider Information' and 'Registered Training Provider Details'. The 'Training Provider Information' section shows details for a provider with MyCoID 003013496V and name 10 X ENTERPRISE. The 'Registered Training Provider Details' section shows a search for 'KERAJAAN0148_30' with a 'Search' button highlighted by a hand cursor. A red arrow points from the 'Search' button to the 'Training Provider Information' section.

Training Provider Information			
Training Provider No.	100015564	MyCoID	003013496V
Training Provider Name	10 X ENTERPRISE	Category	Default
Expiry Date	28/06/2021		
Address	124, JALAN 7 TAMAN MELATI, 53100 - SETAPAK, Kuala Lumpur, Malaysia		

Levy Information			
Company Name		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		
Scheme Name	SBL-Khas		

Registered Training Provider Details			
MyCoID	KERAJAAN0148_30	Search	Check
Training Provider Name	JABATAN TENAGA MANUS	Post Code	84020
Address	INSTITUT LATIHAN P'IND. MU KM 43, JALAN SEGAMAT, 84020 - SAGIL	State	Johor
Officer Telephone Number	6069773800	Officer to be Contacted	
Email	psmbadmin@hrdf.com.my		

(9) Please select the training programme from the list and key in all needed details where appropriate and click Next

The screenshot shows the HRDF Grant Helper v2020 application form. The form is divided into several sections: Applications, Course Details, and Programme Details. The Applications section shows the company name as KOLEJ SAINS PERUBATAN ANTARABANGSA PUSRAWI SDN. BHD. The Course Details section has the Course Title field filled with "Human Resource vs COVID-19: Yesterday`s Challenge, Tomorrow`s Future". The Programme Details section includes fields for Type of Training, Commencement Date, Total Hours, No. of Full Days, No. of Half Days, No. of < Half Days, Total Training Days, No. of Months, and Total Hours Per Trainee. Red callout boxes with arrows point to the Course Title field, the Description field, and the No. of Months field. A blue arrow points from the right side of the page to the No. of Months field.

Note : Select the training programme

Note: Explain why participant should attend the training; related to their task or career development etc

Note : Explain the background and objective of this training

Course Title: Human Resource vs COVID-19: Yesterday`s Challenge, Tomorrow`s Future

Description: [Empty field]

Type of Retraining and Skills Upgrading: Select

Type of Training: [Empty field]

Commencement Date: [Empty field]

Total Hours: [Empty field]

No. of Full Days: [Empty field]

No. of Half Days: [Empty field]

No. of < Half Days: [Empty field]

Total Training Days: [Empty field]

No. of Months: [Empty field]

Total Hours Per Trainee: [Empty field]

Conference to assist HR personnel to understand and mitigate the threats posed by the pandemic and how to rise up to improve human capital resurgence at the workplace.

The objective of this forum is to gather the intuitive minds of HR Malaysia to provide a platform for attendees to obtain HR best practices, psychological benchmarks in human capital management and to overcome the pandemic in the best manner possible from a HR perspective

(9.1) Please select the trainer from the training provider list click Add and click Next

The screenshot shows a web application interface for HRDF. It is divided into three main sections: Course Details, Programme Details, and External Trainer. The Course Details section includes fields for Course Title (1000113053 : Microsoft), Description (abc), Relevancy of Training (abc), and Type of Retraining and Skills Upgrading (Accounting or Finance). The Programme Details section includes radio buttons for In-house, Public (selected), and e-Learning, along with Start Date (10/03/2020) and End Date (11/03/2020). The External Trainer section includes Name (Lai), IC No./Passport No. (750222), Citizenship (Malaysia), Distance to Training Location (Select), and Overseas Trainer (Yes/No). Red arrows point from the Start/End Date fields to a callout box and from the Search button to another callout box. Hand icons indicate the 'Add' and 'Next' buttons.

Type of Training: **PUBLIC**
Start Date: August 4th
End Date: August 5th
Total Hours Per Training: 14.00
No of Full Days: 2

Name: Adam Ibrahim Navindra Bin Abdullah

(10) Please key in the Training Location where 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 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

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

Applications Your Session will expire within 119 minute(s) and 33 second(s) PROD_4.9.0 DigiGov

(11) Please select the level of Certification where appropriate and click Next

The screenshot displays the HRDF DigiGov application interface. At the top, the browser address bar shows the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The user is logged in, with the last login time noted as 06 Feb, 2020 9:18 am. The navigation menu includes options like Employer's Profile, Training Provider's Profile, Programme Details, Details of Training, **Level of Certification** (highlighted), Summary of Trainees, Estimated Cost for Training Scheme, and Acknowledgement.

The **Levy Information** section contains the following data:

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		

Below this, the **Level of Certification** section is visible. It features a dropdown menu for 'Level of Certification' currently set to 'Certificate Of Attendance', and radio buttons for 'Practical/Hands-On/TVET?' with 'No' selected. A hand cursor is pointing at the 'Next' button.

At the bottom of the page, a footer indicates the session will expire within 118 minutes and 57 seconds, and the application version is PROD_4.9.0.

(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 726,510.70	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.

Training Schedule Start Date End Date

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
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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
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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		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

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	-	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 DigiGov

(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		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

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

Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 53 second(s) PROD_4.9.0 DigiGov

(12.3) Please key in all required details and click Add

The screenshot displays the HRDF DigiGov web application interface. The main window shows the 'Trainee Details' form, which is part of a larger application window titled 'etris.hrdf.com.my/DigiGov/digigov.htm'. The form is divided into several sections:

- Trainer Detail Per Batch:** A section with a note: **Note: Select the Trainer for this batch.* Below this, it states 'No records found to display.'
- Data Entry Mode:** A section with radio buttons for 'Manual' (selected) and 'Excel'.
- Trainee Details:** A section containing the following fields:
 - IC No. (text input)
 - Name (text input)
 - Gender (dropdown menu)
 - Race (dropdown menu)
 - Academic Qualification (dropdown menu)
 - Trainee Designation (dropdown menu)
 - HQ/Branch (dropdown menu)
 - Distance to Training Location (dropdown menu)

At the bottom of the form, there are two buttons: 'Add' and 'Reset'. A mouse cursor is pointing at the 'Add' button. To the right of the form, there is an 'Actions' section with a 'View / Edit / Delete' link. Below that, there are two buttons: 'Dayak' and 'Other Race'. The bottom right corner of the application window shows the text '(s) and 48 second(s) | PROD_4.9.0 | DigiGov'.

(12.4) Click Add if you want to add more participant and then click Save

The screenshot displays the HRDF DigiGov web application interface. The main window shows the 'Trainee Details' form, which includes fields for IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, and Distance to Training Location. A red box highlights the 'Add' button at the bottom of the form. Below the form is a table with the following data:

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

The interface also features a sidebar with navigation options like 'Applications', 'Details of Training', and 'Levy Information'. The top navigation bar includes 'Logout' and 'Applications'. The bottom status bar shows '(s) and 16 second(s)', 'PROD_4.9.0', and the 'DigiGov' logo.

(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 726,510.70	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. *

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

Applications | Your Session will expire within 117 minute(s) and 25 second(s) | PROD_4.9.0 | DigiGov

(13) Please key in all the Course fees and allowance details where 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 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		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		
Scheme Name	SBL-Khas		

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 DigiGov

(14) Please tick the declaration and select Grant officer

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welcor Thursday 4:48 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 Submit Application Cancel

Acknowledgement & Declaration of Employer

* 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).

Name

Designation

Email

IC No.

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/ICN

javascript:doLogout('/DigiGov') Applications Your Session will expire within 112 minute(s) and 37 second(s) PROD_4.9.0 DigiGov

(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 * 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)	Remove / View

Back Save Submit Application

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0 DigiGov

**Kindly contact 1700 81 9836
or
Email: corporate@thetenxgroup.com**

MISSION ACCOMPLISHED!



Grant Officer will evaluate the request and query the application if an additional information is needed. Application status will be updated at the employer screen it will be notified via email and inbox.



*Thank
you!*

