

ICT2.0@HRDF

HRDF System: User Guide for Employers

User Manual – Version 1.1



Mesiniaga

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Section 1 Overview

1.1 *Project Background*

ICT2.0@HRDF is an ICT project recently embarked by PSMB with the objective to upgrade its overall IT systems and hardware based on the strategic implementation roadmap stated in PSMB's ICT Blueprint.

In line with the Malaysian Government's aim to have "90% services available anytime anywhere", the upgrade will be desired to achieve the following:-

1. Enhance technology for the future of the organisation
2. Increase efficiency in processes
3. Provide integrated and consistent information
4. Ease of reporting
5. Increase user friendliness of the system
6. Ease access to data
7. Increase the organisation's ability to provide better customer service
8. Increase security data

Apart from the major IT hardware upgrade, ICT2.0@HRDF includes newly developed as well as upgraded key systems that will give solutions to the already identified challenges. Listed below are the systems:-

1. HRDF Core System (replacing Informix, EIS, TPIS, Online Application, HRD Programme Library)
2. HRDF Portal (enhanced and upgraded)
3. Employee Self Service Portal (ESS, enhancement from the current e-HR)
4. Finance, Accounting, Asset, Procurement and Inventory System (FAAPI, replacing HumanBase)
5. Human Resource Management System (HRMS, replacing HumanBase)
6. Dashboard Reporting.

1.2 *About This Guide:*

This Guide is a reference to employers on the followings:

- Registration with PSMB
- Levy and Payment of the Levy
- Grants Application
- Claims

1.3 *Who Will Be Using This Guide:*

This guide is written for external users, specifically employers who will be accessing the HRDF system for all activities starting from registration until claims.

COMMON FUNCTIONS

Items Descriptions:

The '**Work List**' items are described below:

No	Work List Items	Descriptions
1	Inbox - File	To view all forms being sent to employers by PSMB.
2	Inbox - Notifications	To view auto notification which being sent to employers by PSMB.

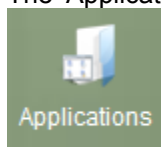
2.2 *Open Application*

When to use :

When Employers need to access any menu related to the module, they need to access it from the **Application** icon.

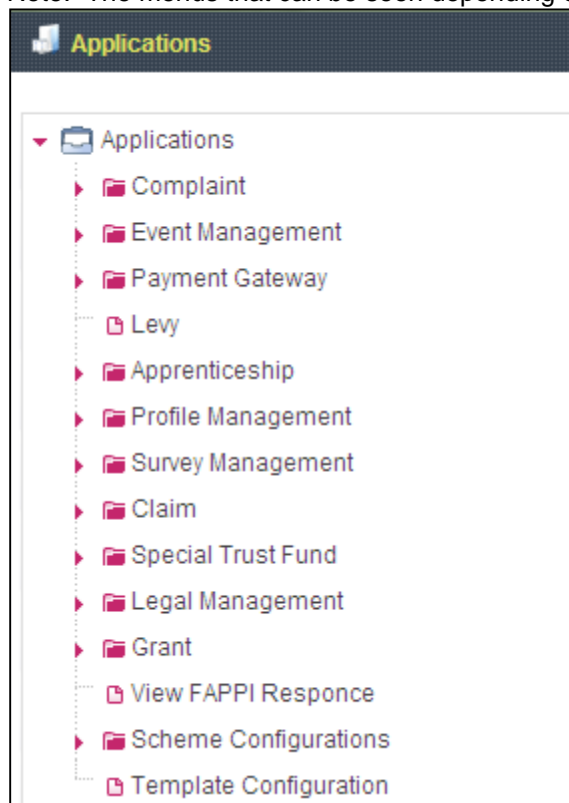
Which icon :

The 'Application' icon is as shown below:



When clicking on the 'Application' icon, the following menu screen is displayed:

Note: The menus that can be seen depending on the access right given to Employers.

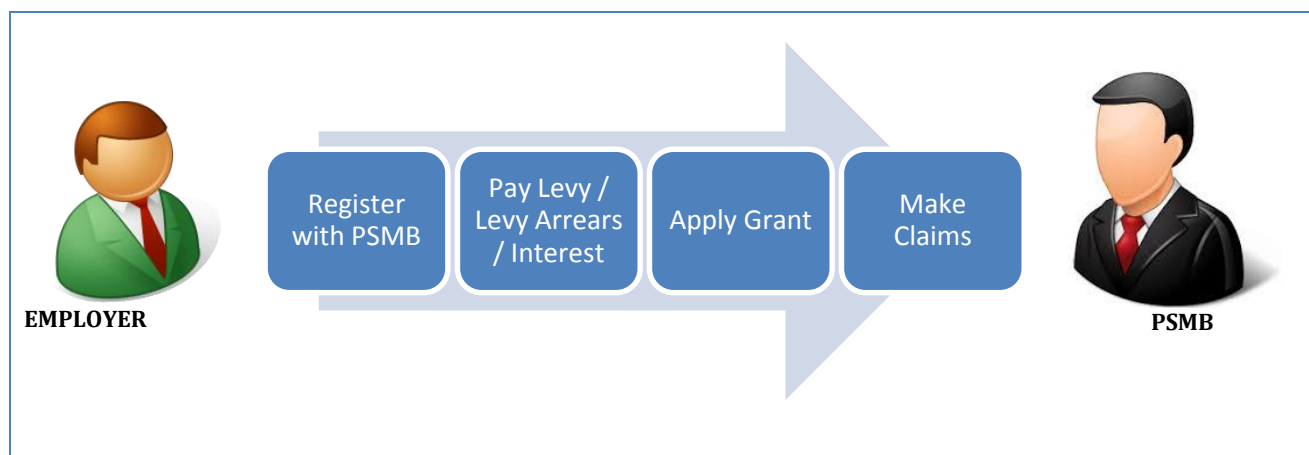


GENERAL APPLICATION FLOW

Section 3 General Flow

3.1 *General Processes Related to Employers*

Below is the general process flow which employer can execute once employers have registered with PSMB.



General Processes related to Employers

The above diagram shows the general process for employers before they can apply for grants and make claims. This guide is sectioned into few parts – Employer registration, Levy, Grants & Claims.

Below are the general descriptions of the above diagram:

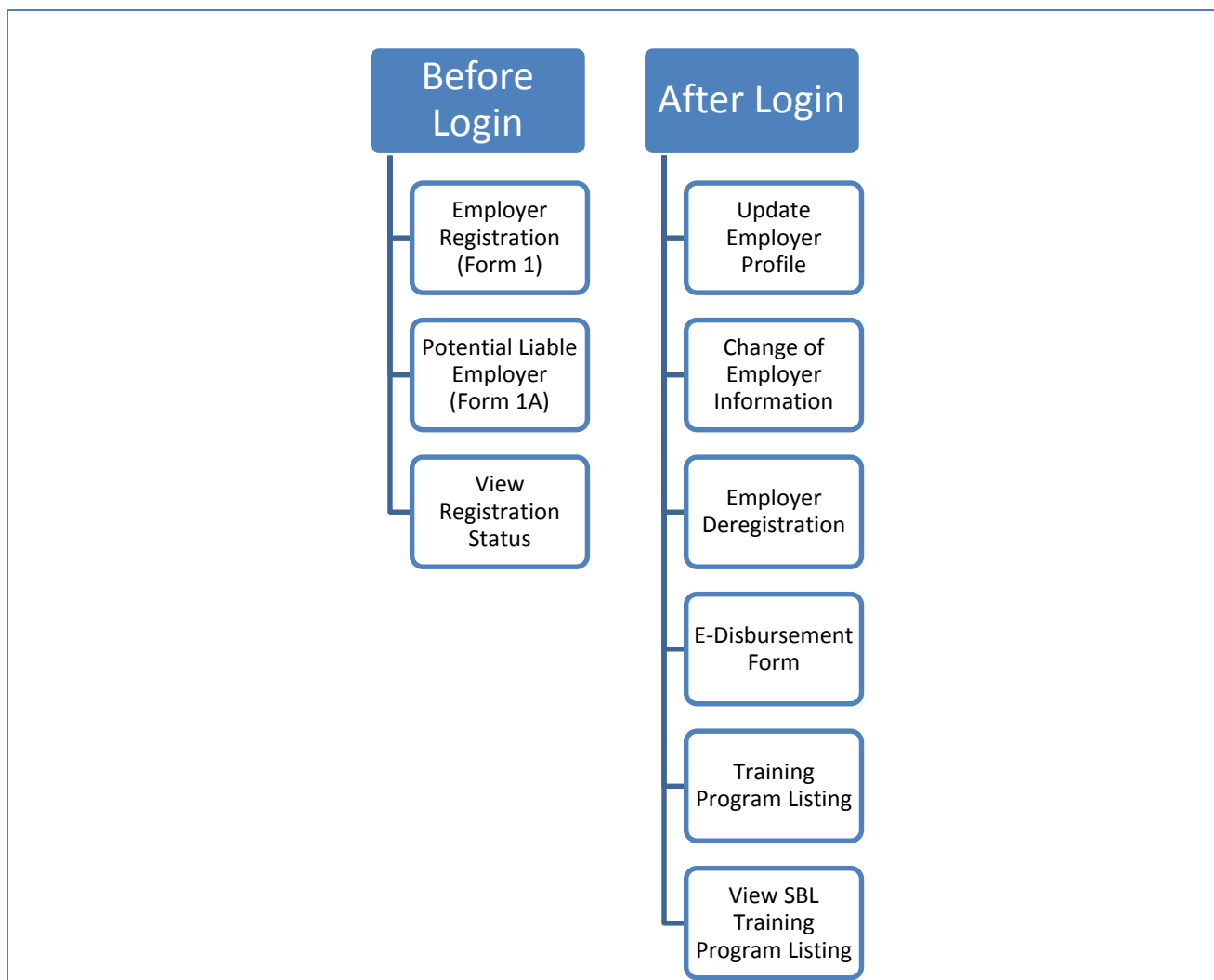
1. System provides online registration of employer from HRDF Portal. Online form is based on Form 1.
2. Employer will be able to check registration status of the application through portal.
3. System will provide email notification for success registration on (login) user ID & password for accessing HRDF Portal. If no email, PSMB will send details in printed copy via pos to employer.
4. Base on Small/Medium/Large company category, employer will need to pay Levy to PSMB.
5. Employer is entitled to apply for Training Grants with PSMB, and then can submit claims to PSMB accordingly.



EMPLOYER REGISTRATION

Section 4 List of Functions

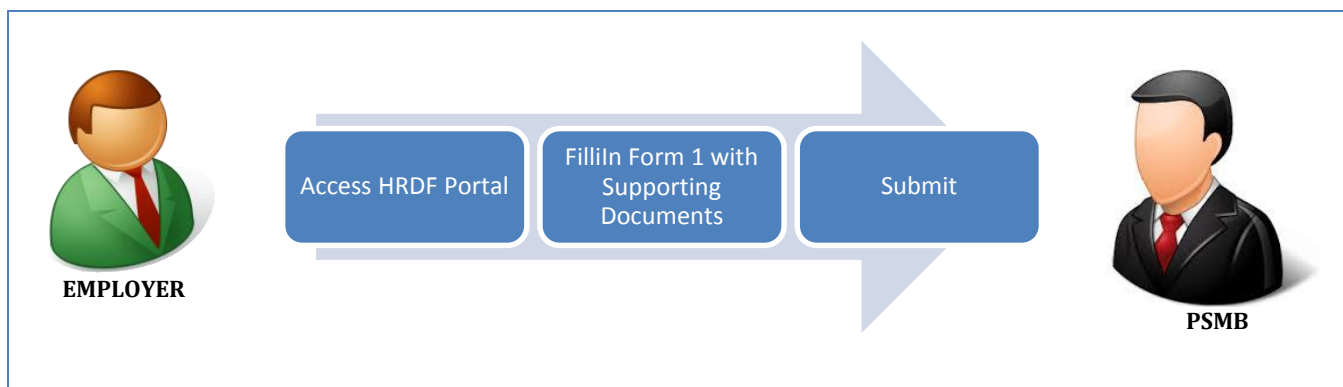
4.1 *List of Functions Related to Employers*



List of Functions related to Employers

Section 5 Employer Registration

5.1 Employer Online Registration Flow



5.2 Employer Registration

Pre-requisite: Employer must already be registered with SSM in order to get MyCoID. An eligible employer shall submit the Registration of Employer Form (Form 1) to PSMB. This section will guide employer on how to submit employer registration form to PSMB, via online.

Submit Print Close

Employer Registration (Form 1)

Employer Information

Please select the type of registration

Organization Type

MyCoID

Terms and Condition

Please Note : This is a sample text for Terms and Conditions.

PSMB was incorporated on 16 May 2001 under the Pembangunan Sumber Manusia Berhad Act, 2001. Section 13(1) of the PSMB Act 2001 stipulates that every employer who is covered under the Act is required to register with PSMB within such time and manner as may be prescribed. Regulation 4(1) of the PSMB Act 2001 states that an employer to whom the Act applies shall submit the Registration of Employer Form (Form 1) to PSMB within thirty (30) days after this regulation comes into effect. Any employer who is convicted for not registering with PSMB may be fined up to an amount not exceeding RM10,000 or an imprisonment for a period not exceeding one year or both (Section 13 (2)).

Details of Submission Officer

Person Details *

Name

IC/Passport No

Nationality

Designation

Present Address *

Address

Postcode

State

City

Country

Personal Contact *

Telephone No.

Fax No.

Email

Reset

Employer Profile

Name

Employer Address

☐ Copy Address From

Address

Postcode

Country

Post Box No.

City

State

Employer Contact

Telephone No.

Fax No.

Email

Business Profile

Year in which Business Or Company was Registered

Type of Ownership

Enterprise Name

Industry Sector

Sector Code

Description/Industry Type

Enterprise Address

☐ Copy Address From

Address

Postcode

Country

City

State

Commencement of Enterprise Date

Employer Details

EPF No.

Current Paid Up Capital (RM) Based on Form 24

Total Number of Non-Malaysian Employees on Submission Date

Date of Attaining the Number of Employees (Only for Citizen(s) of Malaysia) as specified under the First schedule of Act

Total Amount of Wages Paid to Employees (Only for Citizen(s) of Malaysia) in the Previous Month (RM)

SOCSSO No.

Total Number of Employees (Only for Citizen(s) of Malaysia) at Submission Date

Total Employees on Submission Date

Total Number of Employees (Only for Citizen(s) of Malaysia) in the Previous Month

Other Contact Person

Name

Designation

Email

IC/Passport No.

Telephone No.

Add

Reset

Attach Document

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Supporting Document

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Board of Directors

Board of Director's Personal Details *

Name

Nationality

IC/Passport No.

Designation

Board of Director's Address Details *

☐ Copy Address From

Select

Address

Postcode

Country

City

State

Board of Director's Contact Details *

Telephone No.

Email

Add

Reset

Form 1 Screen

Follow the steps below to register with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' >'Employer' >'Employer Registration (Form 1)'.

Result: The above screen (Form 1) is displayed.

Step 2: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

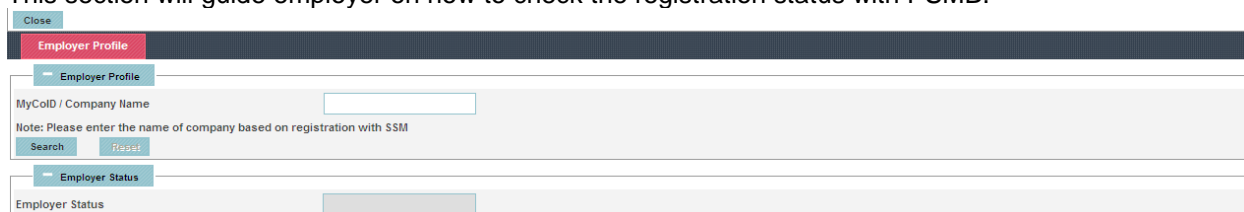
Result: A message 'Your Request Has Been Submitted Successfully'

Step 4: Click on the 'OK' button.

Section 6 View Registration Status

6.1 *View Registration Status*

This section will guide employer on how to check the registration status with PSMB.



Screen 'View Registration Status'

Follow the steps below to view status of registration.

Step 1: Select from menu 'Profile Management' >'Employer' >'View Registration Status'.

Result: The above screen is displayed.

Step 2: Key-in the 'MyCoID or Company Name', then click on the 'Search' button.

Result: The employer status is displayed under 'Employer Status' as shown below:



Note: Mandatory fields are mark with (*).

Section 7 Potential Liabile Employer Registration

7.1 Potential Liabile Employer Registration

Pre-requisite: Employer must have already been registered with SSM in order to get MyCoID.

An employer who is potentially liable (has not yet registered with PSMB), will receive Form 1 and 1A and notification letter. Once employer received the notification, the employer will need to submit the forms to PSMB. This section will guide employer on how to submit the online forms to PSMB.

Follow the steps below to register as Potential Liabile Employer.

Step 1: Select from menu 'Profile Management' >'Employer' >'Potential Liabile Employer Registration (Form 1A)'.

Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Double-click on the record.

Result: Potential Liabile Employer Registration (Form 1A) is displayed as shown below:

Employer Profile	
Reference ID	122
MyCoID	
Company Name	Syarikat ABC SDN
*Please enter the name of company based on registration with SSM	
Employer Contact Person Details *	
Name	
IC/Passport No.	
Designation	
Employer Address *	
Address	no 80, tower A
Postcode	55100
City	kajang
Country	Malaysia
State	Kuala Lumpur
Employer Contact *	
Telephone No.	60392839033
Fax No.	
Email	gary@mail.com
Business Profile	
Industry Sector	manufacturing
Type of Industry/Business/Activity	food market
No. Of Employees	
a) Malaysian Citizen	100
b) Non Malaysian Citizen	50
c) Total Employees	150
Company Paid Up Capital.	
Please mark in the appropriate box	<input checked="" type="radio"/> Less than RM2.5 million <input type="radio"/> RM2.5 million and Above

Form1A Attachment

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
training_program.txt	training_program.txt	Remove / View

Screen 'Potential Liabe Employer Registration (Form1A)'

Step 4: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Submit' button.

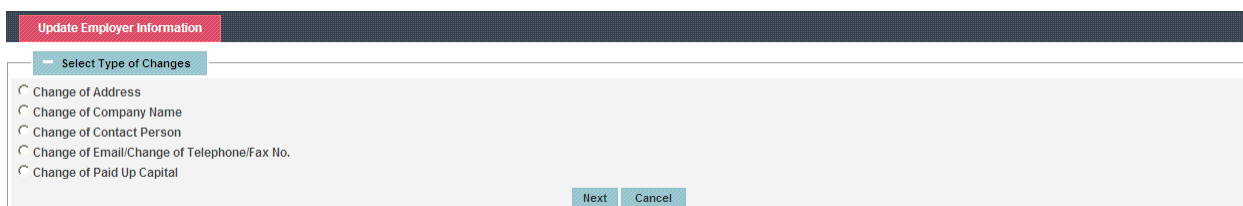
Section 8 Update Employer Profile

8.1 *Update Employer Profile*

Pre-requisite: The Employer should have already been registered with PSMB.

If there is any information changes related to company profile (i.e. Change of Address, Company Name, etc), employer needs to update the changes by filling up an online form.

This section will guide employer on how to submit new updates on company details as shown on below screen.



Screen 'Update Employer Profile'

Follow the steps below to update employer information. The information that can be updated is as shown on the above screen.

Step 1: Select from menu 'Profile Management' >'Employer' >'Update Employer Profile'.

Result: The above screen is displayed.

Step 2: Select the radio button for type of changes then click on the 'Next' button.

Step 2a: If you select 'Change of Address'



New Address *

Address *

Postcode *

Country Malaysia *

City *

State Kuala Lumpur *

Attachment *

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Screen 'Change of Address'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2b: If you select 'Change of Company Name'

Save Close

Change of Company Name

New Company Name

Old Employer Name Syarikat Employer Bhd

New Employer Name *

Attachment *

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Screen 'Change of Company Name'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2c: If you select 'Change of Contact Person'

Save Close

Change of Contact Person

Contact Person

Name *

Designation *

Telephone No *

Email *

Add

Reset

Name	Designation	Telephone No	Email	Actions
En Ahmad	CompanySecretary	03454545	ahmad@acme.com	View / Edit / Delete

Screen 'Change of Contact Person'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2d: If you select 'Change of Email/Change of Telephone/Fax No.'

Save

Close

Change of Contact Details

Old Contact Details

Old Contact

Mobile No.

11223344556677889900

Fax No.

Email

xyz.cc@com.my

New Contact Details

Personal Contact *

Mobile No.

Fax No.

Email

Reset

Screen 'Change of Email/Change of Telephone/Fax No.'

Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 2e: If you select 'Change of Paid Up Capital'

Save

Close

Change of Paid Up Capital

New Paid Up Capital

Old Paid Up Capital

2400000.00

New Paid Up Capital

Screen 'Change of Paid Up Capital'

Fill-in the form.

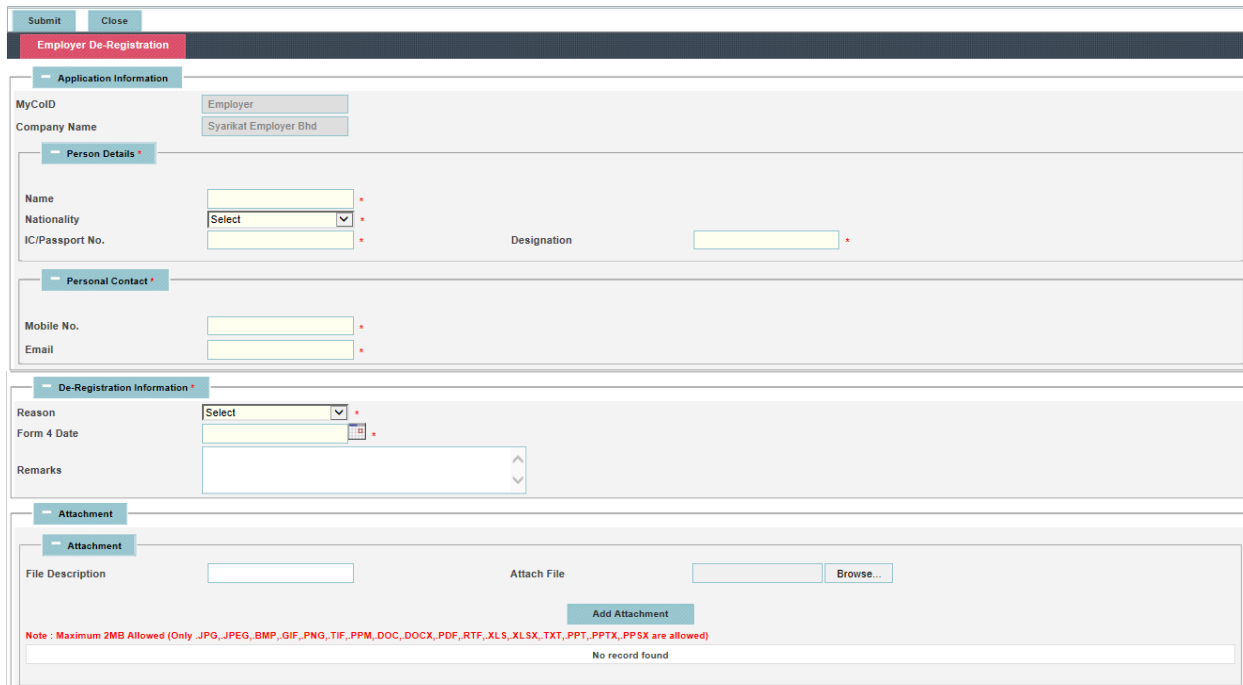
Note: Mandatory fields are mark with (*).

Section 9 Employer Deregistration

9.1 Employer Deregistration

Pre-requisite: The Employer should have already been registered with PSMB.

Under certain circumstances (closed company, activities not covered under Act, reduction of number of employees or company merging) employer who needs to de-register with PSMB will need to submit Form 4 to PSMB. This section will guide employer on how to do de-registration for Employer HQ and Branch.



Screen 'Employer De-registration (Form 4)'

Follow the steps below to deregister with PSMB via HRDF Portal.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Employer De-registration'.

Result: The above screen is displayed.

Step 2: Fill-in the form.

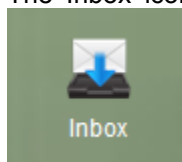
Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Important

When PSMB Officer approved the deregistration application, employer will receive notification in the 'Inbox'. Refer to the 'Workflow Common Function' section on how to view Inbox.

The 'Inbox' icon is as shown below:



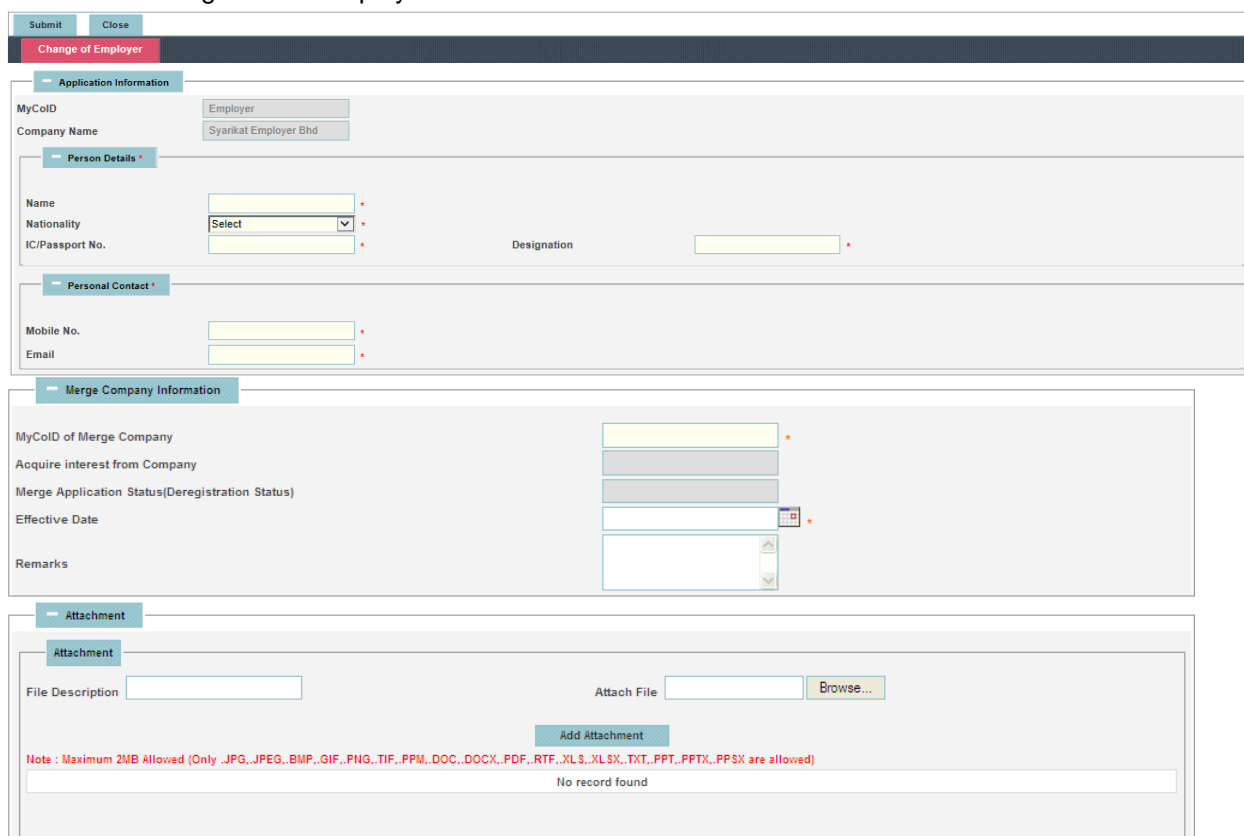
Section 10 Change of Employer Information

10.1 *Change of Employer Information*

Pre-requisite:

- The Employer should have already been registered with PSMB.
- No outstanding Arrears/Interest
- Form 4 (Company De-Registration) is already submitted.

Employer which merged with other company will need to submit Form 5 application to PSMB. However, if the new employer needs to make a new registration with PSMB, it needs to submit Form 1 to PSMB. This section will guide this employer on how to submit Form 5 via online.



Screen 'Change of Employer Information (Form 5)'

Follow the steps below to change the employer information.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Change of Employer Information'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

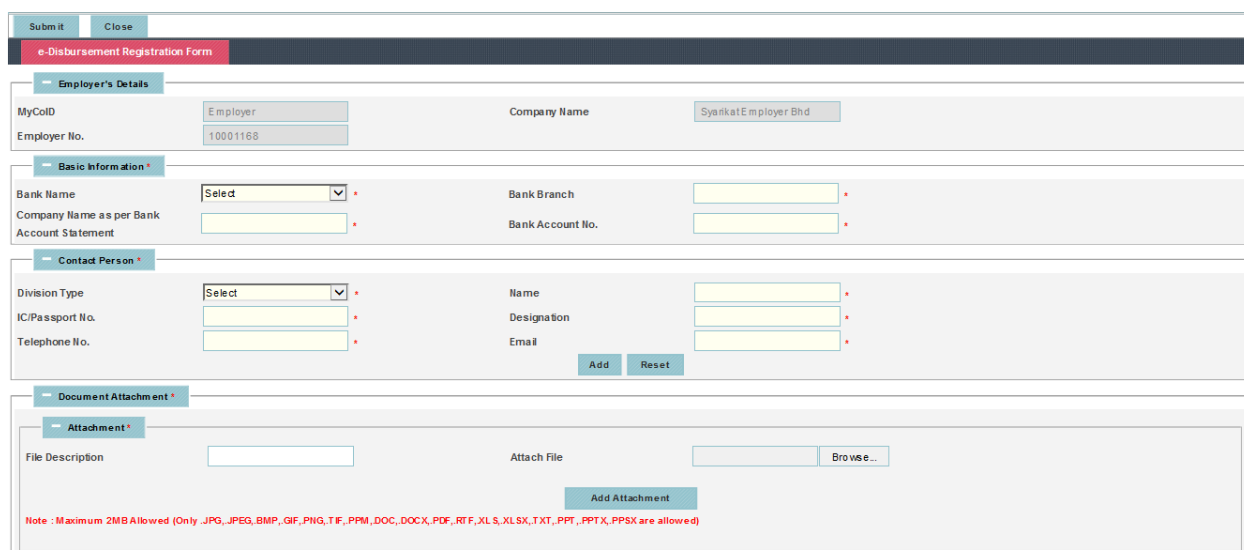
Step 3: Click on the 'Submit' button.

Section 11 E-Disbursement Registration/e-Disbursement Form

11.1 *E-Disbursement Registration/e-Disbursement Form*

Pre-requisite: The Employer should have already been registered with PSMB.

This section will guide employer on how to register the company's bank account information to PSMB.



Screen 'e-Disbursement Registration Form'

Follow the steps below to register e-disbursement

Step 1: Select from menu 'Profile Management' > 'Employer' > 'e-Disbursement Form'.

Result: The above screen is displayed.

Step 2: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 3: Click on the 'Submit' button.

Result: A message 'Your Request Has Been Submitted Successfully'

Step 6: Click on the 'OK' button.

Section 12 View Training Programme Listing

12.1 View Training Programme Listing

This section will guide employer on how to view training programme offered by Training Providers

Applications > Profile Management > Employer > Training Programme Listing > List of Training Programmes

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
TYUOP	SBL-Khas	1234,...JKLL Putrajaya,Malaysia-78655	hki@jnn.lkm	008765345	dyanad
Shiji Chaturvedi	SBL-Khas	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@wtrw .ert		3 Test Course
Shiji Chaturvedi	PROLUS	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@wtrw .ert		3 Test Title
BESI APAC SDN BHD	CBT	UNIT D3-06-01,...SOLARIS DUTAMAS,N0 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	a
BESI APAC SDN BHD	SBL-Khas	UNIT D3-06-01,...SOLARIS DUTAMAS,N0 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	SBL KHAS TEST

7 records found, displaying 1 to 5 records. [First|Prev] 1 2 [Next|Last]

Screen 'List of Training Programmes'

Follow the steps below to view training programme listing

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Programmes'.

Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

12.2 Apprentice Listing

Applications > Profile Management > Employer > Training Programme Listing > Apprentice Listing

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No	Scheme
IT ACADEMY	fs adfas d'as fd.....ads fads fefds,Kuala Lumpur,Malays ia-13241	hrdfadmin@hrdf.com.my	60 123567341	Apprenticeship
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,Kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60 123567341	HOTEL
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,Kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60 123567341	TOOLDIE
DEFGHU SDN BHD	no 7 jalan arp 6,taman aman sari,,kuala lumpur,Kuala Lumpur,Malays ia-47100	hrdfadmin@hrdf.com.my	60 123567341	MULTIMODEL
Final Testing TP	uytyut.....kuytyku,Kuala Lumpur,Malays ia-88888	yut@Ut.com	87687678	Apprenticeship

25 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 4 5 [Next/Last]

Screen 'Apprentice Listing'

Follow the steps below to view apprentice listing.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'Apprentice Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.3 *Approved E-Learning Training Providers under the PROLUS Scheme*

Applications > Profile Management > Employer > Training Programme Listing > Approved E-Learning Training Providers under the PROLUS Scheme

Close

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

2 records found, displaying all records.

1

Screen 'Approved E-Learning Training Providers under the PROLUS Scheme'

Follow the steps below to view list of approved e-learning training providers under the PROLUS scheme.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'Approved E-Learning Training Providers under the PROLUS Scheme'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.4 List of HR Consultant under NHRC

Applications > Profile Management > Employer > Training Programme Listing > List of HR Consultant under NHRC

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page: 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No	Consultant Name
IIT ACADEMY	ASIAHQSD ASLH...sdasd,Kuala Lumpur,Malays ia-45612	and@ys.hqj.com	634634563403	Kamal hah
IIT ACADEMY	INTET...afas,Kuala Lumpur,Malays ia-12315	ad@ttt.co	98746546546	INTEGRATIONTEST
SHILPI TESTING NR	wrrw er...ertt,Kuala Lumpur,Malays ia-12345	rete@ertt.rtyt	4	wrrw e
TEST TRAINING PROVIDER	Subang Jaya,...Subang Jaya,Kuala Lumpur,Malays ia-40212	yat@dummy.co	60121234567890	Yati 2
Shilpi Chaturvedi	s das das ...dsds,Kuala Lumpur,Malays ia-21322	as d@e.c	233	banu

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

Screen 'List of HR Consultant under NHRC'

Follow the steps below to view list of HR Consultant under NHRC.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'List of HR Consultant under NHRC'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.5 *List of Training Programme*

Applications > Profile Management > Employer > Training Programme Listing > List of Training Programmes

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
TYUOP	SBL-Khas	1234,...JKLL Putrajaya,Malaysia-78655	hik@jrn.km	608765345	dyanad
Shilpi Chaturvedi	SBL-Khas	D-103,...werwe,Kuala Lumpur,Malaysia-12345	werwe@wtrw.ert		3 Test Course
Shilpi Chaturvedi	PROLUS	D-103,...werwe,Kuala Lumpur,Malaysia-12345	werwe@wtrw.ert		3 Test Title
BESI APAC SDN BHD	CBT	UNIT D3-06-01,...SOLARIS DUTAMAS,JNO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	a
BESI APAC SDN BHD	SBL-Khas	UNIT D3-06-01,...SOLARIS DUTAMAS,JNO 1, JALAN DUTAMAS,...KL Labuan,Malaysia-45454	abc@abc.com	123456	SBL KHAS TEST

7 records found, displaying 1 to 5 records. [First|Prev] 1 2 Next Last

Screen 'List of Training Programmes'

Follow the steps below to view list of Training Programmes.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'List of Training Programmes'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.6 *PERLA Listing*

Applications > Profile Management > Employer > Training Programme Listing > PERLA Listing

Close

Default Search

Search
Search
Reset
Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

One record found.

1

Screen 'PERLA Listing'

Follow the steps below to view list of PERLA.

Note:

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'PERLA Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.7 *PROLUS Listing*

Applications > Profile Management > Employer > Training Programme Listing > PROLUS Listing

Close

Default Search

Search
Search
Reset
Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

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

Screen 'PROLUS Listing'

Follow the steps below to view list of PROLUS.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'PROLUS Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.8 *SBL-KHAS Listing*

Applications > Profile Management > Employer > Training Programme Listing > SBL-KHAS Listing

Close

Default Search

Search
Search
Reset
Advance Search

Customize List

Search Result

No records found to display

Screen 'SBL-KHAS Listing'

Follow the steps below to view list of SBL-KHAS.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'SBL-KHAS Listing'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.9 Training Providers Approved to use PSMB Logo

Applications > Profile Management > Employer > Training Programme Listing > Training Providers Approved to use PSMB Logo

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No
Shipli Chaturvedi	D-103,...w erw e,Kuala Lumpur,Malaysia-12345	w erw e@w trw .ert	3
as dfa f	as dfa f,...as dfa f,Kuala Lumpur,Malaysia-34534	s dfa d@s dfa d.com	234
Final Testing TP	uytyuf,...ty ty ty,Kuala Lumpur,Malaysia-56788	yut@ut.com	87887678
Test company 1234	ret,...rttr,Kuala Lumpur,Malaysia-44444	ry ty ty@tttuy .com	45545555
Anilgov	aaaaaaaaaaaaa,bbbbbbbbbbbbbbbbbb,cccccccccccccccccc,ddddddddd,aaaaaaaaaaa,Kuala Lumpur,Malaysia-34534	as dfa fd@gamil.com	2342424243242

11 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 [Next/Last]

Screen 'Training Providers Approved to use PSMB Logo'

Follow the steps below to view list of training providers approved to use PSMB logo.

Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>' Training Providers Approved to use PSMB Logo'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.10 *Approved E-Learning Programme Collaboration with IPTA/IPTS/TP*

Applications > Profile Management > Employer > Training Programme Listing > Approved E-Learning Programme Collaboration with IPTA/IPTS/TP

Close

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Training Provider Name	Training Programme Scheme	Address	Email	Telephone No	Training Programme Name
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE
Z/E	PROLUS		gary.lee@abocompany.com.my	60123567341	COURSE TITLE

2 records found, displaying all records.

Screen 'Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'

Follow the steps below to view list approved e-learning programme collaboration with IPTA/IPTS/TP.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'Approved E-Learning Programme Collaboration with IPTA/IPTS/TP'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

12.11 Training Provider Listing

Applications > Profile Management > Employer > Training Programme Listing > Listing of Training Provider

Close

Default Search

Search Search Reset Advance Search

Customize List Records Per Page : 25, 50, 100, All

Search Result

Training Provider Name	Address	Email	Telephone No
ASDASDA SDA SDA SD	ASDDDDDDDD...AAAA, Kuala Lumpur, Malaysia ia-12345	AS@G.COM	1111111111111
IT ACADEMY	fs adf asdf asfd,...adsf adsf adf, Kuala Lumpur, Malaysia ia-13241	hrdfadmin@hrdf.com.my	60123567341
aaa	as dfa,...as dfa s d, Kuala Lumpur, Malaysia ia-12322	as df@ttt.cc	123432232341
adsf	adsf,...as dsaf, Kuala Lumpur, Malaysia ia-23432	as df@ttt.cc	234234234
Anil	as dfrfs,...s dfrk fjl, Kuala Lumpur, Malaysia ia-12312	as dfrfs@gamil.com	12123123123123123

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

Screen 'Listing of Training Provider'

Follow the steps below to view list of Training Provider.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'Training Programme Listing' > 'List of Training Provider'.

Result: The above screen displayed.

Step 2: Enter the search criteria then click on 'Search' button.

Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the 'Close' button.

Result: The page will route back to the menu.

Section 13 View SBL Training Programme Listing

13.1 View SBL Training Programme Listing

Applications > Profile Management > Employer > View SBL Training Programme Listing

Close

SBL Training Programme Listing

Default Search

Search Search Reset Advance Search

Custom List

Records Per Page : 25, 50, 100, All

Search Result

Course Title	Start Date	Training Provider Name	MyCoID
aaabbb	01/12/2013	Anil	80015A
sdfasdf	05/12/2013	Anil Kumar	GOV10001304
dfghdthdth	05/03/2014	Test TP3	TP0203A
asdfasdfas d	01/07/2014	TRAINING PROVIDER 3	10072014TP2
asdfasdfas d	01/07/2014	Training Provider 33	10072014TP2

15 records found, displaying 1 to 5 records.

[First] [Prev] 1 2 3 [Next] [Last]

Screen 'View SBL Training Programme Listing'

Follow the steps below to view SBL training programme listing.

Step 1: Select from menu 'Profile Management' > 'Employer' > 'View SBL Training Programme Listing'.
Result: The above screen is displayed.

Step 2: Enter the search criteria then click on 'Search' button.
Result: Records base on the search criteria will be displayed under 'Search Result' section.

Step 3: Click on the record to view its details.

LEVY MODULE

Section 14 Levy Overview

14.1 *Levy Overview*

Prerequisite: Employer must already register with PSMB.

Below is the list of functions which employer can execute for Levy.

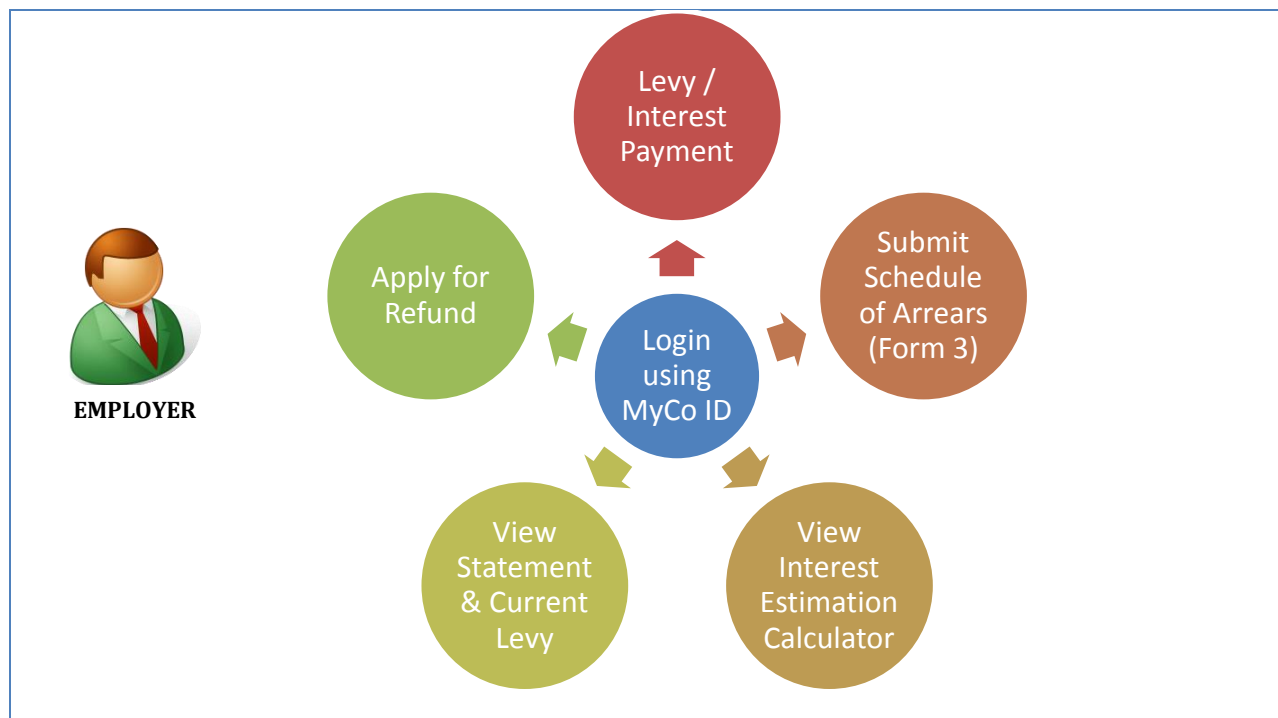
Employer

- View Levy Statement
- View Interest Statement
- Levy/Interest Payment
- Interest Estimation Calculator
- Apply Refund
- Submit Schedule Arrears (Form 3)



14.2 Levy Flow Diagram Related to Employers

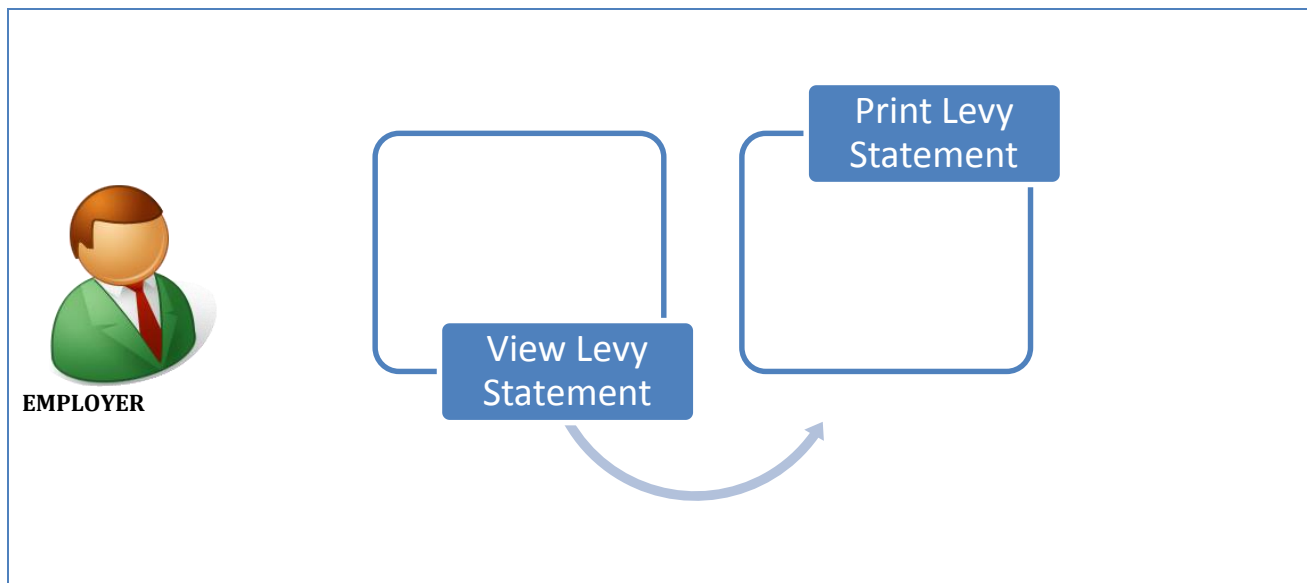
Below is the levy process flow which employer can execute for Levy.



Section 15 View Levy Statement

15.1 *View Levy Statement Flow Diagram*

Below is the functions related to levy statement:



View Levy Statement Flow Diagram

Employer will be able to view their own levy statement via HRDF portal upon successful login. Below are list of transactions displayed in the levy statement:

- Levy Payment
- Levy Arrears (Stamping of Arrears)
- Arrear Payment
- Grant Payment (Claim reimbursement without levy/interest offset)
- Contra Grant Payment (Claim reimbursement with levy/interest offset)
- Levy Reserve (Reserved amount for PERLA, SBL-KHAS, Apprenticeship, Events)
- Levy Offset
- Interest Offset
- Contra Levy Payment
- Levy Write-off
- Incentive
- Levy Refund (Payout amount after deducting levy/interest offset)

15.2 View Levy Statement

Levy Statement Details

Employer Details

MyCoID

EMPLOYER

Employer Name

NAME

Employer Status

Active

Liability Date

05/08/2014

Registration Date

05/08/2014

Industry Code

01111u

Class Code

1

Cease Operation Date

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Levy Summary

Levy Summary as On 15/08/2014

Levy Balance(RM)

1,680.05

Total Reserve(RM)

0.00

Grant Balance(RM)

2,010.05

Last Declared Wages(RM)

8,213.00

Last Contribution Month

07/2014

Last Contribution Amount(RM)

55.00

Last Payment Date

01/08/2014

Total Levy Arrears(RM)

0.00

Total Interest Amount(RM)

20.00

Arrears Months

0

Interest Months

4

Applications Pending For Approval

Adjustment

0

Form3

0

Forfeit

0

Installment

0

Refund

10

Write-Off

0

Waive

0

Search Statement

Bank

Select

Branch

Select

Voucher

Transaction Type

Select

Cheque No

Application ID

Statement Date

To

Month

Select

Amount(RM)

To

Search

Reset

Statement Details

Bank	Cheque No	Branch	Total Employees	Transaction Type	Statement Date	Payment Date	Levy Month	Contribution Amount(RM)	Reimbursement Amount(RM)	Voucher	Application	Balance(RM)
				Balance	05/08/2014							0.00
PBBEMYKL	CCCCC		16	Levy Payment	07/08/2014	01/08/2014	07/2014	555.00				555.00
PBBEMYKL			28	Levy Payment	07/08/2014	10/08/2014	08/2014	82.13				637.13
RHBBMYKL	819144		8	Arrear Payment	07/08/2014	17/10/2013	07/2014	64.67				701.80
PBBEMYKL			324	Levy Payment	09/08/2014		07/2014	23.43				725.23
PBBEMYKL	000000		16	Arrear Payment	09/08/2014	01/08/2014	05/2014	6.00				731.23
RHBBMYKL	819144		458	Arrear Payment	09/08/2014	17/10/2013	09/2013	31.00				762.23
RHBBMYKL			231	Levy Payment	10/08/2014	10/08/2014	08/2014	123.14				885.37
PBBEMYKL	CCCCC		16	Arrear Payment	11/08/2014	01/08/2014	07/2014	555.00				1,440.37
RHBBMYKL	819144		458	Arrear Payment	11/08/2014	17/10/2013	09/2013	16.00				1,456.37
RHBBMYKL	819144		458	Arrear Payment	11/08/2014	17/10/2013	09/2013	16.00				1,472.37
PBBEMYKL			124	Levy Payment	12/08/2014	12/08/2014	08/2014	212.34				1,684.71

List of transactions to be shown in the levy statement are as below:

- Levy Payment
- Levy Arrear (Stamping of arrear)
- Arrear Payment
- Levy Refund
- Grant Payment (Claim reimbursement without levy/interest offset)
- Contra Levy Payment (Claim reimbursement with levy/interest offset)
- Levy Reserve (Reserved amount for PERLA,SBL-KHAS, Apprenticeship, Events)
- Levy Offset
- Interest Offset
- Levy Write-off (i.e. Court decision or closed company)
- Incentive

Follow the steps below to view levy statement.

Step 1: Select from menu 'Levy'>'Levy Statement'>'View Levy Statement'.

Result: The above screen is displayed.

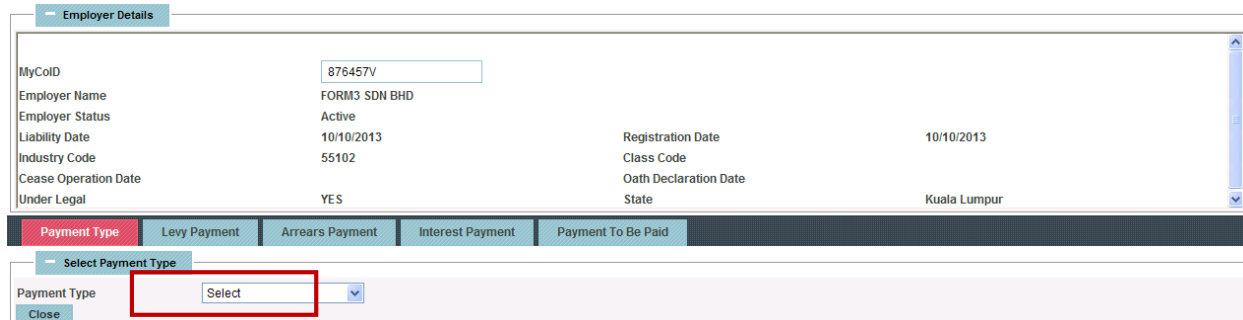
Step 2: Click the 'Print' button to print the statement, if you wish.

Note: You may enter the search criteria for the levy you wish to print (i.e. for Statement Date between November 2013-December 2013).

Step 2: Click 'Close' button to close the screen.

Section 16 Make Payment

16.1 Make Payment – By Employer



Employer Details

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date: 10/10/2013

Under Legal: YES

Registration Date: 10/10/2013

Class Code: 55102

Oath Declaration Date: 10/10/2013

State: Kuala Lumpur

Payment Type | Levy Payment | Arrears Payment | Interest Payment | Payment To Be Paid

Select Payment Type

Payment Type: Select

Close

Follow the steps below to make payment.

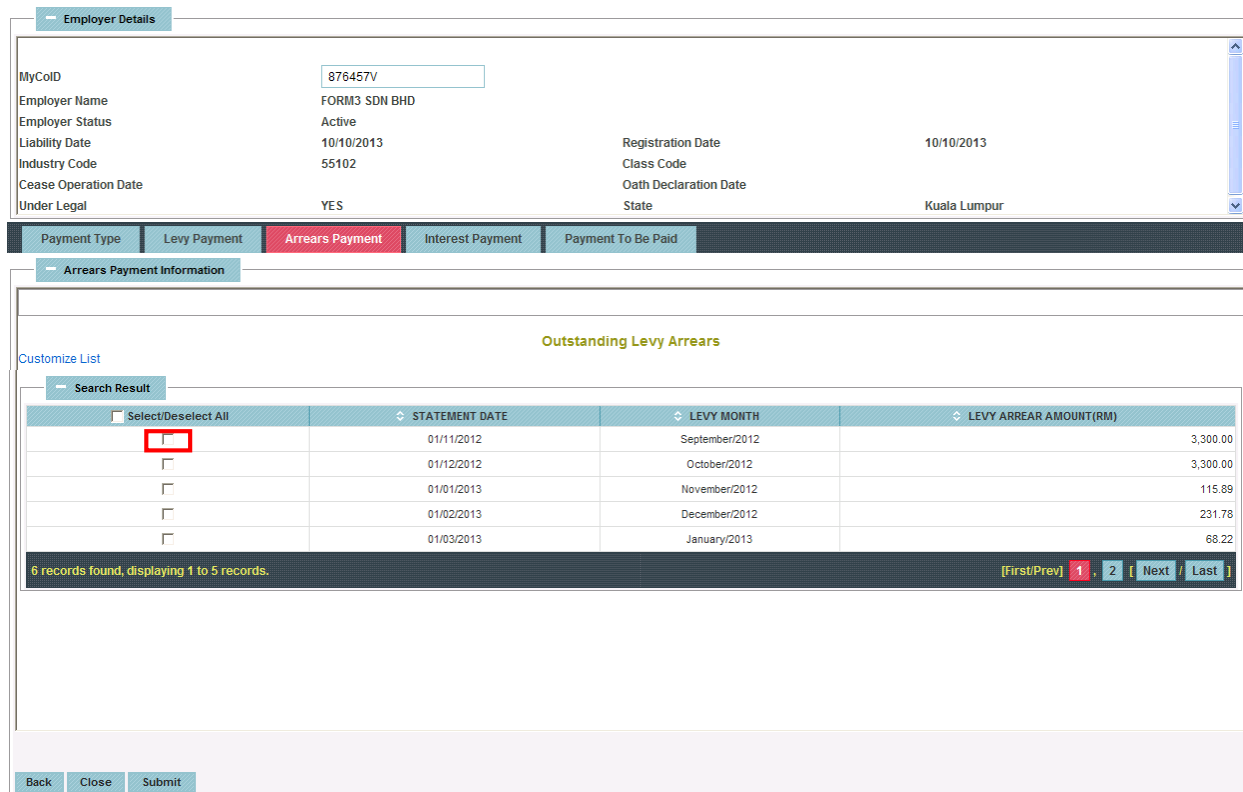
Step 1: Select from menu 'Levy' > 'Make Payment'.

Result: The above screen is displayed.

Note: By default 'Payment Type' tab is displayed.

Step 2: Select payment type from the dropdown (highlighted in red).

- If payment type is 'Arrears Payment', then arrears payment tab will be active.
- Tab for Levy Payment, Interest Payment and Payment to Be Paid will not active.



Employer Details

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date: 10/10/2013

Under Legal: YES

Registration Date: 10/10/2013

Class Code: 55102

Oath Declaration Date: 10/10/2013

State: Kuala Lumpur

Payment Type | Levy Payment | **Arrears Payment** | Interest Payment | Payment To Be Paid

Arrears Payment Information

Customize List

Search Result

☐ Select/Deselect All

	STATEMENT DATE	LEVY MONTH	LEVY ARREAR AMOUNT(RM)
<input checked="" type="checkbox"/>	01/11/2012	September/2012	3,300.00
<input type="checkbox"/>	01/12/2012	October/2012	3,300.00
<input type="checkbox"/>	01/01/2013	November/2012	115.89
<input type="checkbox"/>	01/02/2013	December/2012	231.78
<input type="checkbox"/>	01/03/2013	January/2013	68.22

6 records found, displaying 1 to 5 records.

[First/Prev] 1 2 [Next/Last]

Back Close Submit

Screen 'Arrears Payment'

Step 2: Select month to make payment then click Submit. (Highlighted in red)
Result: The below screen is displayed.

Employer Details

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55102

Cease Operation Date

Under Legal

YES

Registration Date

10/10/2013

Class Code

Oath Declaration Date

State

Kuala Lumpur

Payment Type

Levy Payment

Arrears Payment

Interest Payment

Payment To Be Paid

Payment Information

Item No	Date of Payment	Levy Month	Payment Type	Payment Amount(RM)	Action
1	12/24/2013	September/2012	Arrear	231.78	Delete

Close

Submit

Add Other Payment

Step 3: Click Submit
Result: The below screen is displayed

Applications > Payment Gateway > Payment Information

Payment Information

Payment Detail

MyCoID/IC No.

EMPLOYER

Name

NAME

Sr No.	Description	Amount(RM)
1	Interest Payment for 05/2014	5.00
Total Amount(RM)		5.00

Declaration

Name

IC/Passport No.

Designation

Email ID

Payment Method

Payment Method

☐ Manual Payment
 ☐ Online Payment

Make Payment

Close

Step 4: Fill-in the form then click Submit.
Note: Mandatory fields are mark with (*).
Result: The below screen is displayed.

Declaration

Name

Mikel

IC/Passport No.

1209812912093

Designation

Mr

Email ID

mike@gmail.com

Payment Method

☒ Manual Payment
 ☐ Online Payment

Make Payment

Close

Step 5: Select the payment method (highlighted in red).

- If payment type is 'Manual Payment', then select the bank for payment method

Payment Method

☒ Manual Payment
 ☐ Online Payment

Bank

Bank Name

☐ PBB
 ☐ RHB

Make Payment

Close

In Bank for payment method is RHB Bank, the below screen is displayed.

Payment Method

Manual Payment

Online Payment *

Bank

Bank Name

PB e Bank.com

RHB BANK
We'll help you get there

MEPS FPX

Make Payment

Close

RHB RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (SEC) DI KOTAK YANG BERSEKUTUAN.
PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK(MEC) IN RELEVANT BOX

☐ WANG TUNAI SAHAJA
CASH ONLY

☐ CEK CEK CAWANGAN INI
HOUSE CHEQUE

☐ CEK CEK TEMPATAN
LOCAL CHEQUES

☐ LAIN LAIN
OTHERS

☐ DR A/C NO (Domestic br no)

FOR PSMB USE ONLY

Bank Copy

BORANG SIMPANAN KORPORAT
CORPORATE COLLECTION SERVICES DEPOSIT SLIP

WANG TUNAI / CASH				RM	SEN
MINUIT					
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	OC/OP	CHEQUE/ AUTHENTIC	Jumlah / TOTAL	800	0
			TOLAK KOMISEN / REF COMMISSION		
			Jumlah Baki / NET TOTAL		

NAMA AKAUN / ACCOUNT NAME

NO. AKAUN / ACCOUNT NO

MYCID

NO. RUJUKAN TRANSAKSI /
TRANSACTION REF NO.

PEMBANGUNAN SUMBER MANUSIA BERHAD

1	1	2	2	6	8	9	2	4	2	3	-	4							
8	7	6	4	5	7	V													

8	C	I	E	L	W														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SILA TUUNKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR AC NO ON THE BACK OF EACH CHEQUE

RHB RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (SEC) DI KOTAK YANG

FOR PSMB USE ONLY

Customer Copy

[illegible]

PRINT

- If payment type is 'Levy Payment', then Levy Payment tab will be active.
- Tab for Arrears Payment, Interest Payment and Payment to Be Paid will not active.

Applications > Levy > Make Payment

Employer Details

MyCoID

EMPLOYER

Employer Name

NAME

Employer Status

Active

Liability Date

05/08/2014

Registration Date

05/08/2014

Industry Code

01111tu

Class Code

1

Cease Operation Date

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Payment Type

Levy Payment

Arrears Payment

Interest Payment

Payment To Be Paid

Levy Payment Information

Payment Type

Levy

Payment Levy For The

Month

Select

*

Year

2014

*

Number of Employee(A)

*

Total Wages (RM)

*

Total Levy To Be Paid (RM)

Back

Submit

Close

Screen 'Levy Payment'

Step 2: Fill-in the form then click Submit.

Note: Mandatory fields are mark with (*).

Result: The below screen is displayed.

Applications > Levy > Make Payment

Employer Details

MyCoID: EMPLOYER

Employer Name: NAME

Employer Status: Active

Liability Date: 05/08/2014

Industry Code: 01111u

Cease Operation Date: NO

Under Legal: NO

Registration Date: 05/08/2014

Class Code: 1

Oath Declaration Date: State

State: Kuala Lumpur

Payment Type | Levy Payment | Arrears Payment | Interest Payment | **Payment To Be Paid**

Payment Information

Item No	Date of Payment	Levy Month	Payment Type	Payment Amount(RM)	Action
1	08/15/2014	08/2014	Levy	21.23	Delete
				Total(RM)	21.23

Submit | Add Other Payment | Close

Step 3: Click Submit.

Result: The below screen is displayed.

Applications > Payment Gateway > Payment Information

Payment Information

Payment Detail

MyCoID/IC No.: EMPLOYER

Name: NAME

Sr No.	Description	Amount(RM)
1	Interest Payment for 05/2014	5.00
		Total Amount(RM)
		5.00

Declaration

Name: *

Designation: *

IC/Passport No.: *

Email ID: *

Payment Method

Payment Method: ☐ Manual Payment ☐ Online Payment *

Make Payment | Close

Step 4: Fill-in the form then click Submit.

Note: Mandatory fields are mark with (*).

Result: The below screen is displayed.

PaymentDetails

Details Of Payment

MyCoID: 876457V *

Total Payment(RMM): 3300.0 *

Select Payment Method

Please Select The Payment Method

☒ E-Payment ☐ Manual Payment

SUBMIT | CLOSE


Step 5: Select the payment method (highlighted in red).

- If payment type is 'E-Payment', then select the bank for payment method and click Submit.

Online Payment

Select Bank

Please select the payment bank:




BACK

SUBMIT

CANCEL

Result: The below screen is displayed.

RHB Bank Reflex Cash Management SignOn



LOGIN

Corporate ID *

SignOn ID *

Token Passcode *

Please generate NEW Token Passcode for each SignOn.

[Download PKI Token Driver for Authorizer](#)

[New Authorizer Registration for PKI Token](#)

[Renew Authorizer PKI Token Certificate](#)

- If payment type is 'Manual Payment', then select the bank for payment method

Manual Payment

Select Bank for Payment Method

Bank Type

☐ RHB Bank
 ☐ PBB Bank

SUBMIT

- If bank for payment method is RHB Bank, the below screen is displayed.

RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERSEKUTAN BAGI SETIAP
KATEGORI SIMPANAN DAN TANDA (NO C) DI KOTAK YANG
BERKENAAN.

PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF
DEPOSIT AND TICK (NO C) IN RELEVANT BOX.

☐

WANG TUNAI SAHAJA
CASH ONLY

☐

CEK CEK CAWANGAN INI
HOUSE CHECK

☐

CEK CEK TEMPATAN
LOCAL CHECKS

☐

LAIN LAIN
OTHERS

☐

OR A/C NO. (Domestic Br no)

FOR PSMB USE ONLY

Bank Copy

BORANG SIMPANAN KORPORAT

CORPORATE COLLECTION SERVICES DEPOSIT SLIP

WANG TUNAI / CASH				RM	SEN
KINOSIT					
BANK	NO CEK / CHECK NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	OC/OP	CHEQUE / AUTHORISED	JUMLAH / TOTAL	RM	S
			TOLAK KOMISEN / USE COMMISSION		
			JUMLAH BIKER / NET TOTAL		

NAMA AKAUN / ACCOUNT NAME

NO. AKAUN / ACCOUNT NO

MYCID

NO. RUJUKAN TRANSAKSI /

TRANSACTION REF NO.

PEMBANGUNAN SUMBER MANUSIA BERHAD

1	1	2	2	6	8	9	2	4	2	3	-	4							
8	7	6	4	5	7	V													

B	C	I	E	L	W														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR AC NO ON THE BACK OF EACH CHECK

RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERSEKUTAN BAGI SETIAP
KATEGORI SIMPANAN DAN TANDA (NO C) DI KOTAK YANG

FOR PSMB USE ONLY

Customer Copy

PRINT

- Employer Details

MyCoId

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Registration Date

10/10/2013

Industry Code

55102

Class Code

Cease Operation Date

Oath Declaration Date

Under Legal

YES

State

Kuala Lumpur

Payment Type

Levy Payment

Arrears Payment

Interest Payment

Payment To Be Paid

Interest Payment Information

Customize List

Search Result

Select/Deselect All	Statement Date	Levy Month	Interest Amount(RM)
<input type="checkbox"/>	29/08/2012	06/2012	5.00

Back

Close

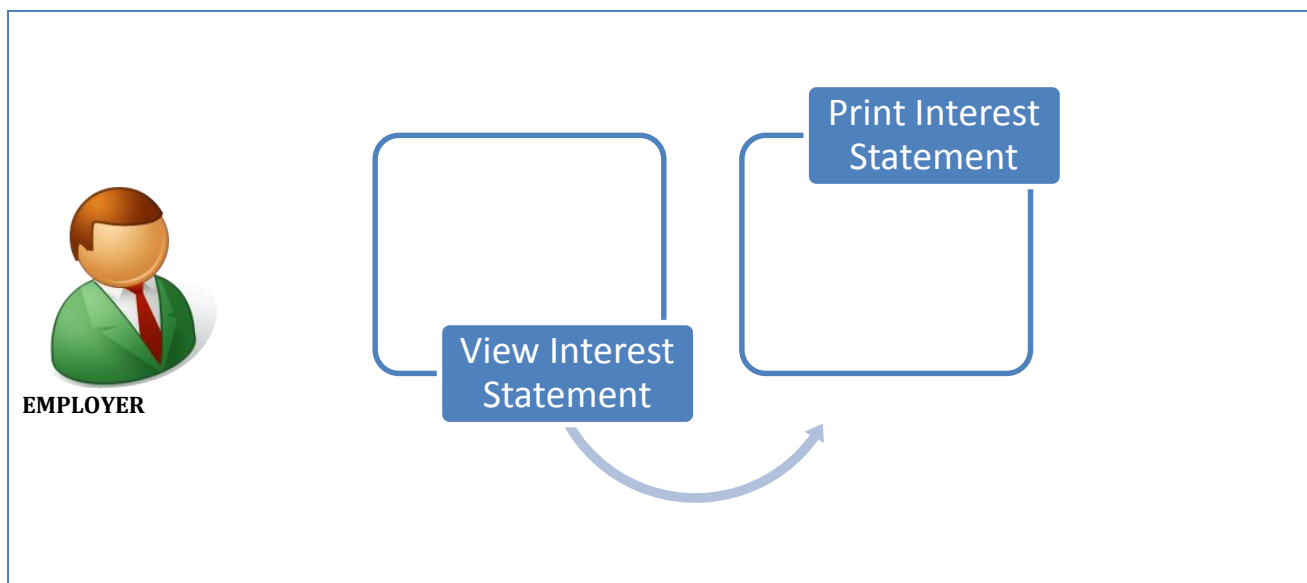
Submit

47

Section 17 View Interest Statement

17.1 View Interest Statement Flow Diagram

Below is the functions related to interest statement:



View Interest Statement Flow Diagram

17.2 View Interest Statement

Print Close

Interest Statement Details

Employer Details

MyCoID	876457V		
Employer Name	FORM3 SDN BHD		
Employer Status	Active		
Liability Date	10/10/2013	Registration Date	10/10/2013
Industry Code	55000	Class Code	
Cease Operation Date		Oath Declaration Date	
Under Legal	NO	State	Kuala Lumpur

Levy Summary as at 24/12/2013

Levy Balance(RM)	3,924.37	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	1,158.90
Total Interest Amount(RM)	15.00	Last Declared Wages(RM)	0.00
Last Contribution Month	03/2013	Last Contribution Amount(RM)	115.89
Last Payment Date	29/06/2013		

Search Statement

Branch

Select

Voucher

Cheque No

Statement Date

Amount

Search

Reset

Bank

Select

Transaction Type

Select

Application Id

Month

Select

Statement Details

Branch	Bank	Cheque No	Transaction Type	Statement Date	Payment Date	Levy Month	Levy Amount (RM)	Levy Paid Date	Days Calc Arrear	Amount (RM)	Voucher	Application	Balance
			Balance	10/10/2013									0.00
			Interest	30/08/2012	29/08/2012	06/2012	115.89		28	5.00			5.00
			Interest	19/10/2012	18/10/2012	07/2012	115.89		47	5.00			10.00
			Interest	19/10/2012	18/10/2012	08/2012	231.78		17	5.00			15.00

4 records found, displaying all records.

1

Follow the steps below to view interest statement.

Step 1: Select from menu 'Levy'>'Interest Statement'>'View Interest Statement'.

Result: The above screen is displayed.

Section 18 Interest Estimation Calculator

18.1 Interest Estimation Calculator

Close

INTEREST ESTIMATION CALCULATOR

MyColD

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55000

Cease Operation Date

Registration Date

10/10/2013

Class Code

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Payment Date

Calculate

Result

Follow the steps below to calculate interest estimation.

Step 1: Select from menu 'Levy'>'Interest Statement'>'Interest Estimation Calculator'.

Result: The above screen is displayed.

Step 2: Fill the payment date field (highlighted in red).

Result: The below screen is displayed

Close

INTEREST ESTIMATION CALCULATOR

MyColD

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55000

Cease Operation Date

Registration Date

10/10/2013

Class Code

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Payment Date

01/11/2013

Calculate

Result

Levy Month	Levy Amount	01/11/2013 Amount(RM)	Day Late 1	01/12/2013 Amount(RM)	Day Late 2	01/01/2014 Amount(RM)	Day Late 3
09/2012	231.78	24.00	366	26.00	396	28.00	427
10/2012	115.89	11.00	336	12.00	366	13.00	397
11/2012	115.89	10.00	305	11.00	335	12.00	366
12/2012	231.78	18.00	274	20.00	304	22.00	335
01/2013	231.78	16.00	246	18.00	276	20.00	307
02/2013	231.78	14.00	215	16.00	245	18.00	276
Total	-	93.00	-	103.00	-	113.00	-

6 records found, displaying all records.

1

Section 19 Create Schedule of Arrears

19.1 *Create Schedule of Arrears – By Employer*

Employer has the option to create schedule of arrears if the amount displayed in the levy statement displays need to be updated. This section will guide you on how to create schedule of arrears and submit to PSMB for approval.

Levy Statement
Interest Statement
Submit
Save
Close

Schedule of Arrears of Levy Form 3

MyCoID
Employer Name
Employer Status
Liability Date
Industry Code
Cease Operation Date
Under Legal

Registration Date
Class Code
Oath Declaration Date
State

Schedule Year

Year In Which Levy Is Due
Form Date

Paid Up Capital RM
Received Date

Schedule Details

Month	No of Employee	Basic Salary (RM)	Fixed Allowance (RM)	Total Wages (RM)	Levy Percentage	Total Levy (RM)	Arrear Amount (RM)	Paid Amount (RM)	Actions
January									Edit
February									Edit
March									Edit
April									Edit
May									Edit
June									Edit
July									Edit
August									Edit
September									Edit
October									Edit
November									Edit
December									Edit

Declarant Details

Declarant Name
Designation

MyKadNo

Attachment *

File Description

Attach File

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Follow the steps below to create schedule of arrears.

Step 1: Select from menu 'Levy'>'Schedule of Arrears'>'Create Schedule of Arrears'.

Result: The above screen is displayed.

Note: Employer details and 'Paid up Capital' are displayed.

Step 2: Fill-in 'Year in which Levy Is Due'.

Result: The below screen is displayed

Note: the schedule details will display. (Highlighted in red).

Levy Statement Interest Statement Submit Save Close

Schedule of Arrears of Levy Form 3

MyCoID

Employer Name

Employer Status

Liability Date

Industry Code

Cease Operation Date

Under Legal

Registration Date

Class Code

Oath Declaration Date

State

Year In Which Levy Is Due

Form Date

Paid Up Capital RM

Received Date

Schedule Details

Month	No of Employee	Basic Salary	Fixed Allowance	Total Wages	Levy Percentage	Total Levy	Arrear Amount	Paid Amount	Actions
January					-		-	-	Edit
February					-		-	-	Edit
March					-		-	-	Edit
April					-		-	-	Edit
May					1.0		0.00	231.78	Edit
June					1.0		0.00	115.89	Edit
July					1.0		0.00	115.89	Edit
August					1.0		0.00	231.78	Edit
September					1.0		0.00	231.78	Edit
October					1.0		0.00	231.78	Edit
November					1.0		0.00	115.89	Edit
December					-		-	-	Edit
Total row	-	-	-	-	-	0	0	1274.7900000000002	-

Declarant Details

Declarant Name

Designation

MyKadNo

Attachment*

File Description

Attach File

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XL S,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Step 4: Click edit (highlighted in red) on month the employer want to create
Result: The below screen is displayed

Levy Statement Interest Statement Submit Save Close

Schedule of Arrears of Levy Form 3

MyCoID

Employer Name

Employer Status

Liability Date

Industry Code

Cease Operation Date

Under Legal

Registration Date

Class Code

Oath Declaration Date

State

Year In Which Levy Is Due

Form Date

Paid Up Capital RM

Received Date

←

Schedule Details

Month

July

*

No of Employee

*

Basic Salary

*

Fixed Allowance

*

Total Wages

*

Levy Percentage

*

Total Levy

*

Arrear Amount

0.00

*

Paid Amount

115.89

*

Update

Month	No of Employee	Basic Salary	Fixed Allowance	Total Wages	Levy Percentage	Total Levy	Arrear Amount	Paid Amount	Actions
January					-		-	-	Edit
February					-		-	-	Edit
March					-		-	-	Edit
April					-		-	-	Edit
May					1.0		0.00	231.78	Edit
June					1.0		0.00	115.89	Edit
July					1.0		0.00	115.89	Edit
August					1.0		0.00	231.78	Edit
September					1.0		0.00	231.78	Edit
October					1.0		0.00	231.78	Edit
November					1.0		0.00	115.89	Edit
December					-		-	-	Edit
Total row	-	-	-	-	-	0	0	1274.7900000000002	-

←

Declarant Details

Declarant Name

*

MyKadNo

*

Designation

*

Attachment *

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Step 5: Fill-in the form then click Add Attachment.

Note: Mandatory fields are mark with (*).

Step 6: Click Submit

Section 20 Schedule of Arrears Application List

20.1 *Schedule of Arrears Application List (View) - By Employer*

Withdraw
New Schedule of Arrears
Close

Search

MyCoID
Employer Name FORM3 SDN BHD
Employer Status Active
Liability Date 10/10/2013
Industry Code 55000
Cease Operation Date
Under Legal NO

Registration Date 10/10/2013
Class Code
Oath Declaration Date
State Kuala Lumpur

Schedule of Arrears

Customize List
Search Result

Select/Deselect All	MyCoID	Employer Name	Total Levy Arrears(RM)	Schedule Year	Form Date	Form Status
<input type="checkbox"/>	876457V	FORM3 SDN BHD	0.00	2003	01/09/2013	Pending
<input type="checkbox"/>	876457V	FORM3 SDN BHD	0.00	2011	24/12/2013	Pending

2 records found, displaying all records.
1

Follow the steps below to view schedule of arrears application list.

Step 1: Select from menu 'Levy' > 'Schedule of Arrears' > 'Schedule of Arrears Application List'.

Result: The above screen is displayed.

Step 2: Click on year in Schedule Year column. (Highlighted in red)

Result: The below screen is displayed.

Close

Schedule of Arrears of Levy Form 3

MyCoID
Employer Name FORM3 SDN BHD
Employer Status Active
Liability Date 10/10/2013
Industry Code 55000
Cease Operation Date
Under Legal NO

Registration Date 10/10/2013
Class Code
Oath Declaration Date
State Kuala Lumpur

Schedule Year

Year In Which Levy Is Due
Form Date

Paid Up Capital RM
Received Date

Schedule Details

Month	No of Employee	Basic Salary (RM)	Fixed Allowance (RM)	Total Wages (RM)	Levy Percentage	Total Levy (RM)	Arrear Amount (RM)	Paid Amount (RM)
January								
February								
March								
April								
May								
June								

July									
August									
September									
October									
November									
December									
Total	-	-	-	-	-	-	0.00	0.00	0.00

Declarant Details

Declarant Name

athirah

MyKadNo

870707878787

Designation

clerk

Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
test	test.txt	Remove / View

Section 21 Schedule of Arrears Application List - Withdraw

21.1 Schedule of Arrears Application List (Withdraw) - By Employer

Withdraw

New Schedule of Arrears

Close

Search

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Registration Date

10/10/2013

Industry Code

55000

Class Code

Cease Operation Date

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Schedule of Arrears

Customize List

Search Result

Select/Deselect All

MyCoID

Employer Name

Total Levy Arrears(RM)

Schedule Year

Form Date

Form Status

<input checked="" type="checkbox"/>	876457V	FORM3 SDN BHD	0.00	2003	01/09/2013	Pending
<input type="checkbox"/>	876457V	FORM3 SDN BHD	0.00	2011	24/12/2013	Pending

2 records found, displaying all records.

1

Follow the steps below to withdraw schedule of arrears application list.

Step 1: Select from menu 'Levy' > 'Schedule of Arrears' > 'Schedule of Arrears Application List'.
Result: The above screen is displayed.

Step 2: Tick the schedule to withdraw. (Highlighted in red)

Step 3: Click Withdraw

Section 22 Apply Levy Refund

22.1 Apply Levy Refund – By Employer

Levy Statement
Interest Statement
Submit
Save
Close

Levy Refund Application

Employer Details

MyCoID	876457V		
Employer Name	FORM3 SDN BHD		
Employer Status	Active		
Liability Date	10/10/2013	Registration Date	10/10/2013
Industry Code	55000	Class Code	
Cease Operation Date		Oath Declaration Date	
Under Legal	NO	State	Kuala Lumpur

Levy Summary Details

Levy Balance(RM)	3,924.37	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	1,158.90
Total Interest Amount(RM)	15.00	Last Declared Wages(RM)	0.00
Last Contribution Month	03/2013	Last Contribution Amount(RM)	115.89
Last Payment Date	29/06/2013		

Refund Application Details

Application Date
14/11/2013
Refund Type
☐ Levy ☐ Interest *
Remarks

Refund Reason
Select

Refund Details

Levy Month
Select *
Levy/Interest Amount
Applied Amount (RM)

Levy Year
Paid Amount (RM)

Add Reset

Total Applied Refund Amount(RM)

Attachment *

File Description

Attach File
Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Follow the steps below to apply levy refund.

Step 1: Select from menu 'Levy' >'Levy Refund' >'Apply Levy Refund'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 3: Click Submit

Section 23 Levy Refund Application List - View

23.1 Levy Refund Application List (View) - By Employer

Withdraw
New Levy Refund Application
Close

Levy Refund Application

Default Search

Search
Search
Reset
Advance Search

Customize List

Search Result

Select/Deselect All	Application Date	Refund Id	Refund Type	Total Amount(RM)	Refund Status	Refund Action
<input type="checkbox"/>	13/12/2013	RF_22222B_2013000080	Levy Refund	100.00	Approved	Offset

One record found.

1

Follow the steps below to view Levy refund application list.

Step 1: Select from menu 'Levy' > 'Levy Refund' > 'Levy Refund Application List'.

Result: The above screen is displayed.

Step 2: To view the levy refund application details, click the hyperlink application date (Highlighted in red)

Result: The below screen is displayed.

Close

Levy Refund Application

Employer Details

MyCoID: 22222B
Employer Name: LV Refund2 Sdn Bhd
Employer Status: Active
Liability Date: 22/10/2013
Industry Code: 55000
Cease Operation Date:
Under Legal: NO
Registration Date: 22/10/2013
Class Code:
Oath Declaration Date:
State: Kuala Lumpur

Levy Summary Details

Levy Balance(RM)	5,000.00	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	400.00
Total Interest Amount(RM)	5.00	Last Declared Wages(RM)	0.00
Last Contribution Month	07/2013	Last Contribution Amount(RM)	500.00
Last Payment Date	30/07/2013		

Refund Application Details

Application Date: 24/10/2013
Refund Type: ☒ Levy ☐ Interest
Refund Reason: Over Paid Levy
Remarks: test

Refund Details

Levy Month	Levy Year	Levy/Interest Amount	Paid Amount (RM)	Applied Amount (RM)
January	2013	500.00	1,000.00	444.00

Total Applied Refund Amount(RM) 444.0

Attachment

Description	File Name	Actions
test11	wrotecf12.jpg	View

Section 24 Levy Refund Application List - Withdraw

24.1 Levy Refund Application List (withdraw) - By Employer

Levy Refund Application

Customize List

<input type="checkbox"/> Select/Deselect All	APPLICATION DATE	REFUND ID	REFUND TYPE	TOTAL AMOUNT(RM)	REFUND STATUS	REFUND ACTION
<input type="checkbox"/>	24/10/2013	RF_11111A_2013000001	ACTIVE STATUS	444.00	Withdrawn	Payment
<input type="checkbox"/>	26/10/2013	RF_11111A_2013000002	Levy Refund	0.00	Approved	Payment
<input checked="" type="checkbox"/>	26/10/2013	RF_11111A_2013000003	Levy Refund	0.00	Approved	Payment
<input type="checkbox"/>	04/11/2013	RF_11111A_2013000007	Levy Refund	502.00	Pending	Payment
<input type="checkbox"/>	10/11/2013	RF_11111A_2013000008	Levy Refund	0.00	Approved	Payment

5 records found, displaying all records.

1

Follow the steps below to withdraw levy refund application list.

Step 1: Select from menu 'Levy' >'Levy Refund' >'Levy Refund Application List'.

Result: The above screen is displayed.

Step 2: Tick the box of schedule to withdraw. (Highlighted in red)

Step 3: Click Withdraw

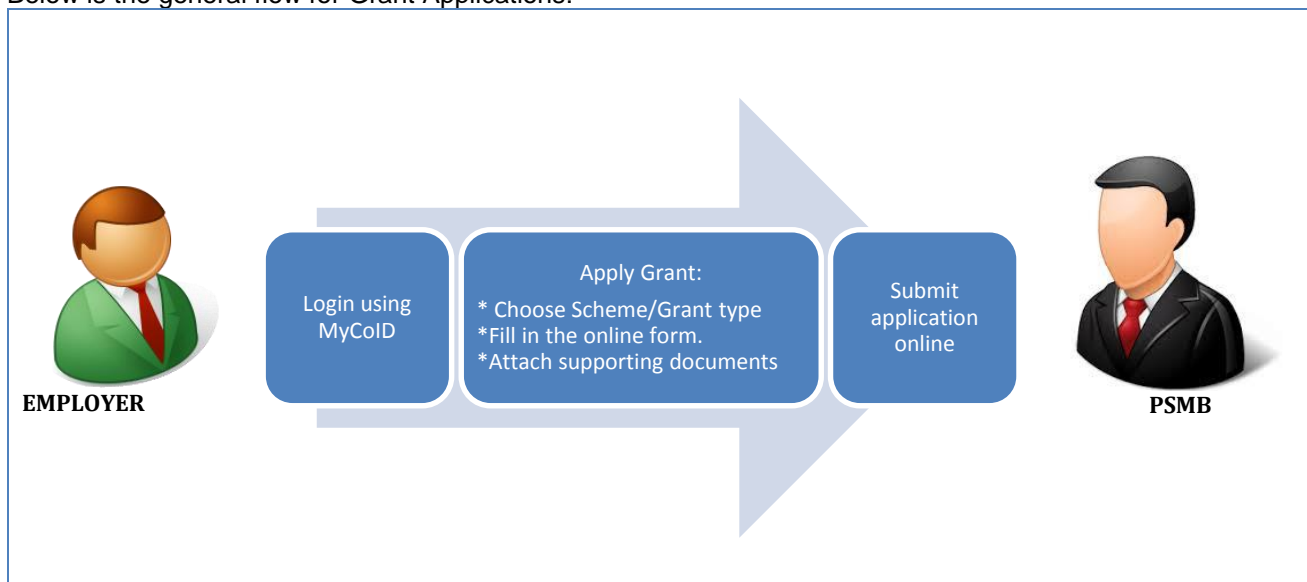
GRANT MODULE

Section 1 Grant Overview

1.1 *Grant Application Process Flow Diagram for Employer*

Prerequisite: Employer must have already paid for the levy to PSMB before applying Grants. Employers must follow the Grant Rules & Guidelines given by PSMB. Each Grant has its own Rules & Guidelines.

Below is the general flow for Grant Applications:



1.2 Grant/ Scheme Types Overview

Below is the list of Grant/Scheme Types:

IT	<ul style="list-style-type: none"> Information Technology
ITS	<ul style="list-style-type: none"> Industrial Training Scheme
SME -OJT	<ul style="list-style-type: none"> On the Job Training
RPL	<ul style="list-style-type: none"> Recognition Prior Learning
SBL	<ul style="list-style-type: none"> SBL (Skim Bantuan Latihan) Development Programme Online Distance Learning Job Coach
SBL-Khas	<ul style="list-style-type: none"> SBL - Khas (Skim Bantuan Latihan Khas)
SLB	<ul style="list-style-type: none"> Skim Latihan Bersama
SLDN	<ul style="list-style-type: none"> Training Resources Development - Apprenticeship
Training Facilities & renovation	<ul style="list-style-type: none"> Training Facilities & Renovation
NHRC	<ul style="list-style-type: none"> Marketing Communication Division
CBT	<ul style="list-style-type: none"> Co mputer Based Training-Development Programme or Purchase of Softwares -Training ResourcesDevelopment Division - R&D

1.3 *Main Prerequisite*

Prior to applying Grant, employer must be a registered employer with PSMB and status is still active. Other additional prerequisites depend on Grant/Scheme types which are explained in details in the next section. When employer submits Grant Application, system will generate Grant Reference Number. Do keep this number for future reference.

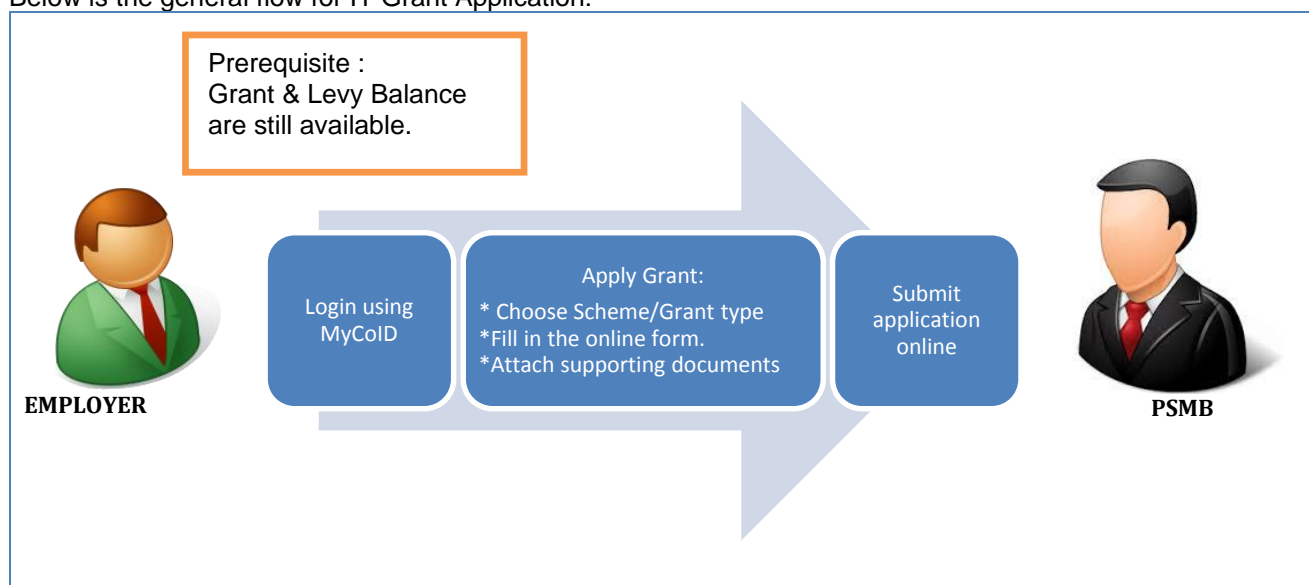
Main Prerequisite

- Have sufficient Grant balance
- Have sufficient Levy balance
- Have minimum outstanding arrears and interest

Section 2 Grant Application with Scheme Code: IT

2.1 *IT Grant Application Flow*

Below is the general flow for IT Grant Application:



2.2 *Grant Application with Scheme Code: IT*

Prerequisite / IT Rule:

- Employer is registered with PSMB and active employer.
- To attach the supporting documents.
- Purchasing of the computers is once in every three (3) years.
- The purchase of multimedia personal computers is subject to a maximum of RM25,000.00.
- Employers are also eligible to receive additional assistance for the purchase of personal computers which subject to a maximum of RM25,000.00 to establish CBT Unit, once for once branch per year.
- The approved branch can apply for the next purchase once every 3 years.

Follow the steps below to register with PSMB via HRDF Portal.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The screen below is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply

Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions	
1	72641M_14_0001	08/08/2014	SBL	NA	Not Submitted		15/08/2014	Edit	Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course Tit...	Not Submitted		14/08/2014	Edit	Delete
3	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit	Delete
4	72641M_14_0001	07/08/2014	SBL	sdffa	Not Submitted		07/08/2014	Edit	Delete
5	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit	Delete
6	72641M_14_4093	06/08/2014	IT	Next Year courseTit...	Not Submitted		01/08/2014	Edit	Delete

78 records found, displaying 1 to 6 records.

[First/Prev]
1
2
3
4
5
6
7
8
Next
Last

Proceed with new grant-scheme application?

Apply

Cancel

Step 2: Click on the 'Apply' button.

Result: The screen (Apply New Grant) below is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply New Grant

Scheme Code

--Select--

Preview Application Forms

☐ This is Appeal Case

Apply

Cancel

Step 3: Select the Scheme Code 'IT' and click on 'Apply' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Employer's Profile) below is displayed.

Employer's Profile

CA/MT Programmes Conducted for Past One(1) Year

CA/MT Programmes to be Conducted

Estimated Cost for IT

Vendor Details

Acknowledgement & Declaration of Em

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00	Total Grant Applied for HQ	RM 4,513.00
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00	Total Grant Applied for Branch	RM 0.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	IT		

* Max eligibility amount is subject to the Levy balance

Save

Next

Cancel

Employer's Profile

MyColId	72641M(HQ)	Immediate Officer	Select
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	

Save

Next

Cancel

Step 4: Select the 'Immediate Officer' in the Employer's Profile tab then click on the 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Computer Aided Training/Information Technology Programmes Conducted for the Past One (1) Year) below is displayed.

Employer's Profile
CAT/IT Programmes Conducted for Past One(1) Year
CAT/IT Programmes to be Conducted
Estimated Cost for IT
Vendor Details
Acknowledgement & Declaration of Em

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00	Total Grant Applied for HQ	RM 4,513.00
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00	Total Grant Applied for Branch	RM 0.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	IT		

* Max eligibility amount is subject to the Levy balance

Back Save Next Cancel

CAT/IT Programmes Conducted for Past One(1) Year

Course Title

Duration

Unit

Select

Add Reset

Previous One Year Conducted Course

Course Title	Duration	Unit
dgdfgdgdfg	4.0	Day(s)
sdfsdf	1.0	Day(s)
dsfsdfsdf	6.0	Day(s)

Back Save Next Cancel

Step 5: Fill-in and add the details for the 'Computer Aided Training/Information Technology Programmes Conducted for the Past One (1) Year' form.

Note: Mandatory fields are mark with (*).

Step 6: Click on the 'Next' button.

Result: The screen (Computer Aided Training/Information Technology Programmes Conducted for Next Year) below is displayed.

Employer's Profile
CAT/IT Programmes Conducted for Past One(1) Year
CAT/IT Programmes to be Conducted
Estimated Cost for IT
Vendor Details
Acknowledgement & Declaration of Em

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,205.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00	Total Grant Applied for HQ	RM 4,513.00
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00	Total Grant Applied for Branch	RM 0.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 293,936.16
Scheme Name	IT		

* Max eligibility amount is subject to the Levy balance

Back Save Next Cancel

CAT/IT Programmes to be Conducted

Course Title

Duration

Unit

Select

Add Reset

Step 7: Fill-in and add the details for the 'Computer Aided Training/Information Technology Programmes Conducted for Next Year' form.

Note: Mandatory fields are mark with (*).

Step 8: Click on the 'Next' button.

Result: The screen (Estimate Cost for IT) below is displayed.

Employer's Profile	CAT/IT Programmes Conducted for Past One(1) Year	CAT/IT Programmes to be Conducted	Estimated Cost for IT	Vendor Details	Acknowledgement & Declaration of Em
Levy Information					
Company Name	TAYLOR'S COLLEGE SDN BHD		Levy Balance	RM 699,991,166.00	
Total Grant Approved	RM 208,650.10		Grant Balance	RM 699,599,205.18	
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin		Grant Officer's Email	hafez@hrdf.com	
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00		Total Grant Applied for HQ	RM 4,513.00	
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00		Total Grant Applied for Branch	RM 0.00	
Non-Technical Grant Balance	RM 279,992,599.40		Total Amount Applied	RM 293,936.16	
Scheme Name	IT				
* Max eligibility amount is subject to the Levy balance					
<div> <div>Back</div> <div>Save</div> <div>Next</div> <div>Cancel</div> </div>					
<div> <input checked="" type="radio"/> Branch * <div>Select</div> </div>					
<div> <div>Note: If the branch is not in the list, please contact PSMB officer</div> <div> <input type="radio"/> HQ TAYLOR'S COLLEGE SDN BHD * </div> </div>					
Estimated Cost for IT					
Allowable Item	<div>Select</div>	Purchase Location	<div></div>		
Model Name	<div></div>	Unit Price (RM)	<div></div>		
Quantity	<div></div>	Estimated Cost (RM)	<div></div>		
<div> <div>Add</div> <div>Reset</div> </div>					
<div> <div>Back</div> <div>Save</div> <div>Next</div> <div>Cancel</div> </div>					

Step 9: Fill-in the 'Estimate Cost for IT' form then click on the 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Vendor Details) below is displayed.

Employer's Profile	CAT/IT Programmes Conducted for Past One(1) Year	CAT/IT Programmes to be Conducted	Estimated Cost for IT	Vendor Details	Acknowledgement & Declaration of Em
Levy Information					
Company Name	TAYLOR'S COLLEGE SDN BHD		Levy Balance	RM 699,991,166.00	
Total Grant Approved	RM 208,650.10		Grant Balance	RM 699,599,205.18	
Grant Officer's Name	suraindran test		Grant Officer's Email	suraindran@hrdf.com	
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00		Total Grant Applied for HQ	RM 4,513.00	
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00		Total Grant Applied for Branch	RM 0.00	
Non-Technical Grant Balance	RM 279,992,599.40		Total Amount Applied	RM 293,936.16	
Scheme Name	IT				
* Max eligibility amount is subject to the Levy balance					
<div> <div>Back</div> <div>Save</div> <div>Next</div> <div>Cancel</div> </div>					
Vendor Details					
Vendor Name	<div></div>	Post Code	<div></div>		
Address	<div></div>	State	<div>Select</div>		
<div> <div>Back</div> <div>Save</div> <div>Next</div> <div>Cancel</div> </div>					

Step 10: Fill-in information in the 'Vendor Details' section then click on the 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

CAT/IT Programmes to be Conducted
Estimated Cost for IT
Vendor Details
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,205.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Maximum Eligibility Amount for HQ (for 3 year(s))	RM 0.00	Total Grant Applied for HQ	RM 4,513.00
Maximum Eligibility Amount for Branch (for 3 year(s))	RM 25,000.00	Total Grant Applied for Branch	RM 0.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 293,936.16
Scheme Name	IT		

* Max eligibility amount is subject to the Levy balance

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.

Name *

Designation *

Email *

IC No. *

Date 08/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

File Description	<input type="text"/>	Attach File	<input type="text"/>	Browse...
------------------	----------------------	-------------	----------------------	-----------

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back
Save
Submit Application
Cancel

Step 11: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.

Note: Mandatory fields are mark with (*).

Result: A message 'Grant Submitted Successfully' as shown below.

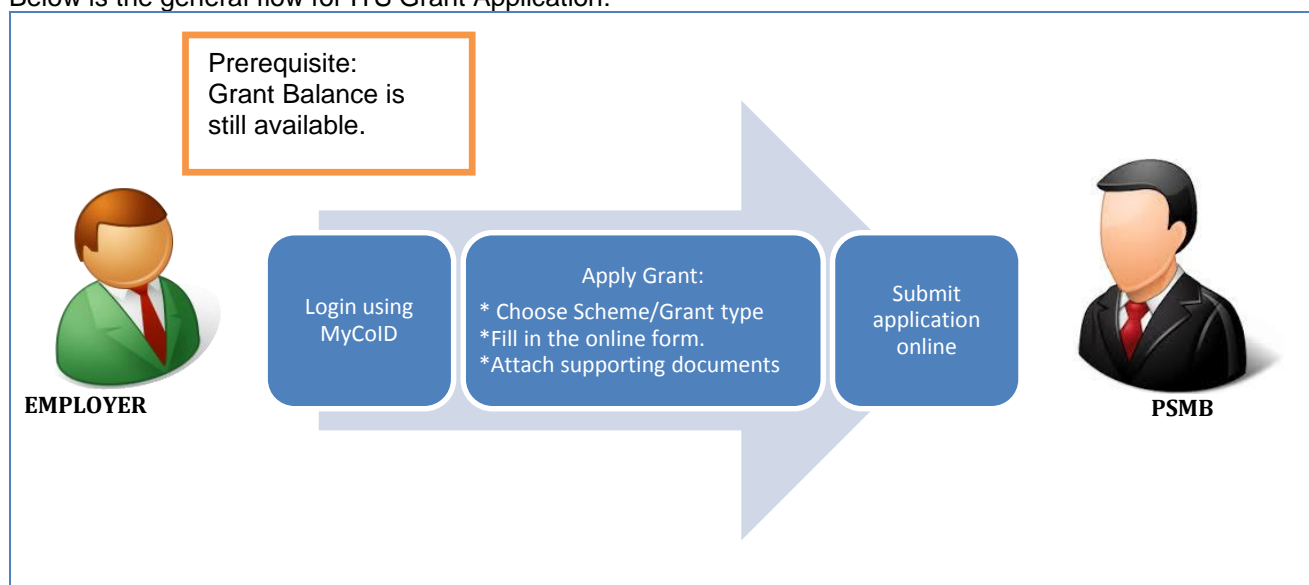
Your request has been Submitted Successfully to suraindran test and this Grant ID 72641M_14_0001 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

Section 3 Grant Application with Scheme Code: ITS

3.1 *ITS Grant Application Flow*

Below is the general flow for ITS Grant Application:



3.2 *Grant Application with Scheme Code : ITS*

Prerequisite / ITS Rule:

- Employer is registered with PSMB and active employer.
- To attach all supporting documents.
- This scheme allows employers to obtain 100% rate for financial assistance if the sponsoring students are from university, college or training institution to be part of practical training at the employers' premises. However, the financial assistance granted is subject to a maximum of 20% of total levy balance at the time of application.

Follow the steps below to apply for ITS (Industrial Training Scheme) scheme.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The following screen is displayed.

HRDF: USER GUIDE



Mesiniaga

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,522.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	ITS	101 PM	Not Submitted	104.00	01/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course Tr...	Not Submitted		14/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	FVT	NA	Not Submitted		13/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
5	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
6	72641M_14_4093	06/08/2014	IT	Next Year courseTrl...	Not Submitted		01/08/2014	Edit Delete

78 records found, displaying 1 to 6 records.

[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]

Step 2: Click on the 'Apply' button.

Result: The screen (Apply New Grant) below is displayed.

Applications > Grant > Apply Grant

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,522.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16

Apply New Grant

Scheme Code [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: Fill-in the Scheme Code 'ITS' and click on 'Apply' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Employer's Profile) below is displayed.

Employer's Profile Details of Supervisor Programme Details Trainee Details Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,522.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 864,268.35	Total Amount Applied	RM 1,121.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16
Scheme Name	ITS		

Note: Maximum Eligibility Amount = 20% of Levy Balance as at 1st Jan for the year

Save **Next** **Cancel**

Employer's Profile

MyCoID	72641M(HQ)	Immediate Officer	<input type="text" value="Akanksha"/>
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	<input type="text" value="akanksha@test.com"/>

Save **Next** **Cancel**

Step 4: Fill in the Employer's Profile form and click on the 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Details of Supervisor) below is displayed.

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer																								
<div>Levy Information</div> <table> <tr> <td>Company Name</td> <td>TAYLOR'S COLLEGE SDN BHD</td> <td>Levy Balance</td> <td>RM 699,991,166.00</td> </tr> <tr> <td>Total Grant Approved</td> <td>RM 208,770.10</td> <td>Grant Balance</td> <td>RM 699,605,522.18</td> </tr> <tr> <td>Grant Officer's Name</td> <td>Muhamad Hafez Bin Kamaruddin</td> <td>Grant Officer's Email</td> <td>hafez@hrdf.com</td> </tr> <tr> <td>Maximum Eligibility Amount</td> <td>RM 864,268.35</td> <td>Total Amount Applied</td> <td>RM 1,121.00</td> </tr> <tr> <td>Non-Technical Grant Balance</td> <td>RM 279,992,599.40</td> <td>Total Amount Applied</td> <td>RM 287,619.16</td> </tr> <tr> <td>Scheme Name</td> <td>ITS</td> <td></td> <td></td> </tr> </table> <p>Note: Maximum Eligibility Amount = 20% of Levy Balance as at 1st Jan for the year</p>						Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00	Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,522.18	Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com	Maximum Eligibility Amount	RM 864,268.35	Total Amount Applied	RM 1,121.00	Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16	Scheme Name	ITS		
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Scheme Name	ITS																												
<div>Details of Supervisor</div> <p>Type of Supervisor <input checked="" type="radio"/> From Employer <input type="radio"/> From University/College/Training Institute *</p> <p>Name <input type="text"/> * Designation <input type="text"/> *</p> <p><input type="button" value="Add"/> <input type="button" value="Reset"/></p> <table> <thead> <tr> <th>Type of Supervisor</th> <th>Name</th> <th>Designation</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>From Employer</td> <td>Liana</td> <td>Executive</td> <td>View / Edit / Delete</td> </tr> <tr> <td>From Employer</td> <td>Leong</td> <td>Executive</td> <td>View / Edit / Delete</td> </tr> <tr> <td>From University/College/Training Institute</td> <td>Mak Neng</td> <td>Executive</td> <td>View / Edit / Delete</td> </tr> </tbody> </table>						Type of Supervisor	Name	Designation	Actions	From Employer	Liana	Executive	View / Edit / Delete	From Employer	Leong	Executive	View / Edit / Delete	From University/College/Training Institute	Mak Neng	Executive	View / Edit / Delete								
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From Employer	Liana	Executive	View / Edit / Delete																										
From Employer	Leong	Executive	View / Edit / Delete																										
From University/College/Training Institute	Mak Neng	Executive	View / Edit / Delete																										

Step 5: Fill-in the 'Details of Supervisor' form.

Note: Mandatory fields are mark with (*).

Step 6: Click on the 'Next' button.

Result: The screen (Programme Details) below is displayed.

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer																								
<div>Levy Information</div> <table> <tr> <td>Company Name</td> <td>TAYLOR'S COLLEGE SDN BHD</td> <td>Levy Balance</td> <td>RM 699,991,166.00</td> </tr> <tr> <td>Total Grant Approved</td> <td>RM 208,770.10</td> <td>Grant Balance</td> <td>RM 699,605,522.18</td> </tr> <tr> <td>Grant Officer's Name</td> <td>Muhamad Hafez Bin Kamaruddin</td> <td>Grant Officer's Email</td> <td>hafez@hrdf.com</td> </tr> <tr> <td>Maximum Eligibility Amount</td> <td>RM 864,268.35</td> <td>Total Amount Applied</td> <td>RM 1,121.00</td> </tr> <tr> <td>Non-Technical Grant Balance</td> <td>RM 279,992,599.40</td> <td>Total Amount Applied</td> <td>RM 287,619.16</td> </tr> <tr> <td>Scheme Name</td> <td>ITS</td> <td></td> <td></td> </tr> </table> <p>Note: Maximum Eligibility Amount = 20% of Levy Balance as at 1st Jan for the year</p>						Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00	Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,522.18	Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com	Maximum Eligibility Amount	RM 864,268.35	Total Amount Applied	RM 1,121.00	Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16	Scheme Name	ITS		
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Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,619.16																										
Scheme Name	ITS																												
<div>Course Details</div> <p>Course Title <input type="text"/> 101 PM * Level of Certification <input type="text"/> SKM *</p> <p>Description <input type="text"/></p> <p>University/College/Training Institute <input type="text"/> Kolej islam kelantan *</p> <p>Public/Private <input type="text"/> Private *</p>																													
<div>Programme Details</div> <p>Type of Training <input checked="" type="radio"/> Not Applicable *</p> <p>Commencement of Programme Start Date <input type="text"/> 02/08/2014 * End Date <input type="text"/> 17/09/2014 *</p> <p>Total Hours Per Training <input type="text"/> 8.00 * *Note: User define for information only</p> <p>No. of Full Days <input type="text"/> 6 * (Based on 7 hours per day)</p> <p>No. of Half Days <input type="text"/> 2 * (Based on 4 hours per day)</p> <p>No. of < Half Days <input type="text"/> 1 * Hours <input type="text"/> 2.00 * (Based on < 4 hours a day)</p> <p>Total Training Days <input type="text"/> 9 * *Note: Total of Full Day + Half Day + < Half Day</p> <p>No. of Month <input type="text"/> 1.0 *</p> <p>Total Hours Per Trainee <input type="text"/> 52 *</p> <p>Level <input checked="" type="checkbox"/> Level-1 <input type="checkbox"/> Level-2 <input type="checkbox"/> Level-3 <input type="checkbox"/> Level-4 <input type="checkbox"/> Level-5 *</p>																													

Step 7: Fill-in the 'Programme Details' form.

Note: Mandatory fields are mark with (*).

Step 8: Click on the 'Next' button.

Result: The screen (Trainee Details) below is displayed.

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer																																																
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Step 9: Fill-in the 'Trainee Details' form.

Note: Mandatory fields are mark with (*).

Step 10: Click on the 'Next' button.

Result: The screen (Estimated Cost for Training Scheme) below is displayed.

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer																																																																																										
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Step 11: Fill-in the 'Estimated Cost for Training Scheme' form.

Note: Mandatory fields are mark with (*).

Step 12: Click on the 'Next' button.

Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

Employer's Profile	Details of Supervisor	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information					
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10			Grant Balance	RM 699,605,522.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin			Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 864,268.35			Total Amount Applied	RM 1,121.00
Non-Technical Grant Balance	RM 279,992,599.40			Total Amount Applied	RM 287,619.16
Scheme Name	ITS				
Note: Maximum Eligibility Amount ~20% of Levy Balance as at 1st Jan for the year					
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit Application"/> <input type="button" value="Cancel"/>					
Acknowledgement & Declaration of Employer					
<input checked="" type="checkbox"/> 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 Pembinaan 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.					
Name	<input type="text" value="Akanksha"/>				
Designation	<input type="text" value="zsfdf"/>				
Email	<input type="text" value="akanksha@gmail.com"/>				
IC No.	<input type="text" value="738299292020"/>				
Date	<input type="text" value="07/08/2014"/>				
Supporting Documents					
*Preferred file type/format is pdf file.					
Supporting Documents Checklist					
Attachment *					
File Description	<input type="text"/>	Attach File	<input type="button" value="Browse..."/>	No file selected.	
<input type="button" value="Add Attachment"/>					
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)					
Description	File Name	Actions			
1	test - Copy.txt	Remove / View			
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Submit Application"/> <input type="button" value="Cancel"/>					

Step 13: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.

Note: Mandatory fields are mark with (*).

Result: A message 'Grant Submitted Successfully' is prompted out as shown below.

Your request has been Submitted Successfully to Muhamad Hafez Bin Kamaruddin and this Grant ID 72641M_14_0001 has been Created. Please use this Grant ID for any other transaction related to this application.

Section 4 SME Grant/Scheme Application - OJT

4.1 Grant/Scheme Application- OJT – by Employer

Prerequisite / OJT Rule:

- Employer is registered with PSMB and active employer.
- The employer MUST be SME in order to apply for OJT Scheme.
- Have sufficient levy balance.
- Under this scheme, the trainer to trainee ratio must be 1:1 up to a maximum of 1:4.
- For training involving 5 trainees or more, the application of financial assistance should be made under SBL Scheme for internal trainer allowance.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,418.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,723.16

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	OJT	PM101	Not Submitted	1,600.00	05/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course TE...	Not Submitted		14/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
5	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
6	72641M_14_4093	06/08/2014	IT	Next Year courseTE...	Not Submitted		01/08/2014	Edit Delete

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

Step 2: Click 'Apply' at Employer Landing Page.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,418.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,723.16

Apply New Grant

Scheme Code [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: If click 'Apply' at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.

Employer's Profile **Programme Details** **Trainee Details** **Estimated Cost for Training Scheme** **Acknowledgement & Declaration of Employer**

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,418.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,723.16
Scheme Name	OJT		

Save **Next** **Cancel**

Employer's Profile

MyCoId	72641M(HQ)	Immediate Officer	<input type="text" value="Akanksha"/>
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	<input type="text" value="akanksha@test.com"/>

Save **Next** **Cancel**

Step 4:



HRDF: USER GUIDE



Mesiniaga

Click 'Next' at Employer Profile Screen.

Employer's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information				
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00	
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,903.18	
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com	
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16	
Scheme Name	OJT			

Back Save Next Cancel

Programme Details	
Type of Training	<input checked="" type="radio"/> In-house <input type="radio"/> Public <input type="radio"/> Development Programme *
Course Title	PM101
Course Description	Project Management
Commencement of Programme	Start Date 05/08/2014 * End Date 13/08/2014 *
Relevancy of Training	PM100
Total Training Hours	8.00 *

External Trainer					
Name					
IC No./Passport No.					
Citizenship	Select *				
Distance to Training Location	Select *				
Add Reset					
Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	Daim	748339892922	Malaysian	More or Equal 70 km	View / Edit / Delete
External Trainer	Nissan	738292922222	Malaysian	More or Equal 70 km	View / Edit / Delete

Back Save Next Cancel

Step 5: Click 'Next' at Programme Details Screen.

Employer's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information				
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00	
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18	
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com	
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16	
Scheme Name	OJT			

Back Save Next Cancel

Details of Trainee									
IC No.									
Name									
Gender	Select *								
Designation	Select *								
Race	Select *								
Remarks									
Academic Qualification	Select *								
Distance to Training Location	Select *								
HQ/Branch	Select *								
Add Reset									
Name	IC No.	Gender	Designation	Race	Academic Qualification	Remarks	Distance to Training Location	HQ/Branch	Actions
Jogata	738292922222	Male	Executive	Bumi	Diploma		Less 70 km	TAYLOR'S COLLEGE SDN BHD	View / Edit / Delete

Back Save Next Cancel

Step 6: Click 'Next' at Trainee Details Screen.

Employer's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer					
Levy Information									
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00						
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18						
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com						
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16						
Scheme Name	OJT								
<div>Back Save Next Cancel</div>									
Estimated Cost									
Type of Training : In-house									
Training Location : Not Applicable									
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)
Internal Trainer	Lain-lain Peralatan	Not Applicable	100.00	Per Time	8.0	1	Pax	Technical	800.00
Overseas	Daily Allowance for Trainer from Sabah and Sarawak	< 200 KM		Per Hour	8.0	0	Trainer	Soft	
Overseas	Daily Allowance for Trainer from Sabah and Sarawak	>= 200 KM		Per Hour	8.0	0	Trainer	Soft	
Trainee	Daily Allowance for Internal Trainer	Not Applicable		Per Day		1	Pax	Technical	
Total Amount(RM):									800.00
<div>Back Save Next Cancel</div>									

Step 7: Click 'Next' at Estimated Cost For Training Scheme Screen.

Employer's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information				
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00	
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18	
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com	
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16	
Scheme Name	OJT			
<div>Back Save Submit Application Cancel</div>				
Acknowledgement & Declaration of Employer				
<input checked="" type="checkbox"/> 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.				
Name	Akanksha			
Designation	Executive Clerk			
Email	akanksha@test.com			
IC No.	638389292929			
Date	07/08/2014			
Supporting Documents				
*Preferred file type/format is pdf file.				
Attachment				
File Description	<div>Attach File</div> <div>Browse... No file selected.</div>			
<div>Add Attachment</div>				
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)				
Description	File Name	Actions		
Test	test.txt	Remove / View		
<div>Back Save Submit Application Cancel</div>				

Step 8: Click Submit Application at Acknowledgement and Declaration Screen.

Your request has been Submitted Successfully to
Muhamad Hafez Bin Kamaruddin and this Grant ID
72641M_14_0001 has been Created. Please use this
Grant ID for any other transaction related to this
application.

OK

Section 5 Grant/Scheme Application - RPL

5.1 *Grant/Scheme Application- RPL – by Employer*

Prerequisite / RPL Rule:

- Employer is registered with PSMB and active employer.
- Have sufficient levy balance.
- Employer has no outstanding arrears and interest.
- First come first serve basis AND have sufficient incentive balance amount.
- Other rules, depending on the other criteria by PSMB.
- Employer must submit the application after obtaining endorsement of the assessment from DSD by submitting PSMB/PPT/T/09 form together with one (1) copy of JPK/PPT/1/1003 form for every worker.
- The registration fee is paid by HRDF to the Department of Skills Development directly. Employers however, can pay on behalf of their workers.
- To expedite the process of certifying workers, a single-tier assessment is introduced by Department of Skills Development and the registration fee of RM300.00 for 3 levels is borne by HRDF under RPL Scheme.

Follow the steps below to apply for RPL:

Step 1: Select from menu 'Grant' >'Apply Grant'.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	RPL	NA	Not Submitted	100.00	14/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course Tr...	Not Submitted		14/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted			Edit Delete
5	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
6	72641M_14_4993	06/08/2014	IT	Next Year course Tr...	Not Submitted		01/08/2014	Edit Delete

78 records found, displaying 1 to 6 records. [\[First\]](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

Step 2: Click 'Apply' at Employer Landing Page.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16

Apply New Grant

Scheme Code [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: If click 'Apply' at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.

Employer's Profile
Recognition Body
Trainee Details
Estimated Cost
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16
Scheme Name	RPL		

Save
Next
Cancel

Employer's Profile

MyCoID	72641M(HQ)	Immediate Officer	Akanksha
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	akanksha@test.com

Step 4: Click 'Next' at Employer's Profile Screen.

Employer's Profile
Recognition Body
Trainee Details
Estimated Cost
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16
Scheme Name	RPL		

Back
Save
Next
Cancel

Recognition Body

Recognition Body	JPK	Jabatan Pembangunan Kemahiran
------------------	-----	-------------------------------

Back
Save
Next
Cancel

Step 5: Click 'Next' at Recognition Body Screen.

Employer's Profile
Recognition Body
Trainee Details
Estimated Cost
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16
Scheme Name	RPL		

Back
Save
Next
Cancel

Data Entry Mode

Manual
Excel

Recognition Body
Jabatan Pembangunan Kemahiran

Trainee Details

IC No	Name
Gender	
Race	
Latest Academic Qualification	
Designation	
Level	Programme Code
Actual Fee(RM)	

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

Add
Reset

IC No	Name	Gender	Programme Code	Designation	Actual Fee(RM)	Race	Latest Academic Qualification	Level	Actions
748389292992	Laim	Male	338393933	Administrative & Support Staff	100.00	Bumi	Degree	1	View / Edit / Delete

Total Fee(RM)
100.00

Back
Save
Next
Cancel

Step 6: Click 'Next' at Trainee Details Screen.

Employer's Profile
Recognition Body
Trainee Details
Estimated Cost
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16
Scheme Name	RPL		

Back
Save
Next
Cancel

Estimated Cost

Recognition Body	JPK : Jabatan Pembangunan Kemahiran	Total Fees(RM)	100.00
------------------	-------------------------------------	----------------	--------

Back
Save
Next
Cancel

Step 7: Click 'Next' at Estimated Cost Screen.

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,103.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,038.16
Scheme Name	RPL		

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.

Name	Akanksha
Designation	Executive Clerk
Email	akanksha@test.com
IC No.	7378282229
Date	07/08/2014

Back

Save

Submit Application

Cancel

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

File Description	Attach File	Browse...	No file selected.
Add Attachment			
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)			
Description	File Name	Actions	
test	test - Copy.txt	Remove / View	

Back

Save

Submit Application

Cancel

Step 8: Click Submit Application at Acknowledgement and Declaration of Employer Screen.

Your request has been Submitted Successfully to Muhamad Hafez Bin Kamaruddin and this Grant ID 72641M_14_0001 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

Section 6 Grant Application with Scheme Code: SBL

6.1 *Grant Application with Scheme Code : SBL*

Prerequisite:

- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant balance is sufficient.

Follow the steps below to apply for SBL Scheme.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: Below screen is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	SBL	PM101	Not Submitted	1,125.00	05/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course TIL...	Not Submitted		14/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted			Edit Delete
5	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
6	72641M_14_4093	06/08/2014	IT	Next Year course TIL...	Not Submitted		01/08/2014	Edit Delete

78 records found, displaying 1 to 6 records. [\[First\]](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

Step 2: Click 'Apply' at Employer Landing Page'.

Result: Below screen is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16

Apply New Grant

Scheme Code: **SBL : Skim Bantuan Lat** [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: If click 'Apply' at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.
Result: Below screen is displayed:

Employer's Profile				Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information										
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 699,991,166.00					
Total Grant Approved	RM 208,650.10			Grant Balance	RM 699,605,003.18					
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin			Grant Officer's Email	hafez@hrdf.com					
Non-Technical Grant Balance	RM 279,992,599.40			Total Amount Applied	RM 288,138.16					
Scheme Name	SBL									
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>										
Employer's Profile										
MyCoID	72641M(HQ)			Immediate Officer	Akanksha					
Company Name	TAYLOR'S COLLEGE SDN BHD			Email	akanksha@test.com					
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>										

Step 4: Click 'Next' at Employer Profile Screen.
Result: Below screen is displayed:

Employer's Profile				Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information										
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 699,991,166.00					
Total Grant Approved	RM 208,650.10			Grant Balance	RM 699,605,003.18					
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin			Grant Officer's Email	hafez@hrdf.com					
Non-Technical Grant Balance	RM 279,992,599.40			Total Amount Applied	RM 288,138.16					
Scheme Name	SBL									
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>										
Registered Training Provider Details										
MyCoID	206981D			Search	Check					
Training Provider Name	BESI APAC SDN BHD			Post Code	45454					
Address	UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS,			State	Labuan					
Officer Telephone Number	123456			Officer to be Contacted						
Email	abc@abc.com									
Non Registered Training Provider Details										
Training Provider	<input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government									
Training Provider Name										
Address										
Post Code				State	Select					
Officer Telephone Number				Officer to be Contacted						
Email										
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>										

Step 5: Click 'Next' at Details of Training Provider's Profile Screen.

Result: Below screen is displayed:

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Dec

Levy Information

Company Name

TAYLOR'S COLLEGE SDN BHD

[Levy Balance](#)

RM 699,991,166.00

[Total Grant Approved](#)

RM 208,650.10

[Grant Balance](#)

RM 699,605,003.18

Grant Officer's Name

Muhamad Hafez Bin Kamaruddin

Grant Officer's Email

hafez@hrdf.com

[Non-Technical Grant Balance](#)

RM 279,992,599.40

[Total Amount Applied](#)

RM 288,138.16

Scheme Name

SBL

Back

Save

Next

Cancel

Course Details

Course Title

PM101

Relevancy of Training

PM100

Description

Project Management

Type of Retraining and Skills Upgrading

Engineering

Programme Details

Type of Training

☒ In-house
 ☐ Public
 ☐ Job Coach
 ☐ Development Programme
 ☐ e-Learning

Commencement of Programme

Start Date

06/08/2014

End Date

09/09/2014

Total Hours Per Training

12.00

*Note: User define for information only

No. of Full Days

1

*(Based on 7 hours per day)

No. of Half Days

2

*(Based on 4 hours per day)

No. of < Half Days

1

Hours

3.00

*(Based on < 4 hours a day)

Total Training Days

4

*Note: Total of Full Day + Half Day + < Half Day

No. of Month

1.0

*Note: mandatory if Training Type is "Development Programme"

Total Hours Per Trainee

18.00

Internal Trainer

Name

Citizenship

Select

IC No./Passport No.

Distance to Training Location

Select

HQ/Branch

Select

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

Add

Reset

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	HQ/Branch	Actions
Internal Trainer	Alim	738383929292	Malaysian	Less 70 km	TAYLOR'S COLLEGE SDN BHD	View / Edit / Delete

External Trainer

Name

Search

Citizenship

Select

IC No./Passport No.

Distance to Training Location

Select

Overseas Trainer

☐ Yes
 ☒ No

Add

Reset

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	Overseas Trainer	Actions
External Trainer	Ali	839392222222	Malaysian	Less 70 km	Yes	View / Edit / Delete

Back

Save

Next

Cancel

Step 6: Click 'Next' at Details of Programme Details Screen.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | **Details of Training** | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Details of Training

Training Location: External Training Premi: *
 Please Specify Full Address: 11 Jalan Ambli *
 State: Penang *
 No of Travel Days: ☒ 1 Day ☐ Not Applicable *

Buttons: Back Save Next Cancel

Step 7: Click 'Next' at Details of Training Screen.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | Details of Training | **Level of Certification** | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Level of Certification

Level of Certification: Skm (Jpk) *
 Certification Level: ☐ Level 1 ☐ Level 2 ☒ Level 3 ☐ Level 4 ☐ Level 5 *

Buttons: Back Save Next Cancel

Step 8: Click 'Next' at Level of Certification Screen.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Trainee Information by Batch

Batch No.: 2 *
 Training Schedule: Start Date: 06/08/2014 * End Date: 09/09/2014 *
 Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	06/08/2014	09/09/2014	Add/Edit Trainee Details	View / Edit / Delete

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

Summary of Trainees

Batch No.	Male	Female	Less 70km	More or Equal 70km	Bumi	Chinese	Indian	Other
1	1	0	1	0	0	1	0	0

One record found.

Supporting Documents

Trainee Information: Attach File: No file selected.
 Add Attachment

Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Description	File Name	Actions
test	test - Copy.txt	Remove / View

Buttons: Back Save Next Cancel

HRDF: USER GUIDE



Mesiniaga

Step 9: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

Step 10: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:

Save
Close

Trainee Details

Trainer Detail Per Batch

***Note: Select the Trainer for this batch**

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
<input checked="" type="checkbox"/>	ANil	6767676767	External Trainer

One record found.

Trainee Details

IC No. *

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

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 *

Add
Reset

Step 11: Click 'Next' at Summary of Trainees Screen.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Back
Save
Next
Cancel

Estimated Cost

Type of Training : In-house
Training Location : External Training 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)
Internal Trainer	Training Place Rental	< 70 KM	150.00 *	Per Day	2.5 *	1 *	Pax	Not Applicable	375.00
Internal Trainer	Training Place Rental	>= 70 KM		Per Day	2.5 *	0 *	Pax	Not Applicable	
Internal Trainer	Economy Rate of Air Fare for Internal Trainer	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Internal Trainer	Transportation	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Internal Trainer	Training Place Rental	< 70 KM		Per Day	2.5 *	1 *	Pax	Not Applicable	
Internal Trainer	Training Place Rental	>= 70 KM		Per Day	2.5 *	0 *	Pax	Not Applicable	
Internal Trainer	Transportation	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
Internal Trainer	Transportation	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Internal Trainer	Internal Trainer Daily Allowance	< 70 KM		Per Day	3.5 *	1 *	Pax	Not Applicable	
Internal Trainer	Internal Trainer Daily Allowance	>= 70 KM		Per Day	3.5 *	0 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	3.5 *	1 *	Pax	Not Applicable	

Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	3.5	0	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	3.5	1	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	3.5	0	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Total Amount(RM):									375.00

Back Save Next Cancel

Step 12: Click 'Next' at Estimated Cost for Training Scheme Screen.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
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.

Name: Akanksha

Designation: Executive Clerk

Email: akanksha@test.com

IC No.: 7382929292

Date: 07/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist

• test

Attachment

File Description: Attach File: Browse... No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PTX,.PPSX are allowed)

Description	File Name	Actions
test	test.txt	Remove / View

Back Save Submit Application Cancel

Step 13: Click 'Next' at Acknowledgement and Declaration of Employer Screen.
Result: Below screen is displayed:

Your request has been Submitted Successfully to
Muhamad Hafez Bin Kamaruddin and this Grant ID
72641M_14_0001 has been Created. Please use this
Grant ID for any other transaction related to this
application.

OK

6.2 Grant Application with Scheme Code : SBL – Job Coach

Follow the steps below to apply for SBL - Job Coach.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: Below screen is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	IT	Past Year course TL...	Not Submitted		14/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	FVT	NA	Not Submitted		13/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
5	72641M_14_4093	06/08/2014	IT	Next Year course TL...	Not Submitted		01/08/2014	Edit Delete
6	72641M_14_0001	06/08/2014	RPL	NA	Not Submitted	0.00	13/08/2014	Edit Delete

77 records found, displaying 1 to 6 records. [First](#) [Prev](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

Proceed with new grant-scheme application?

Apply **Cancel**

Step 2: Click 'Apply'.

Result: Below screen is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply New Grant

Scheme Code **--Select--** [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.

Result: The following screen is displayed:

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement & Declaration

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
Scheme Name	SBL		

Save **Next** **Cancel**

Employer's Profile

MyCoID	72641M(HQ)	Immediate Officer	Select
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	

Save **Next** **Cancel**

Step 4: Select the Immediate Officer's name from the list, then click 'Next'.

Result: The following screen is displayed.

Navigation: < Employer's Profile | **Training Provider's Profile** | Programme Details | Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Registered Training Provider Details

MyCoID: 206981D

Training Provider Name: BESI APAC SDN BHD Post Code: 45454

Address: UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS, State: Labuan

Officer Telephone Number: 123456 Officer to be Contacted:

Email: abc@abc.com

Non Registered Training Provider Details

Training Provider: ☐ Individual ☐ Vendor ☐ Association ☐ Non Government Organization(NGO) ☐ Government *

Training Provider Name:

Address:

Post Code: State: Select *

Officer Telephone Number: Officer to be Contacted:

Email:

Buttons: Back Save Next Cancel

Step 5: Select type of trainer.

Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

Step 6: Fill in the 'MyCoID' for the Registered Training Provider then click 'Check'.

Result: If the Training MyCoID exists, the details will be displayed.

Step 7: Fill in the Non Registered Training Provider Details, if trainer type selected is 'Internal', else skip this step.

Step 8: Click 'Next'.

Result: The following screen is displayed.

Navigation: < Employer's Profile | Training Provider's Profile | **Programme Details** | Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Course Details

Course Title: PM101 Relevancy of Training: PM100

Description: Project Management Type of Retraining and Skills Upgrading: Engineering

Programme Details

Type of Training: ☒ In-house ☐ Public ☐ Job Coach ☐ Development Programme ☐ e-Learning *

Commencement of Programme: Start Date: 05/08/2014 End Date: 09/09/2014 *

Total Hours Per Training: 12.00 *Note: User define for information only

No. of Full Days: 1 * (Based on 7 hours per day)

No. of Half Days: 2 * (Based on 4 hours per day)

No. of < Half Days: 1 * Hours: 3.00 * (Based on < 4 hours a day)

Total Training Days: 4 *Note: Total of Full Day + Half Day + < Half Day

No. of Month: 1.0 *Note: mandatory if Training Type is "Development Programme"

Total Hours Per Trainee: 18.00 *

Internal Trainer

Name

IC No./Passport No.

Citizenship

Distance to Training Location

HQ/Branch

Add

Reset

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

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	HQ/Branch	Actions
Internal Trainer	Alim	738383929292	Malaysian	Less 70 km	TAYLOR'S COLLEGE SDN BHD	View / Edit / Delete

External Trainer

Name

IC No./Passport No.

Citizenship

Distance to Training Location

Overseas Trainer

Add

Reset

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	Overseas Trainer	Actions
External Trainer	Ali	839392222222	Malaysian	Less 70 km	Yes	View / Edit / Delete

Back

Save

Next

Cancel

Step 9: Select 'Job Coach' for the type of training:
Result: The following screen is displayed.

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration

Levy Information

Company Name

TOTAL GRANT APPROVED

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

TAYLOR'S COLLEGE SDN BHD

RM 208,650.10

Muhamad Hafez Bin Kamaruddin

RM 279,992,599.40

SBL

Levy Balance

Grant Balance

Grant Officer's Email

Total Amount Applied

RM 699,991,166.00

RM 699,600,151.18

hafez@hrdf.com

RM 292,990.16

Back

Save

Next

Cancel

Course Details

Course Title

Description

Relevancy of Training

Type of Retraining and Skills Upgrading

Programme Details

Type of Training

Commencement of Programme

Total Hours Per Training

No. of Full Days

No. of Half Days

No. of < Half Days

Total Training Days

No. of Month

Total Hours Per Trainee

☐ In-house
☐ Public
☒ Job Coach
☐ Development Programme
☐ e-Learning

Start Date

End Date

0.00

*Note: User define for information only

(Based on 7 hours per day)

(Based on 4 hours per day)

Hours 0.00

(Based on < 4 hours a day)

*Note: Total of Full Day + Half Day + < Half Day

*Note: mandatory if Training Type is "Development Programme"

External Trainer

Name

IC No./Passport No.

Citizenship

Distance to Training Location

Overseas Trainer

Add

Reset

Back

Save

Next

Cancel

Step 10: Fill in each segment then click 'Add' to add record for each segment.

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration

Levy Information

Company Name

TOTAL GRANT APPROVED

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

TAYLOR'S COLLEGE SDN BHD

RM 208,650.10

Muhamad Hafez Bin Kamaruddin

RM 279,992,599.40

SBL

Levy Balance

Grant Balance

Grant Officer's Email

Total Amount Applied

RM 699,991,166.00

RM 699,600,151.18

hafez@hrdf.com

RM 292,990.16

Back

Save

Next

Cancel

Details of Training

Please Specify Full Address

State

No of Travel Days

Back

Save

Next

Cancel

Step 11: Click 'Next'

Result: The following screen is displayed.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | Details of Training | **Level of Certification** | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Level of Certification

Level of Certification: *

Buttons: Back Save Next Cancel

Step 12: Select the Level of certification then click 'Next'.

Result: The following screen is displayed.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date End Date *

Buttons: Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
Note: Please key in all Batch details and SAVE before keying in the Trainee Details				

Summary of Trainees

No records found to display

Supporting Documents

Trainee Information

Attach File No file selected.

Buttons: Add Attachment

Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Buttons: Back Save Next Cancel

Step 13: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

HRDF: USER GUIDE



Mesiniaga

Step 14: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:

Save

Close

Trainee Details

Trainer Detail Per Batch

***Note: Select the Trainer for this batch**

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
<input checked="" type="checkbox"/>	ANil	6767676767	External Trainer

One record found.

Traine Details

IC No. *

Name *

Gender Select *

Race Select *

Academic Qualification Select *

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

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 *

Add

Reset

Step 15: Fill in the Summary of Trainees then click 'Next'.

Result: The following screen is displayed.

< Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 999,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
Scheme Name	SBL		

Back

Save

Next

Cancel

Estimated Cost

Type of Training : Job Coach

Training Location : Not Applicable

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	Meal Allowance for External Trainer	Not Applicable		Per Day	3.5	1	Pax	Not Applicable	
External Trainer	Daily Allowance for Overseas Trainer	< 70 KM		Per Day	3.5	1	Pax	Not Applicable	
External Trainer	Daily Allowance for Overseas Trainer	>= 70 KM		Per Day	3.5	0	Pax	Not Applicable	
External Trainer	Economy Rate of Air Fare for External Trainer	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
External Trainer	Economy Rate of Air Fare for External Trainer	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	3.5	1	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	3.5	0	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainer	External Trainer Fee	Not Applicable		Per Hour	25.0		Not Applicable	Not Applicable	
Trainer	External Trainer Fee	Not Applicable		Not Applicable			Not Applicable	Not Applicable	

Total Amount(RM):

Back

Save

Next

Cancel

Step 16: Fill in the allowable items then click 'Next'.

Result: The following screen is displayed.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
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.

Name: Select *

Designation: *

Email: *

IC No.: *

Date: 08/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist

- test

Attachment *

File Description	Attach File
<input type="text"/>	<input type="button" value="Browse..."/> No file selected.

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOXX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

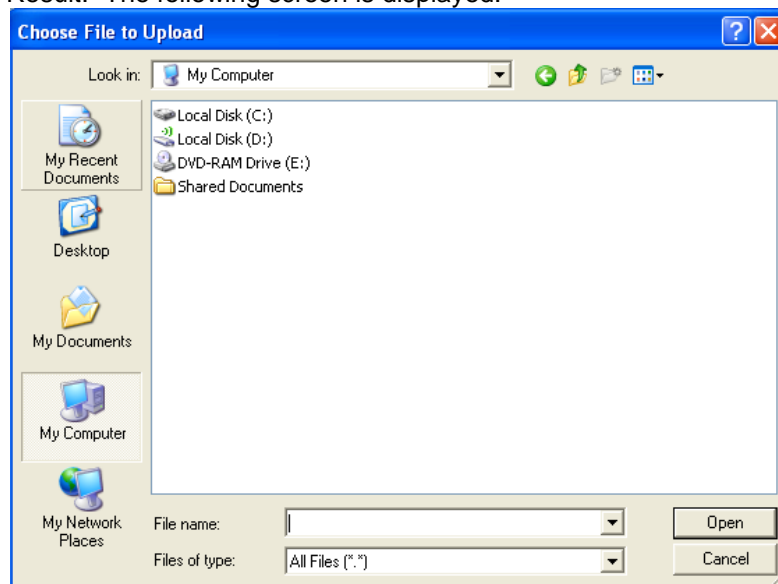
No record found

Back Save Submit Application Cancel

Step 17: Fill in the declaration section.

Step 18: Attach a file by filling in the file description then click 'Browse'.

Result: The following screen is displayed.



Step 19: Locate the file then once found click 'Open'.

Result: The file path is displayed next to 'Browse' button.

Step 20: Click 'Add Attachment'.

Result: The file is attached.

Step 21: Click 'Submit Application'.
The following screen is displayed.

Your request has been Submitted Successfully to
Muhamad Hafez Bin Kamaruddin and this Grant ID
72641M_14_0001 has been Created. Please use this
Grant ID for any other transaction related to this
application.

[OK](#)

6.3 Grant Application with Scheme Code : SBL – Development Programme

Follow the steps below to apply for SBL – Development Programme.

Step 1: Select from menu 'Grant' >'Apply Grant'.

Result: The above screen is displayed.

[Apply Grant](#)

[Levy Information](#)

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

[Apply](#)
[Cancel](#)

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	IT	Past Year course Tit...	Not Submitted		14/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	FVT	NA	Not Submitted		13/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
5	72641M_14_4093	06/08/2014	IT	Next Year courseTit...	Not Submitted		01/08/2014	Edit Delete
6	72641M_14_0001	06/08/2014	RPL	NA	Not Submitted	0.00	13/08/2014	Edit Delete

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

Proceed with new grant-scheme application?

[Apply](#)
[Cancel](#)

Step 2: Click 'Apply'.

Result: Below screen is displayed.

[Apply New Grant](#)

[Levy Information](#)

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

[Apply New Grant](#)

Scheme Code --Select--

[Preview Application Forms](#)

☐ This is Appeal Case

[Apply](#)
[Cancel](#)

Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.

Result: The following screen is displayed:

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD		Levy Balance	RM 699,991,166.00			
Total Grant Approved	RM 208,650.10		Grant Balance	RM 699,605,003.18			
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin		Grant Officer's Email	hafez@hrdf.com			
Non-Technical Grant Balance	RM 279,992,599.40		Total Amount Applied	RM 292,990.16			
Scheme Name	SBL						
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
Employer's Profile							
MyCoID	72641M(HQ)		Immediate Officer	<input type="text" value="Select"/>			
Company Name	TAYLOR'S COLLEGE SDN BHD		Email	<input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							

Step 4: Select the Immediate Officer's name from the list, then click 'Next'.

Result: The following screen is displayed:

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD		Levy Balance	RM 699,991,166.00			
Total Grant Approved	RM 208,650.10		Grant Balance	RM 699,605,003.18			
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin		Grant Officer's Email	hafez@hrdf.com			
Non-Technical Grant Balance	RM 279,992,599.40		Total Amount Applied	RM 288,138.16			
Scheme Name	SBL						
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
Registered Training Provider Details							
MyCoID	<input type="text" value="206981D"/> <input type="button" value="Search"/> <input type="button" value="Check"/>		Post Code	<input type="text" value="45454"/>			
Training Provider Name	<input type="text" value="BESI APAC SDN BHD"/>		State	<input type="text" value="Labuan"/>			
Address	<input type="text" value="UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS, 117"/>		Officer Telephone Number	<input type="text" value="123456"/>			
Officer Telephone Number	<input type="text" value="123456"/>		Officer to be Contacted	<input type="text"/>			
Email	<input type="text" value="abc@abc.com"/>						
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
Non Registered Training Provider Details							
Training Provider	<input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government						
Training Provider Name	<input type="text"/>						
Address	<input type="text"/>						
Post Code	<input type="text"/>		State	<input type="text" value="Select"/>			
Officer Telephone Number	<input type="text"/>		Officer to be Contacted	<input type="text"/>			
Email	<input type="text"/>						
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							

Step 5: Select type of trainer.

Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

Step 6: Fill in the 'MyCoID' for the Registered Training Provider then click 'Check'.

Result: If the Training MyCoID exists, the details will be displayed.

Step 7: Fill in the Non Registered Training Provider Details, if trainer type selected is 'Internal', else skip this step.

Step 8: Click 'Next' and select 'Development Programme' for the type of training.

Result: The following screen is displayed.

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00				
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18				
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com				
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16				
Scheme Name	SBL						
Course Details							
Course Title			Relevancy of Training				
Description			Type of Retraining and Skills Upgrading	Select			
Programme Details							
Type of Training	<input type="radio"/> In-house <input type="radio"/> Public <input type="radio"/> Job Coach <input checked="" type="radio"/> Development Programme <input type="radio"/> e-Learning						
Commencement of Programme	Start Date		End Date				
Total Hours Per Training	0.00 *Note: User define for information only						
Programme Duration	<input type="radio"/> Full Time <input type="radio"/> Part Time *Note: mandatory if Training Type is "Development Programme"						
No. of Full Days	* (Based on 7 hours per day)						
No. of Half Days	* (Based on 4 hours per day)						
No. of < Half Days	* Hours 0.00 * (Based on < 4 hours a day)						
Total Training Days	*Note: Total of Full Day + Half Day + < Half Day						
No. of Month	*Note: mandatory if Training Type is "Development Programme"						
Total Hours Per Trainee							

Step 9: Fill in each segment then click 'Add' to add record for each segment.

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00				
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18				
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com				
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16				
Scheme Name	SBL						
Details of Training							
Please Specify Full Address							
State			Select				
No of Travel Days			<input type="radio"/> 1 Day <input type="radio"/> Not Applicable				

Step 10: Click 'Next' and select one of the level of certification

Result: The following screen is displayed.

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00				
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18				
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com				
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16				
Scheme Name	SBL						
Level of Certification							
Level of Certification			Select				

Step 11: Click 'Next'.

Result: The following screen is displayed.

Summary of Trainees

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
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	07/08/2014	09/09/2014	Add/Edit Trainee Details	View / Edit / Delete

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

Summary of Trainees

Batch No.	Male	Female	Less 70km	More or Equal 70km	Bumi	Chinese	Indian	Other
1	1	0	0	1	1	0	0	0

One record found.

Supporting Documents

Trainee Information

Attach File No file selected.

Add Attachment

Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Back Save Next Cancel

Step 12: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

Step 13: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:

Save Close

Trainee Details

Trainer Detail Per Batch

*Note: Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
<input checked="" type="checkbox"/>	ANil	6767676767	External Trainer

One record found.

Trainee Details

IC No. *

Name *

Gender *

Race *

Academic Qualification *

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

Trainee Designation *

HQ/Branch *

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

Distance to Training Location *

Add Reset

Step 14: Fill in the Summary of Trainees then click 'Next'.
Result: The following screen is displayed.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,602,547.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 294,846.16
Scheme Name	SBL		

Back
Save
Next
Cancel

Estimated Cost

Type of Training : Development Programme
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)
Not Applicable	Trainee Air Fare	Not Applicable	100.00	Not Applicable			Not Applicable	Not Applicable	100.00
Trainee	Course Fee	Not Applicable	50.00	Per Day	8.5	3	Pax	Not Applicable	1,275.00
Trainee	Trainee Monthly Allowance	Not Applicable		Per Month	1.0	1	Pax	Not Applicable	0.00
Trainee	Thesis Allowance	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Total Amount(RM):									1,375.00

Back
Save
Next
Cancel

Step 15: Fill in the allowable items then click 'Next'.
Result: The following screen is displayed.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,602,547.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 294,846.16
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.

Name	Akanksha
Designation	Executive Clerk
Email	akanksha@test.com
IC No.	748348848309
Date	11/08/2014

Supporting Documents

*Preferred file type/format is pdf file.
Supporting Documents Checklist
• test

Attachment

File Description: Attach File: test.txt

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCK,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

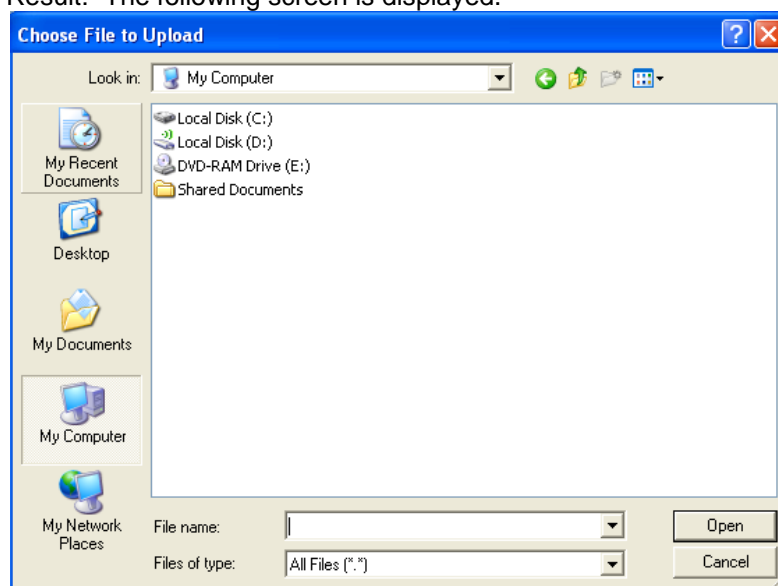
Description	File Name	Actions
test	test.txt	Remove / View

Back
Save
Submit Application
Cancel

Step 16: Fill in the declaration section.

Step 17: Attach a file by filling in the file description then click 'Browse'.

Result: The following screen is displayed.



Step 18: Locate the file then once found click 'Open'.

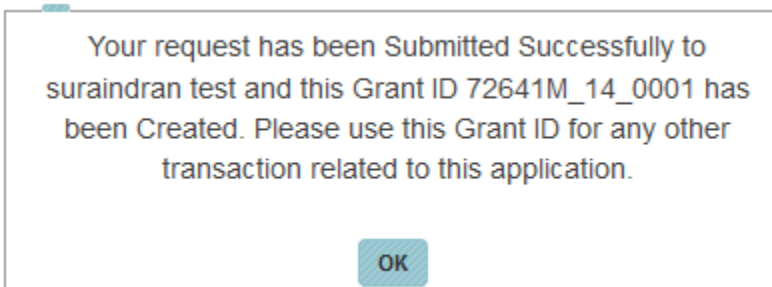
Result: The file path is displayed next to 'Browse' button.

Step 19: Click 'Add Attachment'.

Result: The file is attached.

Step 20: Click 'Submit Application'

The following screen is displayed.



6.4 Grant Application with Scheme Code : SBL – eLearning

Follow the steps below to apply for SBL – eLearning.

Step 1: Select from menu 'Grant' >'Apply Grant'.

Result: The above screen is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply

Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	IT	Past Year course Tit...	Not Submitted		14/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
3	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete
5	72641M_14_4093	06/08/2014	IT	Next Year courseTit...	Not Submitted		01/08/2014	Edit Delete
6	72641M_14_0001	06/08/2014	RPL	NA	Not Submitted	0.00	13/08/2014	Edit Delete

77 records found, displaying 1 to 6 records. [\[FirstPrev\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [Next](#) [Last](#)

Proceed with new grant-scheme application?

Apply

Cancel

Step 2: Click 'Apply'.

Result: Below screen is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16

Apply New Grant

Scheme Code

--Select--

[Preview Application Forms](#)

☐ This is Appeal Case

Apply

Cancel

Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.

Result: The following screen is displayed:

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,151.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 292,990.16
Scheme Name	SBL		

Save

Next

Cancel

Employer's Profile

MyCoId	72641M(HQ)	Immediate Officer	<div>Select</div>
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	<div></div>

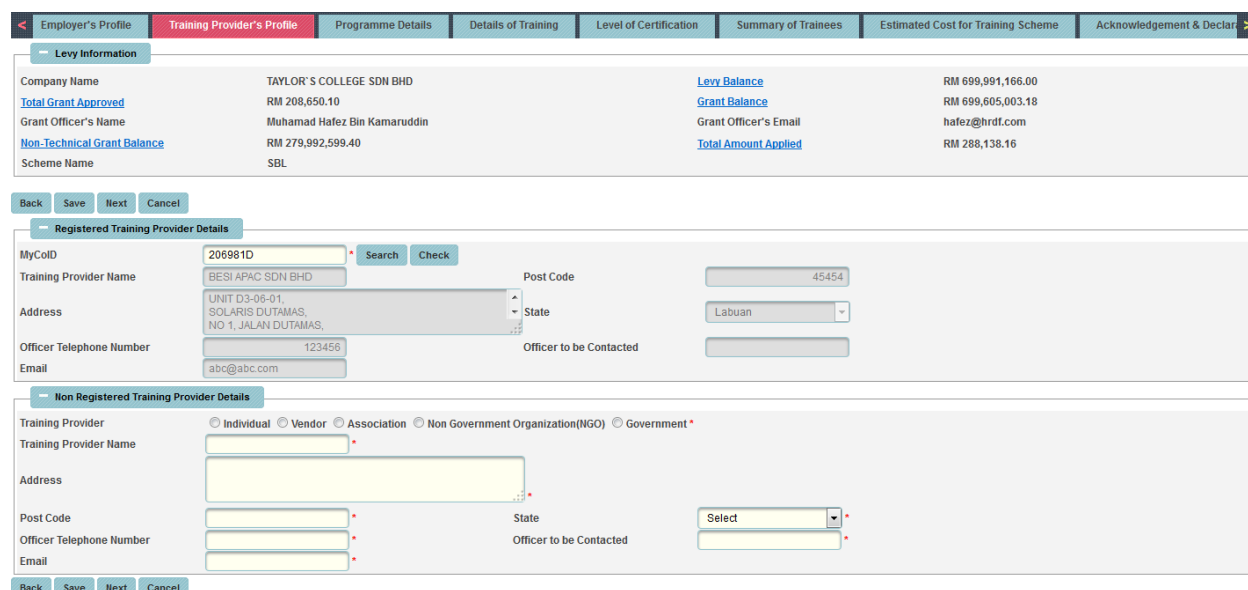
Save

Next

Cancel

Step 4: Select the Immediate Officer's name from the list, then click 'Next'.

Result: The following screen is displayed.



The screenshot shows the 'Levy Information' screen with the following data:

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,003.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,138.16
Scheme Name	SBL		

Below the 'Levy Information' screen is the 'Registered Training Provider Details' screen. It contains fields for MyCoID (206981D), Training Provider Name (BESI APAC SDN BHD), Address (UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS), Post Code (45454), State (Labuan), Officer Telephone Number (123456), and Email (abc@abc.com). There are 'Search' and 'Check' buttons.

Below that is the 'Non Registered Training Provider Details' screen. It has radio buttons for 'Individual', 'Vendor', 'Association', 'Non Government Organization(NGO)', and 'Government'. It also has fields for Training Provider Name, Address, Post Code, State (Select), Officer Telephone Number, and Email.

Step 5: Select type of trainer.

Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

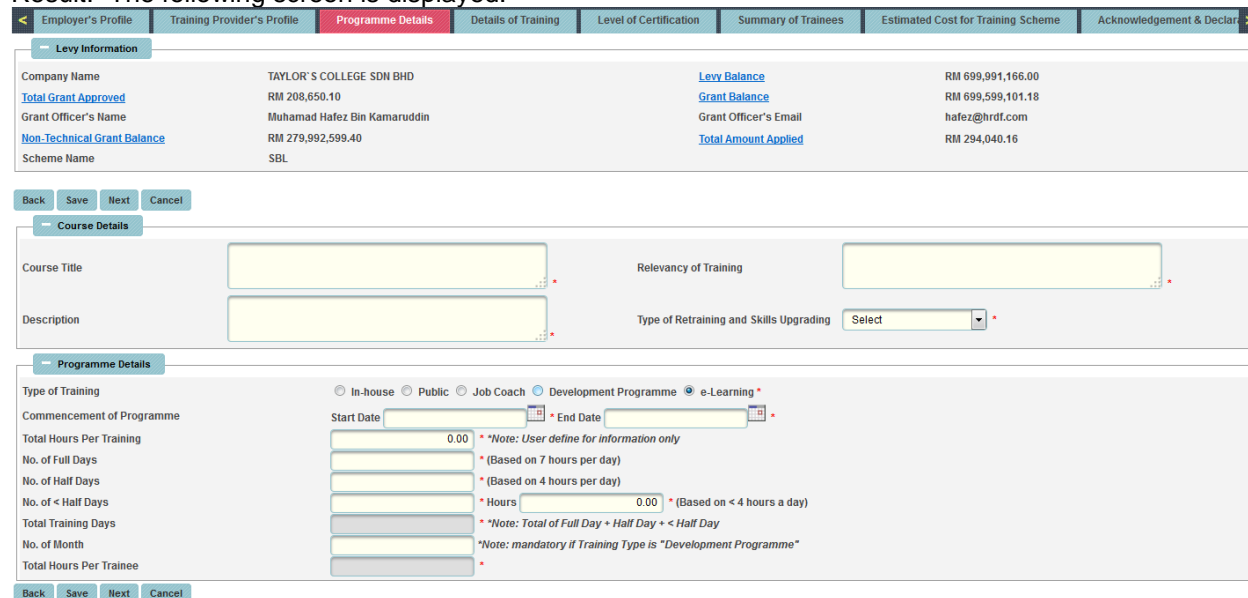
Step 6: Fill in the 'MyCoID' for the Registered Training Provider then click 'Check'.

Result: If the Training MyCoID exists, the details will be displayed.

Step 7: Fill in the Non Registered Training Provider Details, if trainer type selected is 'Internal', else skip this step.

Step 8: Click 'Next' and select 'e-Learning' for the type of training.

Result: The following screen is displayed.



The screenshot shows the 'Levy Information' screen with the following data:

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	SBL		

Below the 'Levy Information' screen is the 'Course Details' screen. It contains fields for Course Title, Description, Relevancy of Training, and Type of Retraining and Skills Upgrading (Select).

Below that is the 'Programme Details' screen. It has radio buttons for 'In-house', 'Public', 'Job Coach', 'Development Programme', and 'e-Learning'. It also has fields for Commencement of Programme, Start Date, End Date, Total Hours Per Training (0.00), No. of Full Days, No. of Half Days, No. of < Half Days, Total Training Days, No. of Month, and Total Hours Per Trainee.

Step 9: Fill in each segment then click 'Add' to add record for each segment.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | **Details of Training** | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Details of Training

Please Specify Full Address:

State:

No of Travel Days: ☐ 1 Day ☐ Not Applicable

Buttons: Back Save Next Cancel

Step 10: Click 'Next'

Result: The following screen is displayed.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | **Details of Training** | **Level of Certification** | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Level of Certification

Level of Certification:

Buttons: Back Save Next Cancel

Step 11: Click 'Next'.

Result: The following screen is displayed.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,599,101.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 294,040.16
Scheme Name	SBL		

Buttons: Back Save Next Cancel

Trainee Information by Batch

Batch No.:

Training Schedule: Start Date: End Date:

Buttons: Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	07/08/2014	17/09/2014	Add/Edit Trainee Details	View / Edit / Delete

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

Summary of Trainees

Batch No.	Male	Female	Less 70km	More or Equal 70km	Bumi	Chinese	Indian	Other
1	0	1	1	0	1	0	0	0

One record found.

Supporting Documents

Trainee Information:

Attach File: No file selected.

Buttons: Add Attachment

Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCK, .PDF, .RTF, .XLS, .XL SX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Buttons: Back Save Next Cancel

Step 12: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

Step 13: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:

SaveClose

Trainee Details

Trainer Detail Per Batch

***Note: Select the Trainer for this batch**

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
<input checked="" type="checkbox"/>	ANil	6767676767	External Trainer

One record found.

Trainee Details

IC No.

Name

Gender

Race

Academic Qualification

Traine Designation

HQ/Branch

Distance to Training Location

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

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

AddReset

Step 14: Fill in the Summary of Trainees then click 'Next'.

Result: The following screen is displayed.

<Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration of Employer

>

Levy Information

Company Name

TOTAL'S COLLEGE SDN BHD

Levy Balance

RM 699,995,418.00

Total Grant Approved

RM 208,650.10

Grant Balance

RM 699,803,447.18

Grant Officer's Name

suraindran test

Grant Officer's Email

suraindran@hrdf.com

Non-Technical Grant Balance

RM 279,994,300.20

Total Amount Applied

RM 293,946.16

Scheme Name

SBL

BackSaveNextCancel

Estimated Cost

Type of Training : e-Learning

Training Location : Not Applicable

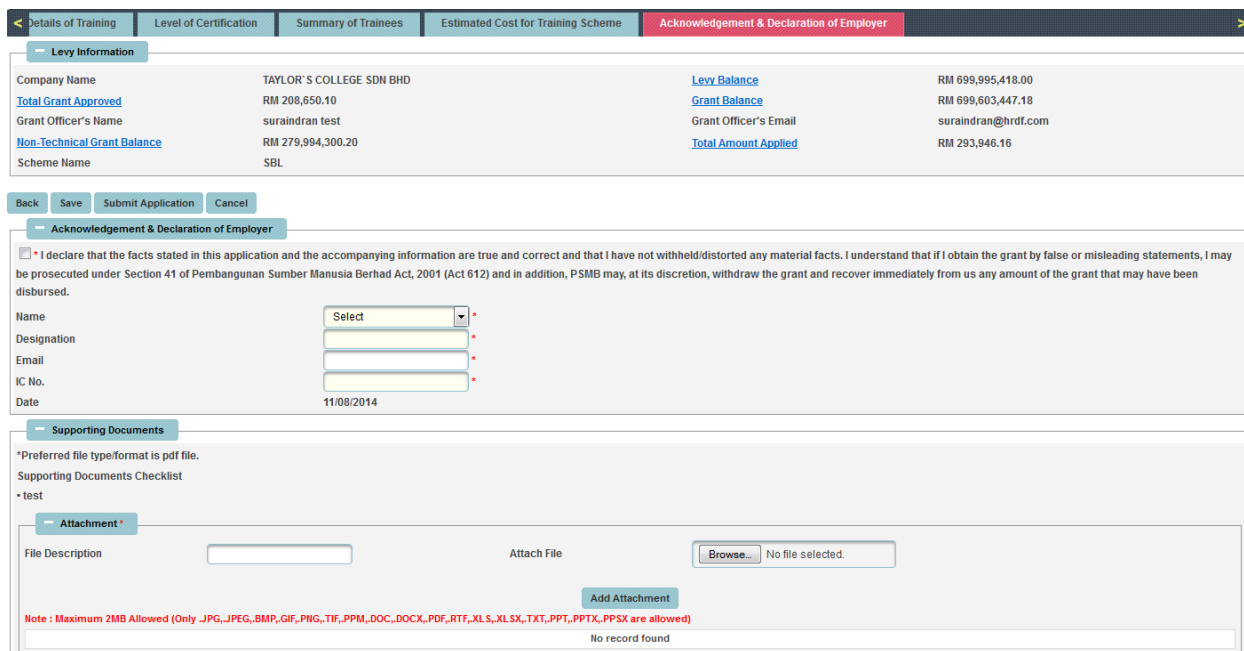
Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	Course Fee	Not Applicable		Per Day	3.0	1	Pax	Not Applicable	

Total Amount(RM): 0.00

BackSaveNextCancel

Step 15: Fill in the allowable items then click 'Next'.

Result: The following screen is displayed.

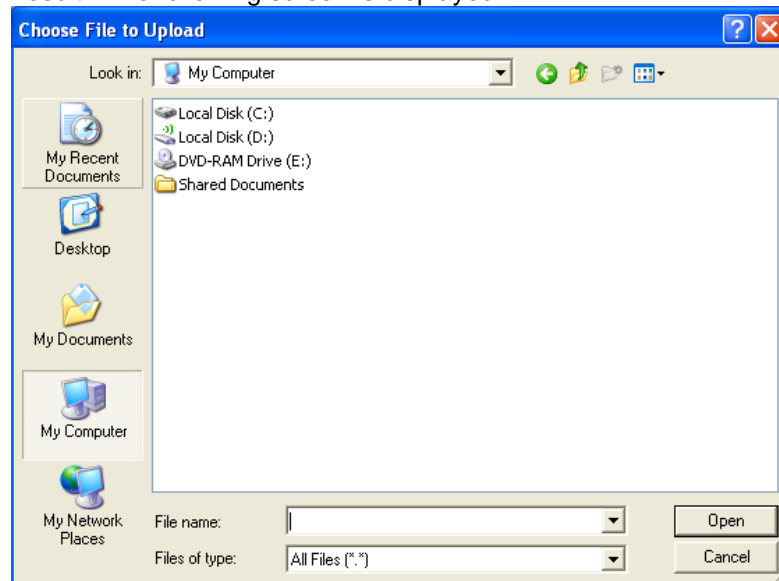


The screenshot shows the 'Acknowledgement & Declaration of Employer' section of the HRDF application form. The form is divided into several tabs: 'Details of Training', 'Level of Certification', 'Summary of Trainees', 'Estimated Cost for Training Scheme', and 'Acknowledgement & Declaration of Employer'. The 'Acknowledgement & Declaration of Employer' tab is active, showing a declaration statement and a section for attaching supporting documents. The declaration statement reads: "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 the Companies 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." Below the declaration, there are fields for Name, Designation, Email, IC No., and Date. The Date field is pre-filled with 11/08/2014. The 'Supporting Documents' section includes a checklist and an 'Attachment' section with a 'Browse...' button and an 'Add Attachment' button. A note states: "Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)".

Step 16: Fill in the declaration section.

Step 17: Attach a file by filling in the file description then click 'Browse'.

Result: The following screen is displayed.



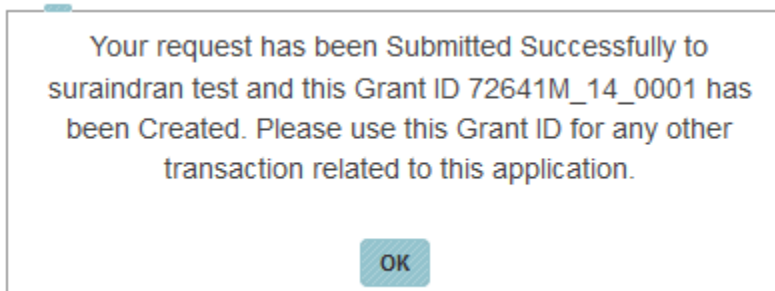
Step 18: Locate the file then once found click 'Open'.

Result: The file path is displayed next to 'Browse' button.

Step 19: Click 'Add Attachment'.

Result: The file is attached.

Step 20: Click 'Submit Application'
The following screen is displayed.



Section 7 Grant Application with Scheme Code: SBL -Khas

7.1 *Grant Application with Scheme Code : SBL-Khas*

Prerequisite:

- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant and Levy balance is sufficient.
- Employer has no outstanding arrears and interest.

Note: System will reserve the levy for the course fee to be paid to Training Provider.

Follow the steps below to register with PSMB via HRDF Portal. For SBL-Khas scheme, system will display the Programme Title for the identified Training Provider that can be selected.

Step 1: Select from menu 'Grant' > 'Apply Grant (Form 1)'.

Result: The screen below is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16

Apply Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	08/08/2014	SBL-Khas	NA	Not Submitted		15/08/2014	Edit Delete
2	72641M_14_0001	08/08/2014	SBL	sdfa	Not Submitted		08/08/2014	Edit Delete
3	72641M_14_0001	08/08/2014	IT	Past Year course Tit...	Not Submitted		15/08/2014	Edit Delete
4	72641M_14_0001	08/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
5	72641M_14_0001	07/08/2014	IT	Past Year course Tit...	Not Submitted		14/08/2014	Edit Delete
6	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete

80 records found, displaying 1 to 6 records.

[First] [Prev] 1 2 3 4 5 6 7 8 [Next] [Last]

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Click on the 'Apply' button.

Result: The screen (Apply New Grant) below is displayed.

Apply New Grant

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN BHD	Levy Balance	RM -68974.0
Total Grant Approved	RM 31676.00	Grant Balance	RM -113874.00
Scheme Name			

Apply New Grant

Scheme Code : ---Select---

Description :

☐ This is Appeal Case

Apply Cancel

Step 3: Fill-in the Scheme Code 'SBL-Khas' and click on 'Apply' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Employer's Profile) below is displayed.

Employer's Profile			
Levy Information			
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			
Employer's Profile			
MyCoID	72641M(HQ)	Immediate Officer	Rahul Kumar
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	Rahul@gmail.com
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

Step 4: Fill-in the 'Employer's Profile' form.

Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Next' button.

Result: The screen (Training Provider's Profile) below is displayed.

Training Provider's Profile			
Levy Information			
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			
Registered Training Provider Details			
MyCoID	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Check"/>
Training Provider Name	<input type="text"/>	Post Code	<input type="text"/>
Address	<input type="text"/>	State	<input type="text"/>
Officer Telephone Number	<input type="text"/>	Officer to be Contacted	<input type="text"/>
Email	<input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>			

Step 6: Fill-in the 'Training Provider's Profile' form.

Note: Mandatory fields are mark with (*).

Step 7: Click on the 'Next' button.

Result: The screen (Programme Details) below is displayed.

Programme Details

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Back Save Next Cancel

Course Details

Course Title: [Select] *
 Relevancy of Training: [Text Field] *
 Description: [Text Field] *
 Type of Retraining and Skills Upgrading: [Select] *

Programme Details

Type of Training: ☐ In-house ☐ Public ☐ Job Coach ☐ Development Programme ☐ e-Learning *

Commencement of Programme: Start Date [Date] * End Date [Date] *

Total Hours Per Training: [Text Field] 0.00 * **Note: User define for information only*

No. of Full Days: [Text Field] * *(Based on 7 hours per day)*

No. of Half Days: [Text Field] * *(Based on 4 hours per day)*

No. of < Half Days: [Text Field] * Hours [Text Field] 0.00 * *(Based on < 4 hours a day)*

Total Training Days: [Text Field] * **Note: Total of Full Day + Half Day + < Half Day*

No. of Month: [Text Field] * **Note: mandatory if Training Type is "Development Programme"*

Total Hours Per Trainee: [Text Field] *

Back Save Next Cancel

Step 8: Fill-in the 'Programme Details' form.

Note: Mandatory fields are mark with (*).

Step 9: Click on the 'Next' button.

Result: The screen (Details of Training) below is displayed.

Details of Training

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Back Save Next Cancel

Details of Training

Training Location: [Select] *
 Please Specify Full Address: [Text Field] *
 State: [Select] *
 No of Travel Days: ☐ 1 Day ☐ Not Applicable *

Back Save Next Cancel

Step 10: Fill-in the 'Details of Training' form.

Note: Mandatory fields are mark with (*).

Step 11: Click on the 'Next' button.

Result: The screen (Level of Certification) below is displayed.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | Details of Training | **Level of Certification** | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Buttons: Back Save Next Cancel

Level of Certification

Level of Certification: *

Buttons: Back Save Next Cancel

Step 12: Fill-in the 'Level of Certification' form.

Note: Mandatory fields are mark with (*).

Step 13: Click on the 'Next' button.

Result: The screen below is displayed.

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Buttons: Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Buttons: Add Batch Reset

Batch No.	Training Schedule	Start Date	End Date	Add/Edit Trainee Details	Actions
Note: Please key in all Batch details and SAVE before keying in the Trainee Details					

Summary of Trainees

No records found to display

Supporting Documents

Trainee Information

Attach File No file selected.

Buttons: Add Attachment

Note: Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Buttons: Back Save Next Cancel

Step 14: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

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Step 15: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:

Save
Close

Trainee Details

Trainer Detail Per Batch

***Note: Select the Trainer for this batch**

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
<input checked="" type="checkbox"/>	ANil	6767676767	External Trainer

One record found.

Trainee Details

IC No. *

Name *

Gender *

Race *

Academic Qualification *

Note: If Academic Qualification is not listed, please select 'Other' from drop down.

Trainee Designation *

HQ/Branch *

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

Distance to Training Location *

Add
Reset

Step 16: Click on the 'Next' button.

Result: The screen (Estimated Cost for Training Scheme) below is displayed.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Back
Save
Next
Cancel

Estimated Cost

Type of Training : In-house

Training Location : External Training 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)
Internal Trainer	Training Place Rental	< 70 KM	<input type="text"/>	Per Day	3.0 *	1 *	Pax	Not Applicable	<input type="text"/>
Internal Trainer	Training Place Rental	>= 70 KM	<input type="text"/>	Per Day	3.0 *	0 *	Pax	Not Applicable	<input type="text"/>
Trainee	Trainee Daily Allowance	< 70 KM	<input type="text"/>	Per Day	4.0 *	1 *	Pax	Not Applicable	<input type="text"/>
Trainee	Trainee Daily Allowance	>= 70 KM	<input type="text"/>	Per Day	4.0 *	0 *	Pax	Not Applicable	<input type="text"/>
Total Amount(RM):									0.00

Back
Save
Next
Cancel

Step 17: Fill-in the 'Estimated Cost for Training Scheme' form.

Note: Mandatory fields are mark with (*).

Step 18: Click on the 'Next' button.

Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,601,172.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,221.16
Scheme Name	SBL-Khas		

Back
Save
Submit Application
Cancel

Acknowledgement & Declaration of Employer

☒ I agree that the training fee amounting to RM 450.00 to be claimed by
i) Name of the Training Provider ii) Registration No. of Training Provider
iii) Registration No. of Programme for course title/programme
that will be conducted from to and to be debited from our account by Pembangunan Sumber Manusia Berhad.
☒ 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.
Name *
Designation *
Email *
IC No. *
Date

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

File Description Attach File No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back
Save
Submit Application
Cancel

Step 19: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.

Note: Mandatory fields are mark with (*).

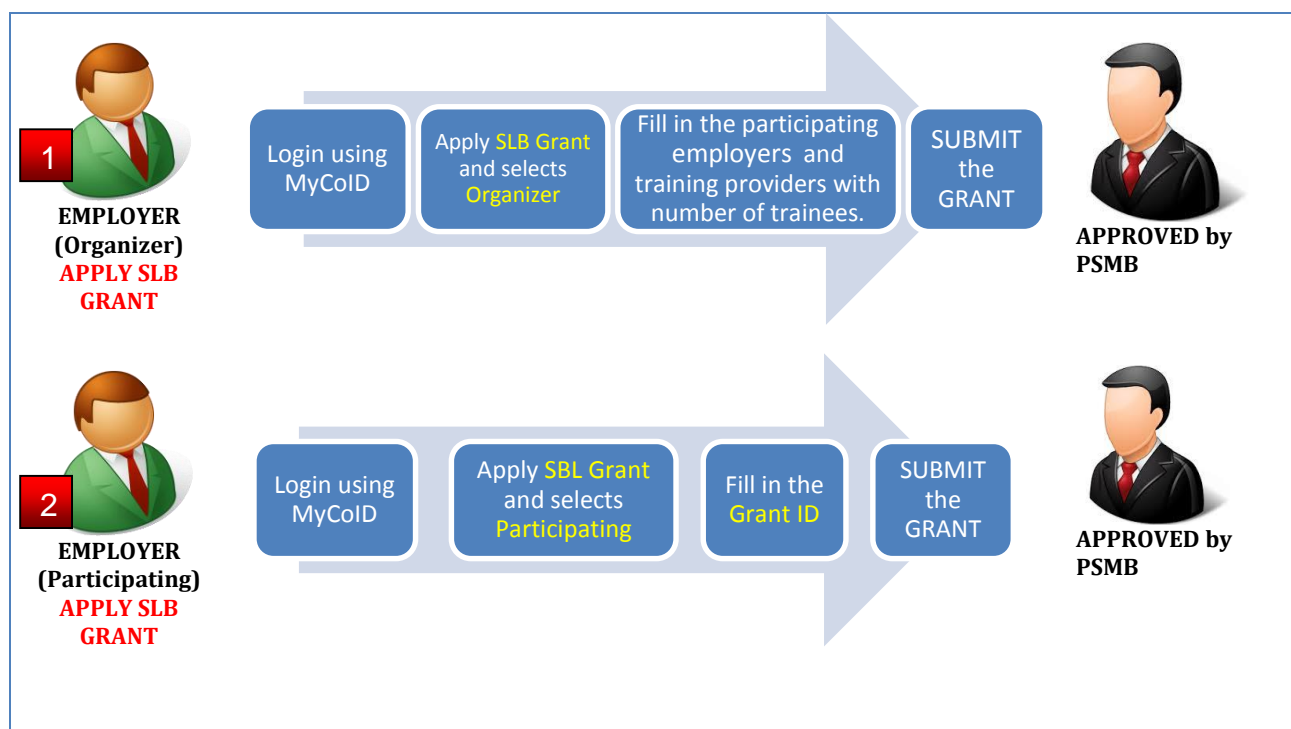
Result: A message 'Grant Submitted Successfully' is prompted out as shown below.

Your request has been Submitted Successfully to
suraindran test and this Grant ID 72641M_14_0001 has
been Created. Please use this Grant ID for any other
transaction related to this application.

OK

Section 8 Grant Application with Scheme Code : SLB

8.1 SLB Grant Application Flow



SLB Rule:

- The 'organizing employer' is eligible to apply for the allowable cost on the consumable materials as well as the Internal Trainer Allowance should the trainer is its employee, while other participating employers' will claim on other allowable cost as per stated on current stipulated rate of financial assistance.
- All employers will apply their own individual grant for the scheme. Employer will indicate in the grant application their position for the applied grant, e.g. 'Organizing Employer' or 'Participating Employer'. These employers will be grouped together based on the Training Programme applied.
- The training costs incurred will be shared equally by the participating employers based on the total number of participants. The number of trainees from the 'organizing employer' must not exceed 50% of the total number of participants. The 'organizing' employer is entitled to apply for the 'allowable cost' at the rate of 100%, while the participating employers will be reimbursed based on the current rate of financial assistance. Only the 'organizing employer' is entitled to apply for the cost of consumable training materials.

8.2 Apply Grant- SLB Scheme – by Organizing Employer

Follow the steps below to apply grant for SLB scheme by the organizing employer

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The following screen is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16

Apply Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	08/08/2014	SBL	sdfa	Not Submitted		08/08/2014	Edit Delete
2	72641M_14_0001	08/08/2014	IT	Past Year course TL...	Not Submitted		15/08/2014	Edit Delete
3	72641M_14_0001	08/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
4	72641M_14_0001	07/08/2014	IT	Past Year course TL...	Not Submitted		14/08/2014	Edit Delete
5	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
6	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit Delete

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

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Click 'Apply

Result: The screen 'Apply New Grant' displayed as shown below.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16

Apply New Grant

Scheme Code: **SLB: Skim Latihan Bert** * Preview Application Forms

☐ Organizer ☐ Participant *

☐ This is Appeal Case

Apply Cancel

Step 3: Select scheme code as SLB then choose 'Organiser'.

Step 4: Click 'Apply'

Result: The following screen is displayed:

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Trainee Details Estimated Cost for Training Scheme Acknowledgement & Declaration of

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16
Scheme Name	SLB		

Save Next Cancel

Employer's Profile

MyCoId	72641M(HQ) (Organizer)	Immediate Officer	Select
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	

Save Next Cancel

Step 5: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 6: Do one of the following action:

- Click on 'Save' button will save the form.
- Click on 'Next' button will display as screen shown below then proceed to the next steps.
- Click on 'Cancel' button will cancel the application.

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration																								
<div>Levy Information</div> <table> <tr> <td>Company Name</td> <td>TAYLOR'S COLLEGE SDN BHD</td> <td>Levy Balance</td> <td>RM 699,995,418.00</td> </tr> <tr> <td>Total Grant Approved</td> <td>RM 208,650.10</td> <td>Grant Balance</td> <td>RM 699,600,722.18</td> </tr> <tr> <td>Grant Officer's Name</td> <td>suraindran test</td> <td>Grant Officer's Email</td> <td>suraindran@hrdf.com</td> </tr> <tr> <td>Non-Technical Grant Balance</td> <td>RM 279,994,300.20</td> <td>Total Amount Applied</td> <td>RM 296,671.16</td> </tr> <tr> <td>Scheme Name</td> <td>SLB</td> <td></td> <td></td> </tr> </table>								Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00	Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18	Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com	Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16	Scheme Name	SLB						
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Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com																												
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16																												
Scheme Name	SLB																														
<div>Registered Training Provider Details</div> <table> <tr> <td>MyCoID</td> <td><input type="text"/></td> <td>Search</td> <td>Check</td> </tr> <tr> <td>Training Provider Name</td> <td><input type="text"/></td> <td>Post Code</td> <td><input type="text"/></td> </tr> <tr> <td>Address</td> <td><input type="text"/></td> <td>State</td> <td><input type="text"/></td> </tr> <tr> <td>Officer Telephone Number</td> <td><input type="text"/></td> <td>Officer to be Contacted</td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>								MyCoID	<input type="text"/>	Search	Check	Training Provider Name	<input type="text"/>	Post Code	<input type="text"/>	Address	<input type="text"/>	State	<input type="text"/>	Officer Telephone Number	<input type="text"/>	Officer to be Contacted	<input type="text"/>	Email	<input type="text"/>						
MyCoID	<input type="text"/>	Search	Check																												
Training Provider Name	<input type="text"/>	Post Code	<input type="text"/>																												
Address	<input type="text"/>	State	<input type="text"/>																												
Officer Telephone Number	<input type="text"/>	Officer to be Contacted	<input type="text"/>																												
Email	<input type="text"/>																														
<div>Non Registered Training Provider Details</div> <table> <tr> <td>Training Provider</td> <td colspan="3"> <input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government </td> </tr> <tr> <td>Training Provider Name</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Address</td> <td><input type="text"/></td> <td></td> <td></td> </tr> <tr> <td>Post Code</td> <td><input type="text"/></td> <td>State</td> <td><input type="text"/></td> </tr> <tr> <td>Officer Telephone Number</td> <td><input type="text"/></td> <td>Officer to be Contacted</td> <td><input type="text"/></td> </tr> <tr> <td>Email</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>								Training Provider	<input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government			Training Provider Name	<input type="text"/>			Address	<input type="text"/>			Post Code	<input type="text"/>	State	<input type="text"/>	Officer Telephone Number	<input type="text"/>	Officer to be Contacted	<input type="text"/>	Email	<input type="text"/>		
Training Provider	<input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government																														
Training Provider Name	<input type="text"/>																														
Address	<input type="text"/>																														
Post Code	<input type="text"/>	State	<input type="text"/>																												
Officer Telephone Number	<input type="text"/>	Officer to be Contacted	<input type="text"/>																												
Email	<input type="text"/>																														

Step 7: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 8: Do one of the following action:

- Click on 'Back' button will be back to previous form.
- Click on 'Save' button will save the form.
- Click on 'Next' button will display as screen shown below.
- Click on 'Cancel' button will cancel the application.

Step 9: Key-in the details then click 'Next' button.
Result: Screen display as shown below.

Employer's Profile
Training Provider's Profile
Programme Details
Details of Training
Level of Certification
Trainee Details
Estimated Cost for Training Scheme
Acknowledgement & Declaration

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 999,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16
Scheme Name	SLB		

Back
Save
Next
Cancel

Course Details

Course Title		Relevancy of Training	
Description		Type of Retraining and Skills Upgrading	Select

Programme Details

Type of Training	<input type="radio"/> In-house <input type="radio"/> Public <input type="radio"/> Job Coach <input type="radio"/> Development Programme <input type="radio"/> Not Applicable
Commencement of Programme	Start Date End Date
Total Hours Per Training	0.00 *Note: User define for information only
No. of Full Days	(Based on 8 hours per day)
No. of Half Days	(Based on 4 hours per day)
No. of < Half Days	Hours 0.00 (Based on < 4 hours a day)
Total Training Days	*Note: Total of Full Day + Half Day + < Half Day
No. of Month	*Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee	

Details of Participating Employer

MyCoId		Search
Company Name		
No of Participants		

Add
Reset

Note : After making changes in count of Max. Participants of Participating Employer, please visit Trainee details of "Summary of Trainees".

Details of Participating Non Register Employer

MyCoId	
Company Name	
Address	

Add
Reset

Back
Save
Next
Cancel

Step 10: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 11: Click 'Next' button.
Result: Screen display as shown below.

Employer's Profile
Training Provider's Profile
Programme Details
Details of Training
Level of Certification
Trainee Details
Estimated Cost for Training Scheme
Acknowledgement & Declaration

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 999,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16
Scheme Name	SLB		

Back
Save
Next
Cancel

Details of Training

Training Location	Select
Please Specify Full Address	
State	Select
No of Travel Days	<input type="radio"/> 1 Day <input type="radio"/> Not Applicable

Back
Save
Next
Cancel

Step 12: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 13: Click next button.

Result: Screen display as shown below

[Employer's Profile](#) | [Training Provider's Profile](#) | [Programme Details](#) | [Details of Training](#) | **Level of Certification** | [Trainee Details](#) | [Estimated Cost for Training Scheme](#) | [Acknowledgement & Declaration](#)

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16
Scheme Name	SLB		

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

Level of Certification

Level of Certification *

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

Step 14: Choose level of certification. Click next button.

Result: Screen display as shown below.

[Employer's Profile](#) | [Training Provider's Profile](#) | [Programme Details](#) | [Details of Training](#) | **Level of Certification** | [Trainee Details](#) | [Estimated Cost for Training Scheme](#) | [Acknowledgement & Declaration](#)

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,600,722.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 296,671.16
Scheme Name	SLB		

[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
<p>Note: Please key in all Batch details and SAVE before keying in the Trainee Details</p>				

Summary of Trainees

No records found to display

Supporting Documents

Trainee Information

Attach File No file selected.

[Add Attachment](#)

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

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

Step 15: Fill-in the form.

Note: Mandatory fields are mark with (*).

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Step 16: Click next button.

Result: Screen display as shown below.

Details of Training
Level of Certification
Trainee Details
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name
[Total Grant Approved](#)
Grant Officer's Name
[Non-Technical Grant Balance](#)
Scheme Name

TAYLOR'S COLLEGE SDN BHD
RM 208,650.10
suraindran test
RM 279,994,300.20
SLB

[Levy Balance](#)
[Grant Balance](#)
Grant Officer's Email
[Total Amount Applied](#)

RM 699,995,418.00
RM 699,600,722.18
suraindran@hrdf.com
RM 296,671.16

Back Save Next Cancel

Estimated Cost

Type of Training : In-house
Training Location : External Training 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)
Internal Trainer	Training Place Rental	< 70 KM	50.00	Per Day	4.0	4	Pax	Not Applicable	800.00
Internal Trainer	Training Place Rental	>= 70 KM		Per Day	4.0	0	Pax	Not Applicable	
Internal Trainer	Training Place Rental	< 70 KM		Per Day	4.0	4	Pax	Not Applicable	
Internal Trainer	Training Place Rental	>= 70 KM		Per Day	4.0	0	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	5.0	4	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	5.0	0	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	5.0	4	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	5.0	0	Pax	Not Applicable	
Total Amount(RM):									800.00

Back Save Next Cancel

Step 17: Click next button.

Result: The following screen is displayed:

Step 18: Check the checkbox and click Submit Application button.

Result: Message display as shown below.

Your request has been Submitted Successfully to
suraindran test and this Grant ID 72641M_14_0001 has
been Created. Please use this Grant ID for any other
transaction related to this application.

OK

Section 9 Grant Application with Scheme Code: CBT Development

9.1 *Grant Application with Scheme Code : CBT Development*

Prerequisite:

- Employer is registered with PSMB and active employer.
- To attach all supporting documents.
- Grant and Levy balance is sufficient.
- Employer has no outstanding arrears and interest.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The screen below is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,080,140.00
Total Grant Approved	RM 99,062.90	Grant Balance	RM 139,775,953.60
Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied	RM 211,287.50

Apply Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_2032	15/08/2014	RPL	NA	Not Submitted		22/08/2014	Edit Delete
2	72641M_14_2031	15/08/2014	SBL	NA	Not Submitted		21/08/2014	Edit Delete
3	72641M_14_2029	14/08/2014	SBL-Khas	NA	Not Submitted		21/08/2014	Edit Delete

3 records found, displaying all records.

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Click on the 'Apply' button.

Result: The screen (Apply New Grant) below is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,080,140.00
Total Grant Approved	RM 99,062.90	Grant Balance	RM 139,775,953.60
Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied	RM 211,287.50

Apply New Grant

Scheme Code

---Select---

Preview Application Forms

☐ This is Appeal Case

Apply Cancel

Step 3: Fill-in the Scheme Code 'CBT Development' and click on 'Apply' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Employer's Profile) below is displayed.

Employer's Profile	Computer Software Development Details	Acknowledgement & Declaration of Employer
Levy Information		
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance RM 20,080,140.00
Total Grant Approved	RM 99,062.90	Grant Balance RM 139,775,953.60
Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied RM 211,287.50
Scheme Name	CBT	
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>		
Employer's Profile		
MyCoID	72641M(HQ)	Immediate Officer <input type="text" value="Select"/>
Company Name	TAYLOR'S COLLEGE SDN BHD	Email <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>		

Step 4: Fill-in the 'Employer's Profile' form.

Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Next' button.

Result: The screen (Computer Software Development Details) below is displayed.

Employer's Profile	Computer Software Development Details	Acknowledgement & Declaration of Employer
Levy Information		
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance RM 20,080,140.00
Total Grant Approved	RM 99,062.90	Grant Balance RM 139,775,953.60
Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied RM 211,287.50
Scheme Name	CBT	
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>		
For Development of CBT		
Module No.	<input type="text"/>	Unit Price (RM) <input type="text"/>
Date of Work	Start Date <input type="text"/> End Date <input type="text"/>	Quantity <input type="text"/>
Module Description	<input type="text"/>	Request Amount (RM) <input type="text" value="0.00"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>		
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>		

Step 6: Fill-in the 'Computer Software Development Details' form.

Note: Mandatory fields are mark with (*).

Step 7: Click on the 'Next' button.

Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

Employer's Profile	Computer Software Development Details	Acknowledgement & Declaration of Employer																				
<div>Levy Information</div> <table> <tr> <td>Company Name</td> <td>TAYLOR'S COLLEGE SDN BHD</td> <td>Levy Balance</td> <td>RM 20,080,140.00</td> </tr> <tr> <td>Total Grant Approved</td> <td>RM 99,062.90</td> <td>Grant Balance</td> <td>RM 139,775,953.60</td> </tr> <tr> <td>Non-Technical Grant Balance</td> <td>RM 56,005,536.00</td> <td>Total Amount Applied</td> <td>RM 211,287.50</td> </tr> <tr> <td>Scheme Name</td> <td>CBT</td> <td></td> <td></td> </tr> </table>			Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,080,140.00	Total Grant Approved	RM 99,062.90	Grant Balance	RM 139,775,953.60	Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied	RM 211,287.50	Scheme Name	CBT						
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,080,140.00																			
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Non-Technical Grant Balance	RM 56,005,536.00	Total Amount Applied	RM 211,287.50																			
Scheme Name	CBT																					
<div>Back Save Submit Application Cancel</div> <div>Acknowledgement & Declaration of Employer</div> <p><input type="checkbox"/> 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.</p> <table> <tr> <td>Name</td> <td>Select</td> </tr> <tr> <td>Designation</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> <tr> <td>IC No.</td> <td></td> </tr> <tr> <td>Date</td> <td>15/08/2014</td> </tr> </table>			Name	Select	Designation		Email		IC No.		Date	15/08/2014										
Name	Select																					
Designation																						
Email																						
IC No.																						
Date	15/08/2014																					
<div>Supporting Documents</div> <p>*Preferred file type/format is pdf file.</p> <div>Attachment</div> <table> <tr> <td>File Description</td> <td></td> <td>Attach File</td> <td></td> <td>Browse...</td> </tr> <tr> <td colspan="5"> <div>Add Attachment</div> </td> </tr> <tr> <td colspan="5"> <p>Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</p> </td> </tr> <tr> <td colspan="5">No record found</td> </tr> </table>			File Description		Attach File		Browse...	<div>Add Attachment</div>					<p>Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</p>					No record found				
File Description		Attach File		Browse...																		
<div>Add Attachment</div>																						
<p>Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</p>																						
No record found																						
<div>Back Save Submit Application Cancel</div>																						

Step 8: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.

Note: Mandatory fields are mark with (*).

Result: A message 'Grant Submitted Successfully' is prompted out as shown below.

Your request has been Submitted successfully for further processing and this Grant ID 72641M_14_2033 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

9.2 Apply Grant- SLB Scheme by Participating Employer

Follow the steps below to apply grant for SLB scheme by the participating employer.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The following screen is displayed.

Apply Grant

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Levy Balance	RM 0.00
Total Grant Approved	RM 0.00	Grant Balance	RM 0.00
Non-Technical Grant Balance	RM 0.00	Total Amount Applied	RM 0.00

Apply Cancel

Below are the un-submitted grant application

No record found.

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Select scheme code as SLB then choose 'Participant' and fill in the Grant Reference Number that the Organizing Employer has previously submitted and click 'Apply'

Result: The screen 'Apply New Grant' displayed as shown below.

Apply New Grant

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Levy Balance	RM 0.00
Total Grant Approved	RM 0.00	Grant Balance	RM 0.00
Non-Technical Grant Balance	RM 0.00	Total Amount Applied	RM 0.00

Apply New Grant

Scheme Code: SLB : Skim Latihan Berz * [Preview Application Forms](#)

☐ Organizer ☒ Participant *

☐ This is Appeal Case

Please Specify Grant Reference No.

Apply Cancel

Step 3: Fill-in the form then click 'Next'

Result: The following screen is displayed:

Employer's Profile Training Provider's Profile Programme Details Details of Training Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledgement & Declaration

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Levy Balance	RM 0.00
Total Grant Approved	RM 0.00	Grant Balance	RM 0.00
Grant Officer's Name	MOHD FIRDAUS BIN MISNGAT	Grant Officer's Email	mfirdaus@hrdf.com.my
Non-Technical Grant Balance	RM 0.00	Total Amount Applied	RM 0.00
Scheme Name	SLB		

Save Next Cancel

Employer's Profile

MyCoID	439943M(HQ) (Participant)	Immediate Officer	Select
Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Email	

Save Next Cancel

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Mesiniaga

Step 4: Fill-in the form then click 'Next'.

Note: Mandatory fields are mark with (*).

Result: The following screen is displayed:

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	HONG NAM INDUSTRY (M) SDN. BHD.			Levy Balance	RM 0.00		
Total Grant Approved	RM 0.00			Grant Balance	RM 0.00		
Grant Officer's Name	MOHD FIRDAUS BIN MISNGAT			Grant Officer's Email	mfirdaus@hrdf.com.my		
Non-Technical Grant Balance	RM 0.00			Total Amount Applied	RM 0.00		
Scheme Name	SLB						
Registered Training Provider Details							
MyCoID	206981D *			Post Code	40300		
Training Provider Name	BESI APAC SDN BHD			State	Selangor		
Address	PT 81-B, JALAN JITRA 26/7, HICOM INDUSTRIAL ESTATE, SEKSYEN 26,			Officer Telephone Number	60351911799		
Officer Telephone Number	60351911799			Officer to be Contacted	hr@besi.com		
Email	hr@besi.com						
Non Registered Training Provider Details							
Training Provider	<input type="radio"/> Individual <input type="radio"/> Vendor <input type="radio"/> Association <input type="radio"/> Non Government Organization(NGO) <input type="radio"/> Government *						
Training Provider Name	*						
Address	*						
Post Code	*			State	Select *		
Officer Telephone Number	*			Officer to be Contacted	*		
Email	*						

Step 5: Fill-in the form then click 'Next'.

Result: Screen display as shown below.

Employer's Profile	Training Provider's Profile	Programme Details	Details of Training	Level of Certification	Summary of Trainees	Estimated Cost for Training Scheme	Acknowledgement & Declaration
Levy Information							
Company Name	HONG NAM INDUSTRY (M) SDN. BHD.			Levy Balance	RM 0.00		
Total Grant Approved	RM 0.00			Grant Balance	RM 0.00		
Grant Officer's Name	MOHD FIRDAUS BIN MISNGAT			Grant Officer's Email	mfirdaus@hrdf.com.my		
Non-Technical Grant Balance	RM 0.00			Total Amount Applied	RM 0.00		
Scheme Name	SLB						
Course Details							
Course Title	PM101			Relevancy of Training	PM100		
Description	Project Management			Type of Retraining and Skills Upgrading	Accounting Or Finance *		
Programme Details							
Type of Training	<input checked="" type="radio"/> In-house <input type="radio"/> Public <input type="radio"/> Job Coach <input type="radio"/> Development Programme <input type="radio"/> Not Applicable *						
Commencement of Programme	Start Date 19/08/2014			End Date 10/09/2014			
Total Hours Per Training	8.00 * *Note: User define for information only						
No. of Full Days	1 * (Based on 7 hours per day)						
No. of Half Days	2 * (Based on 4 hours per day)						
No. of < Half Days	2 * Hours 2.00 * (Based on < 4 hours a day)						
Total Training Days	5 * *Note: Total of Full Day + Half Day + < Half Day						
No. of Month	*Note: mandatory if Training Type is "Development Programme"						
Total Hours Per Trainee	19.00 *						

Internal Trainer

Name

IC No./Passport No.

Citizenship

Distance to Training Location

HQ/Branch

Select

Select

Select

Select

Select

Add

Reset

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

External Trainer

Name

IC No./Passport No.

Citizenship

Distance to Training Location

Overseas Trainer

Select

Select

Select

Yes No

Add

Reset

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location	Overseas Trainer	Actions
External Trainer	9196P	748348483939	Malaysian	Less 70 km	Yes	View / Edit / Delete

Details of Participating Employer

MyCoID

Company Name

No of Participants

Search

Add

Reset

MyCoID	Company Name	No of Participants	Actions
439943M	HONG NAM INDUSTRY (M) SDN. BHD.	2	View / Edit / Delete
226255K	SIME DARBY INDUSTRIAL ACADEMY SDN. BHD.	1	View / Edit / Delete
877335W	1 SECURITY SERVICES SDN. BHD.	1	View / Edit / Delete

Note : After making changes in count of Max. Participants of Participating Employer, please visit Trainee details of "Summary of Trainees".

Details of Participating Non Register Employer

MyCoID

Company Name

Address

Add

Reset

Back

Next

Cancel

Step 6: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 7: Click 'Next' button.

Result: Screen display as shown below.

Employer's Profile

Training Provider's Profile

Programme Details

Details of Training

Level of Certification

Summary of Trainees

Estimated Cost for Training Scheme

Acknowledgement & Declaration

Levy Information

Company Name

Total Grant Approved

Grant Officer's Name

Non-Technical Grant Balance

Scheme Name

HONG NAM INDUSTRY (M) SDN. BHD.

RM 0.00

MOHD FIRDAUS BIN MISNGAT

RM 0.00

SLB

[Levy Balance](#)

[Grant Balance](#)

Grant Officer's Email

[Total Amount Applied](#)

RM 0.00

RM 0.00

mfirdaus@hrdf.com.my

RM 0.00

Back

Next

Cancel

Details of Training

Training Location

HQ/Branch

Please Specify Full Address

State

No of Travel Days

Own Premise

Branch

12

Kuala Lumpur

1 Day Not Applicable

Branch

TAYLOR'S COLLEGE ST

Back

Next

Cancel

Step 8: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 9: Click 'Next' button.

Result: Screen display as shown below.

Navigation: < Employer's Profile | Training Provider's Profile | Programme Details | Details of Training | **Level of Certification** | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledgement & Declaration >

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Levy Balance	RM 0.00
Total Grant Approved	RM 0.00	Grant Balance	RM 0.00
Grant Officer's Name	MOHD FIRDAUS BIN MISNGAT	Grant Officer's Email	mfirdaus@hrdf.com.my
Non-Technical Grant Balance	RM 0.00	Total Amount Applied	RM 0.00
Scheme Name	SLB		

Buttons: Back | Next | Cancel

Level of Certification

Level of Certification: Skm (Jpk) *

Certification Level: ☒ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 *

Buttons: Back | Next | Cancel

Step 10: Choose level of certification. Click next button.

Result: Screen display as shown below.

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

Levy Information

Company Name	HONG NAM INDUSTRY (M) SDN. BHD.	Levy Balance	RM 0.00
Total Grant Approved	RM 0.00	Grant Balance	RM 0.00
Grant Officer's Name	MOHD FIRDAUS BIN MISNGAT	Grant Officer's Email	mfirdaus@hrdf.com.my
Non-Technical Grant Balance	RM 0.00	Total Amount Applied	RM 0.00
Scheme Name	SLB		

Buttons: Back | Save | Next | Cancel

Trainee Information by Batch

Batch No.: 2 *

Training Schedule: Start Date: 19/08/2014 * End Date: 10/09/2014 *

Buttons: Add Batch | Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	19/08/2014	10/09/2014	Add/Edit Trainee Details	View / Edit / Delete

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

Summary of Trainees

No records found to display

Supporting Documents

Trainee Information:

Attach File: No file selected.

Buttons: Add Attachment

Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Buttons: Back | Save | Next | Cancel

Step 11: Fill-in the form.

Note: Mandatory fields are mark with (*).

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Mesiniaga

Step 12: Click next button.

Result: Screen display as shown below.

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name

HONG NAM INDUSTRY (M) SDN. BHD.

Levy Balance

RM 0.00

Total Grant Approved

RM 0.00

Grant Balance

RM 0.00

Grant Officer's Name

MOHD FIRDAUS BIN MISNGAT

Grant Officer's Email

mfirdaus@hrdf.com.my

Non-Technical Grant Balance

RM 0.00

Total Amount Applied

RM 0.00

Scheme Name

SLB

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	External Trainer Fee	Not Applicable		Per Day	2.5 *	1 *	Group	Soft	
External Trainer	Meal Allowance for External Trainer	Not Applicable		Per Day	2.0 *	1 *	Trainer	Not Applicable	
External Trainer	Daily Allowance for Overseas Trainer	< 70 KM		Per Day	3.0 *	1 *	Trainer	Not Applicable	
External Trainer	Daily Allowance for Overseas Trainer	>= 70 KM		Per Day	3.0 *	0 *	Trainer	Not Applicable	
External Trainer	Economy Rate of Air Fare for External Trainer	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
External Trainer	Consumable Training Materials	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Meal Allowance	Not Applicable		Per Day	2.0 *	1 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		Per Day	3.0 *	1 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM		Per Day	3.0 *	0 *	Pax	Not Applicable	
Trainee	Trainee Air Fare	Not Applicable		Not Applicable			Not Applicable	Not Applicable	

Total Amount(RM): 0.00

Back

Save

Next

Cancel

Step 13: Fill-in the form.

Note: Mandatory fields are mark with (*).

Step 14: Click next button.

Result: Screen display as shown below

Details of Training
Level of Certification
Summary of Trainees
Estimated Cost for Training Scheme
Acknowledgement & Declaration of Employer

Levy Information

Company Name

HONG NAM INDUSTRY (M) SDN. BHD.

Levy Balance

RM 1,000,000.00

Total Grant Approved

RM 0.00

Grant Balance

RM 7,000,000.00

Grant Officer's Name

MOHD FIRDAUS BIN MISNGAT

Grant Officer's Email

mfirdaus@hrdf.com.my

Non-Technical Grant Balance

RM 2,800,000.00

Total Amount Applied

RM 0.00

Scheme Name

SLB

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.

Name

Select *

Designation

Email

IC No.

Date

19/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist

- SLB Letter
- Course Fee Quotation (CF)
- Course Content (CC) / Time table
- Trainer's CV
- Consumable Materials

Attachment

File Description

Attach File

Browse...

No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back

Save

Submit Application

Cancel

Step 13: Check the checkbox and click Submit Application button.
Result: Message display as shown below.

Your request has been Submitted Successfully to MOHD
FIRDAUS BIN MISNGAT and this Grant ID
439943M_14_0001 has been Created. Please use this
Grant ID for any other transaction related to this
application.

OK

Section 10 Application for SLDN Scheme

10.1 *For Employer (Application for SLDN Scheme – Skim Latihan Dual Nasional)*

Pre-Requisite:

- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.

Follow the steps below to apply for SLDN Scheme.

Step 1: Select from menu 'Grant' > National Dual Training System' > 'SLDN'.

Result: Below screen is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,091,340.00
Total Grant Approved	RM 60,272.90	Grant Balance	RM 139,868,629.60
Non-Technical Grant Balance	RM 56,014,036.00	Total Amount Applied	RM 140,491.50

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_1985	08/08/2014	SLDN	Course Test	Not Submitted		15/08/2014	Edit Delete
2	72641M_14_1986	08/08/2014	SLDN	Course A	Not Submitted		08/08/2014	Edit Delete

2 records found, displaying all records.

Proceed with new grant-scheme application?

Apply **Cancel**

Step 2: Click 'Apply'

Result: The screen 'Apply New Grant' displayed as shown below.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,091,340.00
Total Grant Approved	RM 60,272.90	Grant Balance	RM 139,868,629.60
Non-Technical Grant Balance	RM 56,014,036.00	Total Amount Applied	RM 140,491.50

Apply New Grant

Scheme Code [Preview Application Forms](#)

☐ This is Appeal Case

Apply **Cancel**

Step 3: Select 'SLDN: Skim Latihan Dual Nasional' and click the 'Apply' button.

Result: Below screen is displayed.

Employer's Profile Details of Trainer & Training Provider's Profile Programme Details Trainee Details Estimated Cost for Training Scheme Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,091,340.00
Total Grant Approved	RM 60,272.90	Grant Balance	RM 139,868,629.60
Non-Technical Grant Balance	RM 56,014,036.00	Total Amount Applied	RM 140,491.50
Scheme Name	SLDN		

Save **Next** **Cancel**

Employer's Profile

MyCold	72641M(HQ)	Immediate Officer	<input type="text" value="Select"/>
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	<input type="text"/>

Save **Next** **Cancel**

Step 4: Fill in the form.

Note: Mandatory fields are mark with (*).

Step 5: Click on 'Save' button to save the record and click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile	Details of Trainer & Training Provider's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer																
<div> <div>Levy Information</div> <table> <tr> <td>Company Name</td> <td>TAYLOR'S COLLEGE SDN BHD</td> <td>Levy Balance</td> <td>RM 20,091,340.00</td> </tr> <tr> <td>Total Grant Approved</td> <td>RM 60,272.90</td> <td>Grant Balance</td> <td>RM 139,868,629.60</td> </tr> <tr> <td>Non-Technical Grant Balance</td> <td>RM 56,014,036.00</td> <td>Total Amount Applied</td> <td>RM 140,491.50</td> </tr> <tr> <td>Scheme Name</td> <td>SLDN</td> <td></td> <td></td> </tr> </table> </div>						Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,091,340.00	Total Grant Approved	RM 60,272.90	Grant Balance	RM 139,868,629.60	Non-Technical Grant Balance	RM 56,014,036.00	Total Amount Applied	RM 140,491.50	Scheme Name	SLDN		
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 20,091,340.00																		
Total Grant Approved	RM 60,272.90	Grant Balance	RM 139,868,629.60																		
Non-Technical Grant Balance	RM 56,014,036.00	Total Amount Applied	RM 140,491.50																		
Scheme Name	SLDN																				
<div> <div>Back Save Next Cancel</div> <div>Registered Training Provider Details</div> <div> <div>MyCoID</div> <div> <div>Training Provider Name</div> <div>Address</div> <div>Officer Telephone Number</div> <div>Email</div> </div> <div> <div>Post Code</div> <div>State</div> <div>Officer to be Contacted</div> </div> <div> <div>Search</div> <div>Check</div> </div> </div> </div>																					
<div> <div>Non Registered Training Provider Details</div> <div> <div>Training Provider</div> <div>Training Provider Name</div> <div>Address</div> <div>Post Code</div> <div>Officer Telephone Number</div> <div>Email</div> </div> <div> <div>Individual</div> <div>Vendor</div> <div>Association</div> <div>Non Government Organization(NGO)</div> <div>Government*</div> </div> <div> <div>State</div> <div>Officer to be Contacted</div> </div> </div>																					
<div> <div>Internal Trainer</div> <div> <div>Name</div> <div>IC No./Passport No.</div> </div> <div> <div>Citizenship</div> <div>Qualification</div> </div> <div> <div>Select</div> <div></div> </div> <div> <div>Add</div> <div>Reset</div> </div> </div>																					
<div> <div>External Trainer</div> <div> <div>Name</div> <div>IC No./Passport No.</div> </div> <div> <div>Citizenship</div> <div>Qualification</div> </div> <div> <div>Select</div> <div></div> </div> <div> <div>Add</div> <div>Reset</div> </div> </div>																					
<div> <div>Back Save Next Cancel</div> </div>																					

Step 6: Fill in the form.

Note: Mandatory fields are mark with (*).

Step 7: Click on 'Save' button to save the record and click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile	Details of Trainer & Training Provider's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information					
Company Name Total Grant Approved Non-Technical Grant Balance Scheme Name		TAYLOR'S COLLEGE SDN BHD RM 60,272.90 RM 56,014,036.00 SLDN		Levy Balance Grant Balance Total Amount Applied RM 20,091,340.00 RM 139,868,629.60 RM 140,491.50	
Back Save Next Cancel					
Programme Details					
Course Title JPK Approval No					
Training Date					
Off/On The Job Training Level Training Training Location					
Add Reset					
Attachment					
File Description Attach File Add Attachment Note : Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed) No record found					
Back Save Next Cancel					

Step 8: Fill in the form.

Note: Mandatory fields are mark with (*).

Employer's Profile	Details of Trainer & Training Provider's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information					
Company Name Total Grant Approved Non-Technical Grant Balance Scheme Name		TAYLOR'S COLLEGE SDN BHD RM 60,272.90 RM 56,014,036.00 SLDN		Levy Balance Grant Balance Total Amount Applied RM 20,091,340.00 RM 139,868,629.60 RM 140,491.50	
Back Save Next Cancel					
Details of Trainee					
IC No. Name Academic/Skills Qualification Designation		Gender Race			
Note: If Academic Qualification is not listed, please select 'Others' from drop down.		Add Reset			
Back Save Next Cancel					

HRDF: USER GUIDE



Mesiniaga

Step 9: Fill in the form.

Note: Mandatory fields are mark with (*).

Employer's Profile	Details of Trainer & Training Provider's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer	
Levy Information						
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 20,091,340.00	
Total Grant Approved	RM 60,272.90			Grant Balance	RM 139,868,629.60	
Non-Technical Grant Balance	RM 56,014,036.00			Total Amount Applied	RM 140,491.50	
Scheme Name	SLDN					
Registration and Issuance of Malaysia Skill Certificate						
Training Level	Select *	No. of Apprentice(s)	1 *			
Certificate Fee(RM)		Total Certificate Fee per Apprentice(RM)				
				Add	Reset	
					Total Registration(RM)	0.00
Training Fees						
Training Level	Select *	No. of Apprentice(s)	1 *			
Training Fee Per Apprentice (RM)		Training Fees(RM)				
				Add	Reset	
					Total Training Fees(RM)	0.00
Monthly Allowance						
Allowance Amount(RM)		No. of Apprentice(s)	1 *			
Training Duration (Months)	0.04	Total Monthly Allowance(RM)				
						0.00
Insurance Coverage						
Description						
Total Insurance(RM)						
					Grant Total(RM)	0.00
Attachment						
File Description	--Select--	Attach File	Browse... No file selected.			
				Add Attachment		
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)						
No record found						
Back Save Next Cancel						

Step 10: Click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile	Details of Trainer & Training Provider's Profile	Programme Details	Trainee Details	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer
Levy Information					
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 20,091,340.00
Total Grant Approved	RM 60,272.90			Grant Balance	RM 139,868,629.60
Non-Technical Grant Balance	RM 56,014,036.00			Total Amount Applied	RM 140,491.50
Scheme Name	SLDN				
Acknowledgement & Declaration of Employer					
<input type="checkbox"/> 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.					
Name	Select *				
Designation					
Email					
IC No.					
Date	12/08/2014				
Supporting Documents					
*Preferred file type/format is pdf file.					
Supporting Documents Checklist					
• Course Fee Quotation (CF)					
• Course Content (CC)					
• Trainer's CV (CV)					
• Transportation Receipt					
• Consumable Materials					
• All Documents					

Attachment

File Description

Attach File

Browse...

No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCK,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back

Save

Submit Application

Cancel

Step 11: Fill in the form then click on 'Save' button to save the record.

Step 12: Click on the 'Submit Application' to submit the application.

Result: A message below is displayed.

Your request has been Submitted successfully for further processing and this Grant ID 72641M_14_2008 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

Section 11 Grant Application with scheme code: Training Facilities & Renovation

11.1 *Grant Application with Scheme Code : Training Facilities & Renovation*

Prerequisite:

- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant balance is sufficient.

Note: For applying Training Facilities and Renovation scheme application, employers have to fill-in the following sections:

- Section 1 – Employer's Profile
- Section 2 – Estimated Cost for Training Facilities Scheme
- Section 3 – Acknowledgement & Declaration of Employer

Follow the steps below to apply Grant via HRDF Portal.

Step 1: Select from menu 'Grant' > 'Apply Grant'.

Result: The screen below is displayed.

Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,356.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,785.16

Apply Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions	
1	72641M_14_0001	07/08/2014	IT	Past Year course TIL...	Not Submitted		14/08/2014	Edit	Delete
2	72641M_14_0001	07/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit	Delete
3	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit	Delete
4	72641M_14_0001	07/08/2014	SBL	UAT Training	Not Submitted		12/08/2014	Edit	Delete
5	72641M_14_4093	06/08/2014	IT	Next Year course TIL...	Not Submitted		01/08/2014	Edit	Delete
6	72641M_14_0001	06/08/2014	RPL	NA	Not Submitted	0.00	13/08/2014	Edit	Delete

77 records found, displaying 1 to 6 records.

[First/Prev]
1
2
3
4
5
6
7
8
Next
Last

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Click on the 'Apply' button.

Result: The screen (Apply New Grant) below is displayed.

Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,356.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,785.16

Apply New Grant

Scheme Code

ALAT : Training Facilities (*)

[Preview Application Forms](#)

☐ This is Appeal Case

Apply

Cancel

Step 3: Select the Scheme Code and click on 'Apply' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Employer's Profile) below is displayed.

Employer's Profile

Estimated Cost For Training Scheme (RM)

Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,356.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 33,470.98	Total Amount Applied	RM 3,599.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,785.16
Scheme Name	ALAT		

Note: Maximum Eligibility Amount =30% of current Current Levy Balance.

Save

Next

Cancel

Employer's Profile

MyCoId	72641M(HQ)	Immediate Officer	Select (*)
Company Name	TAYLOR'S COLLEGE SDN BHD	Email	(*)

Save

Next

Cancel

Step 4: Fill-in details in the Employer's Profile tab then click on 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Estimated Cost For Training Scheme) below is displayed.

Employer's Profile

Estimated Cost For Training Scheme (RM)

Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,356.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 33,470.98	Total Amount Applied	RM 3,599.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,785.16
Scheme Name	ALAT		

Note: Maximum Eligibility Amount =30% of current Current Levy Balance.

Back

Save

Next

Cancel

For Training Equipments

Allowable Item	Select (*)	Location Equipment	(*)
Model Name	(*)	Unit Price (RM)	(*)
Quantity	(*)	Estimated Cost For Training Scheme (RM)	0.00
Remarks			

Add

Reset

Allowable Item	Location Equipment	Model Name	Unit Price (RM)	Quantity	Estimated Cost For Training Scheme (RM)	Remarks	Actions
Overhead / Slide Projector	PSMB	T440P	1,400.00	3	4,200.00		View / Edit / Delete

For Renovation of Training Room

Details of Renovation

Price (RM)

Location

Add Reset

Details of Renovation Price (RM) Location Actions

Back Save Next Cancel

Step 5: Fill-in the 'Estimated Cost for Training Scheme' form and click on the 'Next' button.

Note: Mandatory fields are mark with (*).

Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

Employer's Profile Estimated Cost For Training Scheme (RM) Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,356.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 33,470.98	Total Amount Applied	RM 3,599.00
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,785.16
Scheme Name	ALAT		

Note: Maximum Eligibility Amount = 30% of current Current Levy Balance.

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.

Name

Designation

Email

IC No.

Date

07/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist

Attachment

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Back Save Submit Application Cancel

Step 6: Fill-in the Acknowledgement & Declaration of Employer tab then click on the 'Submit Application' button.

Note: Mandatory fields are mark with (*).

Result: A message is displayed as shown below.

Your request has been Submitted Successfully to
Muhamad Hafez Bin Kamaruddin and this Grant ID
72641M_14_0001 has been Created. Please use this
Grant ID for any other transaction related to this
application.

OK

Section 12 For SME Employer (Application for HR Consultancy & Advisory Services Scheme)

12.1 *For SME Employer : Application for HR Consultancy & Advisory Services*

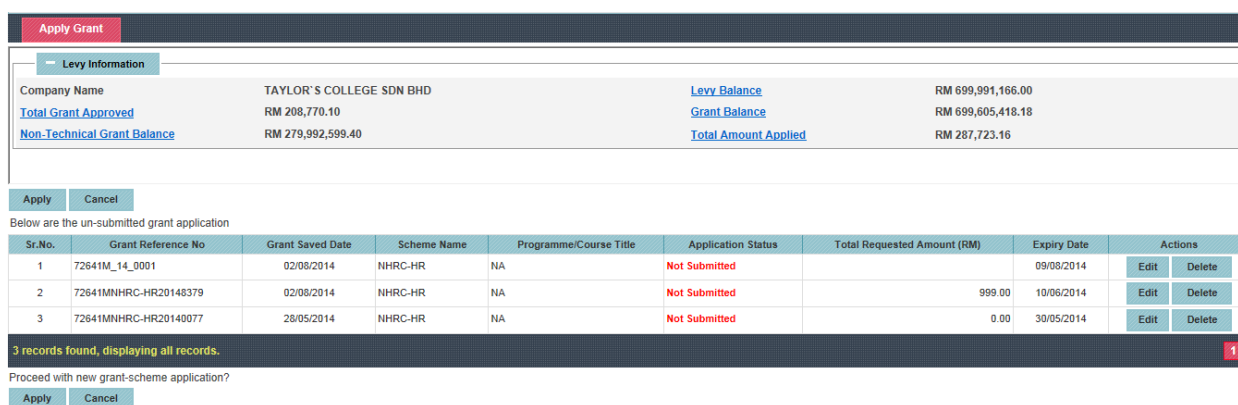
Pre-Requisite / SME NHRC rule:

- SME employers registered with PSMB are eligible to utilize up to 30% of their current HRDF levy balance to engage the services of the HR Consultants. Those with arrears of levy or unpaid interest are also eligible for the services.
- Employer is eligible to utilize up to 30% per year for HR Consultancy services.
- 30% of the levy balance amount on the first HR Consultancy application for the calendar year will be recorded. Multiple HR Consultancy services can be applied for the calendar year but the application amount is not allowed to exceed the 30% of the recorded levy balance.
- Employer's levy will be reserved upon approval of HR Consultancy service application. Any levy reserve amount (balance) which was not claimed will be reverted to levy and added back into the remaining 30% recorded balance.
- The 30% rule allocation will be reset on the next calendar year.

Follow the steps below to apply for Training HR Consultancy & Advisory Services.

Step 1: Select from menu 'Grant' > 'NHRC (SME)' > 'HR Consultancy and Advisory Services'.

Result: The below screen is displayed.



Apply Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,418.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,723.16

Apply Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	02/05/2014	NHRC-HR	NA	Not Submitted		09/05/2014	Edit Delete
2	72641MNHRC-HR20148379	02/05/2014	NHRC-HR	NA	Not Submitted	999.00	10/06/2014	Edit Delete
3	72641MNHRC-HR20140077	28/05/2014	NHRC-HR	NA	Not Submitted	0.00	30/05/2014	Edit Delete

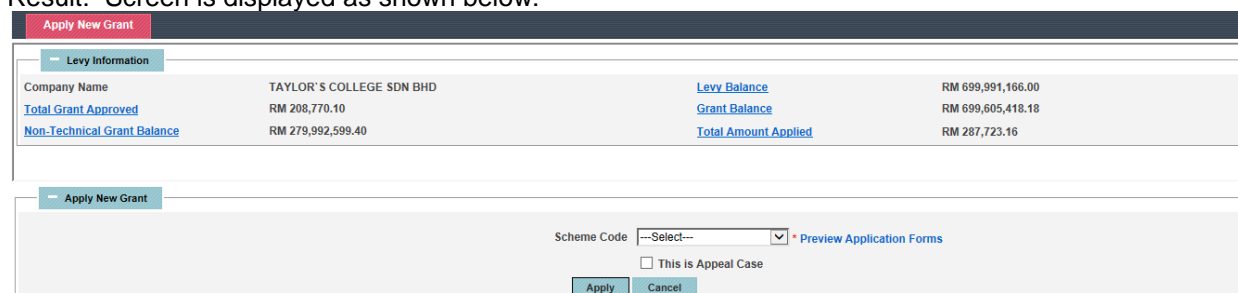
3 records found, displaying all records.

Proceed with new grant-scheme application?

Apply Cancel

Step 2: Click 'Apply'.

Result: Screen is displayed as shown below:



Apply New Grant

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,418.18
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,723.16

Apply New Grant

Scheme Code [Preview Application Forms](#)

☐ This is Appeal Case

Apply Cancel

Step 3: Select 'Scheme Code' then click 'Apply'.

Result: Screen is displayed as shown below:

Employer's Profile		Details of HR Consultancy and Advisory Service(s)		Estimated Cost for Training Scheme		Acknowledgement & Declaration of Employer	
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 699,991,166.00		
Total Grant Approved	RM 208,770.10			Grant Balance	RM 699,605,418.18		
Maximum Eligibility Amount	RM 1,299,252.72			Total Amount Applied	RM 1,585.62		
Non-Technical Grant Balance	RM 279,992,599.40			Total Amount Applied	RM 287,723.16		
Scheme Name	NHRC-HR						
Note: Maximum Eligibility Amount =30% of current total Levy Balance.							
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
Employer's Profile							
MyCoID	72641M(HQ)			Immediate Officer	<input type="text" value="Select"/> *		
Company Name	TAYLOR'S COLLEGE SDN BHD			Email	<input type="text"/> *		
<input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							

Step 4: Fill in the form.

Note: Mandatory fields are mark with (*).

Step 5: Click on 'Save' button to save the record and click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile		Details of HR Consultancy and Advisory Service(s)		Estimated Cost for Training Scheme		Acknowledgement & Declaration of Employer	
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD			Levy Balance	RM 699,991,166.00		
Total Grant Approved	RM 208,650.10			Grant Balance	RM 699,605,003.18		
Maximum Eligibility Amount	RM 1,299,252.72			Total Amount Applied	RM 1,585.62		
Non-Technical Grant Balance	RM 279,992,599.40			Total Amount Applied	RM 288,138.16		
Scheme Name	NHRC-HR						
Note: Maximum Eligibility Amount =30% of current total Levy Balance.							
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							
Details of HR Consultancy and Advisory Service(s)							
Name of HR Consultant				<input type="text" value="Bhavesh Patel"/> * <input type="button" value="Search"/>			
Details of HR Scope							
HR Main Scope	<input type="text" value="Select"/> *						
HR Sub Scope	<input type="text" value="Select"/> *						
Consultancy Activity	<input type="text"/> *						
Commencement	Start Date <input type="text"/> * End Date <input type="text"/> *						
No. of Hours	<input type="text"/> *						
Remarks	<input type="text"/>						
				<input type="button" value="Add"/> <input type="button" value="Reset"/>			
HR Main Scope	HR Sub Scope	Consultancy Activity	Start Date	End Date	No. of Hours	Remarks	Actions
Recruitment and Selection	HR Planning	aaaa	14/08/2014	21/08/2014	8.00		View / Edit / Delete
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>							

Step 6: Key-in the details record for the 'Details of HR Scope' then click 'Add'.

Note: Mandatory fields are mark with (*).

Result: The record is displayed in the table as shown:

HR Main Scope	HR Sub Scope	Consultancy Activity	Start Date	End Date	No. of Hours	Remarks	Actions
Recruitment and Selection	HR Planning	Learning and Development	14/08/2014	21/08/2014	8.00		View / Edit / Delete

Step 7: Click on 'Save' button to save the record and click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile		Details of HR Consultancy and Advisory Service(s)		Estimated Cost for Training Scheme		Acknowledgement & Declaration of Employer	
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance			RM 699,991,166.00		
Total Grant Approved	RM 208,650.10	Grant Balance			RM 699,604,628.18		
Maximum Eligibility Amount	RM 1,299,252.72	Total Amount Applied			RM 1,585.62		
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied			RM 288,513.16		
Scheme Name	NHRC-HR						
Note: Maximum Eligibility Amount =30% of current total Levy Balance.							
<div>Back Save Next Cancel</div>							
Estimated Cost							
Type of Training : Not Applicable							
Training Location : Not Applicable							
Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Requested Amount (RM) (A x B x C)
Not Applicable	Consultant Fee	Not Applicable	34.00	Per Hour	8.0		272.00
							Total Amount(RM): 272.00
<div>Back Save Next Cancel</div>							

Step 8: Key-in the details for the estimated cost.

Note: The cost amount must not exceed the allowed amount.

Result: The total amount is auto calculated base on figure in (A), (B) and (C).

Step 9: Click on 'Save' button to save the record and click 'Next' button to proceed.

Result: Below screen is displayed.

Employer's Profile		Details of HR Consultancy and Advisory Service(s)		Estimated Cost for Training Scheme		Acknowledgement & Declaration of Employer	
Levy Information							
Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance			RM 699,991,166.00		
Total Grant Approved	RM 208,650.10	Grant Balance			RM 699,604,628.18		
Maximum Eligibility Amount	RM 1,299,252.72	Total Amount Applied			RM 1,585.62		
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied			RM 288,513.16		
Scheme Name	NHRC-HR						
Note: Maximum Eligibility Amount =30% of current total Levy Balance.							
<div>Back Save Submit Application Cancel</div>							
Acknowledgement & Declaration of Employer							
<input type="checkbox"/> a) I agree that the HR Consultancy fee amounting to RM 272.00 to be claimed by : Name of HR Consultant Bhavesh Patel and be debited from our account by Pembangunan Sumber Manusia Berhad.							
<input type="checkbox"/> b) I agree to accept this HR Solution Services subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad.							
<input type="checkbox"/> c) I declare that all expenses incurred during this consultation 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.							
Name	Select						
Email							
Date	07/08/2014						
Supporting Documents							
*Preferred file type/format is pdf file.							
Supporting Documents Checklist							
• Fee Structure							
Attachment							
File Description			Attach File			Browse...	
<div>Add Attachment</div>							
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)							
No record found							
<div>Back Save Submit Application Cancel</div>							

Step 10: Click on the 'Submit Application' button.

Result: A message is displayed as shown below:

Your request has been Submitted successfully for further processing and this Grant ID 72641M_14_0001 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

CLAIMS MODULE

Section 1 Claims Overview

1.1 *General Claims Functions*

Below are the types of claims and its related functions:



Employers can do the followings:

- Submit claims with approved grants
- Submit other claims on direct claims
- Search claims
- Request for withdrawal claims
- Return query on claims back to claim officer for approval.

Claims can be divided into two (2) categories – Submit Claims with Grants and Submit Other Claims (direct reimbursement), which described as below:

1. Submit Claims with Grants (Approved Grants) includes:

- Grant & Schemes (SBL, SBL KHAS, SLB, ITS, Purchase of Training Equipment, IT, SLDN, CBT-Development),
- HR Consultancy & Advisory (NHRC)
- Events schemes (SMETAP)
- Apprenticeship schemes (Mechatronic, Tool & Die, Wood Base Industry, IT, Sewing Industry)
- Special Trust Fund schemes (ASSET, STAR, SPICE)

2. Submit Other Claims (Direct Reimbursement or Direct Claims) include the following schemes:

- Training conducted before registration (BD),
- Computer Based Training (CBT) Purchases

Claims will not be approved if there is any submission/pending approval for the following applications:

- Levy / Interest adjustment (this cannot be approved if employer is under legal investigation or company is closed)
- Employer with Claims Complaint

Section 2 Submit Claims with Approved Grants

2.1 *Submit Claims with Approved Grants*

1. Submit Claims with Grants (Approved Grants) includes:

- Grant & Schemes (SBL, SBL KHAS, SLB, ITS, Purchase of Training Equipment, IT, SLDN, CBT-Development),
- HR Consultancy & Advisory (NHRC) schemes,
- Events schemes (SMETAP)
- Apprenticeship schemes (Mechatronic, tool & Die, Wood Based Industry, IT, Sewing Industry)
- Special Trust Fund schemes (ASSET, STAR, SPICE)

Employer selects/picks the grant application to submit the claims by clicking the 'Claim' button to proceed with claims submission.

System will display the approved grants/schemes with the following details:

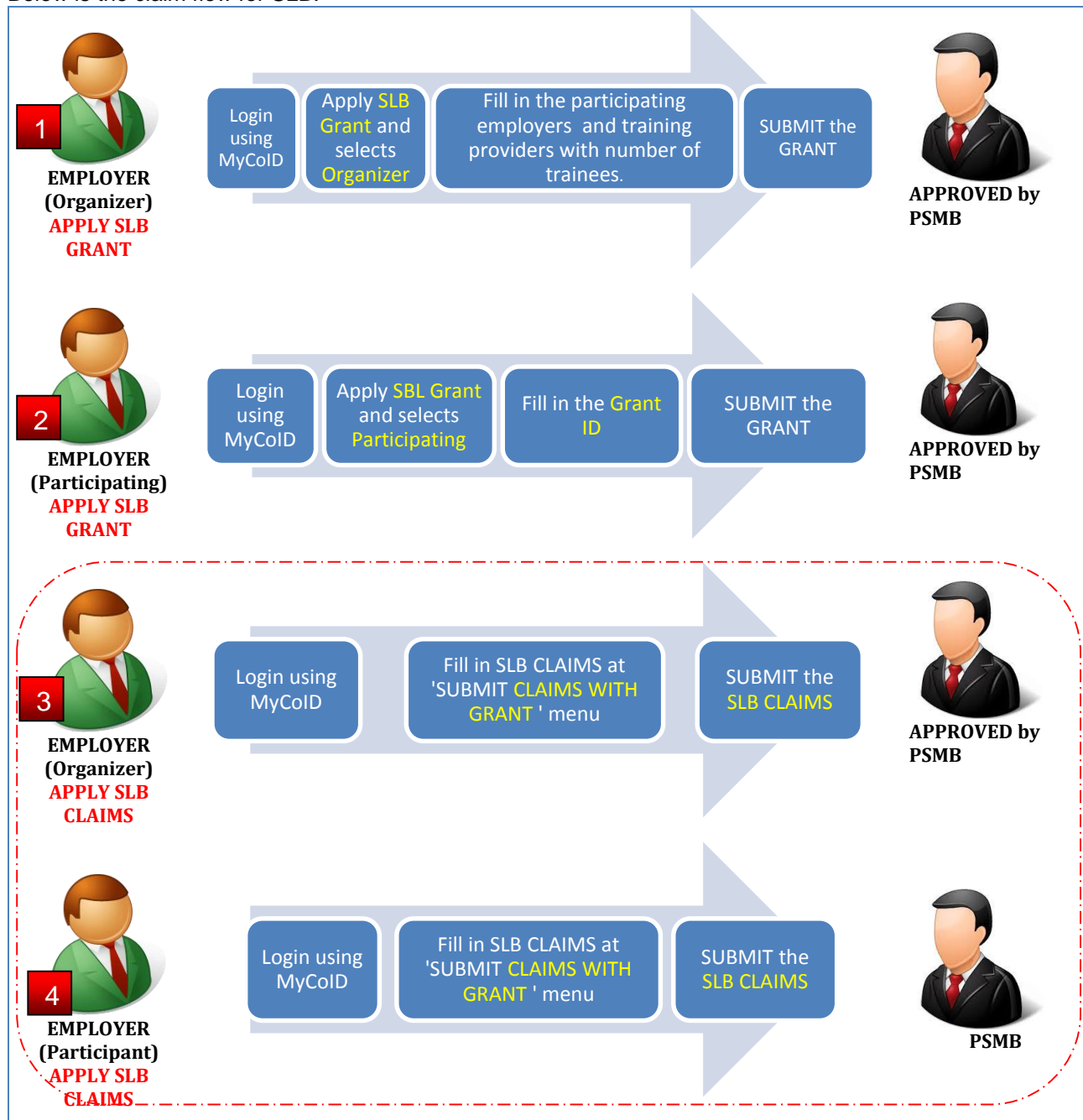
- Grant Reference Number,
- Course Title / Programme Title
- Grant Approved Date,
- Grant approved amount (RM)/ approved transaction fee (RM) / approved quotation amount (RM)/ approved training fees (RM),
- Training commencement date and training completion date.

System also will display the un-submitted claims (the saved claims) with Claims ID, Grant Reference Number, Program Title, Grant Approved Amount (RM), Claimed Requested Amount (RM) and Saved Date.

Section 3 Submit Claims with Approved Grant

3.1 SLB (Skim Latihan Bersama) – Submit Claim

Below is the claim flow for SLB:



Flow Descriptions:

All employers are required to apply the grant for the training to get approval from PSMB could reimburse the training fees with the employer's levy.

For SLB Grant, the organizer of the company is required to declare as organizer for the training when applying the grant application. In the grant application, the organizer needs to select the participating employers.

Training costs incurred will be shared equally by the participating employers based on the total number of participants. The 'organizing employer' is entitled to claim the 'allowable costs' at the rate of 100%, while other participating employers will be reimbursed based on the current rate of financial assistance. Only the 'organizing' employer is entitled to claim the cost of consumable training materials. Payment will not be made if the trainees did not attend the full training programme.

How to claims:

Attach the relevant supporting documents: Receipt, Payment vouchers, other related documents, if any.

Prerequisite:

- Grant is already approved, and
- Training had been conducted by validating the current date with training completion date.

This section will guide you on how to submit claims for SLB. The organizing employer must submit their claim before the participating employer can submit theirs.

Logout Last Login 13 Aug, 2014 4:21 pm Welcome TAYLOR'S COLLEGE SDN BHD, Wednesday 4:26

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,088,640.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date To

Approved Date To

Approved Amount (RM) To

Search Reset Close

Approved Grant

12 records found, displaying 1 to 5 records. [First/Prev 1 2 3 Next Last]

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_1992	--	Information Technology (IT)	--	11/06/2014	4,000.00	--	--	Claim
72641MSLB20141972	--	Skim Lathan Bersama (SLB)	TAKING CHARGE! DEVELOPING BREAKTHROUGH H	22/05/2014	1,320.00	04/06/2014	05/06/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGI TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim

Unsubmitted Claim

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
No Record Found								

Follow the steps below to submit claims for SLB Grant

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

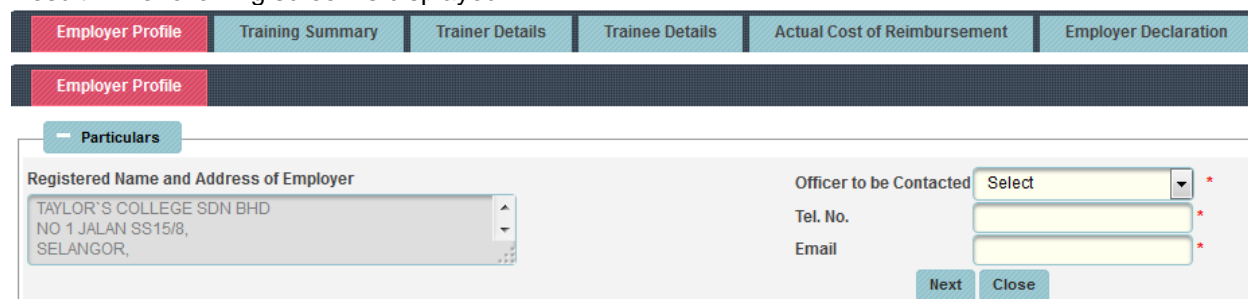
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

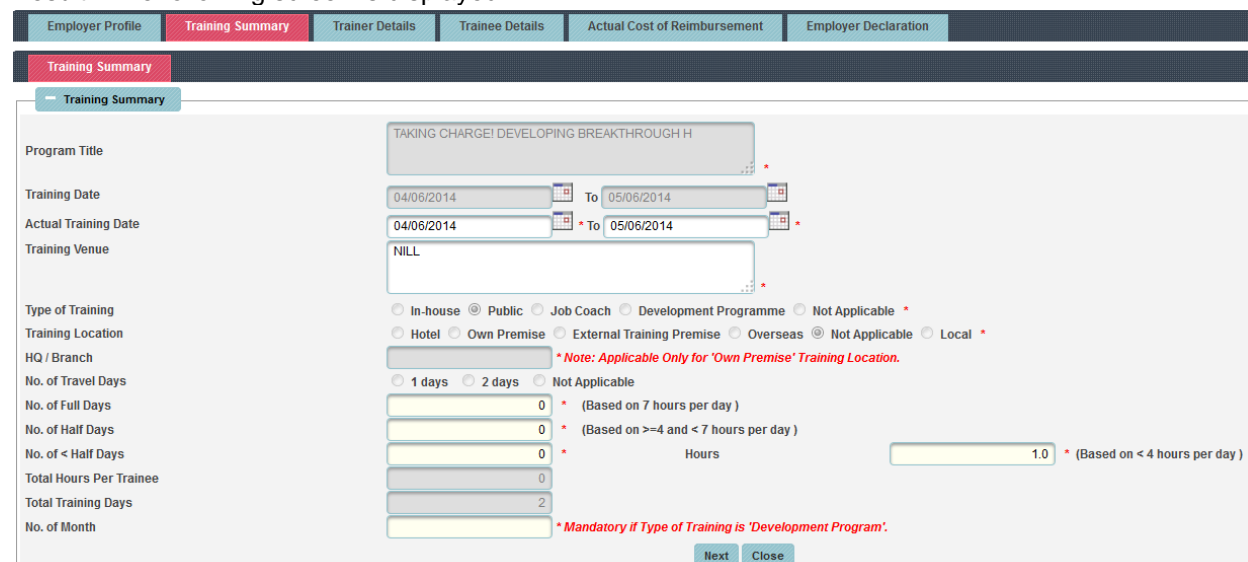
Result: The following screen is displayed:



The screenshot shows the 'Employer Profile' screen. At the top, there is a navigation bar with tabs: 'Employer Profile' (selected), 'Training Summary', 'Trainer Details', 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. Below the navigation bar, there is a sub-header 'Particulars'. The main form area contains a text box for 'Registered Name and Address of Employer' with the value 'TAYLOR'S COLLEGE SDN BHD NO 1 JALAN SS15/8, SELANGOR'. To the right, there are fields for 'Officer to be Contacted' (a dropdown menu with 'Select'), 'Tel. No.', and 'Email'. At the bottom right, there are 'Next' and 'Close' buttons.

Step 4: Fill in the form then click 'next' button.

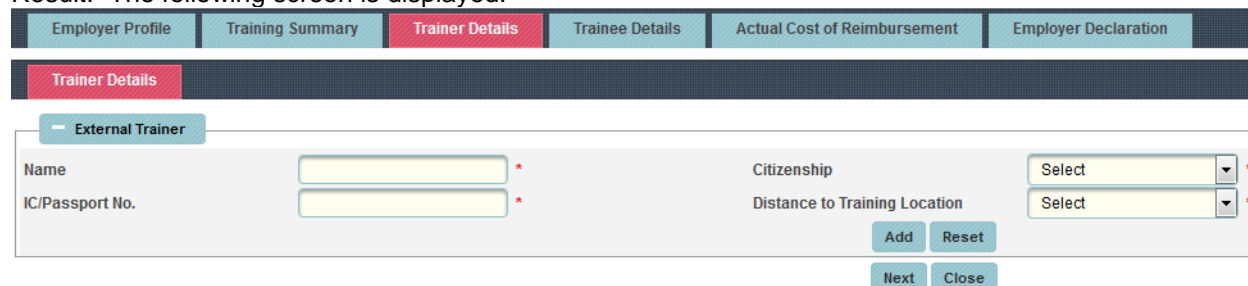
Result: The following screen is displayed:



The screenshot shows the 'Training Summary' screen. At the top, there is a navigation bar with tabs: 'Employer Profile', 'Training Summary' (selected), 'Trainer Details', 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. Below the navigation bar, there is a sub-header 'Training Summary'. The main form area contains various fields for training details. 'Program Title' is 'TAKING CHARGE! DEVELOPING BREAKTHROUGH H'. 'Training Date' and 'Actual Training Date' are both '04/06/2014' to '05/06/2014'. 'Training Venue' is 'NIL'. There are radio buttons for 'Type of Training' (In-house, Public, Job Coach, Development Programme, Not Applicable) and 'Training Location' (Hotel, Own Premise, External Training Premise, Overseas, Not Applicable, Local). There are also fields for 'No. of Travel Days', 'No. of Full Days', 'No. of Half Days', 'No. of < Half Days', 'Total Hours Per Trainee', 'Total Training Days', and 'No. of Month'. At the bottom right, there are 'Next' and 'Close' buttons.

Step 5: Click 'next' button.

Result: The following screen is displayed:



The screenshot shows the 'Trainer Details' screen. At the top, there is a navigation bar with tabs: 'Employer Profile', 'Training Summary', 'Trainer Details' (selected), 'Trainee Details', 'Actual Cost of Reimbursement', and 'Employer Declaration'. Below the navigation bar, there is a sub-header 'External Trainer'. The main form area contains fields for 'Name', 'IC/Passport No.', 'Citizenship', and 'Distance to Training Location'. At the bottom right, there are 'Add', 'Reset', 'Next', and 'Close' buttons.

Step 6: Click 'Next'.

Result: The following screen is displayed:

Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration			
Trainee Details								
<div> <div>Trainees Information By Group</div> <div> <div>Training Schedule</div> <div> <div>Start Date</div> <div>04/06/2014</div> <div>+</div> </div> <div>End Date</div> <div>05/06/2014</div> <div>+</div> </div> <div>Reset</div> </div>								
Claim	Batch No.	Start Date	End Date	Add/Edit Trainee Details	Actions			
<input type="checkbox"/>	1	04/06/2014	05/06/2014	Add/Edit Trainee Details	View / Edit			
<small>Note: Please key in all Batch details and SAVE before keying in the Trainee Details.</small>								
Trainees Summary								
Batch No.	Male	Female	Less 70km	More or equal 70km	Bumi	Chinese	Indian	Other
1	1	1	2	0	1	1	0	
One record found.								
<div> <div>Save</div> <div>Next</div> <div>Close</div> </div>								

Step 7: Fill in the trainee details, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration
Actual Cost of Reimbursement					
Claim Details					
Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required	
Trainer Fee (>=70)	Not Applicable	720.00	720.00		
Trainee Daily Allowance (>=70)	Not Applicable	600.00	600.00		
Total Grant Approved Amount(RM)		1,320.00	Total Requested Amount(RM)	1,320.00	
<small>Note: Please add any additional information related to your claim.</small>					
Remarks		Exchange Rate	Country	Select	
Attachments					
<small>Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.</small>					
Attachment					
File Description	Attach File	Browse... No file selected.			
Add Attachment					
<small>Note: Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</small>					
Levy Summary					
Levy Balance(RM)	20,088,640.00				
Levy Arrears (RM)	0.00				
Levy Interest (RM)	0.00				
Total Grant Approved Amount (RM)	1,320.00				
Total Requested Amount (RM)	1,320.00				
<div> <div>Next</div> <div>Close</div> </div>					

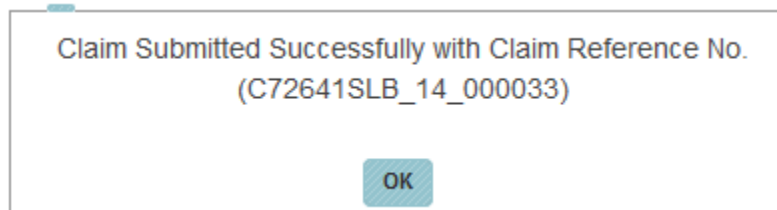
Step 8: Click 'Edit' to edit the claim detail, then click 'Next' button

Result: The following screen is displayed:

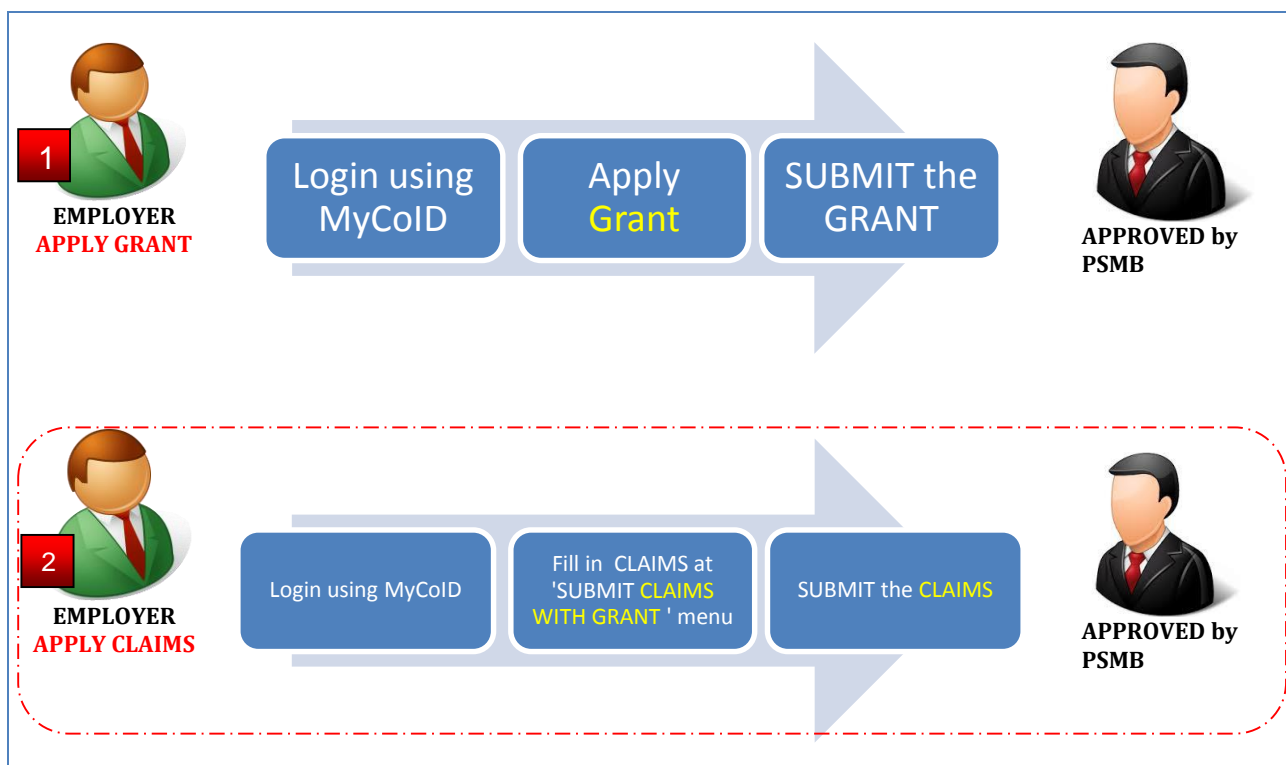
Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration
Employer Declaration					
Declaration					
<input type="checkbox"/> I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statement 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 any amount of the grant that may have been disbursed.					
Name	Select				
Designation					
Email					
Date	13/08/2014				
<div> <div>Save</div> <div>Save & Submit</div> <div>Close</div> </div>					

Step 9: Click on 'Save & Submit' button to proceed.

Result: The following screen is displayed:



3.2 SBL (Skim Bantuan Latihan) – Submit Claim



This section will guide you on the claims submission, as highlighted in red in the above diagram.

Prerequisite: Grant is already approved.

This section will guide you on how to submit claims for SBL.

Logout
Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,088,640.00

Search Criteria

Grant ID
Course Title
Scheme Name
Training Date
Approved Date
Approved Amount (RM)

Select

To

To

To

Search Reset Close

Approved Grant

11 records found, displaying 6 to 10 records.

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20141967	--	Skim Lathan Bersama (SLB)	MANAGING TIME TO MANAGE WORKPLACE PERFORM	06/05/2014	2,000.00	19/05/2014	20/05/2014	Claim
72641MSLB20141966	--	Skim Lathan Bersama (SLB)	TAKING CHARGE! DEVELOPING BREAKTHROUGH H	14/04/2014	2,640.00	15/04/2014	16/04/2014	Claim
72641MSLB20141965	--	Skim Lathan Bersama (SLB)	MASTERSELF! UNDERSTAND PERSONALITY USING	24/06/2014	2,752.90	23/06/2014	24/06/2014	Claim
72641MSLB201421657	--	Skim Bantuan Lathan (SBL)	EFFECTIVE ACCOUNTS ASSISTANT	09/04/2014	830.00	09/04/2014	09/04/2014	Claim
72641MSLB201421656	--	Skim Bantuan Lathan (SBL)	PERFORMANCE MANAGEMENT	08/04/2014	5,400.00	08/04/2014	08/04/2014	Claim

Unsubmitted Claim

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
No Record Found								

Follow the steps below to submit claims for SBL:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile Training Summary Trainer Details Trainee Details Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
SELANGOR,

Officer to be Contacted Select

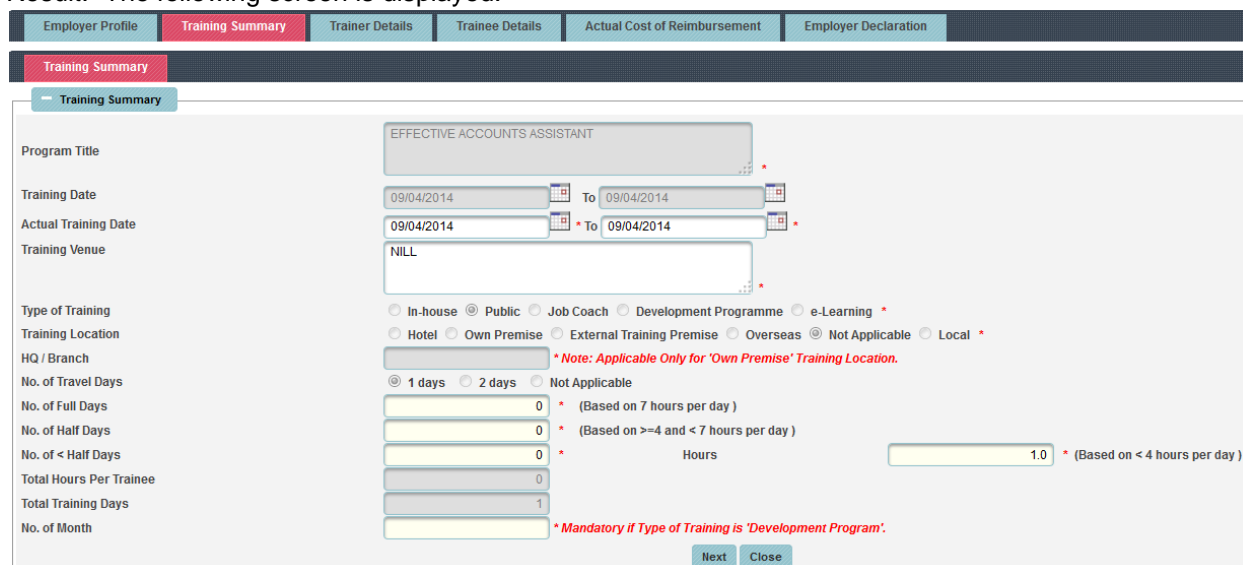
Tel. No.

Email

Next Close

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

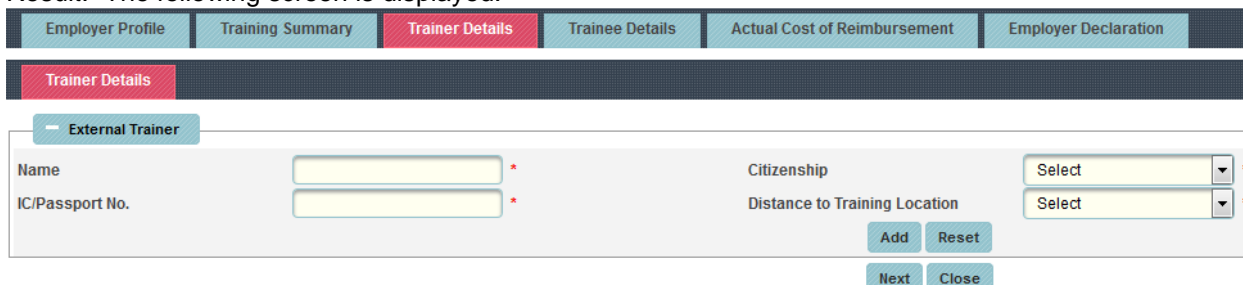


Step 5: Fill in the form then click 'Add' button.

Result: The training summary will be added.

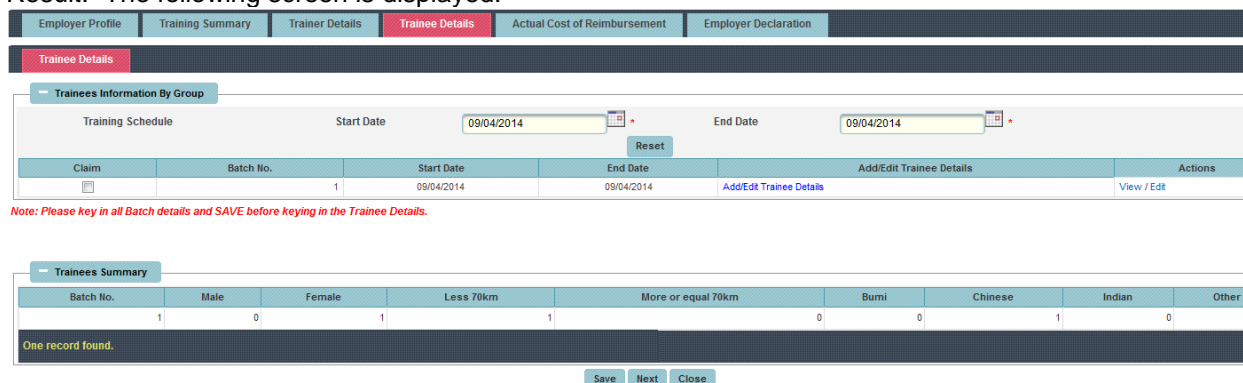
Step 6: Click 'next' button.

Result: The following screen is displayed:



Step 7: Click 'Next'.

Result: The following screen is displayed:



Step 8: Click 'Next'

Result: The following screen is displayed:

Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration
Actual Cost of Reimbursement					
Claim Details					
Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required	
Course Fee (>=70)	Internal Trainer	680.00	680.00		
Trainee Daily Allowance (>=70)	Internal Trainer	150.00	150.00		
Total Grant Approved Amount(RM)		830.00	Total Requested Amount(RM)	830.00	
<p>Note: Please add any additional information related to your claim.</p> <p>Remarks: <input type="text"/> Exchange Rate: <input type="text"/> Country: <input type="text"/></p>					
Attachments					
<p>Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.</p> <p>Attachment</p> <p>File Description: <input type="text"/> Attach File: <input type="button" value="Browse..."/> No file selected.</p> <p><input type="button" value="Add Attachment"/></p> <p>Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</p>					
Levy Summary					
Levy Balance(RM)	20,088,640.00				
Levy Arrears (RM)	0.00				
Levy Interest (RM)	0.00				
Total Grant Approved Amount (RM)	830.00				
Total Requested Amount (RM)	830.00				
<input type="button" value="Next"/> <input type="button" value="Close"/>					

Step 9: Click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Training Summary	Trainer Details	Trainee Details	Actual Cost of Reimbursement	Employer Declaration
Employer Declaration					
Declaration					
<p><input type="checkbox"/> 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 statement 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 any amount of the grant that may have been disbursed.</p> <p>Name: <input type="text"/> Designation: <input type="text"/> Email: <input type="text"/> Date: <input type="text" value="13/08/2014"/></p> <p><input type="button" value="Save"/> <input type="button" value="Save & Submit"/> <input type="button" value="Close"/></p>					

Step 10: Click on 'Save & Submit' button to proceed.

Result: The following screen is displayed:

Claim Submitted Successfully with Claim Reference No.
(C72641SBL_14_000039)

3.3 Training Facilities & Renovation – Submit Claim

Prerequisite: Grant is already approved.

This section will guide you on how to submit claims for Training Facilities & Renovation.

Logout Last Login 14 Aug, 2014 10:15 am Welcome TAYLOR'S COLLEGE SDN BHD, Thursday 3:1

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date To

Approved Date To

Approved Amount (RM) To

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	<input type="button" value="Claim"/>
72641M_14_0001	--	Information Technology (IT)	--	13/08/2014	10.00	--	--	<input type="button" value="Claim"/>
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	02/08/2014	20.00	--	--	<input type="button" value="Claim"/>
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	<input type="button" value="Claim"/>
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	<input type="button" value="Claim"/>

Unsubmitted Claim

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shilpi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	<input type="button" value="Claim"/>
72641MSLDN20144378	Shilpi Chaturvedi	Skim Lathan Dual Nasional (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	<input type="button" value="Claim"/>
EVTCON/EVT20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	<input type="button" value="Claim"/>
72641MSBL-Khas20140080	Shilpi Chaturvedi	Skim Bantuan Lathan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	<input type="button" value="Claim"/>
72641MSBL20149990	Shilpi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfsd sdfsd	20/02/2014	7.00	21/02/2014	24/02/2014	<input type="button" value="Claim"/>

Follow the steps below to submit claims for Training Facilities & Renovation

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if you wish.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer
TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
47500 SUBANG JAYA,

Officer to be Contacted Select *
Tel. No. *
Email *
Next Close

Step 4: Select the officer to be contacted, then click 'Next'.
Result: The following screen is displayed.

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Actual Cost Of Reimbursement

Allowable Items

Item Select *
Receipt No. *
Unit Price (RM) *
Grant Approved Date *
Model Name
Quantity *
Requested Amount (RM) *
Purchase Date *
Reset

Item	Model Name	Receipt No.	Quantity	Unit Price (RM)	Grant Approved Date	Purchase Date	Grant Approved Amount (RM)	Requested Amount (RM)	Actions
Computer Notebook	Iovo		2	10.00	02/08/2014		20.00	20.00	View / Edit

For Renovation of Training Room

Details of Renovation
Grant Approved Amount (RM)
Location
Requested Amount (RM)
Reset

Details of Renovation	Location	Grant Approved Amount (RM)	Requested Amount (RM)	Actions
Total Requested Amount (RM)			20.00	

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

Remarks
Exchange Rate
Country Select

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment *

File Description
Attach File Browse... No file selected.
Add Attachment
Note : Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)

Summary

Levy Balance(RM)	700,005,929.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Requested Amount (RM)	20.00

Next Close

Step 5: Key-in the allowable item then click 'Add' button.
Result: The allowable item is added.

Step 6: Click 'Browse' to locate a file to attach then click 'Add Attachment' button.
Result: The attachment is added.

Step 7: Click 'Next'.
Result: The following screen is displayed:

Employer Profile	Training Facilities	Declaration of Employer
Acknowledgement and Declaration of the Employer		
Declaration		
<p><input type="checkbox"/> 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 any amount of the grant that may have been disbursed.</p>		
Name	<input type="text" value="Select"/> *	
Designation	<input type="radio"/> Chairman <input type="radio"/> Executive Director <input type="radio"/> General Manager <input type="radio"/> Training Manager <input type="radio"/> Manager <input type="radio"/> Executive *	
Company	<input type="text"/>	
Email	<input type="text"/> *	
Date	<input type="text" value="16/01/2014"/>	
Exchange rate	<input type="text"/>	Country <input type="text" value="Select"/>
<input type="button" value="Save & Submit"/> <input type="button" value="Close"/>		

Step 8: Fill in the declaration then click 'Save & Submit'.

Result: The following message is displayed:

Employer Profile	Actual Cost of Reimbursement	Employer Declaration
Employer Declaration		
Declaration		
<p><input type="checkbox"/> 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 any amount of the grant that may have been disbursed.</p>		
Name	<input type="text" value="Select"/> *	
Designation	<input type="text"/> *	
Email	<input type="text"/> *	
Date	<input type="text" value="14/08/2014"/> *	
<input type="button" value="Save"/> <input type="button" value="Save & Submit"/> <input type="button" value="Close"/>		

Step 9: Click on 'Save & Submit' button to proceed.

Result: The following screen is displayed:

Claim Submitted Successfully with Claim Reference No.
(C72641ALA_14_001977)

3.4 SLDN – Submit Claim

Prerequisite: Grant is already approved.
This section will guide you on how to submit claims for SLDN.

Logout Last Login 15 Aug, 2014 2:54 pm Welcome TAYLOR'S COLLEGE SDN BHD, Friday 3:28

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,080,140.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date To

Approved Date To

Approved Amount (RM) To

Search Reset Close

Approved Grant

8 records found, displaying 1 to 5 records. (First|Prev) 1 2 Next Last

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_2030	BESI APAC SDN BHD	Skim Lathan Dual Nasional (SLDN)	PM101	14/08/2014	100.00	15/08/2014	15/08/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGI TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim
72641MSLB20141968	--	Skim Lathan Bersama (SLB)	DISCOVER THE MARVELS OF PIVOT TABLE 2010	05/05/2014	2,340.00	28/04/2014	28/04/2014	Claim

Unsubmitted Claim

One record found. 1

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB201421655	--	Skim Bantuan Lathan (SBL)	NEURO-LINGUISTIC PROGRAMMING PRACTITIONER CERTIFICATION	25/02/2014	8,000.00	25/02/2014	05/03/2014	Claim

Follow the steps below to submit claims for SLDN:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

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

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
SELANGOR.

Officer to be Contacted

Tel. No.

Email

Next Close

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Trainee Details					
Details of Trainee					
Sr No.	Name	IC No.	Gender	Race	Academic Qualification
1	Osan	732849873483	Male	Bumiputera	Diploma

Next Close

Step 5: Fill in the form then click 'Add' button.

Result: The trainee details are added to the table.

Step 6: Click 'next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Training Summary					
Training Summary					
Program Title: PM101					
Claim	Level	Off/On the Job	Start Date	End Date	Training Location
<input type="checkbox"/>	1	On The Job	15-Aug-14	15-Aug-14	1
By Gender : Male : 1 Female : 0					
By Race : Bumiputera : 1 Chinese : 0 Indian : 0 Others : 0					

Next Close

Step 7: Fill in the actual training date and its details, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Trainee Attendance Form					
Grant Details					
Grant ID		72641M_14_2030	Module		
Training Provider's Name		BESI APAC SDN BHD	End Date		15/08/2014
Actual Training Start Date		15/08/2014			
Attendance Details					
Upload Excel File <input type="radio"/> Yes <input checked="" type="radio"/> No					
Month		Select	Year		Select
No. of Working Days		0	No. of Holidays		0
Search Clear					
No record found.					
Attachment(Supporting Document)					
Please Attach a Copy of the Original Attendance *					
File Description		Attach File		Browse... No file selected.	
Add Attachment					
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)					
Next Close					

Step 8: Edit the claim details and click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Trainee Attendance Form					
<div> <div>Grant Details</div> <div> <div>Grant ID</div> <div>72641M_14_2030</div> <div>Module</div> <div></div> </div> <div> <div>Training Provider's Name</div> <div>BESI APAC SDN BHD</div> <div>End Date</div> <div>15/08/2014</div> </div> <div> <div>Actual Training Start Date</div> <div>15/08/2014</div> </div> </div>					
<div> <div>Attendance Details</div> <div> <div>Upload Excel File</div> <div><input type="radio"/> Yes <input checked="" type="radio"/> No</div> <div> <div>Month</div> <div>Select</div> <div>Year</div> <div>Select</div> </div> <div> <div>No. of Working Days</div> <div>0</div> <div>No. of Holidays</div> <div>0</div> </div> <div> <div>Search</div> <div>Clear</div> </div> </div> </div>					
<div> <div>Attachment(Supporting Document)</div> <div> <div>Please Attach a Copy of the Original Attendance</div> <div> <div>File Description</div> <div></div> <div>Attach File</div> <div>Browse... No file selected.</div> </div> <div>Add Attachment</div> </div> </div>					
<div> <div>Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)</div> <div> <div>Next</div> <div>Close</div> </div> </div>					

Step 9: Fill in the attendance details then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration										
Actual Cost of Reimbursement															
<div> <div>Claim Details</div> <table border="1"> <thead> <tr> <th>Items</th> <th>Category</th> <th>Grant Approved Amount(RM)</th> <th>Requested Amount(RM)</th> </tr> </thead> <tbody> <tr> <td>Course Fee</td> <td>Trainee</td> <td>100.00</td> <td>100.00</td> </tr> </tbody> </table> <div> <div>Total Grant Approved Amount(RM)</div> <div>100.00</div> <div>Total Requested Amount(RM)</div> <div>100.00</div> </div> <div> <div>Note: Please add any additional information related to your claim.</div> <div> <div>Remarks</div> <div></div> <div>Exchange Rate</div> <div></div> <div>Country</div> <div>Select</div> </div> </div> </div>						Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Course Fee	Trainee	100.00	100.00		
Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)												
Course Fee	Trainee	100.00	100.00												
<div> <div>Attachments</div> <div> <div>Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.</div> <div> <div>Attachment</div> <div> <div>File Description</div> <div></div> <div>Attach File</div> <div>Browse... No file selected.</div> </div> <div>Add Attachment</div> </div> </div> </div>															
<div> <div>Levy Summary</div> <table border="1"> <tbody> <tr> <td>Levy Balance(RM)</td> <td>20,080,140.00</td> </tr> <tr> <td>Levy Arrears (RM)</td> <td>0.00</td> </tr> <tr> <td>Levy Interest (RM)</td> <td>0.00</td> </tr> <tr> <td>Total Grant Approved Amount (RM)</td> <td>100.00</td> </tr> <tr> <td>Total Requested Amount (RM)</td> <td>100.00</td> </tr> </tbody> </table> <div> <div>Next</div> <div>Close</div> </div> </div>						Levy Balance(RM)	20,080,140.00	Levy Arrears (RM)	0.00	Levy Interest (RM)	0.00	Total Grant Approved Amount (RM)	100.00	Total Requested Amount (RM)	100.00
Levy Balance(RM)	20,080,140.00														
Levy Arrears (RM)	0.00														
Levy Interest (RM)	0.00														
Total Grant Approved Amount (RM)	100.00														
Total Requested Amount (RM)	100.00														

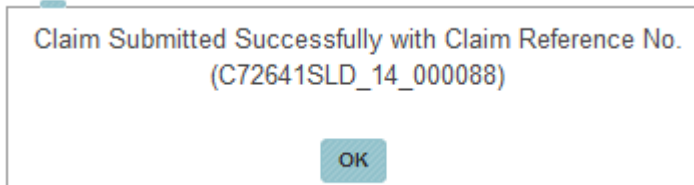
Step 10: Fill in the actual cost of reimbursement then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
Employer Declaration					
<div> <div>Declaration</div> <div> <div><input type="checkbox"/> 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 any amount of the grant that may have been disbursed.</div> <div> <div>Name</div> <div>Select</div> <div>Designation</div> <div></div> <div>Email</div> <div></div> <div>Date</div> <div>15/08/2014</div> </div> </div> </div>					
<div> <div>Save</div> <div>Save & Submit</div> <div>Close</div> </div>					

Step 11: Click on 'Save & Submit' button to proceed.

Result: The following message is displayed:



3.5 ITS (Industrial Training Scheme) – Submit Claim

Prerequisite: Grant is already approved.

This section will guide you on how to submit claims for ITS (Industrial Training Scheme).

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date To

Approved Date To

Approved Amount (RM) To

Search **Reset** **Close**

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/09/2014	4,205.00	--	--	Claim
72641M_14_5791	zxcccc	Skim Latihan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	Claim
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	Claim
72641MITS20147524	--	Industrial Training Scheme (ITS)	df	20/06/2014	2.00	03/06/2014	25/06/2014	Claim
72641M_14_9866	--	Industrial Training Scheme (ITS)	asd	19/06/2014	32.00	19/06/2014	20/06/2014	Claim

Unsubmitted Claim

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shipi Chaturvedi	Skim Latihan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	Claim
72641MSLN20144378	Shipi Chaturvedi	Skim Latihan Dual Nasional (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	Claim
EVTCONVEVT20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	Claim
72641MSBL-Khas20140080	Shipi Chaturvedi	Skim Bantuan Latihan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	Claim
72641MSBL20149990	Shipi Chaturvedi	Skim Bantuan Latihan (SBL)	adsfdf adsfd	20/02/2014	7.00	21/02/2014	24/02/2014	Claim

Follow the steps below to submit claims for ITS (Industrial Training Scheme).

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile **Training Summary** **Trainee Details** **Actual Cost of Reimbursement** **Employer Declaration**

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
47500 SUBANG JAYA,

Officer to be Contacted *

Tel. No. *

Email *

Next **Close**

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

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

Training Summary

Maximum Eligibility Amount

Program Title

Training Date: 20/06/2014 To 30/07/2014

Actual Training Date: 20/06/2014 To 30/07/2014

Training Venue

No. of Full Days: 2 (Based on 7 hours per day)

No. of Half Days: 1 (Based on >=4 and < 7 hours per day)

No. of < Half Days: 1 Hours: 0 (Based on < 4 hours per day)

Total Hours Per Trainee: 18

Total Training Days: 4

No. of Month: 1.0

Next Close

Step 5: Fill in the form then click 'Add' button.

Result: The training summary is added to the form.

Step 6: Click 'next' button.

Result: The following screen is displayed:

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

Trainee Details

Download Trainee List

Load trainee details from XLSX or XLS file

File Description: Attach File: Browse... No file selected.

Upload XLSX

Note: Maximum 2MB Allowed (Only .XLSX, .XLS are allowed)

Name: IC No.: Gender: Select Race: Select Academic Qualification: Select Attendance (75%): Select Free of Charge (FOC)?: Select

Reset

Name	IC No.	Gender	Race	Academic Qualification	Attendance (75%)	FOC	Actions
Banu	aaaaaaaaaa	Female	asdasdad	Ph.D	No	No	View / Edit
BAnu	aaaaaaaaaa1	Female	Bumi	Ph.D	No	No	View / Edit

Next Close

viii. By Citizenship: Malaysian 2 Foreign 0

Next Close

Step 7: Fill in the details, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile Training Summary Trainee Details **Actual Cost of Reimbursement** Employer Declaration

Actual Cost of Reimbursement

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Chairs	Internal Trainer	36.00	36.00	Yes
Economy Rate of Air Fare for External Trainer	Internal Trainer	5.20	5.20	Yes
Mannequin Pertolongan Cemas dan CPR	Not Applicable	2.00	2.00	Yes
Monthly Allowance	Overseas	2.60	2.60	No
Insurance	Trainee	1.00	1.00	Yes
Course Fee	Trainee	5.20	5.20	No
Multimedia Projector	Trainer	5.00	5.00	Yes
Total Grant Approved Amount(RM)		57.00	Total Requested Amount(RM)	57.00

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

Remarks: Exchange Rate: Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description: Attach File: No file selected.

Add Attachment

Note: Maximum 2MB 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)	700,005,929.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	57.00
Total Requested Amount (RM)	57.00

Step 8: Enter the claim amount then click 'Next'.

Step 9: Click 'Next' button.

Result: The following screen is displayed:

Employer Profile Training Summary Trainee Details 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 any amount of the grant that may have been disbursed.

Name: Designation: Email: Date:

Step 10: Fill in the declaration then click 'Save & Submit'.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.
(C72641ITS_14_001979)

3.6 IT (Skim Teknologi Maklumat dan Latihan Berbantu Komputer) – Submit Claims

Prerequisite: Grant is already approved.

This section will guide you on how to submit claims for IT (Skim Teknologi Maklumat dan Latihan Berbantu Komputer).

Logout Last Login 14 Aug, 2014 10:15 am Welcome TAYLOR'S COLLEGE SDN BHD, Thursday 3:1

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

Search Criteria

Grant ID

Course Title

Scheme Name Select

Training Date To

Approved Date To

Approved Amount (RM) To

Search Reset Close

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	Claim
72641M_14_0001	--	Information Technology (IT)	--	13/08/2014	10.00	--	--	Claim
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	02/08/2014	20.00	--	--	Claim
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	Claim
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	Claim

Unsubmitted Claim

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shilpi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	Claim
72641MSLDN20144378	Shilpi Chaturvedi	Skim Lathan Dual National (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	Claim
EVTCONIEVT20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	Claim
72641MSBL-Khas20140080	Shilpi Chaturvedi	Skim Bantuan Lathan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	Claim
72641MSBL20149990	Shilpi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfdsf sdfsd	20/02/2014	7.00	21/02/2014	24/02/2014	Claim

Follow the steps below to submit claims for IT:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer
TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
47500 SUBANG JAYA,

Officer to be Contacted Select *
Tel. No. *
Email *
Next Close

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Actual Cost Of Reimbursement

Allowable Items

Item Select *
Receipt No *
Unit Price (RM) *
Grant Approved Date *
Model
Quantity *
Requested Amount (RM) *
Purchase Date *
Reset

Item	Model	Receipt No	Quantity	Unit Price (RM)	Grant Approved Date	Purchase Date	Grant Approved Amount (RM)	Requested Amount (RM)	Action
Computer	PCT100		1	10.00	13/08/2014		10.00	10.00	View / Edit
							Total (RM)	10.00	

Note: Please add any additional information related to your claim.
Remarks Exchange Rate Country Select

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.
Attachment *
File Description Attach File Browse... No file selected.
Add Attachment
Note: Maximum 2MB 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)	700,005,929.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Requested Amount (RM)	10.00

Next Close

Step 5: Click 'Edit' to edit the claim details, if necessary, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Employer Declaration

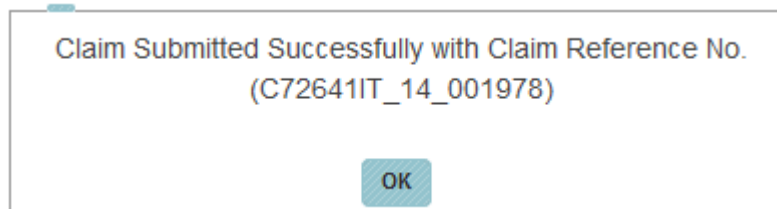
Declaration

☐ 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 statement, 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 any amount of the grant that may have been disbursed.

Name Select *
Designation *
Email *
Date 14/08/2014 *
Save Save & Submit Close

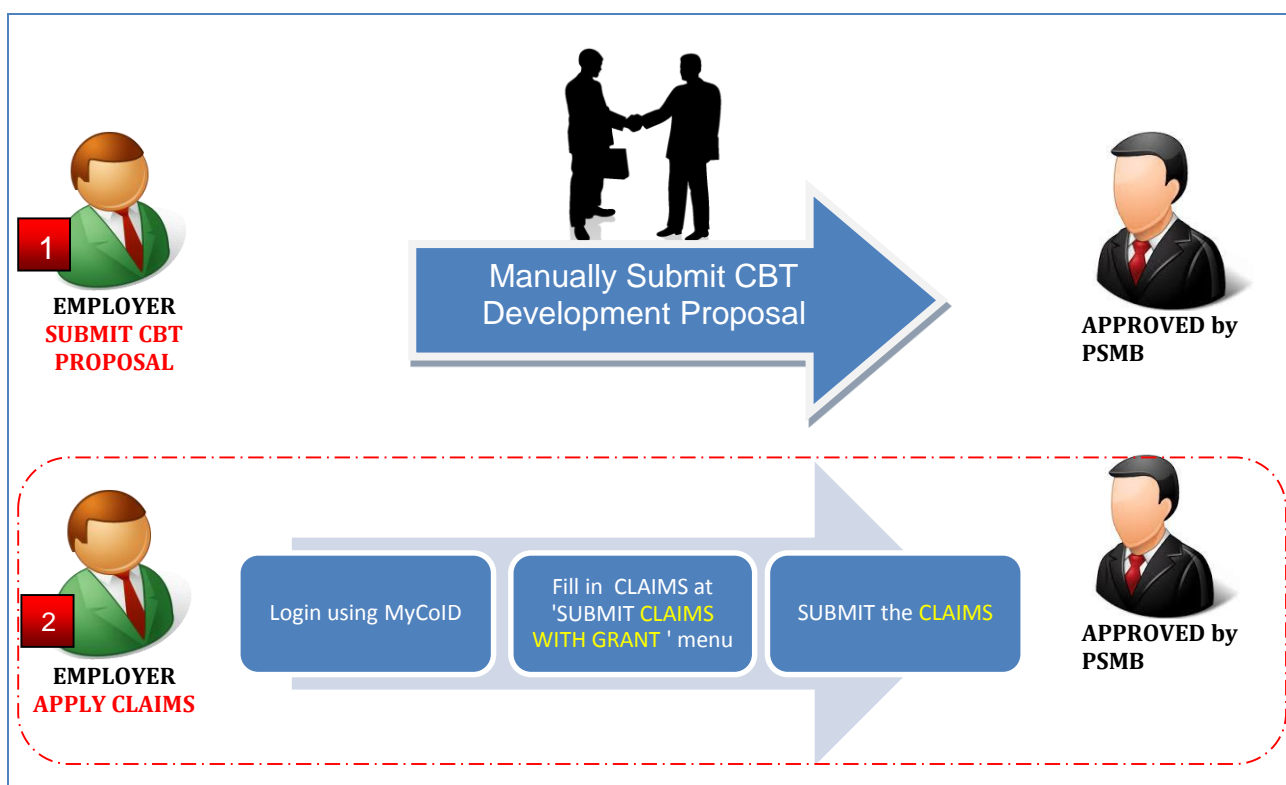
Step 6: Click on 'Save & Submit' button to proceed.

Result: The following screen is displayed:



3.7 CBT Development – Submit Claims

Below is the claim flow for CBT Development:



Flow descriptions:

- Employers have to submit detailed proposal on the software development including purpose of development, training modules/contents, software development plans and three quotations from the vendors to develop the computer-based training software.
- Letter of Approval on the amount of financial assistance will be issued to the employers.

Logout

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,080,040.00

Search Criteria

Grant ID

Course Title

Scheme Name Select

Training Date To

Approved Date To

Approved Amount (RM) To

Search Reset Close

Approved Grant

8 records found, displaying 1 to 5 records.

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_2033	--	Computer Based Training (Development) (CBT)	Project Management	15/08/2014	1,000.00	15/08/2014	15/08/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGI TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim
72641MSLB20141968	--	Skim Lathan Bersama (SLB)	DISCOVER THE MARVELS OF PIVOT TABLE 2010	05/05/2014	2,340.00	28/04/2014	28/04/2014	Claim

Unsubmitted Claim

One record found.

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL201421655	--	Skim Bantuan Lathan (SBL)	NEURO-LINGUISTIC PROGRAMMING PRACTITIONER CERTIFICATION	25/02/2014	8,000.00	25/02/2014	05/03/2014	Claim

Follow the steps below to submit CBT Development claims:

Step 1: Select 'Claim > Submit Claims with Grants' menu.

Result: The above screen is displayed:

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed under 'Approved Grant' table.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
SELANGOR,

Officer to be Contacted Select *

Tel. No. *

Email *

Next Close

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Employer Profile
Actual Cost of Reimbursement
Employer Declaration

Actual Cost of Reimbursement

Allowable Items

Module No.

PM101

Date of Work

15/08/2014

Completion Date

15/08/2014

Unit Price (RM)

1,000.00

Quantity

1

Grant Approved Amount (RM)

1,000.00

Project Title

Project Management

Receipt No.

Actual Date of Work

Actual Completion Date

Actual Unit Price (RM)

Actual Quantity

0

Requested Amount (RM)

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

Remarks

Exchange Rate

Country

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description

Attach File

Browse...

No file selected.

Add Attachment

Note: Maximum 2MB 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)

20,080,040.00

Levy Arrears(RM)

0.00

Levy Interest(RM)

0.00

Total Requested Amount(RM)

Next

Close

Step 5: Update the claim details, if necessary, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile
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 any amount of the grant that may have been disbursed.

Name

Select

Designation

Email

Date

15/08/2014

Save

Save & Submit

Close

Step 6: Fill in the declaration section then click 'Save & Submit'.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.
(C72641CBT_14_000106)

OK

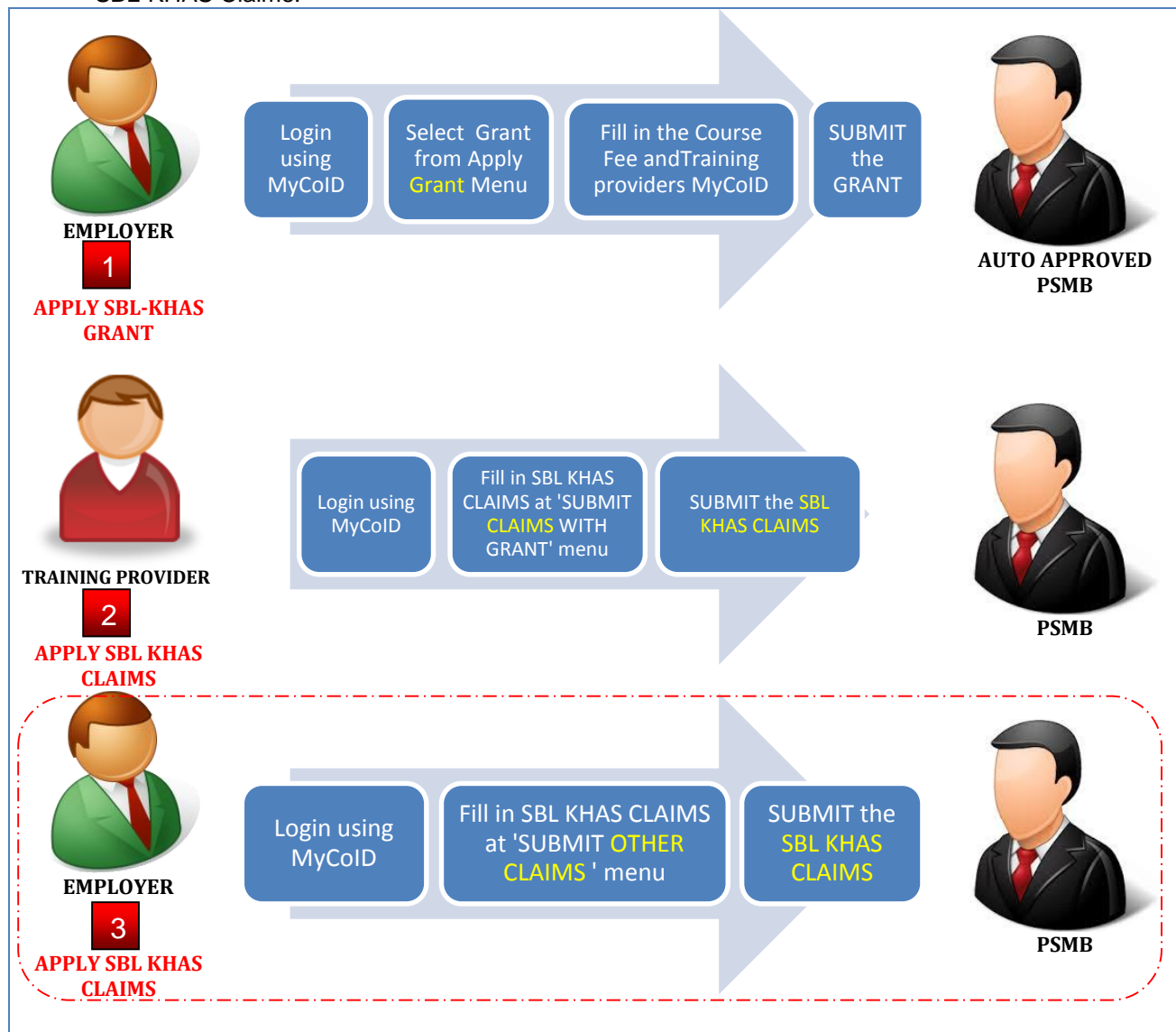
164

3.8 SBL KHAS – Submit Claims

Prerequisite: Grant is already approved.
Training Provider needs to submit claims first before the employer.

Flow Diagram for the following:

- SBL-KHAS Claims:



Follow the steps below to submit SBL Khas claims:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Logout Last Login 18 Aug, 2014 10:48 am Welcome TAYLOR'S COLLEGE SDN BHD, Monday 10:58

Applications

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,022,937.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date

Approved Date

Approved Amount (RM)

Search Reset Close

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	BESI APAC SDN BHD	Skim Bantuan Lathan Khas (SBL-Khas)	TEST AGREEMENT DETAILS KAT MANIA Of	15/08/2014	200.00	16/08/2014	16/08/2014	Claim
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	Claim
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/08/2014	4.80	22/06/2014	26/06/2014	Claim
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	Claim
72641MITS20147524	--	Industrial Training Scheme (ITS)	df	20/06/2014	2.00	03/06/2014	25/06/2014	Claim

Unsubmitted Claim

30 records found, displaying 1 to 5 records. [First] [Prev] 1 2 3 4 5 6 [Next] [Last]

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shilpi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	Claim
72641MSLDN20144378	Shilpi Chaturvedi	Skim Lathan Dual National (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	Claim
EVTICONEVT20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	Claim
72641MSBL20149990	Shilpi Chaturvedi	Skim Bantuan Lathan (SBL)	sdffdf adfdd	20/02/2014	7.00	21/02/2014	24/02/2014	Claim
72641MITS20140166	--	Industrial Training Scheme (ITS)	dfgdf	20/02/2014	128.00	21/02/2014	21/02/2014	Claim

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

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

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
47500 SUBANG JAYA,

Officer to be Contacted Select *

Tel. No. *

Email *

Next Close

Step 4: Select the officer to be contacted then click 'Next'.

Result: The following screen is displayed.

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

Training Summary

Training Summary

Program Title: TEST AGREEMENT DETAILS KAT MANA OII

Training Date: 16/08/2014 To 16/08/2014

Actual Training Date: 16/08/2014 To 16/08/2014

Training Venue: 1

Type of Training: ☒ In-house ☐ Public ☐ Job Coach ☐ Development Programme ☐ e-Learning

Training Location: ☐ Hotel ☒ Own Premise ☐ External Training Premise ☐ Overseas ☐ Not Applicable ☐ Local

HQ / Branch: BRANCH 1 ** Note: Applicable Only for 'Own Premise' Training Location.*

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

No. of Full Days: 1 ** (Based on 7 hours per day)*

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

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

Total Hours Per Trainee: 7

Total Training Days: 1

No. of Month: 1 ** Mandatory if Type of Training is 'Development Program'.*

Next Close

Step 5: Click 'Next' after viewing the training summary.

Result: The following screen is displayed:

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

Trainer Details

External Trainer

Name: Citizenship: Select

IC/Passport No.: Distance to Training Location: Select

Add Reset

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	Pranav	F33457191234	Malaysian	Less 70 km	View / Edit / Delete
External Trainer	MONIKA	76576555555	Malaysian	Less 70 km	View / Edit / Delete

Next Close

Step 6: View the details then click 'Next'.

Result: The following screen is displayed.

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

Trainee Details

Trainees Information By Group

Training Schedule: Start Date: 16/08/2014 End Date: 16/08/2014

Reset

Claim	Batch No.	Start Date	End Date	Add/Edit Trainee Details	Actions
<input type="checkbox"/>	1	16/08/2014	16/08/2014	Add/Edit Trainee Details	View / Edit

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

Trainees Summary

Batch No.	Male	Female	Less 70km	More or equal 70km	Bumi	Chinese	Indian	Other
1	1	0	1	0	1	0	0	0

One record found.

Save Next Close

Step 7: View the details then click 'Next'.
Result: The following screen is displayed.

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

Trainee Attendance Form

Grant Details

Grant ID72641M_14_0001
Training Provider's NameBESI APAC SDN BHD
Actual Training Start Date16/08/2014
Module
End Date16/08/2014

Attendance Details

Upload Excel File
Download Attendance Excel
Date

No record found.

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance

File Description
Attach File
Browse... No file selected.
Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Next
Close

Step 8: Fill in the attendance form then click 'Next'.
Result: The following screen is displayed:

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

Actual Cost of Reimbursement

Claim Details

ItemsCategoryGrant Approved Amount(RM)Requested Amount(RM)Document Required
External Trainer FeeExternal Trainer200.00200.00No
Total Grant Approved Amount(RM)200.00Total Requested Amount(RM)200.00

Note: Please add any additional information related to your claim.
Remarks
Exchange Rate
Country

Attachments

Note : Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description
Attach File
Browse... No file selected.
Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

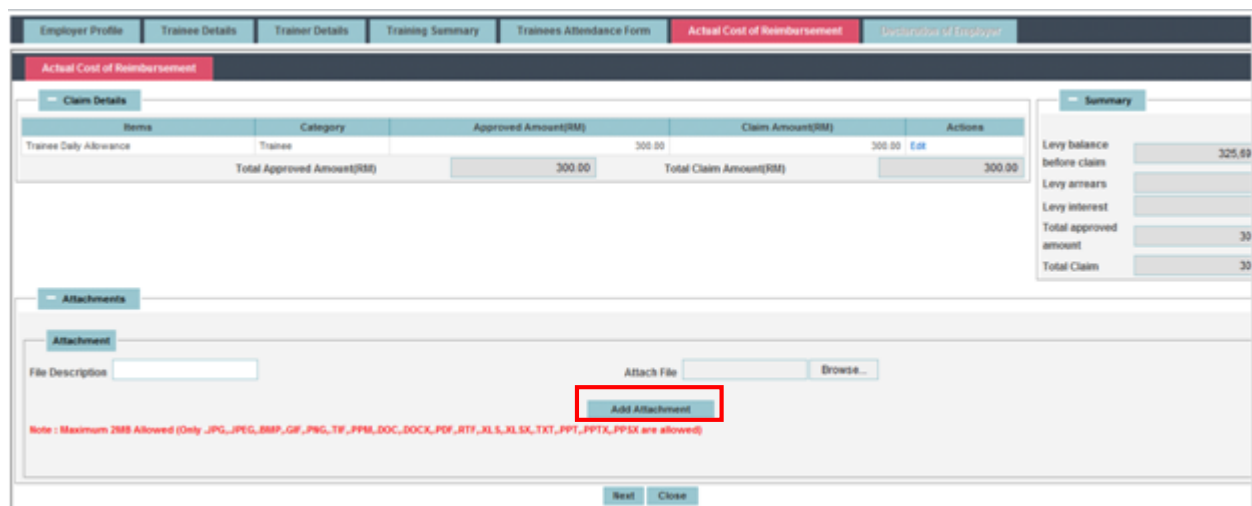
Levy Summary

Levy Balance(RM)700,022,937.00
Levy Arrears (RM)0.00
Levy Interest (RM)0.00
Total Grant Approved Amount (RM)200.00
Total Requested Amount (RM)200.00

Next
Close

Step 9: Fill in the actual cost of reimbursement then enter the claim amount.

Step 10: Fill in the file description then click 'Browse' to locate file for attachment.

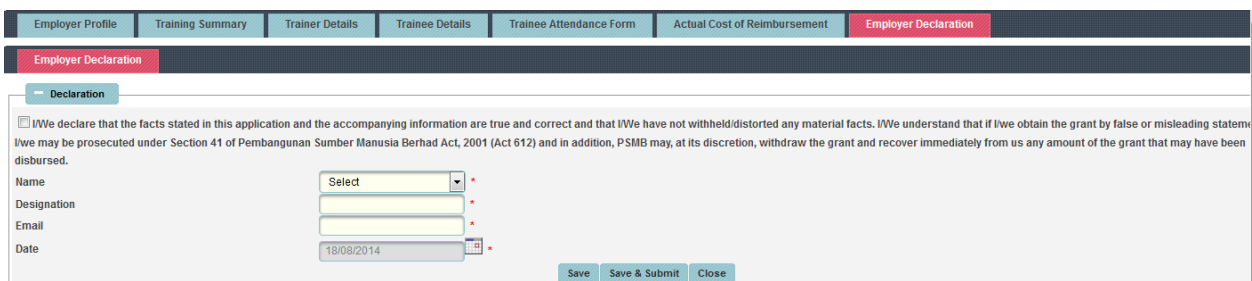


Step 11: Click 'Add Attachment' to attach the file.

Result: The softcopy of the file will be attached.

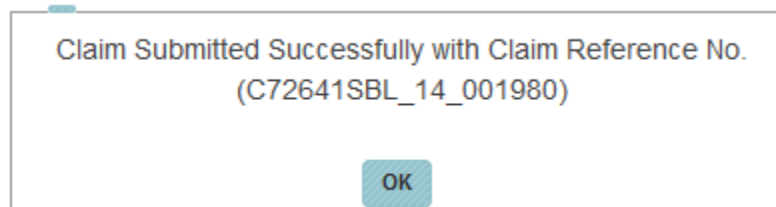
Step 12: Click 'Next'.

Result: The declaration screen is displayed.



Step 13: Fill in the declaration section and click 'Save & Submit'.

Result: The following message is displayed.



Section 4 Submit Claims for Apprenticeship

4.1 Apprenticeship – Submit Claims

Prerequisite:

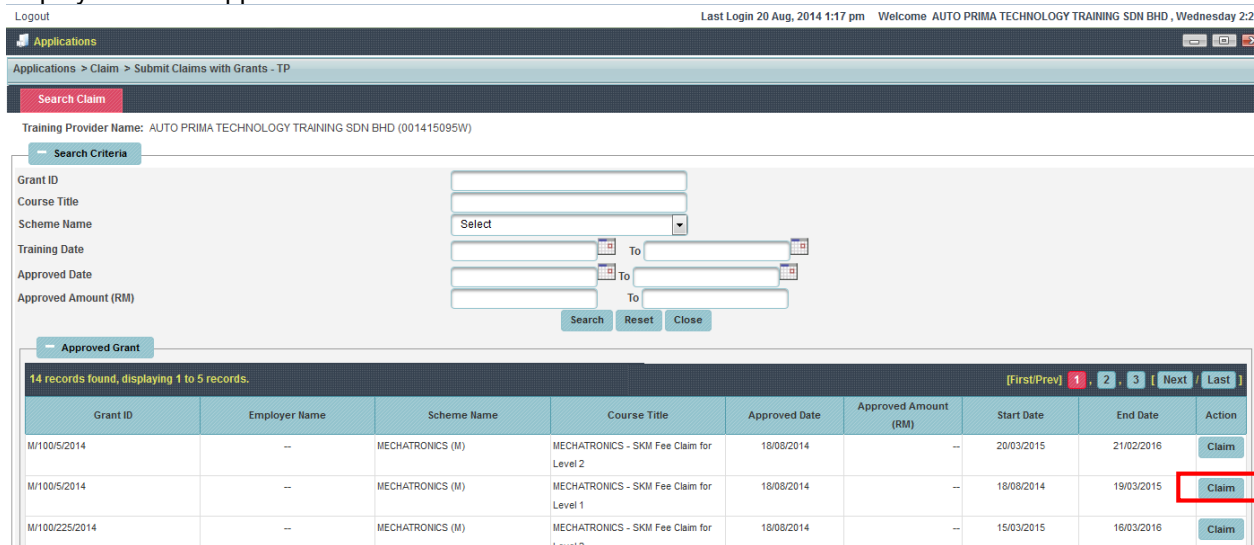
- Apprenticeship grant had been approved.
- Training had been conducted.
- Training Provider had submitted and finalized the apprenticeship attendance.

Follow the steps below to submit claims for Apprenticeship.

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The following screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.



Logout Last Login 20 Aug, 2014 1:17 pm Welcome AUTO PRIMA TECHNOLOGY TRAINING SDN BHD, Wednesday 2:2

Applications Applications > Claim > Submit Claims with Grants - TP

Search Claim

Training Provider Name: AUTO PRIMA TECHNOLOGY TRAINING SDN BHD (001415095W)

Search Criteria

Grant ID
Course Title
Scheme Name
Training Date
Approved Date
Approved Amount (RM)

Select

To To To

Search Reset Close

Approved Grant

14 records found, displaying 1 to 5 records. [First/Prev] 1, 2, 3 [Next/Last]

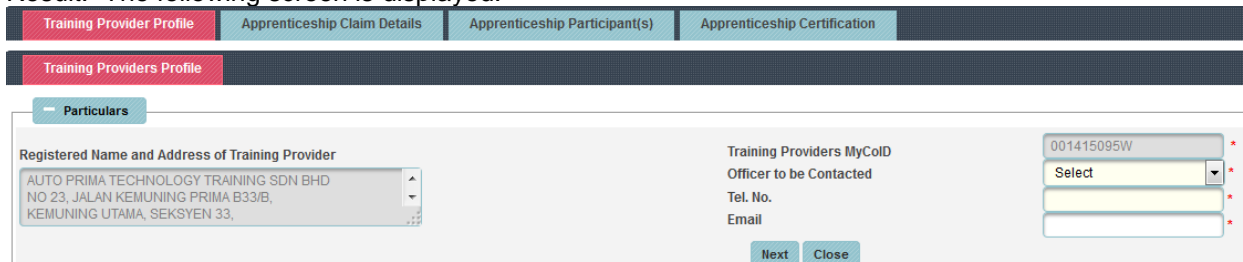
Grant ID	Employer Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
M/100/5/2014	--	MECHATRONICS (M)	MECHATRONICS - SKM Fee Claim for Level 2	18/08/2014	--	20/03/2015	21/02/2016	Claim
M/100/5/2014	--	MECHATRONICS (M)	MECHATRONICS - SKM Fee Claim for Level 1	18/08/2014	--	18/08/2014	19/03/2015	Claim
M/100/225/2014	--	MECHATRONICS (M)	MECHATRONICS - SKM Fee Claim for Level 2	18/08/2014	--	15/03/2015	16/03/2016	Claim

Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:



Training Provider Profile Apprenticeship Claim Details Apprenticeship Participant(s) Apprenticeship Certification

Training Providers Profile

Particulars

Registered Name and Address of Training Provider

AUTO PRIMA TECHNOLOGY TRAINING SDN BHD
NO 23, JALAN KEMUNING PRIMA B33/B,
KEMUNING UTAMA, SEKSYEN 33,

Training Providers MyCoID

Officer to be Contacted

Tel. No.

Email

001415095W

Select

Next Close

HRDF: USER GUIDE



Mesiniaga

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Training Provider Profile | Apprenticeship Claim Details | Apprenticeship Participant(s) | Apprenticeship Certification

Apprenticeship Claim Details

Claim Details

Level	Level 1	Payment Session	SKM
Class ID	M/100/5/2014		
Training Start Date	18/08/2014	Training End Date	19/03/2015
Total Apprentice	2	Eligible Apprentice	0
Fees Per Apprentice	100.00	Total Requested Amount	0.00

Contract Received

Attachment

Attachment*

File Description

Attach File

Browse... No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Next Close

Step 5: Fill in the claim details.

Step 6: Click 'next' button.

Result: The following screen is displayed:

Training Provider Profile | Apprenticeship Claim Details | Apprenticeship Participant(s) | Apprenticeship Certification

Apprenticeship Participant(s)

Involved Participant

Sr.No.	Name	IC No.	Sponsoring Employer Name	MyCoID	Contract Received Date
1	Mig Live B	741147441114	DRAGON INN	000126532V	
2	Mig Live A	852258852258	KONG HONG	000062753D	

Note: Contract not signed for apprentice(s) marked in Red Color.

Next Close

Step 7: Click 'Next'.

Result: The following screen is displayed:

Training Provider Profile | Apprenticeship Claim Details | Apprenticeship Participant(s) | Apprenticeship Certification

Apprenticeship Certification

Certification

☒ I certify that the above claim are true and the relevant apprentice details with this claim are as 'Apprentice Attendance Form' or as attached.

Name Ahmad Daud

Date 23/01/2014

Attachment(s)

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Save & Submit Close

Step 8: Fill in the declaration then click 'Save & Submit'.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No
(C223344M10_14_000974)

OK

Section 5 Submit Claims for Event

5.1 Event – Submit Claims

Prerequisite:

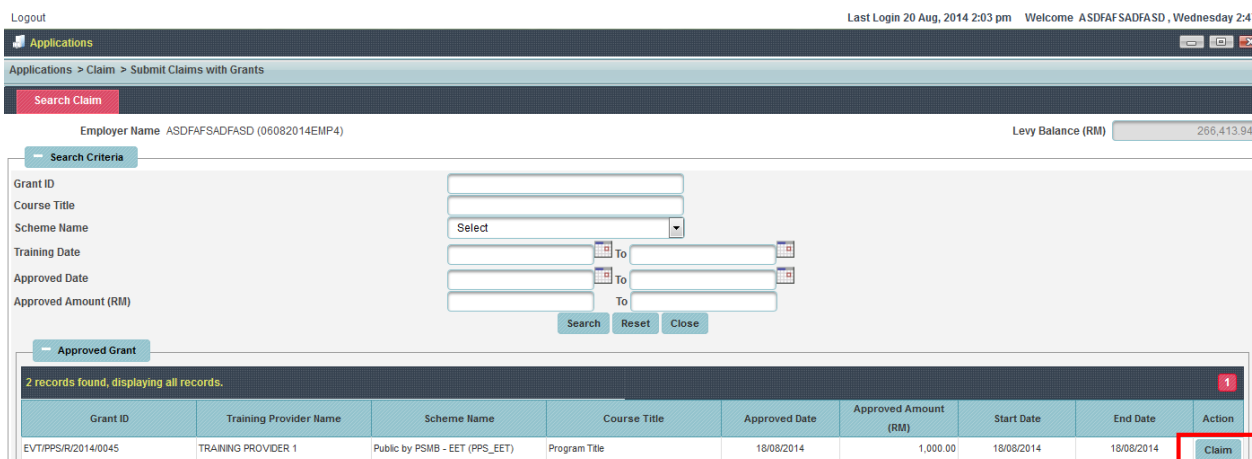
- Event had been approved.
- Training had been conducted.
- Employer or Training Provider had submitted and finalized the trainees' attendance.

Follow the steps below to submit claims for Event.

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The following screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

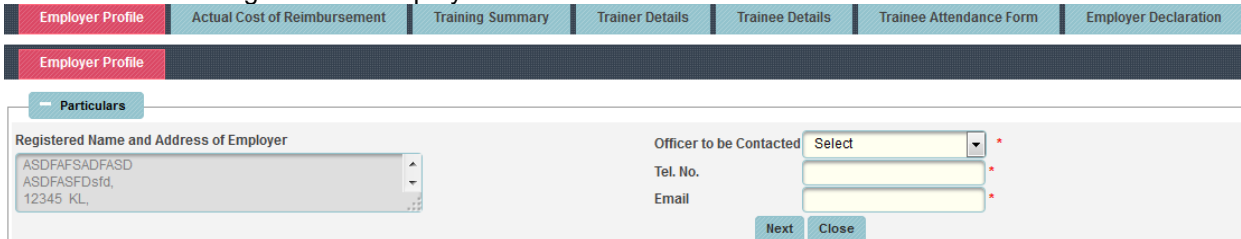


Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:



HRDF: USER GUIDE



Mesiniaga

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

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

Actual Cost of Reimbursement

Claim Details

Payment Status: Success

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
External Trainer Fee	Trainee	2,000.00	2,000.00	Yes
Hotel Rental Package(<70)	Trainee	0.00	0.00	No
Hotel Rental Package(>=70)	Trainee	0.00	0.00	No
Transportation	Trainee	0.00	0.00	Yes
Trainee Air Fare	Trainee	0.00	0.00	Yes
Consumable Training Materials	Not Applicable	100.00	100.00	No
Total Grant Approved Amount(RM)		2,100.00	Total Requested Amount(RM)	2,100.00

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

Remarks: Exchange Rate: Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment *

File Description: Attach File: No file selected.

Add Attachment

Note: Maximum 2MB 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)	266,413.94
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	2,100.00
Total Requested Amount (RM)	2,100.00

Next Close

Step 5: Fill in the claim details .

Step 6: Click 'next' button.

Result: The following screen is displayed:

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

Training Summary

Training Summary

Program Title:

Actual Training Date: To

Training Venue:

Type of Training: ☒ In-House For Registered Employer *

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

HQ / Branch:

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

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

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

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

Total Hours Per Trainee:

Total Training Days:

Next Close

Step 7: Click 'Next'.

Result: The following screen is displayed:

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

Trainer Details

Trainer Details

Name	IC No.	Citizenship
PRANA	123412341324	Malaysian
Bhavesh	123409875647	Malaysian

Next Close

Step 8: Click 'Next'.

Result: The following screen is displayed.

Employer Profile	Actual Cost of Reimbursement	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Employer Declaration				
Trainee Details										
Details of Trainee										
Name	IC No.	Gender	Race	Citizenship	Academic Qualification	Trainee Designation	HQ/Branch	Distance	Attendance (75%)	FOC
Pranav	320102030201	Male	Bumi	Malaysian	Diploma	ITA	ASDFAFSADFASD	Less 70 km	Yes	No
Bhaves	324123412341	Male	Bumi	Malaysian	Diploma	ITA	ASDFAFSADFASD	More or Equal 70 km	Yes	No

Next Close

Step 9: Click 'Next'.

Result: The following screen is displayed.

Employer Profile	Actual Cost of Reimbursement	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Employer Declaration	
Trainee Attendance Form							
Grant Details							
Grant ID	EVT/HR/2014/0041			Module			
Training Provider's Name	TRAINING PROVIDER 1						
Actual Training Start Date	17/08/2014			End Date	17/08/2014		
Attendance							
Date				IC No.			
Trainee Name							
Search Clear Search							
Sr. No.	Date	Trainee Name	IC No.	Attendance Status	Mode of Attendance	Remarks	Attachment
1	17/08/2014	Bhaves	324123412341	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Other	Manual		N/A
2	17/08/2014	Pranav	320102030201	<input type="radio"/> Present <input checked="" type="radio"/> Absent <input type="radio"/> Other	Manual		N/A
Details							
Attachment (Supporting Document)							
File Description				Attach File	Browse... No file selected.		
Add Attachment							
Note : Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)							
No record found							
Next Close							

Step 10: Update the trainee attendance.

Step 11: Click 'Next'

Result: The following screen is displayed:

Employer Profile	Actual Cost of Reimbursement	Training Summary	Trainer Details	Trainee Details	Trainee Attendance Form	Employer Declaration
Employer Declaration						
Declaration						
<input type="checkbox"/> 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 any amount of the grant that may have been disbursed.						
Name	Select					
Designation						
Email						
Date	20/08/2014					
Save Save & Submit Close						

Step 12: Fill in the employer declaration then click 'Save & Submit'.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.
(C06082014EMPIHR_14_000183)

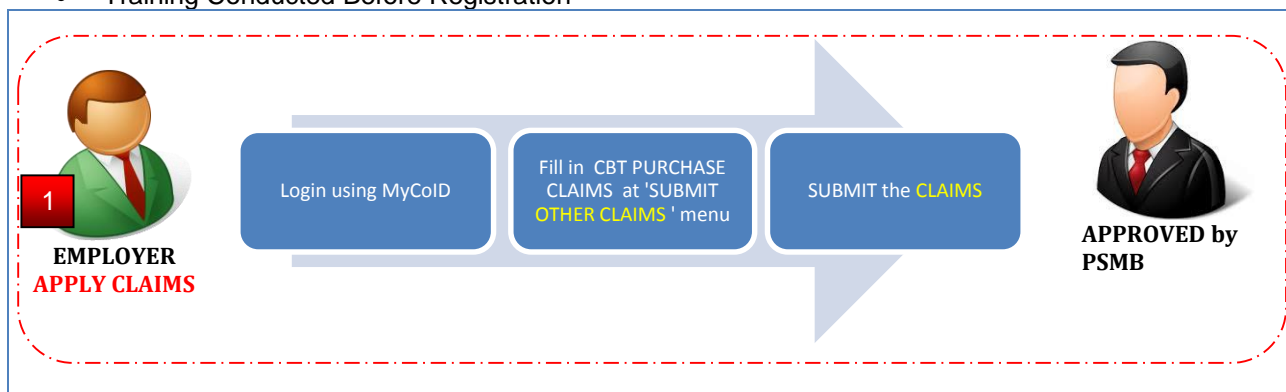
OK

Section 6 Direct Reimbursement Claims

6.1 Process Flow for CBT Purchase and Training Conducted Before Registration

Below is the claim flow for direct reimbursement claims:

- CBT Purchase
- Training Conducted Before Registration



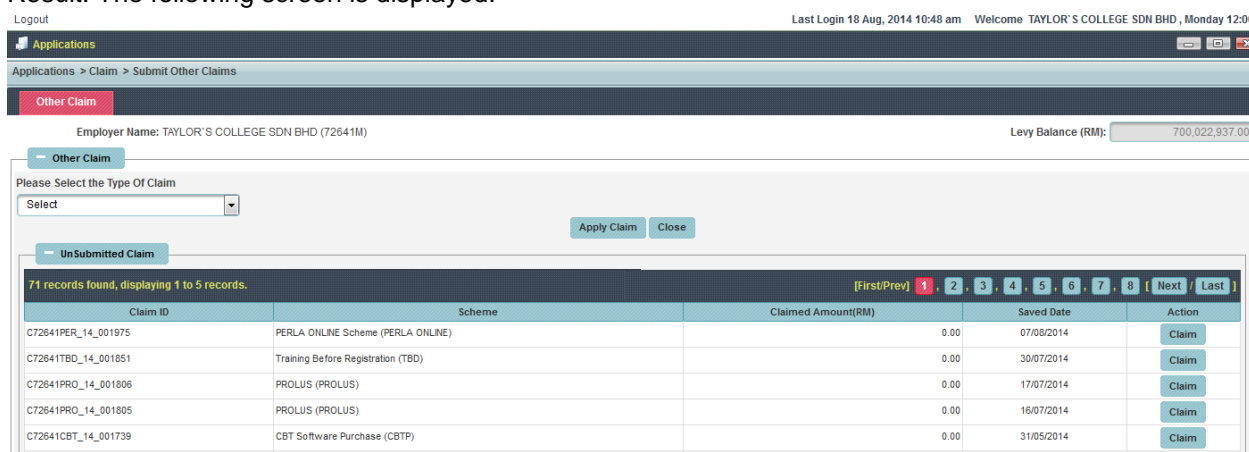
6.2 CBT Purchase – Direct Reimbursement Claims

Prerequisite: Employer may submit direct claims for CBT purchase. Employer will receive notification from PSMB to submit CBT claims, if the employer is eligible for this type of claim.

This section will guide you on how to submit direct claims for CBT purchase.

Step 1: Select from menu 'Claim' > 'Submit Other Claims'.

Result: The following screen is displayed.



The screenshot shows the HRDF portal interface. At the top, there is a navigation bar with 'Applications' and 'Submit Other Claims'. Below this, the 'Other Claim' section is active, displaying the employer's name 'TAYLOR'S COLLEGE SDN BHD (72641M)' and the 'Levy Balance (RM): 700,022,937.00'. The main area prompts the user to 'Please Select the Type Of Claim' with a dropdown menu set to 'Select'. Below this, there is a table titled 'UnSubmitted Claim' showing a list of claims. The table has columns for Claim ID, Scheme, Claimed Amount(RM), Saved Date, and Action. The first five records are displayed, showing various schemes like PERLA ONLINE, Training Before Registration (TBD), and PROLUS (PROLUS).

Claim ID	Scheme	Claimed Amount(RM)	Saved Date	Action
C72641PER_14_001975	PERLA ONLINE Scheme (PERLA ONLINE)	0.00	07/08/2014	Claim
C72641TBD_14_001851	Training Before Registration (TBD)	0.00	30/07/2014	Claim
C72641PRO_14_001806	PROLUS (PROLUS)	0.00	17/07/2014	Claim
C72641PRO_14_001805	PROLUS (PROLUS)	0.00	16/07/2014	Claim
C72641CBT_14_001739	CBT Software Purchase (CBTP)	0.00	31/05/2014	Claim

Step 2: Select claim type 'CBT Software Purchase' from the dropdown list then click 'Apply Claim' button.
Result: A below screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD

NO 1 JALAN SS15/8,

47500 SUBANG JAYA,

Officer to be Contacted

Select

Tel. No.

Email

Next

Close

Step 2: Select the officer's name then click on 'Next' button to proceed.
Result: A below screen is displayed:

Employer Profile

Actual Cost of Reimbursement

Employer Declaration

Actual Cost of Reimbursement

Allowable Items

Purchase Date

Software Description

Unit Price (RM)

Unit

Receipt No.

Add

Reset

Purchase Date	Software Description	Unit Price (RM)	Unit	Receipt No.	Requested Amount(RM)	Actions
Total Requested Amount (RM)					0.00	

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

Remarks

Exchange Rate

Country

Select

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice,Receipt,Consultancy Report etc.

Attachment

File Description

Attach File

Browse...

No file selected.

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Summary

Levy Balance (RM)

700,022,937.00

Levy Arrears (RM)

0.00

Levy Interest (RM)

0.00

Total Requested Amount (RM)

0.00

Next

Close

Step 3: Key-in the allowable items then click 'Add'.
Result: The allowable item is added.

Step 4: Add an attachment then click 'Next'.
Result: The following screen is displayed:

Employer Profile

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 statement 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 any amount of the grant that may have been disbursed.

Name

Select

Designation

Email

Date

18/08/2014

Save

Save & Submit

Close

Step 5: Fill up the form then click on 'Save & Submit' button to proceed.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.
(C72641CBT_14_001981)

[OK](#)

6.3 Training Before Registration – Direct Reimbursement Claims

Prerequisite: Newly registered employer is allowed to apply claims for training which had occurred prior to the employer's registration with PSMB.

This section will guide you on how to submit direct claims for Training before Registration.

Step 1: Select from menu 'Claim' > 'Submit other Claims'.

Result: The following screen is displayed.

Logout
Last Login 18 Aug, 2014 10:48 am Welcome TAYLOR'S COLLEGE SDN BHD, Monday 12:00

Applications

Applications > Claim > Submit Other Claims

Other Claim

Employer Name: TAYLOR'S COLLEGE SDN BHD (72641M)
Levy Balance (RM): 700,022,937.00

Other Claim

Please Select the Type Of Claim

Select

[Apply Claim](#)
[Close](#)

UnSubmitted Claim

71 records found, displaying 1 to 5 records.

Claim ID	Scheme	Claimed Amount(RM)	Saved Date	Action
C72641PER_14_001975	PERLA ONLINE Scheme (PERLA ONLINE)	0.00	07/08/2014	Claim
C72641TBD_14_001851	Training Before Registration (TBD)	0.00	30/07/2014	Claim
C72641PRO_14_001806	PROLUS (PROLUS)	0.00	17/07/2014	Claim
C72641PRO_14_001805	PROLUS (PROLUS)	0.00	16/07/2014	Claim
C72641CBT_14_001739	CBT Software Purchase (CBTP)	0.00	31/05/2014	Claim

Step 2: Select claim type 'Training conducted before registration' from the dropdown list then click 'Apply Claim'.

Result: A below screen is displayed:

Employer Profile Training Summary Trainee Details Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD
NO 1 JALAN SS15/8,
47500 SUBANG JAYA,

Registration Date

Liabile Date

Officer to be Contacted

Select

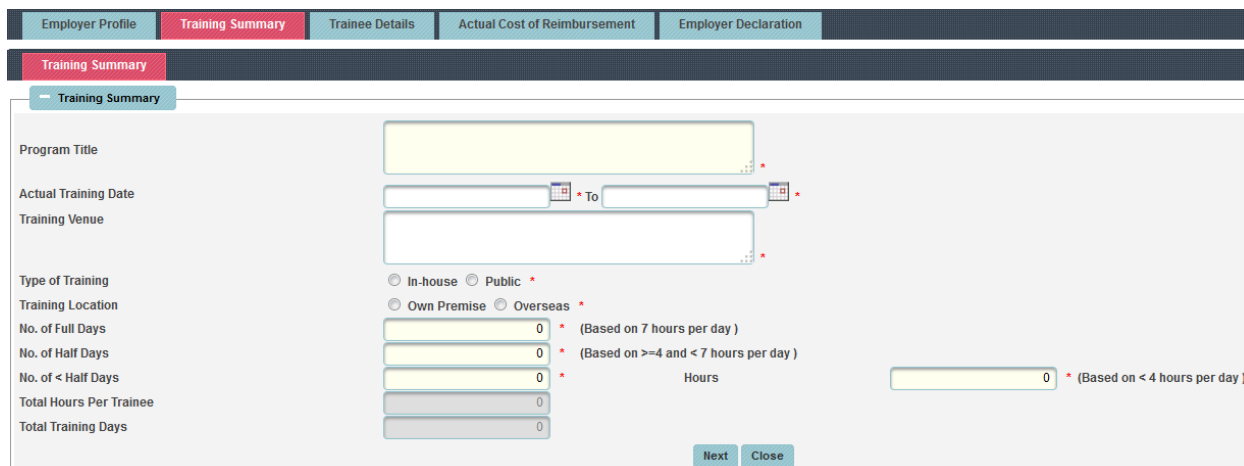
Tel. No.

Email

[Next](#)
[Close](#)

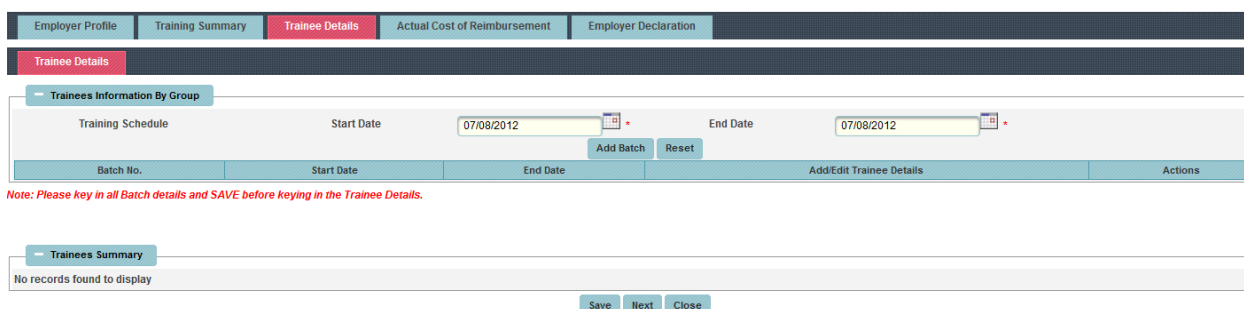
Step 3: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:



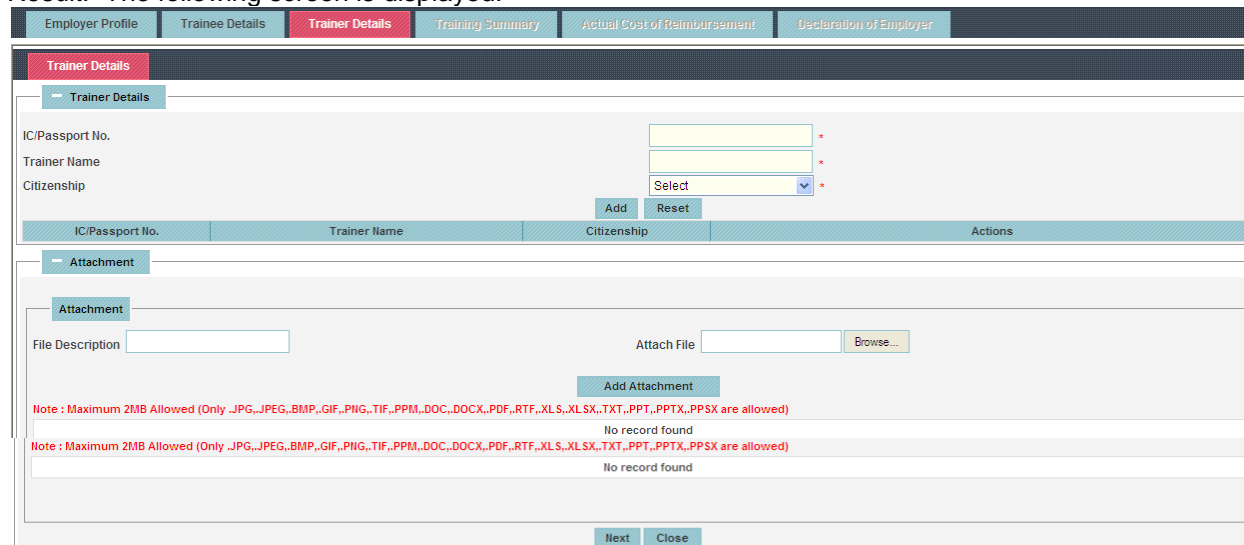
Step 4: Fill in the form then click 'Next' button.

Result: The following screen is displayed:



Step 5: Click 'next' button.

Result: The following screen is displayed:



Step 6: Enter the trainee's then click 'Add' button.

Step 7: Click 'next' button.

Result: The following screen is displayed:

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

Actual Cost Of Reimbursement

Claim Details

Category	Allowable Item	Distance	Cost (RM) (A)	Allowable Type Unit	Duration (B)	No Of Unit (C)	Unit	Type Of Skill	Requested Amount (RM) (A*B*C)	Document Required
Trainee	Course Fee	NA		Not Applicable			Not Applicable	Not Applicable	0.00	No
Total Requested Amount(RM)									0.00	

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

Remarks: Exchange Rate: Country:

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description: Attach File: No file selected.

Note: Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Levy Summary

Levy Balance(RM)	700,025,063.00
Levy Arrears(RM)	0.00
Levy Interest(RM)	0.00
Total Requested Amount(RM)	0.00

Step 8: Enter the actual cost of reimbursement then click 'Next'.

Result: The following screen is displayed:

Employer Profile | Training Summary | Trainee Details | Actual Cost of Reimbursement | **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 statement 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 any amount of the grant that may have been disbursed.

Name: Designation: Email: Date:

Withdraw Application

Reason: Remarks:

Step 9: Fill in the declaration section then click on 'Save & Submit' button to proceed.

Result: The following message is displayed:

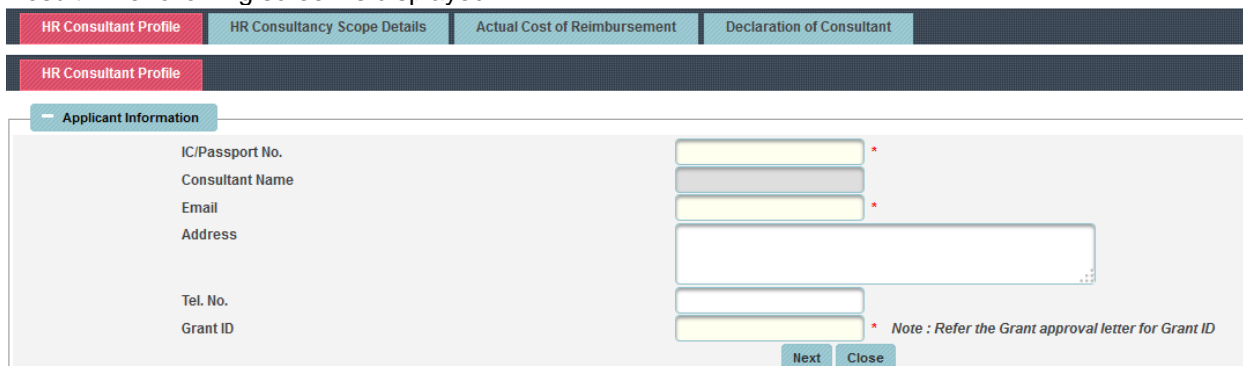
Claim Submitted Successfully with Claim Reference No.
(C72641TBD_14_001982)

Section 7 HR Consultancy and Advisory Claims

7.1 NHRC Claims

Follow the steps below to submit NHRC claims:

Step 1: From the portal, select from menu 'HR Consultant' > 'TNA/HR Consultant Claim Application'.
Result: The following screen is displayed.

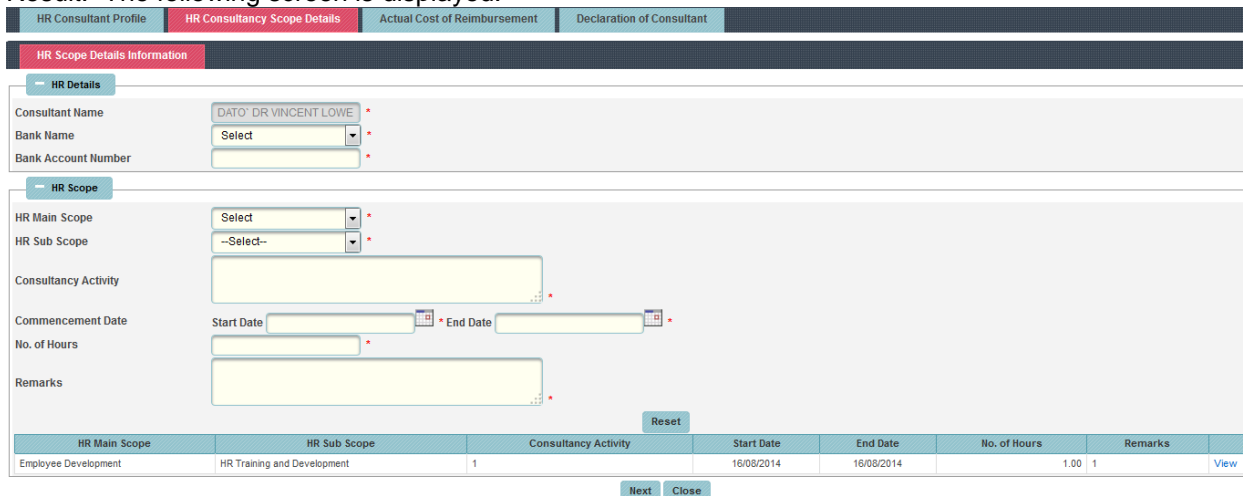


The screenshot shows the 'HR Consultant Profile' form. It has a navigation bar with four tabs: 'HR Consultant Profile' (active), 'HR Consultancy Scope Details', 'Actual Cost of Reimbursement', and 'Declaration of Consultant'. Below the navigation bar is a sub-header 'HR Consultant Profile'. The main form area is titled 'Applicant Information' and contains the following fields:

- IC/Passport No. (text input)
- Consultant Name (text input)
- Email (text input)
- Address (text input)
- Tel. No. (text input)
- Grant ID (text input)

There are red asterisks (*) next to the IC/Passport No., Email, and Grant ID fields. A note at the bottom right states: 'Note : Refer the Grant approval letter for Grant ID'. At the bottom of the form are 'Next' and 'Close' buttons.

Step 2: Enter the HR Consultant Profile details and click 'Next' button.
Result: The following screen is displayed:



The screenshot shows the 'HR Consultancy Scope Details' form. It has a navigation bar with four tabs: 'HR Consultant Profile', 'HR Consultancy Scope Details' (active), 'Actual Cost of Reimbursement', and 'Declaration of Consultant'. Below the navigation bar is a sub-header 'HR Scope Details Information'. The main form area is titled 'HR Details' and contains the following fields:

- Consultant Name (text input, value: DATO' DR VINCENT LOWE)
- Bank Name (dropdown menu, value: Select)
- Bank Account Number (text input)

There are red asterisks (*) next to the Consultant Name, Bank Name, and Bank Account Number fields. Below the 'HR Details' section is a section titled 'HR Scope' containing the following fields:

- HR Main Scope (dropdown menu, value: Select)
- HR Sub Scope (dropdown menu, value: --Select--)
- Consultancy Activity (text input)
- Commencement Date (Start Date and End Date date pickers)
- No. of Hours (text input)
- Remarks (text input)

There are red asterisks (*) next to the HR Main Scope, HR Sub Scope, Commencement Date, No. of Hours, and Remarks fields. A 'Reset' button is located below the 'HR Scope' section. At the bottom of the form is a table with the following data:

HR Main Scope	HR Sub Scope	Consultancy Activity	Start Date	End Date	No. of Hours	Remarks	Action
Employee Development	HR Training and Development	1	16/08/2014	16/08/2014	1.00	1	View

At the bottom of the form are 'Next' and 'Close' buttons.

Step 3: Update the details then click on 'Next' button to proceed.

Result: The following screen is displayed:

HR Consultant Profile	HR Consultancy Scope Details	Actual Cost of Reimbursement	Declaration of Consultant		
Actual Cost of Reimbursement					
Claim Details					
Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required	
Consultant Fee	Not Applicable	100.00	100.00	No	
		Total Grant Approved Amount(RM)	100.00	Total Requested Amount(RM)	100.00
<p>Note: Please add any additional information related to your claim.</p> <p>Remarks</p>		Exchange Rate		Country	Select
Attachments					
Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.					
Attachment					
File Description		Attach File	Browse...	No file selected.	
Add Attachment					
Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)					
Next Close					

Step 4: Update the details then click 'Next'.

Result: The following screen is displayed:

HR Consultant Profile	HR Consultancy Scope Details	Actual Cost of Reimbursement	Declaration of Consultant
Declaration of Consultant			
Declaration			
<input checked="" type="checkbox"/> I certify that all information provided pertaining to this claim is true and correct and that apart from this claim no other claim have been made for these expenses. All relevant documents pertaining to this claim are with me and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad.			
I declare that the terms and condition under the HR Solution Services have been complied by me.			
Name	DATO' DR VINCENT LOWE *		
Date	20/08/2014		
Declaration of Consultant and Employer *			
File Description		Attach File	Browse...
Add Attachment			
Note: Maximum 2MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed)			
Save & Submit Close			

Step 6: Fill up the declaration section and attach the required document.

Step 7: Click on 'Save & Submit' button to proceed.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No (CNHR_14_000186) And File Is Forwarded To Officer : (MOHD NAZRI BIN SABRI)

OK

Section 8 Search/Withdraw Claims

8.1 Search/Withdraw Claims

Prerequisite:

Employer can only withdraw the unsubmitted claims. Once the claims is approved/rejected, employer can no longer request for withdrawal.

This section will guide you on how to search for claim record and withdraw claims.

Step 1: Select from menu 'Claim' > 'Search/Withdraw Claim'.

Result: The following screen is displayed.

Logout Last Login 18 Aug, 2014 2:45 pm Welcome TAYLOR'S COLLEGE SDN BHD, Monday 3:05

Applications

Applications > Claim > Search/Withdraw Claims

Claim Enquiries

Employer Name: TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM): 20,081,590.00

Search Criteria

Submission Date: To

Claim Category:

Scheme:

Claim ID:

Status:

Claim Type:

Search Reset Close

Claim Enquiries

12 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 Next Last

Claim ID	Grant ID	Claim Category	Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Updated Date	Status	Claim Type	Action
C72641SME_14_000109	EVT/SME/R/2014/0036	Event	--	350.00	17/08/2014	17/08/2014	Submitted	Online	Enquiry
C72641SME_14_000108	EVT/SME/R/2014/0035	Event	50.00	--	17/08/2014		Saved	Online	Enquiry
C72641CBT_14_000106	72641M_14_2033	Training Program with Approve Grant	1,000.00	1,000.00	15/08/2014	15/08/2014	Submitted	Online	Enquiry
C72641SLD_14_000088	72641M_14_2030	Training Program with Approve Grant	100.00	100.00	15/08/2014	15/08/2014	Submitted	Online	Enquiry
C72641SBL_14_000072	72641MSBL201421655	Training Program with Approve Grant	8,000.00	--	14/08/2014	14/08/2014	Saved	Online	Enquiry

EVENT MODULE

Section 1 Event Overview

1.1 *General Event Functions*

Below are the related functions:

Employer

- Submit Event Registration
- Course Fee Payment

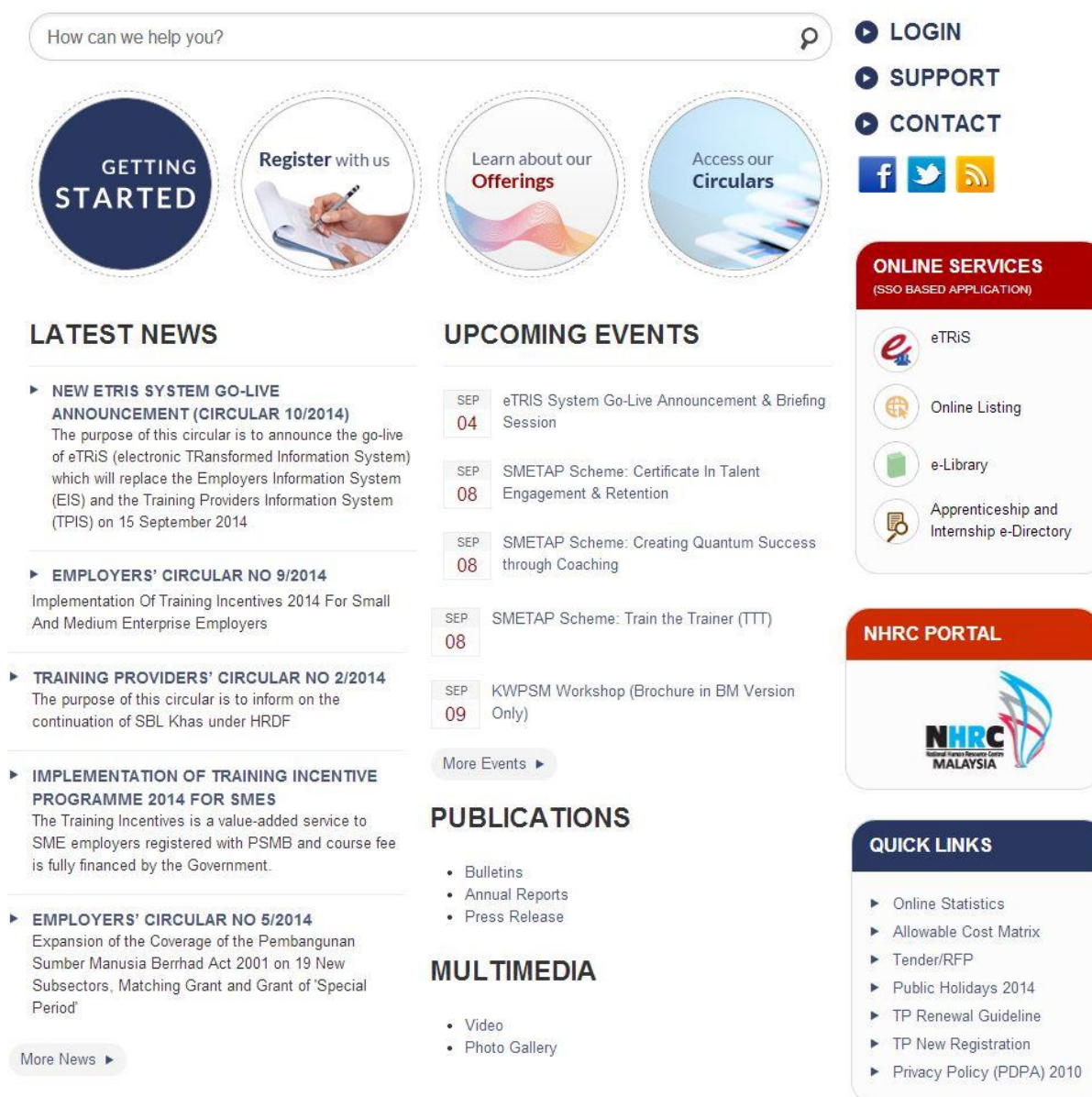


Section 2 Submit Event Registration from Employers Application

2.1 *Submit Event Registration from Employers Application*

Follow the steps below to process Submit Event Registration from Employers Application:

Step 1: Open Portal PSMB. Select from menu 'Upcoming Events'.



How can we help you?

GETTING STARTED

Register with us

Learn about our Offerings

Access our Circulars

LOGIN

SUPPORT

CONTACT

ONLINE SERVICES (SSO BASED APPLICATION)

eTRiS

Online Listing

e-Library

Apprenticeship and Internship e-Directory

NHRC PORTAL

NHRC National Human Resources Centre MALAYSIA

QUICK LINKS

- Online Statistics
- Allowable Cost Matrix
- Tender/RFP
- Public Holidays 2014
- TP Renewal Guideline
- TP New Registration
- Privacy Policy (PDPA) 2010

LATEST NEWS

- NEW ETRIS SYSTEM GO-LIVE ANNOUNCEMENT (CIRCULAR 10/2014)**
The purpose of this circular is to announce the go-live of eTRiS (electronic TRansformed Information System) which will replace the Employers Information System (EIS) and the Training Providers Information System (TPIS) on 15 September 2014
- EMPLOYERS' CIRCULAR NO 9/2014**
Implementation Of Training Incentives 2014 For Small And Medium Enterprise Employers
- TRAINING PROVIDERS' CIRCULAR NO 2/2014**
The purpose of this circular is to inform on the continuation of SBL Khas under HRDF
- IMPLEMENTATION OF TRAINING INCENTIVE PROGRAMME 2014 FOR SMES**
The Training Incentives is a value-added service to SME employers registered with PSMB and course fee is fully financed by the Government.
- EMPLOYERS' CIRCULAR NO 5/2014**
Expansion of the Coverage of the Pembangunan Sumber Manusia Berhad Act 2001 on 19 New Subsectors, Matching Grant and Grant of 'Special Period'

More News ▶

UPCOMING EVENTS

- SEP 04 eTRiS System Go-Live Announcement & Briefing Session
- SEP 08 SMETAP Scheme: Certificate In Talent Engagement & Retention
- SEP 08 SMETAP Scheme: Creating Quantum Success through Coaching
- SEP 08 SMETAP Scheme: Train the Trainer (TTT)
- SEP 09 KWPSM Workshop (Brochure in BM Version Only)

More Events ▶

PUBLICATIONS

- Bulletins
- Annual Reports
- Press Release

MULTIMEDIA

- Video
- Photo Gallery

Step 2: Click on 'Register' (highlighted in red).

Result: The screen in edit mode will display as shown below.

Applications > Event Management > Published Events

Close

Published Events

Event ID: Programme Name: Select

Event Start Date From: 21/08/2014 Event Start Date To:

Event End Date From: Event End Date To:

Location: Malaysia State: Select

Search Reset

Sr No.	Event ID	Programme Name	Organized By/Training Provider	Start Date	End Date	State/Country	Venue	Max Pax Per Event	Seats Available	Registration Due Date	Actions
1	EVT/SME/E/2014/0025	Sme Tna	-	23/09/2014	24/09/2014	Pahang	Kuantan resort, Kuantan	25	25	16/09/2014	View Brochure Register
2	EVT/PPS/E/2014/0023	Train The Trainer	TRAINING PROVIDER 1	30/08/2014	01/09/2014		Brazil	20	20	29/08/2014	View Brochure Register

2 records found, displaying all records.

Step 3: Fill-in the form. And click 'Submit' button.

Note: Mandatory fields are mark with (*).

Applications > Event Management > Event Registration

Submit Close

Event Registration

Event Registration Header

Event ID: EVT/PPS/E/2014/0040 Registration ID:

Date & Time Created: 18/08/2014 15:54:32 Date & Time Submitted: 18/08/2014 15:54:32

Event Type: Public By PSMB Registration Status: Registration - Draft

Training Provider Details

Training Provider MyCoID: 07082014TP1 Training Provider Name: TRAINING PROVIDER 1

Address Line 1: ADDRESS Address Line 2:

Address Line 3: Address Line 4:

Post Code: 12345 City: KL

State: Kuala Lumpur Company Telephone No.: 1234124

Company Email: pranav@gmail.com Company Fax No.:

Company/Registration Details

Registration Type: HRDF Registered Employ MyCoID: 206981D Company Name: BESI APAC SDN BHD

Company Address

Address: NO. 3, JALAN 26/7, SECTION 26 SELANGOR

Postcode: 40000 City: SHAH ALAM

Country: Malaysia State: Selangor

Company Contact

Telephone No.: 600000000000 Fax No.: Email: hrdfadmin@hrdf.com.my

Course Details

Programme Type

EET

Programme Name

Evaluation On Effectiveness (

Programme Description

Description

Relevancy of Training

Training

Type of Training and Skill Upgrading

Biotechnology Or Chemistry

Training Category

Certification

Programme Brochure

Description	File Name	Actions
Chrysanthemum	Chrysanthemum.jpg	View

Programme Details

Type of Training

Public

Training Location

Overseas

Venue

Venue

Start Date

18/08/2014

Start Time

10:00

Number Of Days

1.00

Max Pax Per Company

9

Registration Due Date

18/08/2014

HQ/Branch

Not Available

State

Select

End Date

18/08/2014

End Time

20:00

Total Hours Per Trainee

10.00

Course Fee And Payment Method

Course Fee Item

Select

Course Fee Rate (RM)

Registration Period From

No Of Pax Range From

Payment Method

Select

Course Fee Type

Per Pax

Admin Fee Per Pax(RM)

0.00

Registration Period To

No Of Pax Range To

Levy Balance (RM)

[View Levy Statement](#)

Consumable Training Materials

Requested Amount (RM)

0.00

Attachment

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLXS,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Participant Details

Participant Details *

Name

Nationality

Select

IC/Passport No.

Gender

Select

Race

Select

Designation

Email

Academic Qualification

Select

HQ/Branch

Select

HR Personnel

☐ Yes ☐ No

Meal Preference

☐ Vegetarian ☐ Non Vegetarian

TTT Cert Obtained From PSMB?

☐ Yes ☐ No

Distance to Training Location

Select

Job Grade 44 or above?

☐ Yes ☐ No

Add

Reset

Remarks

Payment Details

Number of Pax Registered

Course Fee (RM)

Admin Fee (RM)

Total Course Fee (RM)

Acknowledgement Declaration

☐ I agree that all the information given is correct.

Name

Select

Designation

Email

IC/Passport No

Date

18/08/2014

Attachment For Declaration

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

No record found

Step 4: Click 'OK' button.

Result: The following message is displayed and the employer will receive an email notification.

Your Request has been Submitted Successfully With
Registration ID : EVT/PPS/R/2014/0048.

OK

188

Section 3 Course Fee Payment

3.1 Course Fee Payment by Employers

Follow the steps below to pay course fee:

Step 1: Open your email which contain your Registration ID. There will be a link to 'Make Payment'

Step 2: Click on the link 'Make Payment'.

Step 3: Enter the 'Registration ID' button then click any area.

Result: The screen contain the registration details is displayed as shown below.

Step 4: Click 'Make Payment' button.

Applications > Event Management > Course Fee Payment

Make Payment **Close**

Course Fee Payment

Registration Payment Details

Registration No.	EVT/HR/R/2014/0080 *		
Payment Method	ePayment Only		
Event ID	EVT/HR/E/2014/0070		
Event Type	In-House For Registered Em		
Programme Type	EET		
Programme Name	Evaluation On Effectiveness		
Start Date	21/08/2014	End Date	21/08/2014
Venue	sadsasa	State	Selangor
MyColID	06082014EMP4		
Company Name	ASDFAFSADFASD		
Number of Participants	1		
Total Course Fee (RM)	1,000.00		

Step 5: Fill-in the form.

Note: Mandatory fields are mark with (*).

Payment Information

Payment Detail

MyColID/IC No.	06082014EMP4	Name	ASDFAFSADFASD
Sr No.	Description	Amount(RM)	
1	Couser Fee payment for ASDFAFSADFASD	1,000.00	
Total Amount(RM)			1,000.00

Declaration

Name	*	IC/Passport No.	*
Designation	*	Email ID	*

Payment Method

Payment Method ☐ Manual Payment ☐ Online Payment *

Make Payment **Close**

Step 6: Select your payment method and click 'Make Payment' button.

Payment Information

Payment Detail

MyCoID/IC No. 06082014EMP4

Name ASDFAFSADFASD

Sr No.	Description	Amount(RM)
1	Couser Fee payment for ASDFAFSADFASD	1,000.00
Total Amount(RM)		1,000.00

Declaration

Name siti nur diyana *

IC/Passport No. 860101101088 *

Designation HOD *

Email ID diyana@yahoo.com *




Payment Method

Payment Method

☐ Manual Payment
 ☒ Online Payment *

Bank

Bank Name

☐ 
☒  We'll help you get there
 ☐ 

Make Payment

Close