ICT2.0@HRDF

HRDF System:
User Guide for Employers

User Manual – Version 1.1

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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.

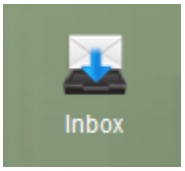
COMMON FUNCTIONS

Section 2 Workflow Common Functions

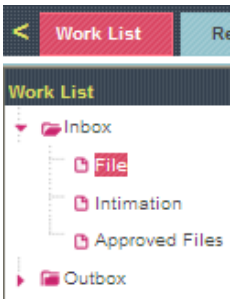
2.1 *View Inbox/Outbox*

When to use:
When Employers receive an application from PSMB, the application form will be in the **Workflow Inbox**.

Which icon:
The 'Inbox' icon is as shown below:

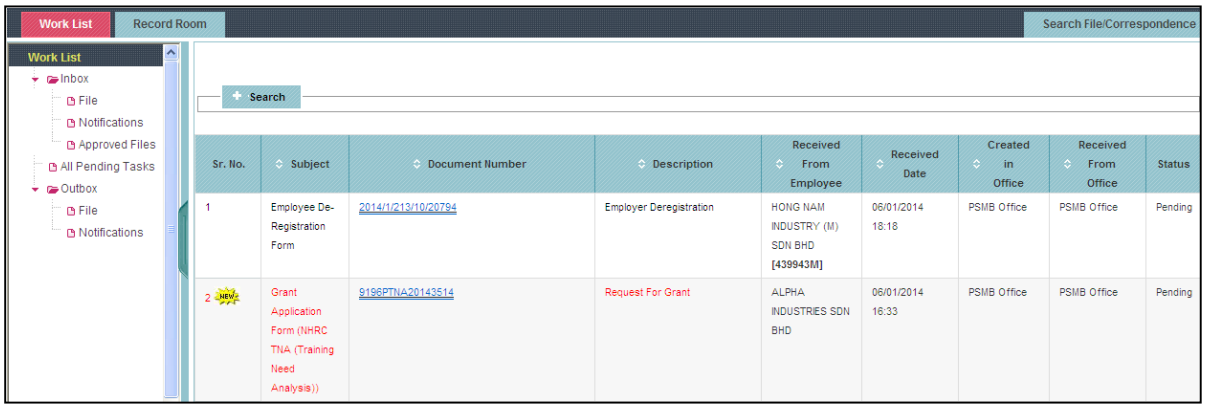


Steps:
Follow the steps below to view record in the workflow inbox.



Screen 'Inbox'

Step 1: Double click on 'Inbox' icon.
Result: Screen 'Work List' is displayed as shown above.



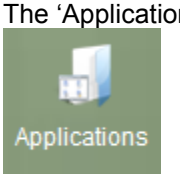
Items Descriptions:
The **'Work List'** items are described below:

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.

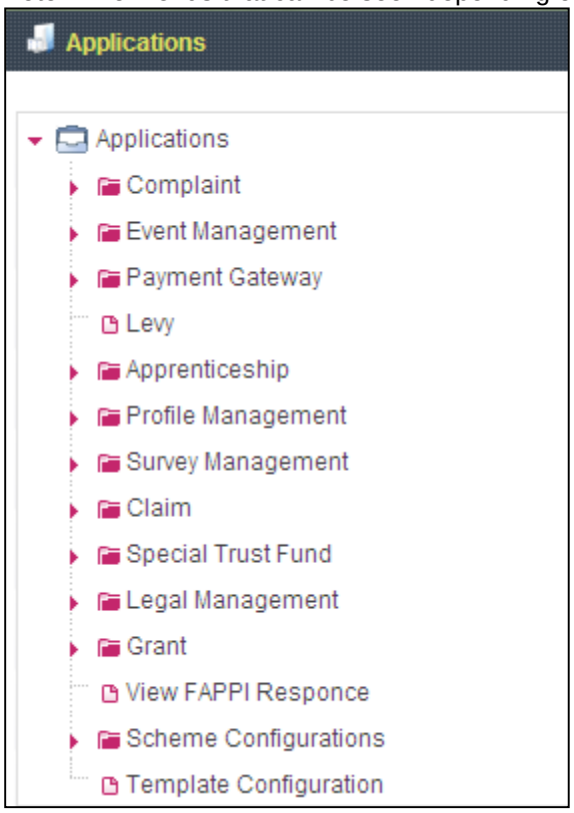
2.2 *Open Application*

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.

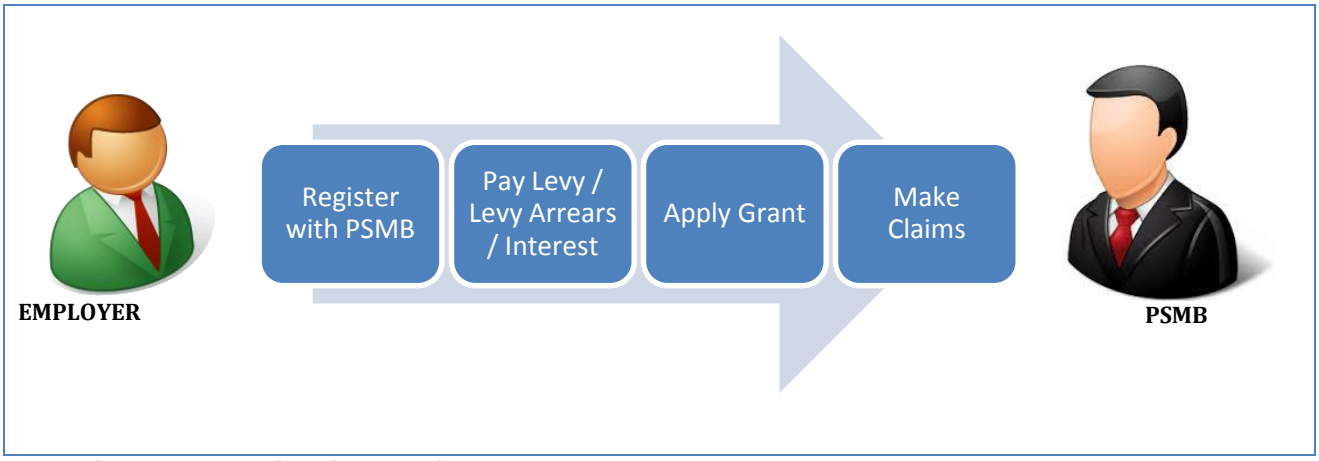


GENERAL APPLICATION FLOW

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.

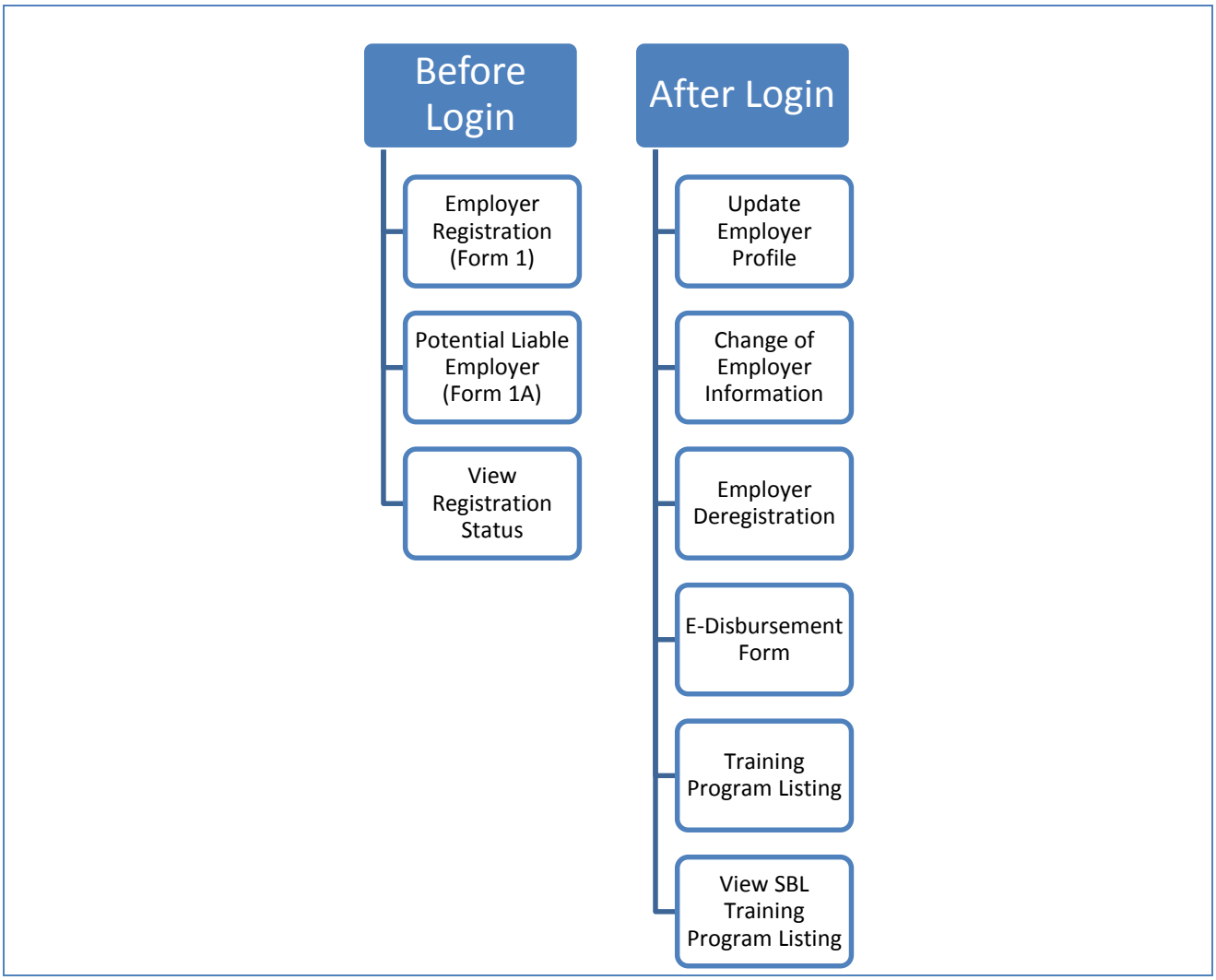
4. Base on Small/Medium/Large company category, employer will need to pay Levy to PSMB.

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

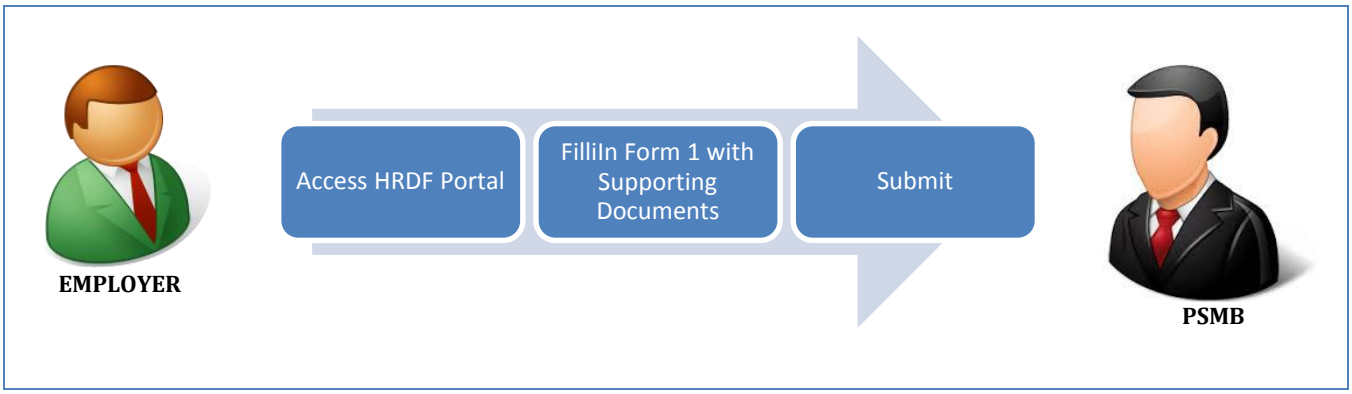
4.1 *List of Functions Related to Employers*



List of Functions related to Employers

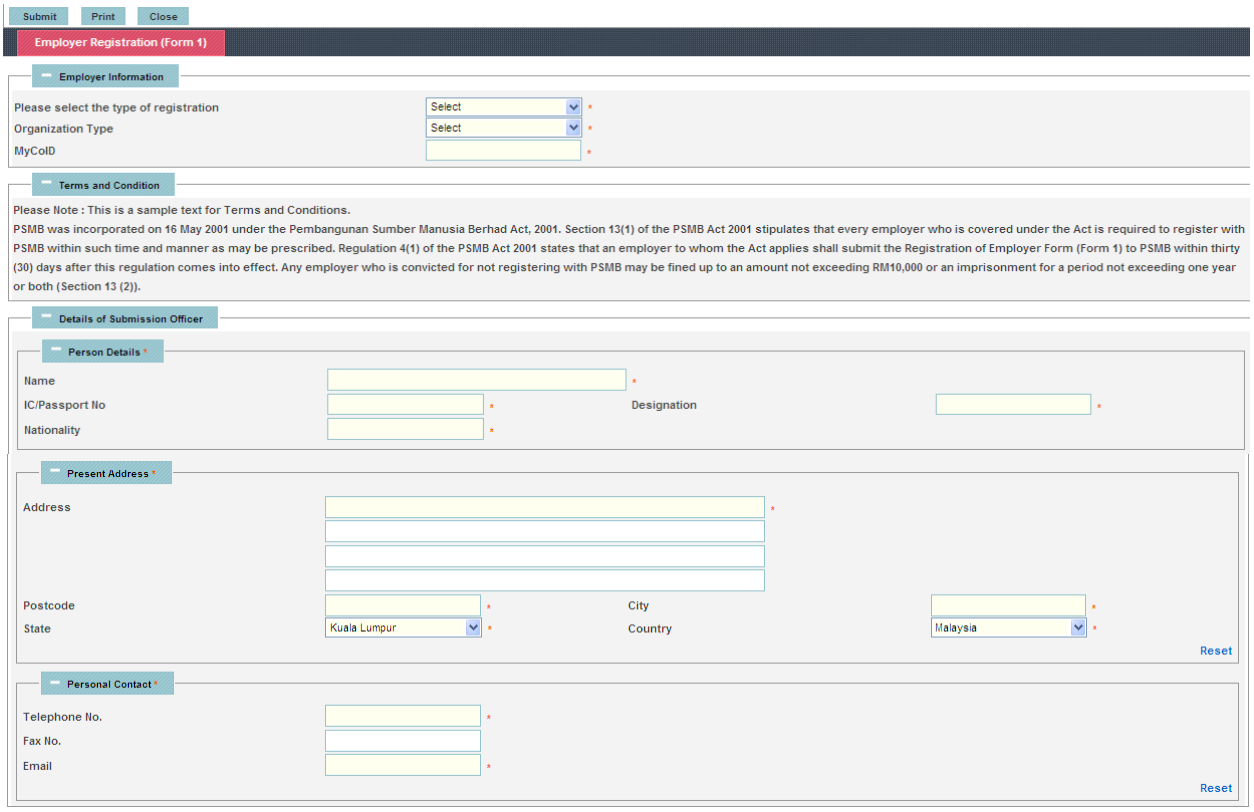
Section 5 Employer Registration

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.



Employer Profile *

Name *

Employer Address *

Copy Address From: Select

Address *

Postcode * | City *

Country: Malaysia * | State: Kuala Lumpur *

Post Box No.

Employer Contact *

Telephone No. *

Fax No.

Email *

Business Profile *

Year in which Business Or Company was Registered * | Industry Sector: Select *

Type of Ownership: Select * | Sector Code: --Select--

Enterprise Name * | Description/Industry Type *

Enterprise Address *

Copy Address From: Select

Address *

Postcode * | City *

Country: Malaysia * | State: Kuala Lumpur *

Commencement of Enterprise Date *

Employer Details *

EPF No. * | SOCSO No. *

Current Paid Up Capital (RM) Based on Form 24 * | Total Number of Employees (Only for Citizen(s) of Malaysia) at Submission Date *

Total Number of Non-Malaysian Employees on Submission Date * | Total 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 Number of Employees (Only for Citizen(s) of Malaysia) in the Previous Month *

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

Other Contact Person

Name * | IC/Passport No. *

Designation * | Telephone No. *

Email *

Add | Reset

Attach Document *

File Description | Attach File | Browse...

Add Attachment

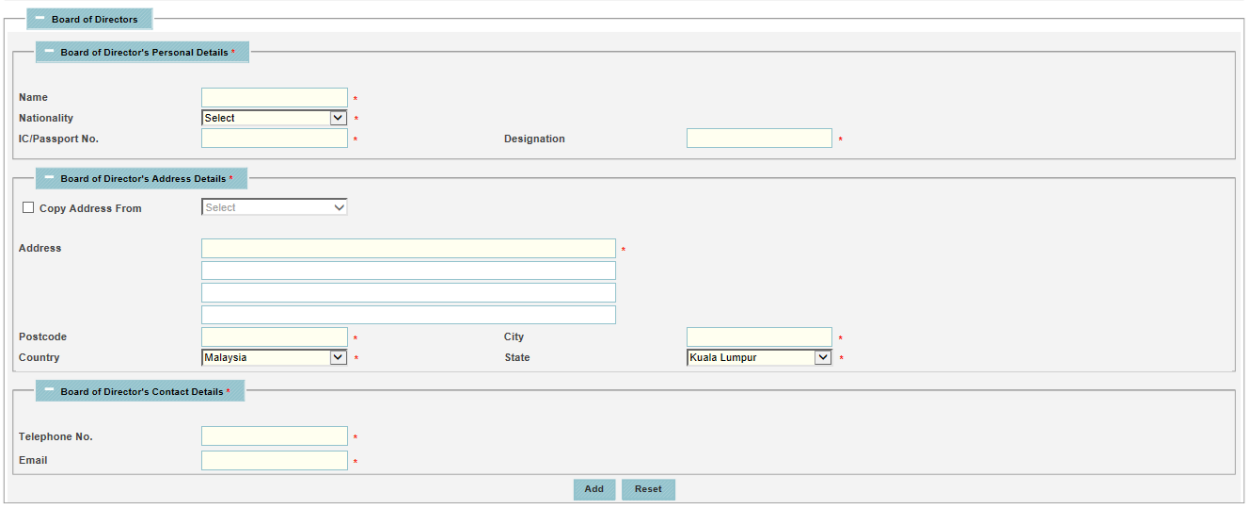
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

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)



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 (*).

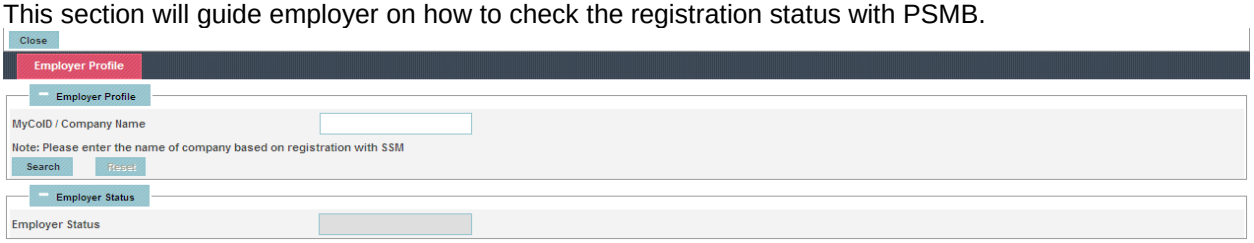
Step 3: Click on the 'Submit' button.
Result: A message 'Your Request Has Been Submitted Successfully'

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 Liable Employer Registration

7.1 *Potential Liable Employer Registration*

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

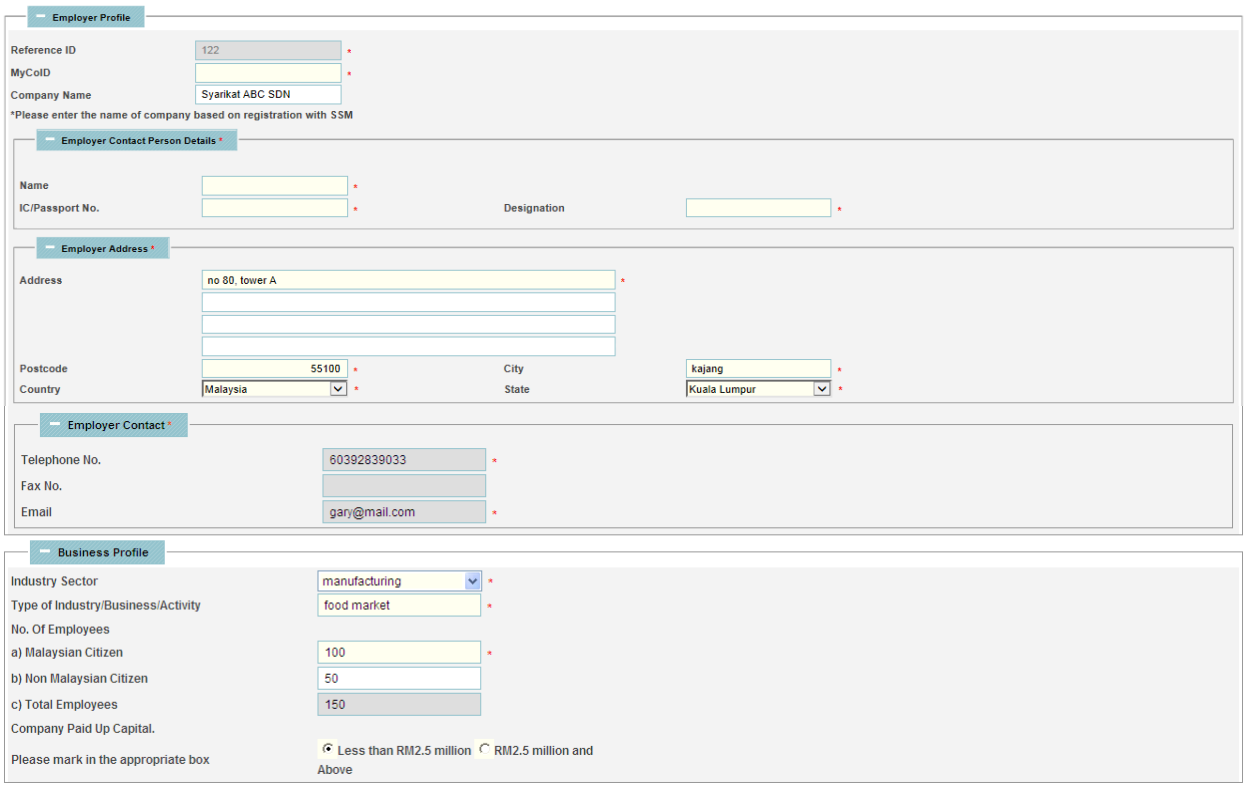
An employer who is potentially liable (has not yet registered with PSMB), will receive Form 1 and 1A and notification letter. Once employer received the notification, the employer will need to submit the forms to PSMB. This section will guide employer on how to submit the online forms to PSMB.

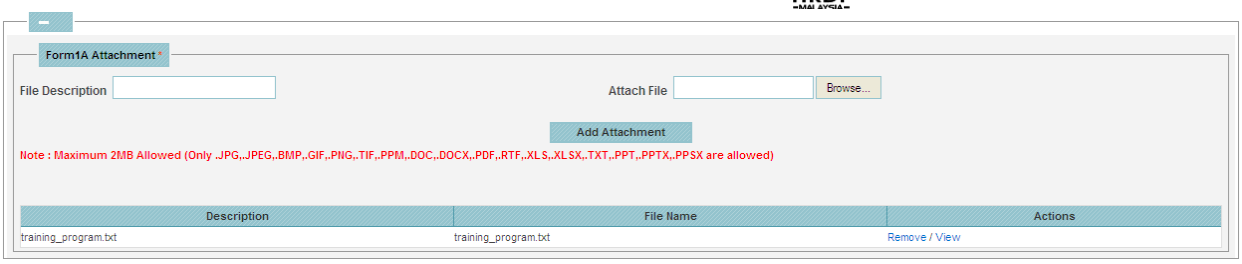
Follow the steps below to register as Potential Liable Employer.

Step 1: Select from menu 'Profile Management' >'Employer' >'Potential Liable Employer Registration (Form1A)'.
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 Liable Employer Registration (Form 1A) is displayed as shown below:





Screen 'Potential Liable Employer Registration (Form1A)'

Step 4: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Submit' button.

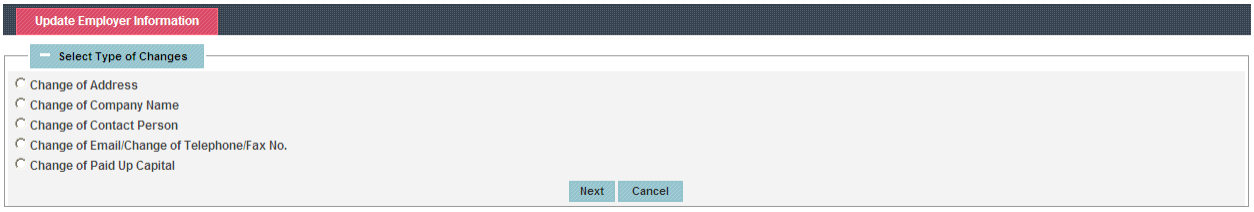
Section 8 Update Employer Profile

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.



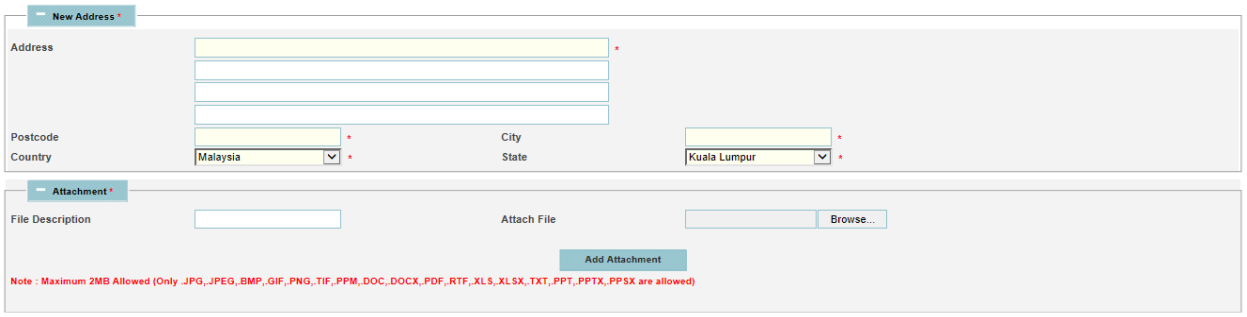
Screen 'Update Employer Profile'

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.

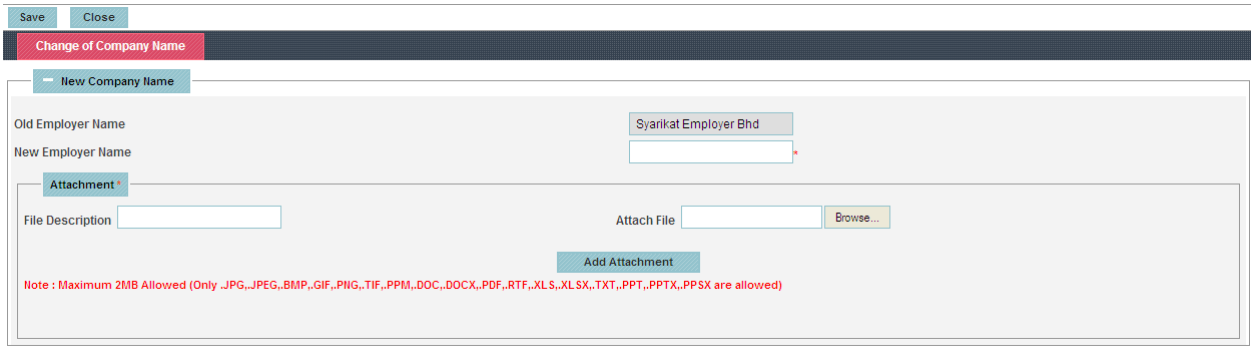
Step 2a: If you select 'Change of Address'



Screen 'Change of Address'

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

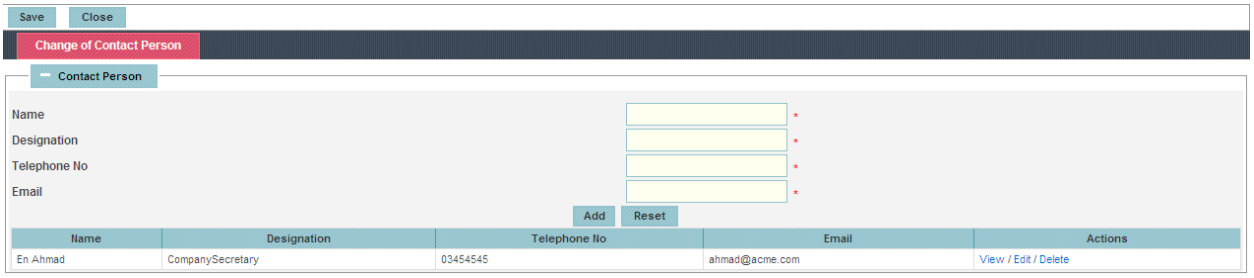
Step 2b: If you select 'Change of Company Name'



Screen 'Change of Company Name'

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

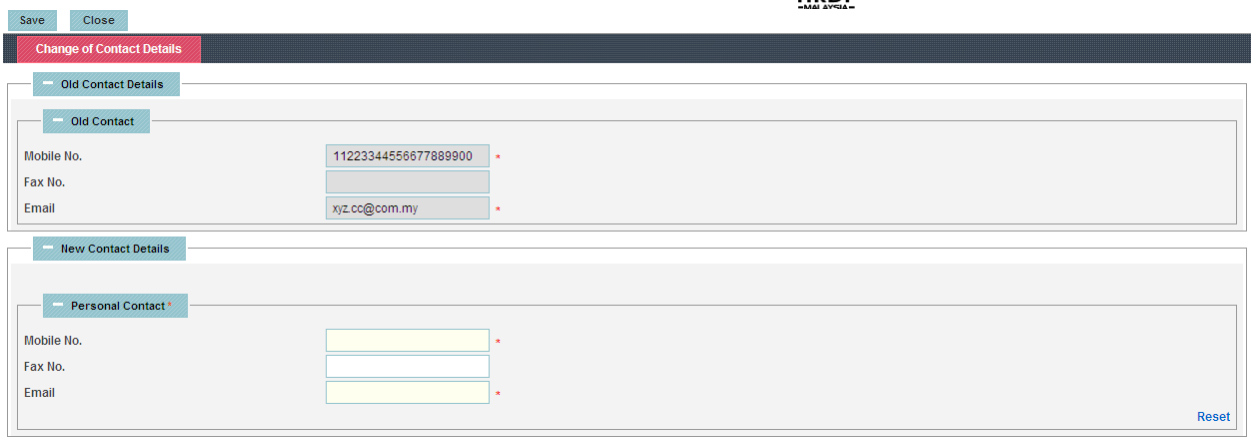
Step 2c: If you select 'Change of Contact Person'



Screen 'Change of Contact Person'

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

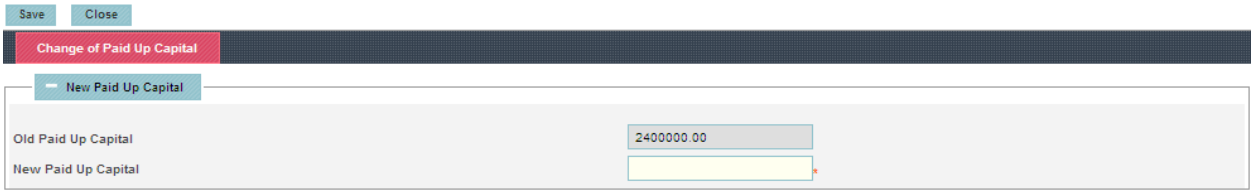
Step 2d: If you select 'Change of Email/Change of Telephone/Fax No.'



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'



Screen 'Change of Paid Up Capital'

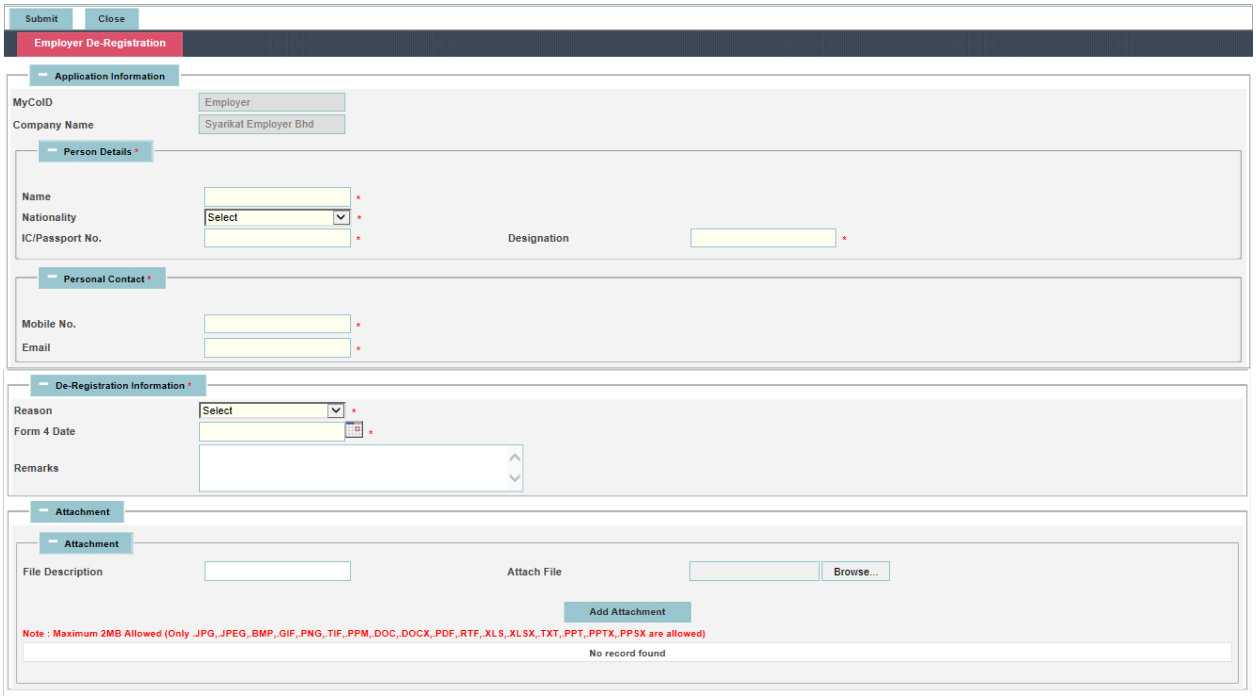
Fill-in the form.
Note: Mandatory fields are mark with (*).

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.

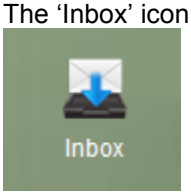
Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

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:



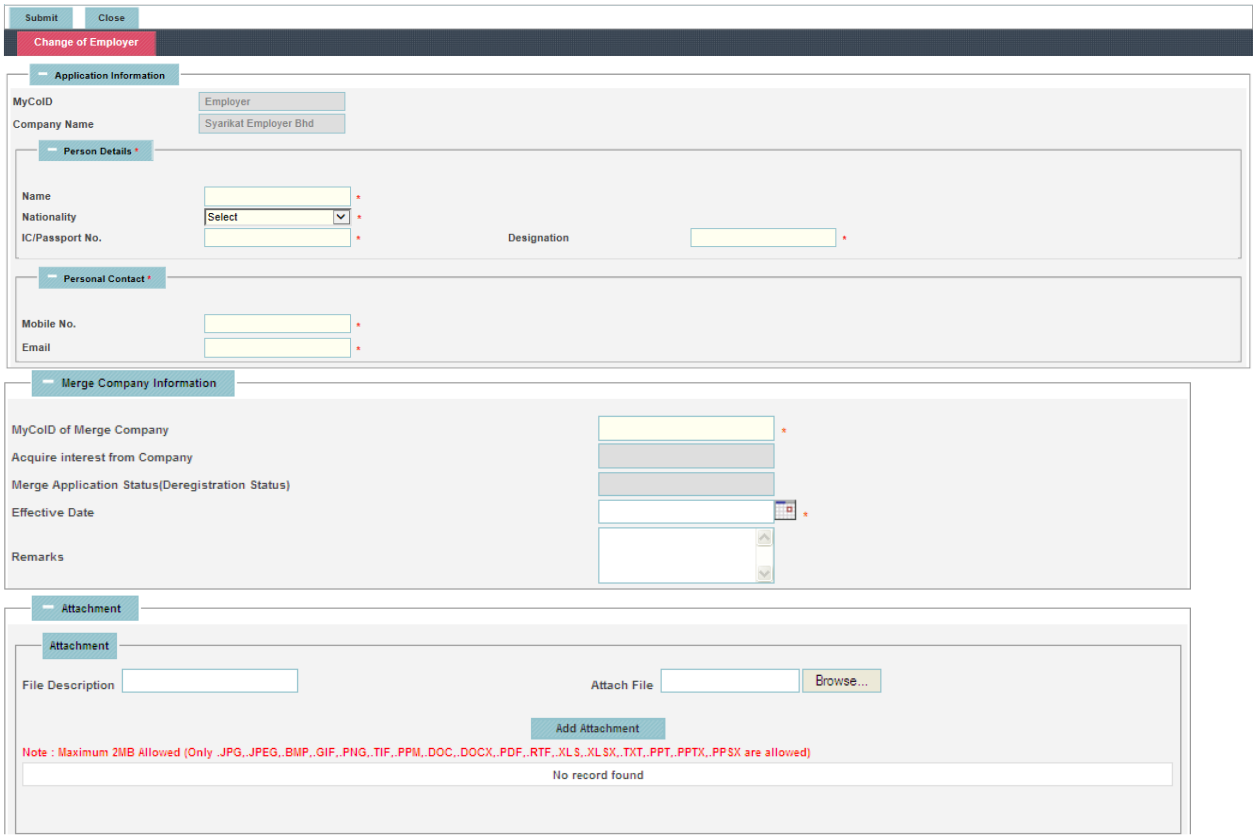
Section 10 Change of Employer Information

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.

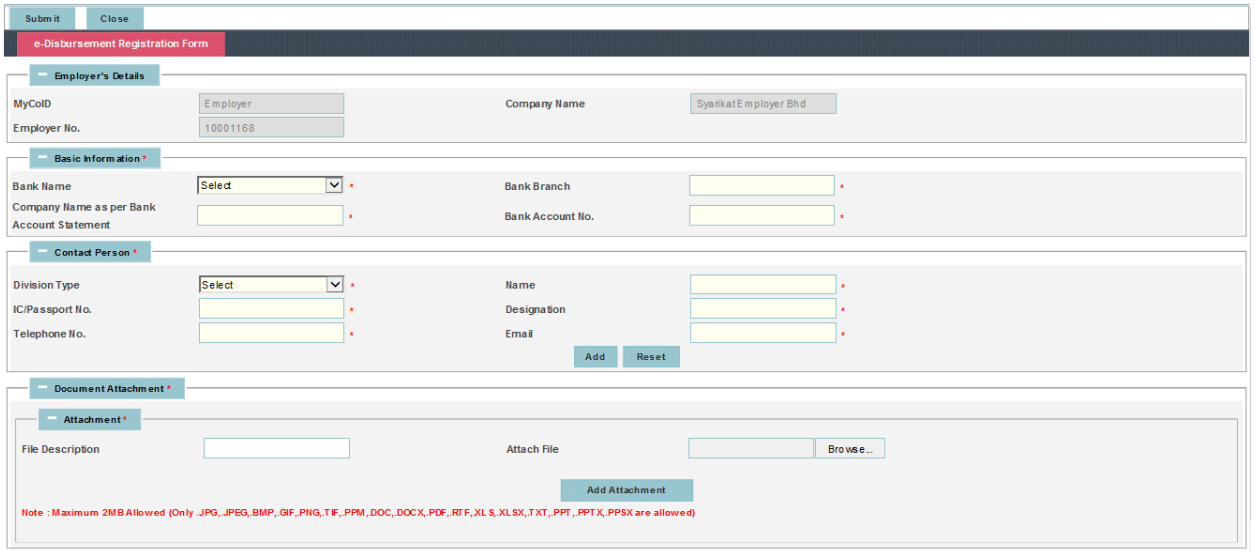
Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

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 (*).

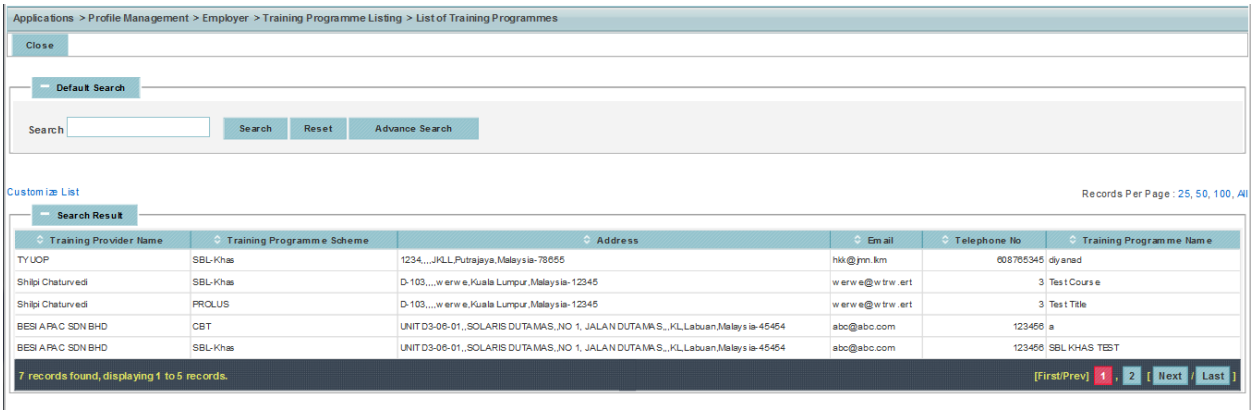
Step 3: Click on the 'Submit' button.
Result: A message 'Your Request Has Been Submitted Successfully'

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



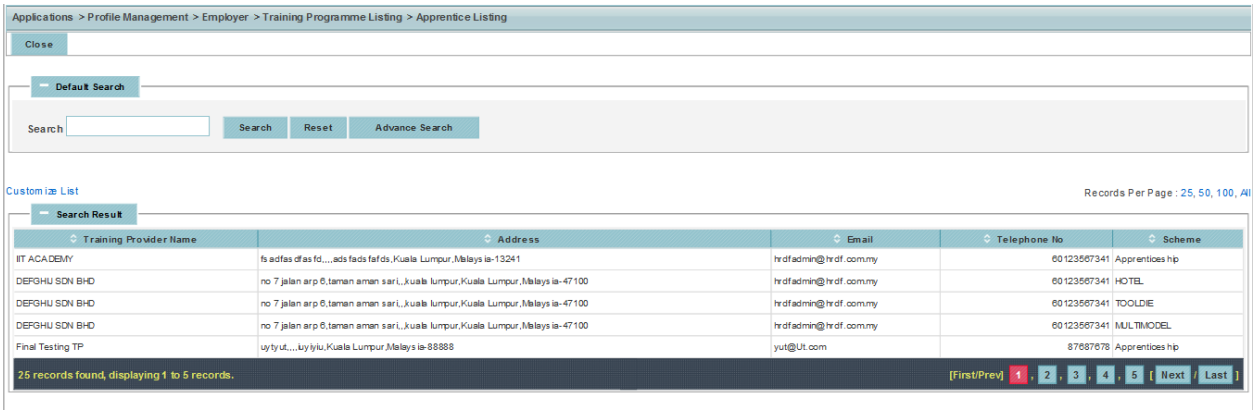
Screen 'List of Training Programmes'

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*



Screen 'Apprentice Listing'

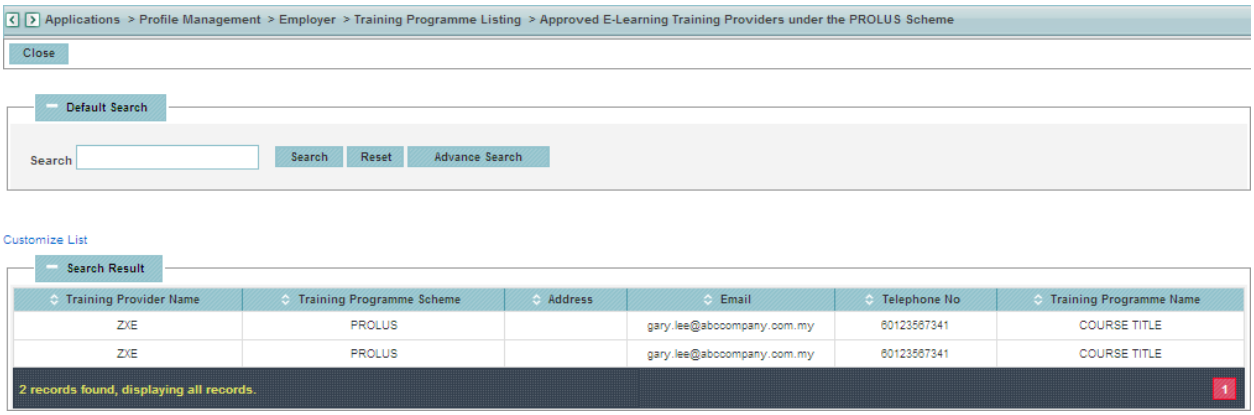
Follow the steps below to view apprentice listing.

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*



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

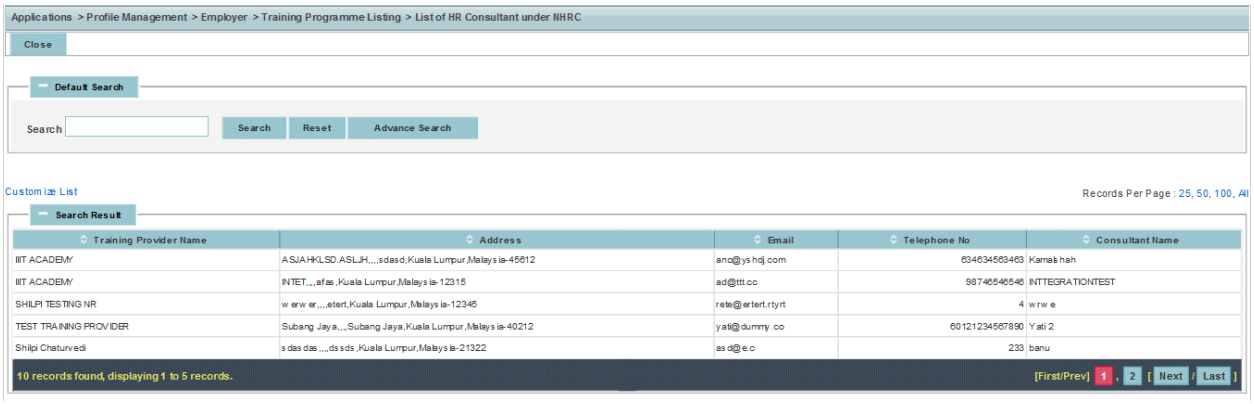
Follow the steps below to view list of approved e-learning training providers under the PROLUS scheme.

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*



Screen 'List of HR Consultant under NHRC'

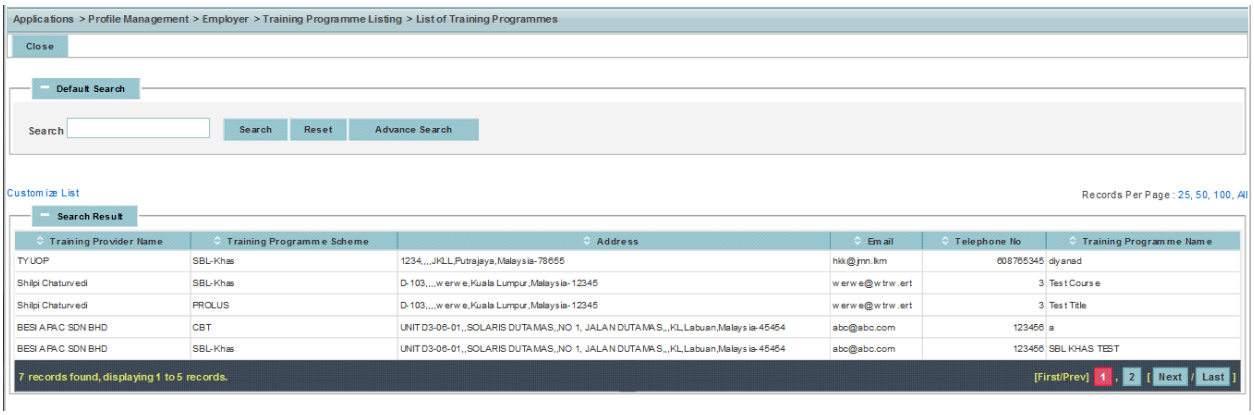
Follow the steps below to view list of HR Consultant under NHRC.

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*



Screen 'List of Training Programmes'

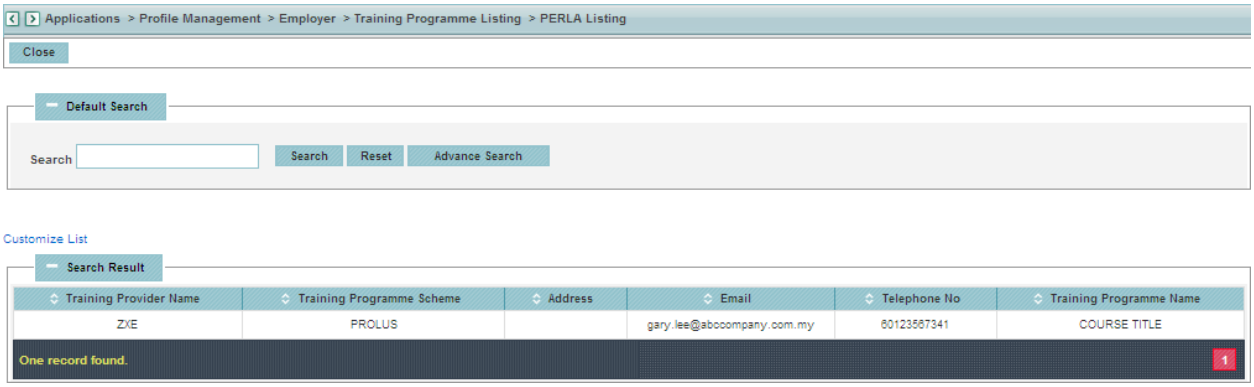
Follow the steps below to view list of Training Programmes.

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*



Screen 'PERLA Listing'

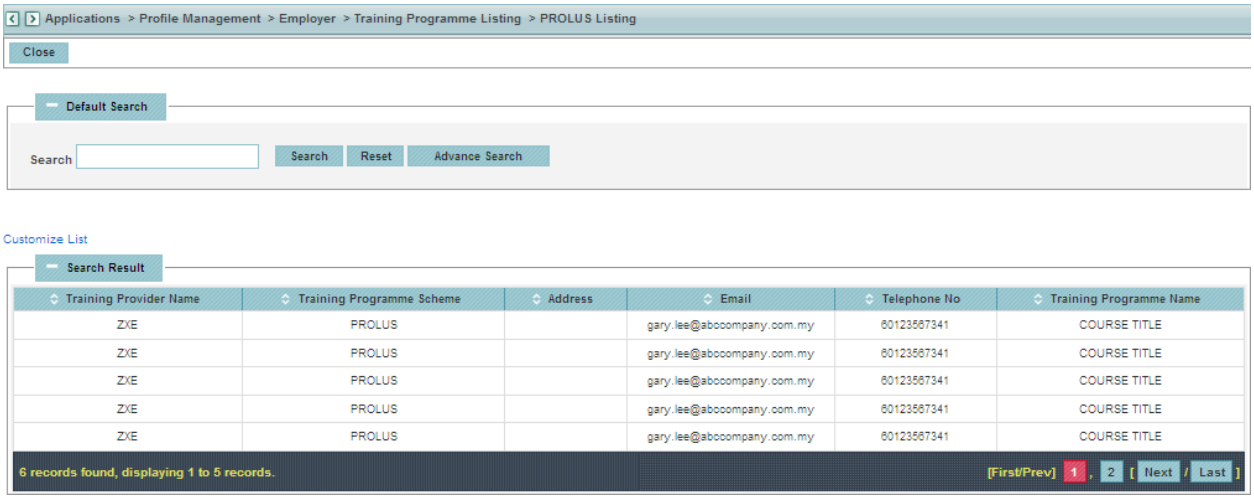
Follow the steps below to view list of PERLA.
Note:

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*



Screen 'PROLUS Listing'

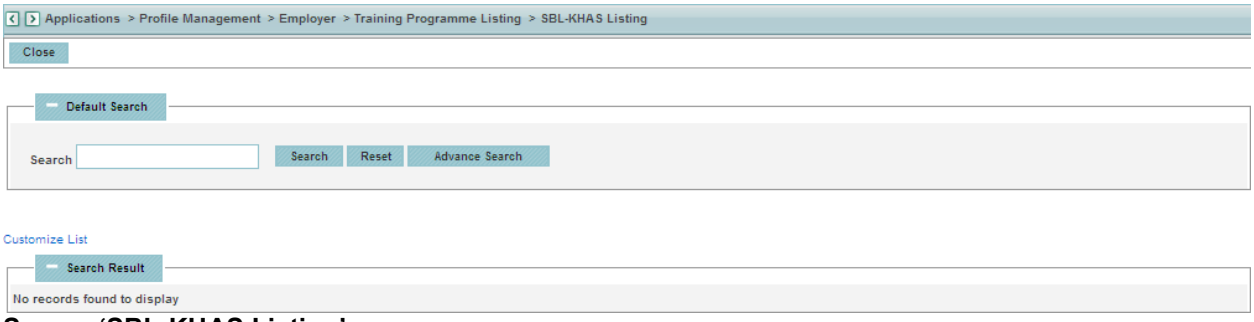
Follow the steps below to view list of PROLUS.

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*



Screen 'SBL-KHAS Listing'

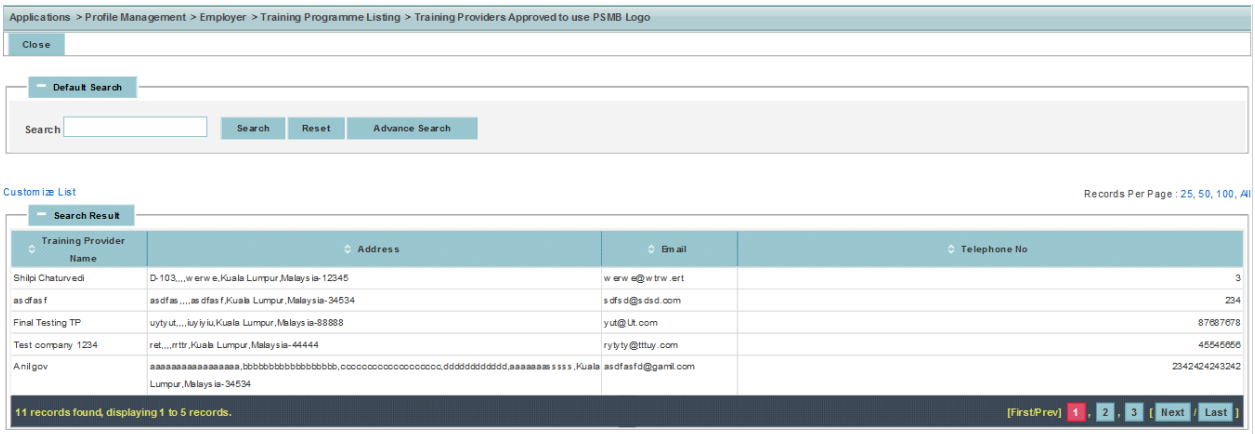
Follow the steps below to view list of SBL-KHAS.

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*



Screen 'Training Providers Approved to use PSMB Logo'

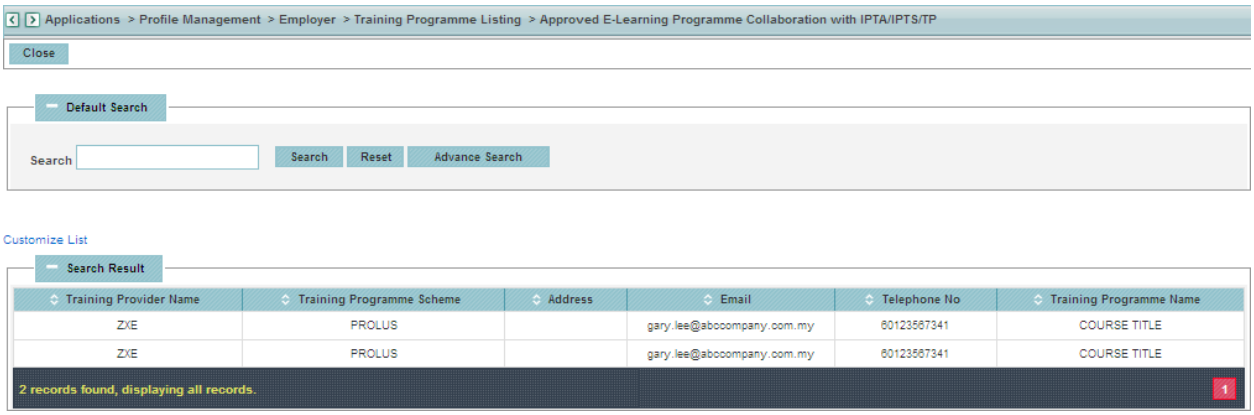
Follow the steps below to view list of training providers approved to use PSMB logo.

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*



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

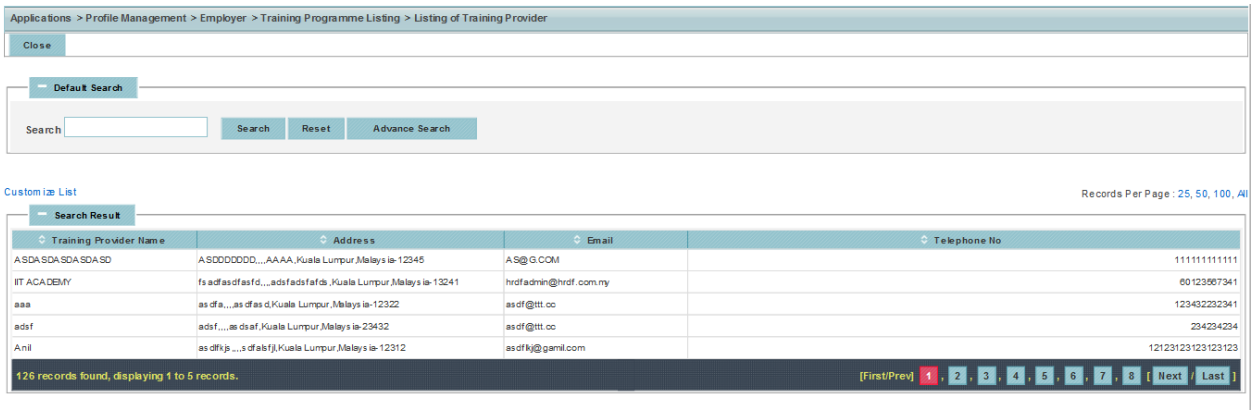
Follow the steps below to view list approved e-learning programme collaboration with IPTA/IPTS/TP.

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*



Screen 'Listing of Training Provider'

Follow the steps below to view list of Training Provider.

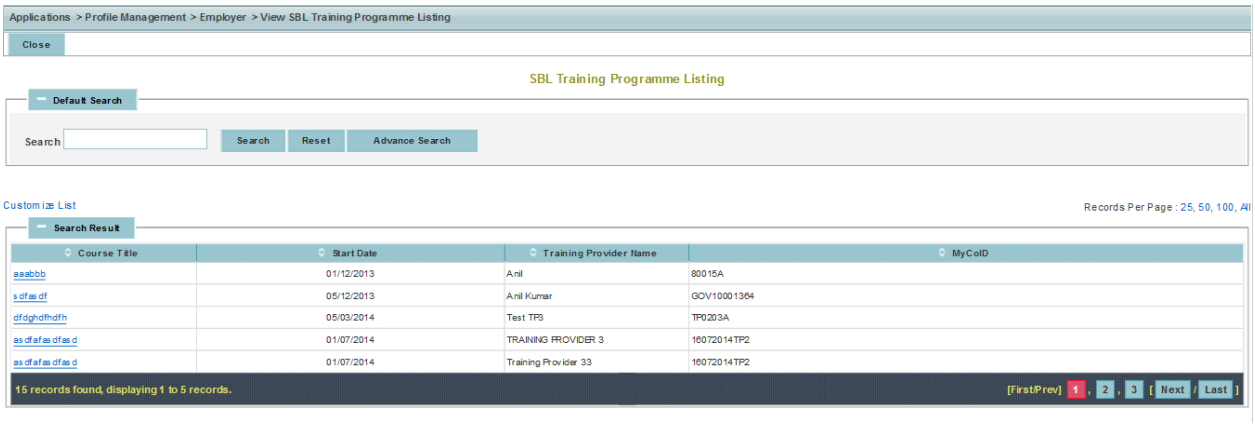
Step 1: Select from menu 'Profile Management' >'Employer' >'Training Programme Listing'>'List of Training Provider '.
Result: The above screen displayed.

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*



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

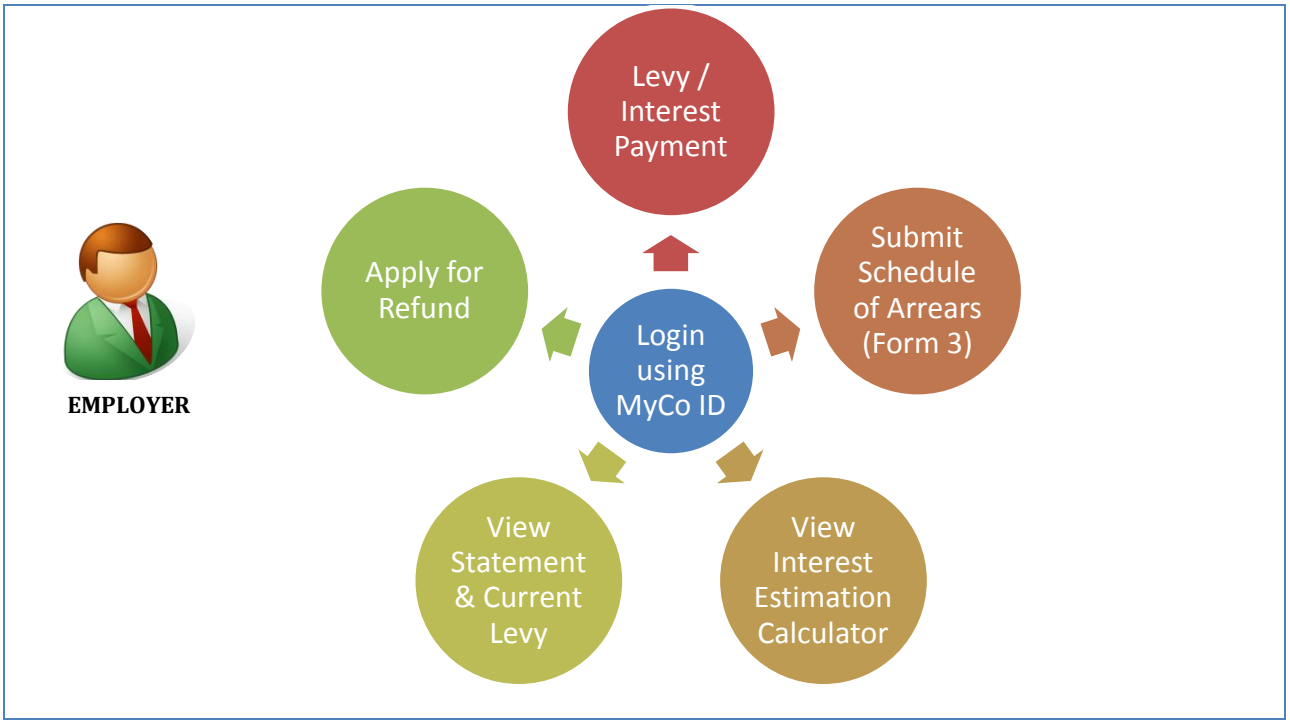
14.1 *Levy Overview*

Prerequisite: Employer must already register with PSMB.

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

14.2 *Levy Flow Diagram Related to Employers*

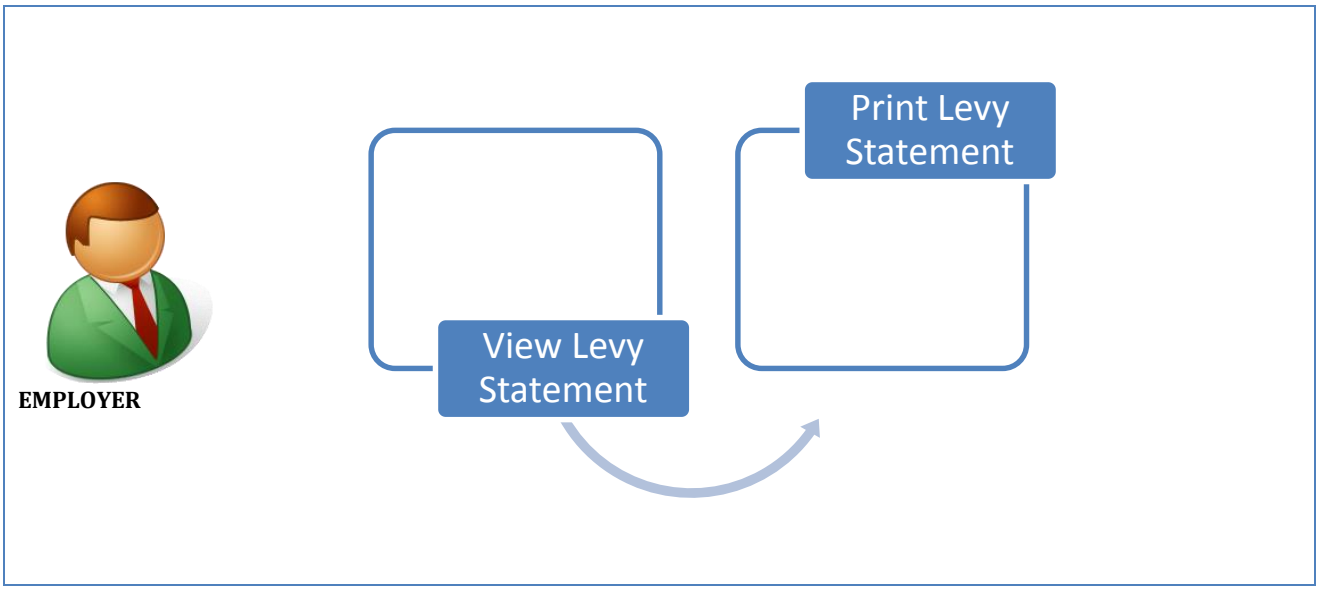
Below is the levy process flow which employer can execute for Levy.



Section 15 View Levy Statement

15.1 *View Levy Statement Flow Diagram*

Below is the functions related to levy statement:

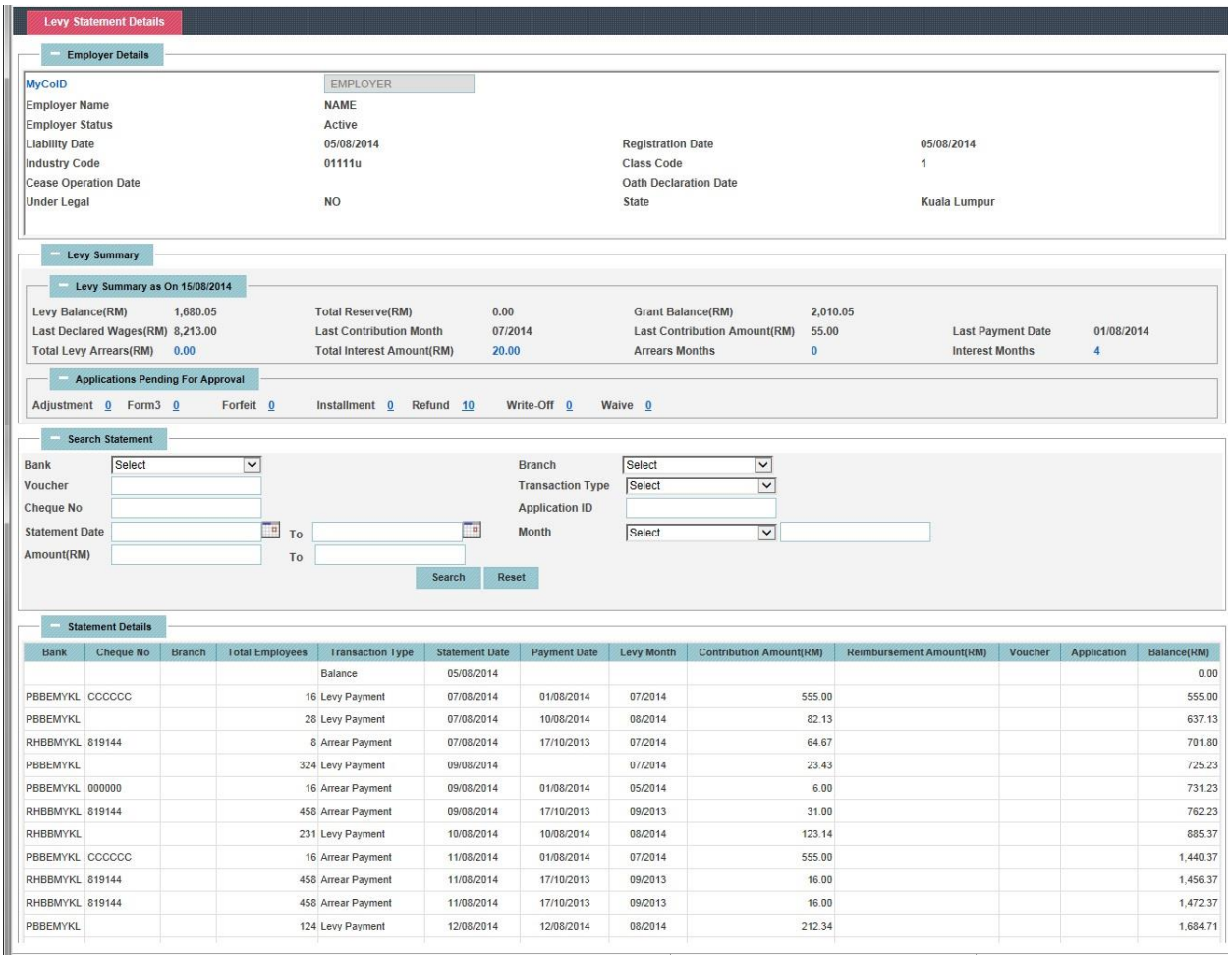


View Levy Statement Flow Diagram

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*



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.

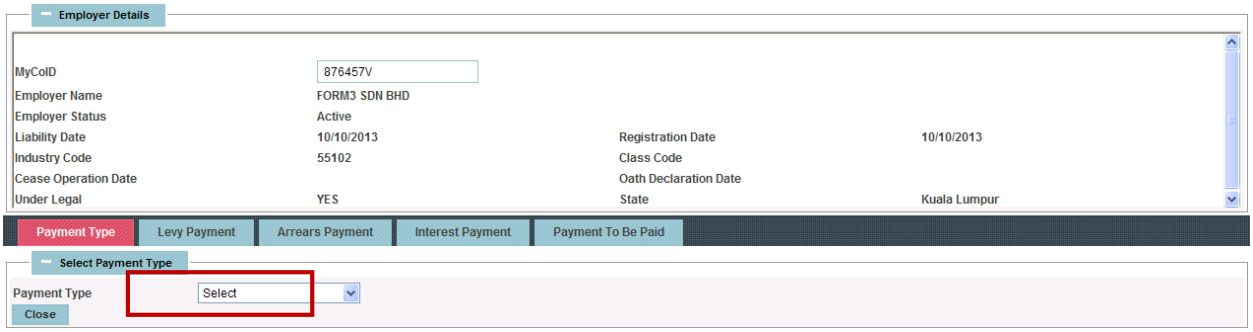
Step 1: Select from menu ‘Levy’>’Levy Statement’>’View Levy Statement’.
Result: The above screen is displayed.

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*

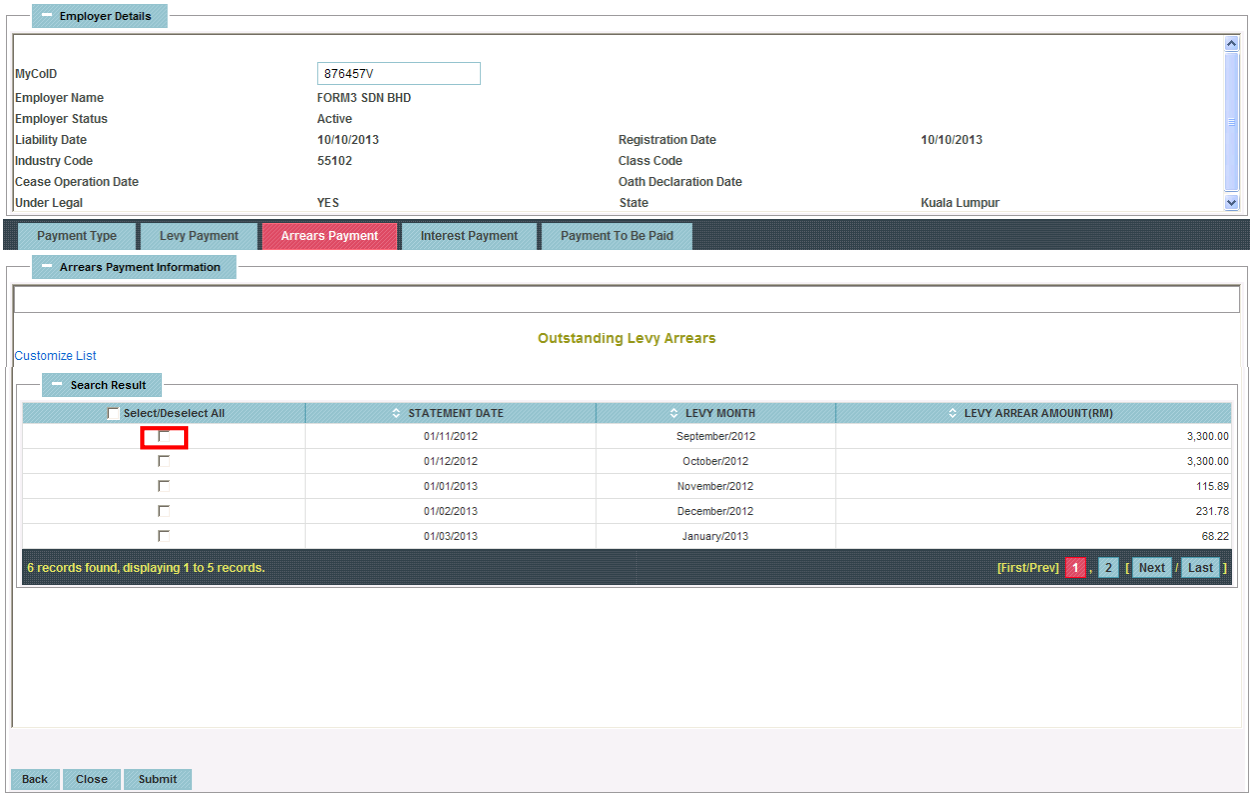


Follow the steps below to make payment.

Step 1: Select from menu 'Levy'>'Make Payment'.
Result: The above screen is displayed.
Note: By default 'Payment Type' tab is displayed.

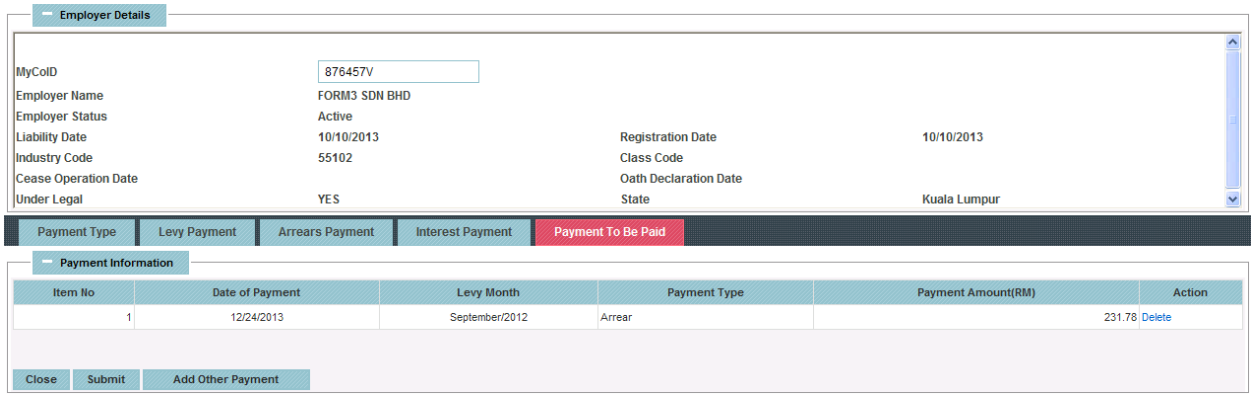
Step 2: Select payment type from the dropdown (highlighted in red).

- 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.

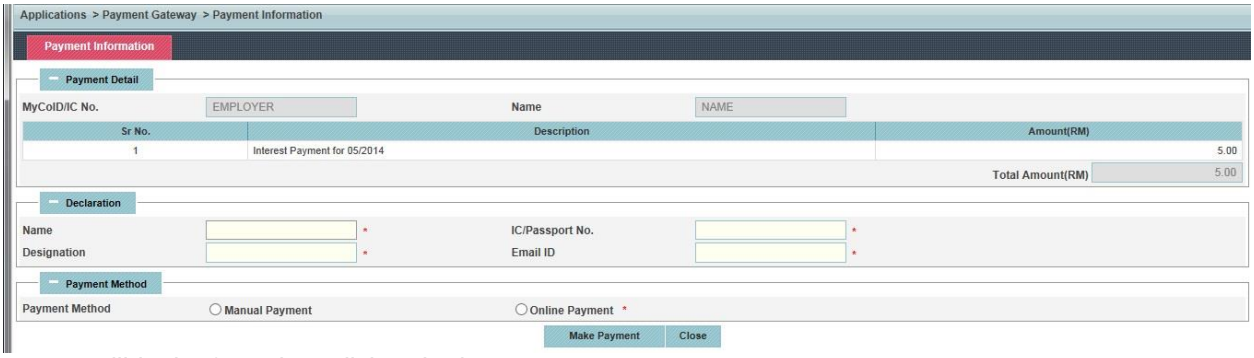


Screen 'Arrears Payment'

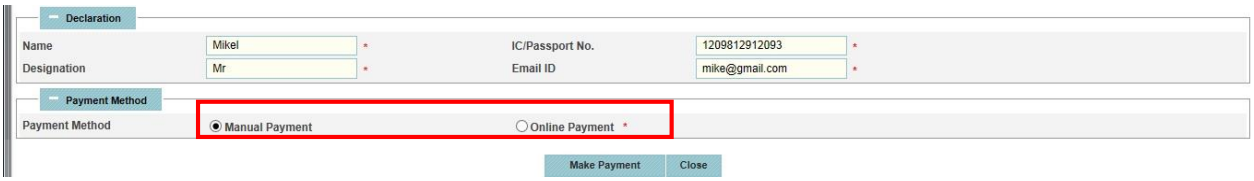
Step 2: Select month to make payment then click Submit. (Highlighted in red)
Result: The below screen is displayed.



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

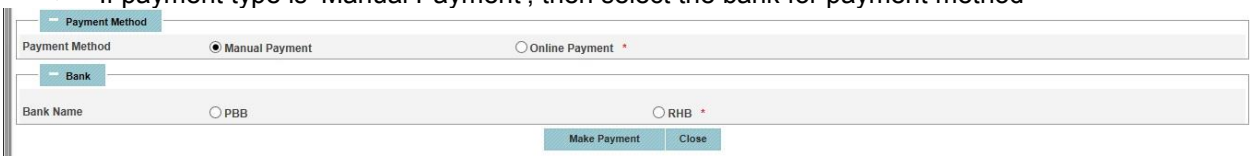


Step 4: Fill-in the form then click Submit.
Note: Mandatory fields are mark with (*).
Result: The below screen is displayed.

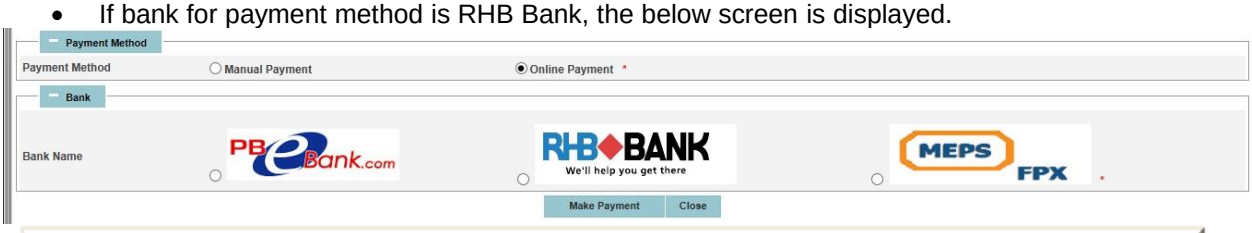


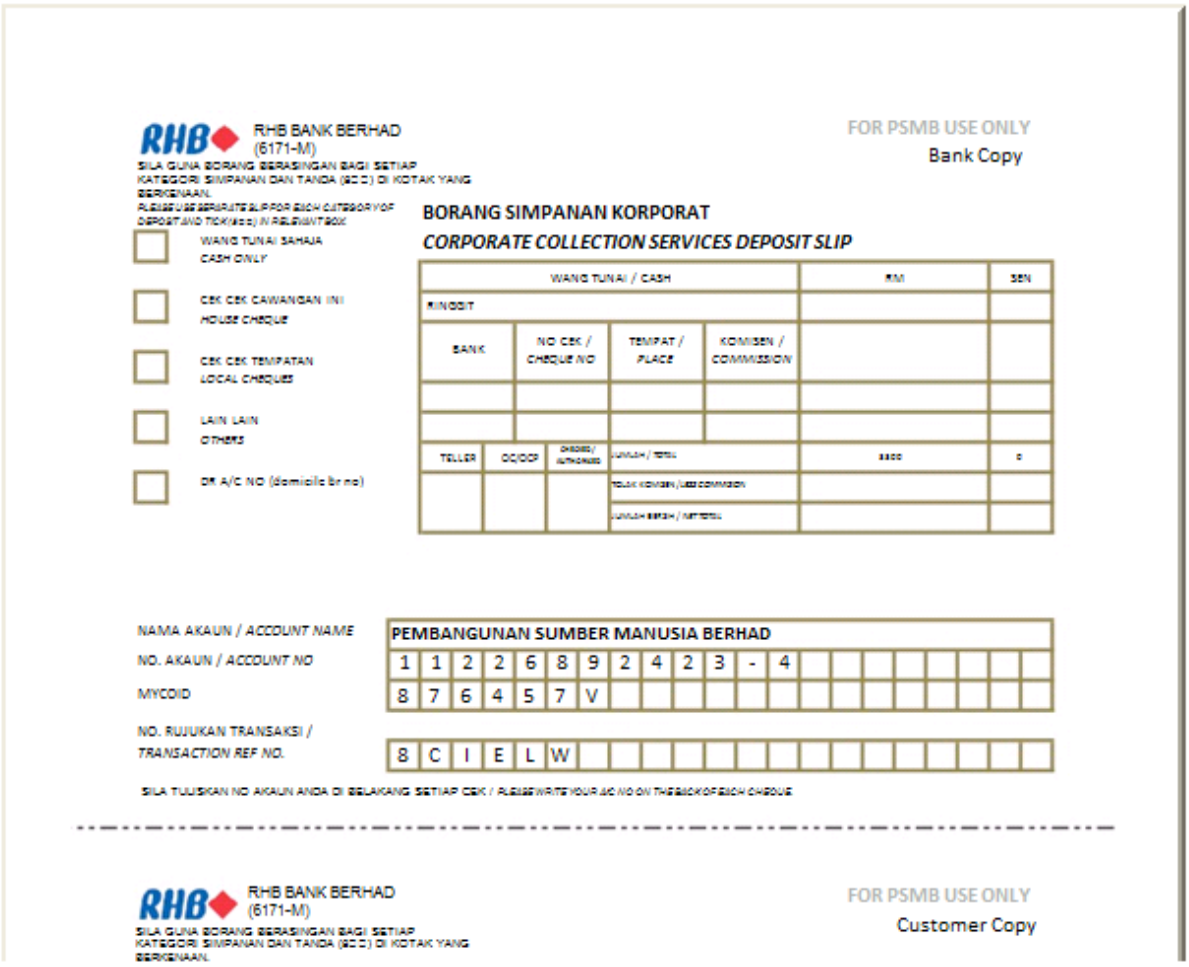
Step 5: Select the payment method (highlighted in red).

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



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





RHB BANK BERHAD (6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (☑ ☐) DI KOTAK YANG BERKENAAN.

PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK (☑ ☐) IN RELEVANT BOX

FOR PSMB USE ONLY

Bank Copy

BORANG SIMPANAN KORPORAT

CORPORATE COLLECTION SERVICES DEPOSIT SLIP

- ☐ WANG TUNAI SAHAJA / *CASH ONLY*
- ☐ CEK CEK CAWANGAN INI / *HOUSE CHEQUE*
- ☐ CEK CEK TEMPATAN / *LOCAL CHEQUES*
- ☐ LAIN LAIN / *OTHERS*
- ☐ DR A/C NO (domicile br no)

WANG TUNAI / CASH				RM	SEN
RINGGIT					
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	CC/OOP	CHECKED/ AUTHORISED	JUMLAH / TOTAL	RRCO	0
			TOLAK KOMISEN / LESS COMMISSION		
			JUMLAH BERSIH / NET TOTAL		

NAMA AKAUN / *ACCOUNT NAME*	PEMBANGUNAN SUMBER MANUSIA BERHAD
NO. AKAUN / *ACCOUNT NO*	1 1 2 2 6 8 9 2 4 2 3 - 4
MYCOID	8 7 6 4 5 7 V
NO. RUJUKAN TRANSAKSI / *TRANSACTION REF NO.*	8 C I E L W

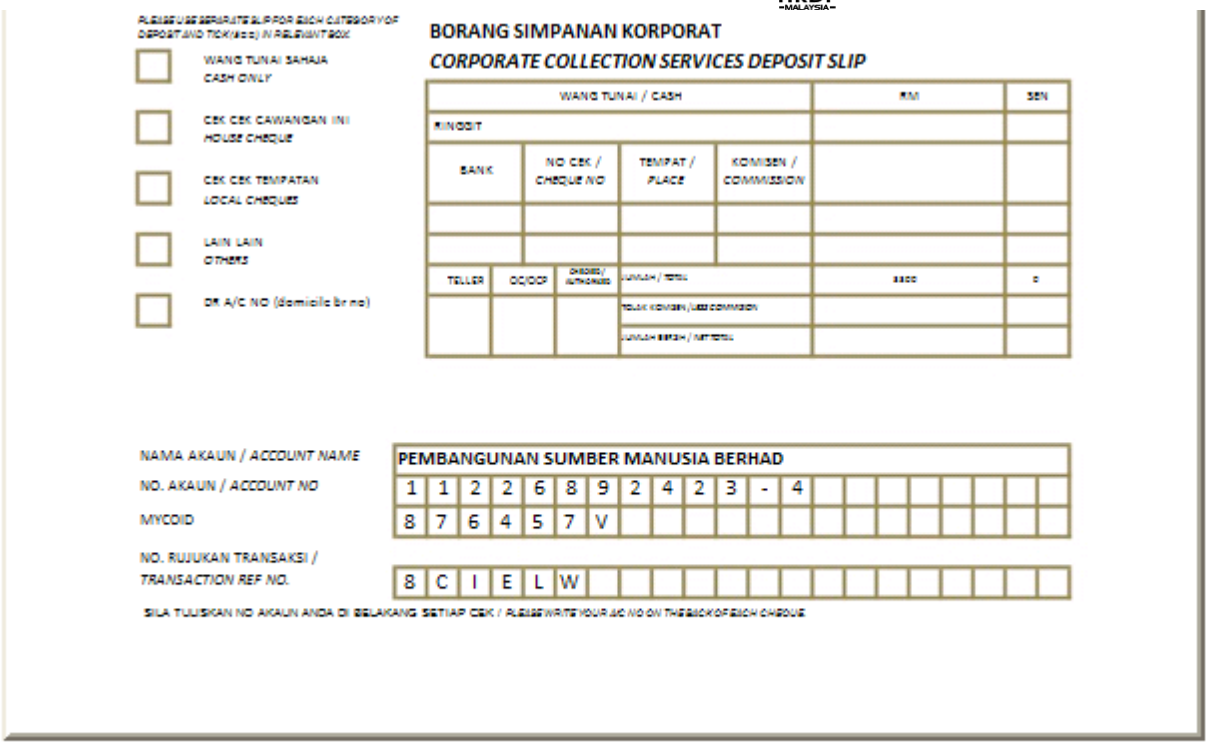
SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / *PLEASE WRITE YOUR A/C NO ON THE BACK OF EACH CHEQUE*

RHB BANK BERHAD (6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (☑ ☐) DI KOTAK YANG BERKENAAN.

FOR PSMB USE ONLY

Customer Copy



PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK(✓) 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 (domicile br no)

BORANG SIMPANAN KORPORAT

CORPORATE COLLECTION SERVICES DEPOSIT SLIP

WANG TUNAI / CASH				RM	SEN
RINGGIT					
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	OC/OCP	CHECKED / AUTHORISED	JUMLAH / TOTAL	0000	0
			TOLAK KOMISEN / LESS COMMISSION		
			JUMLAH BERSIH / NET TOTAL		

NAMA AKAUN / *ACCOUNT NAME*: PEMBANGUNAN SUMBER MANUSIA BERHAD

NO. AKAUN / *ACCOUNT NO*: 1 1 2 2 6 8 9 2 4 2 3 - 4

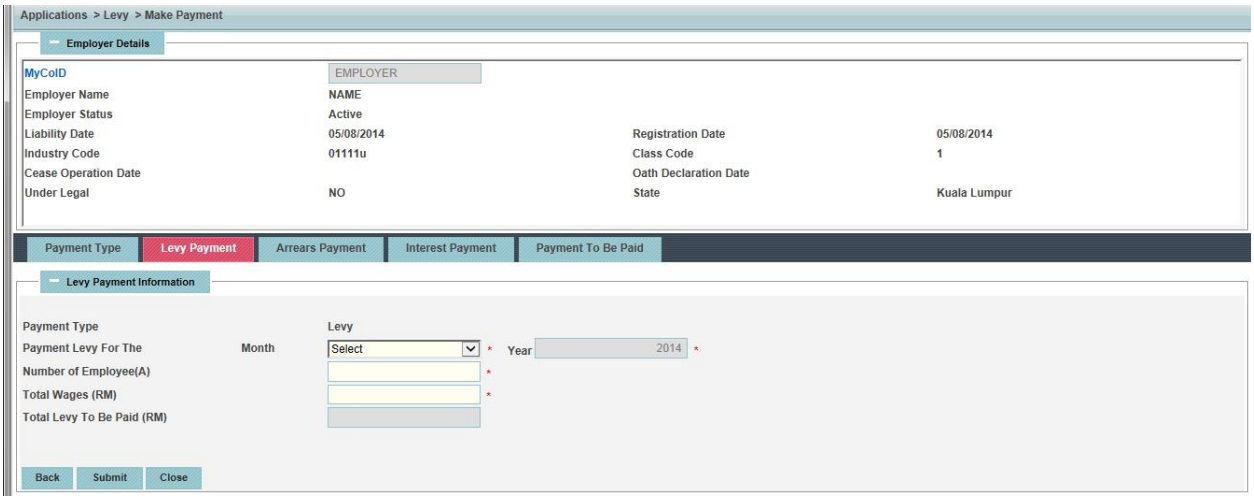
MYCOID: 8 7 6 4 5 7 V

NO. RUJUKAN TRANSAKSI / *TRANSACTION REF NO.*: 8 C I E L W

SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR A/C NO ON THE BACK OF EACH CHEQUE

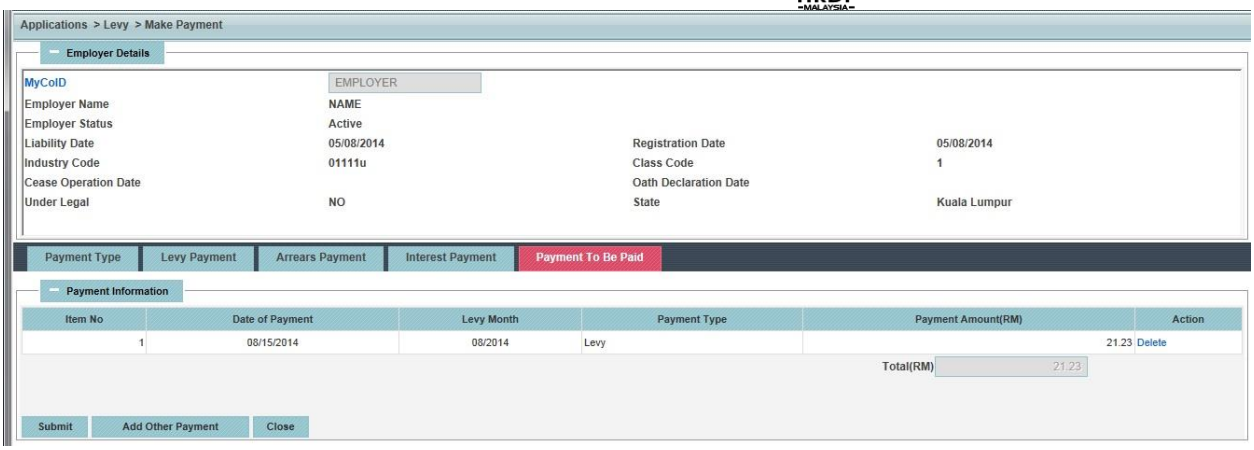
PRINT

- 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.

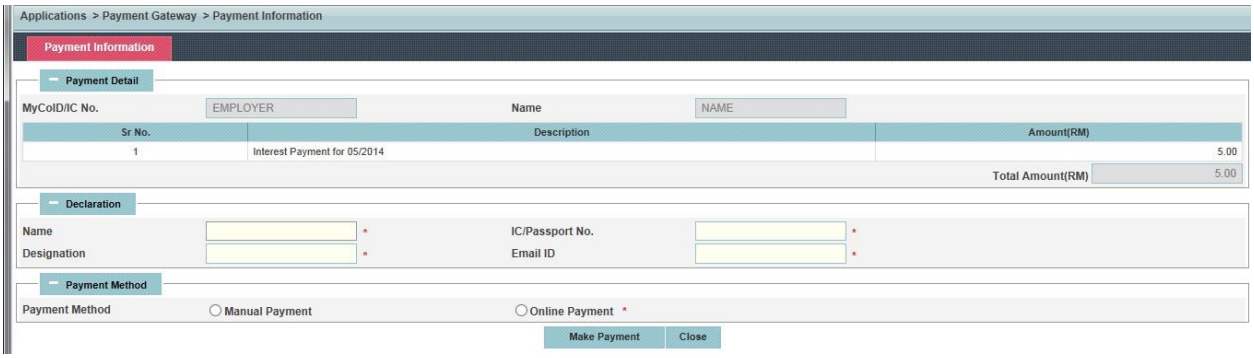


Screen ‘Levy Payment’

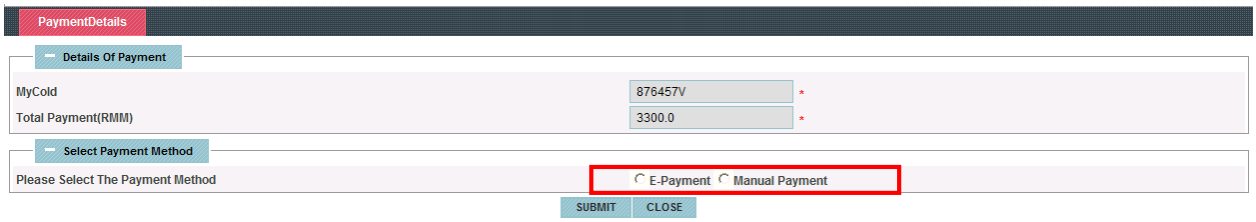
Step 2: Fill-in the form then click Submit.
Note: Mandatory fields are mark with (*).
Result: The below screen is displayed.



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

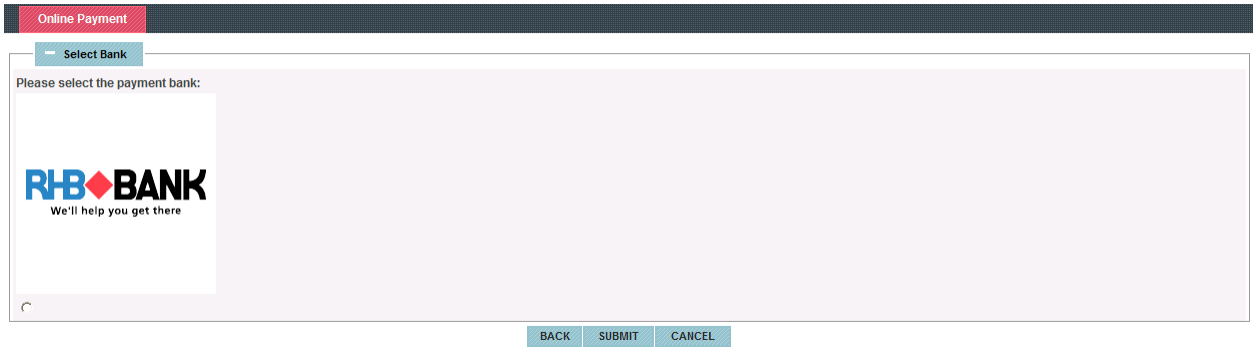


Step 4: Fill-in the form then click Submit.
Note: Mandatory fields are mark with (*).
Result: The below screen is displayed.

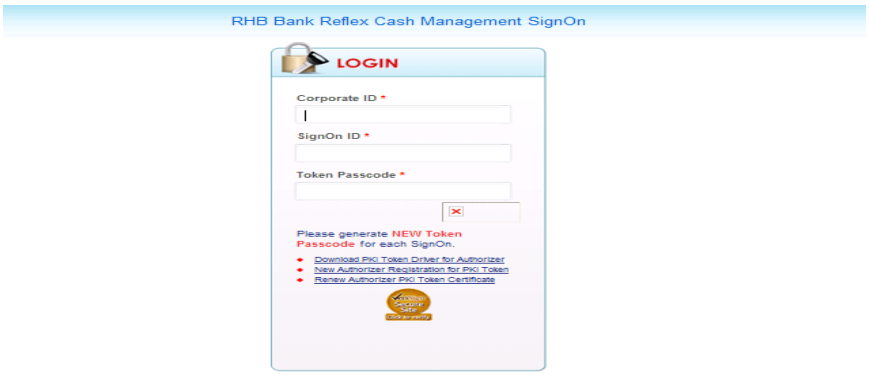


Step 5: Select the payment method (highlighted in red).

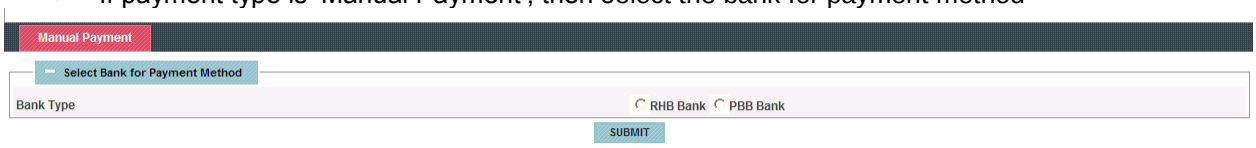
- If payment type is ‘E-Payment’, then select the bank for payment method and click Submit.



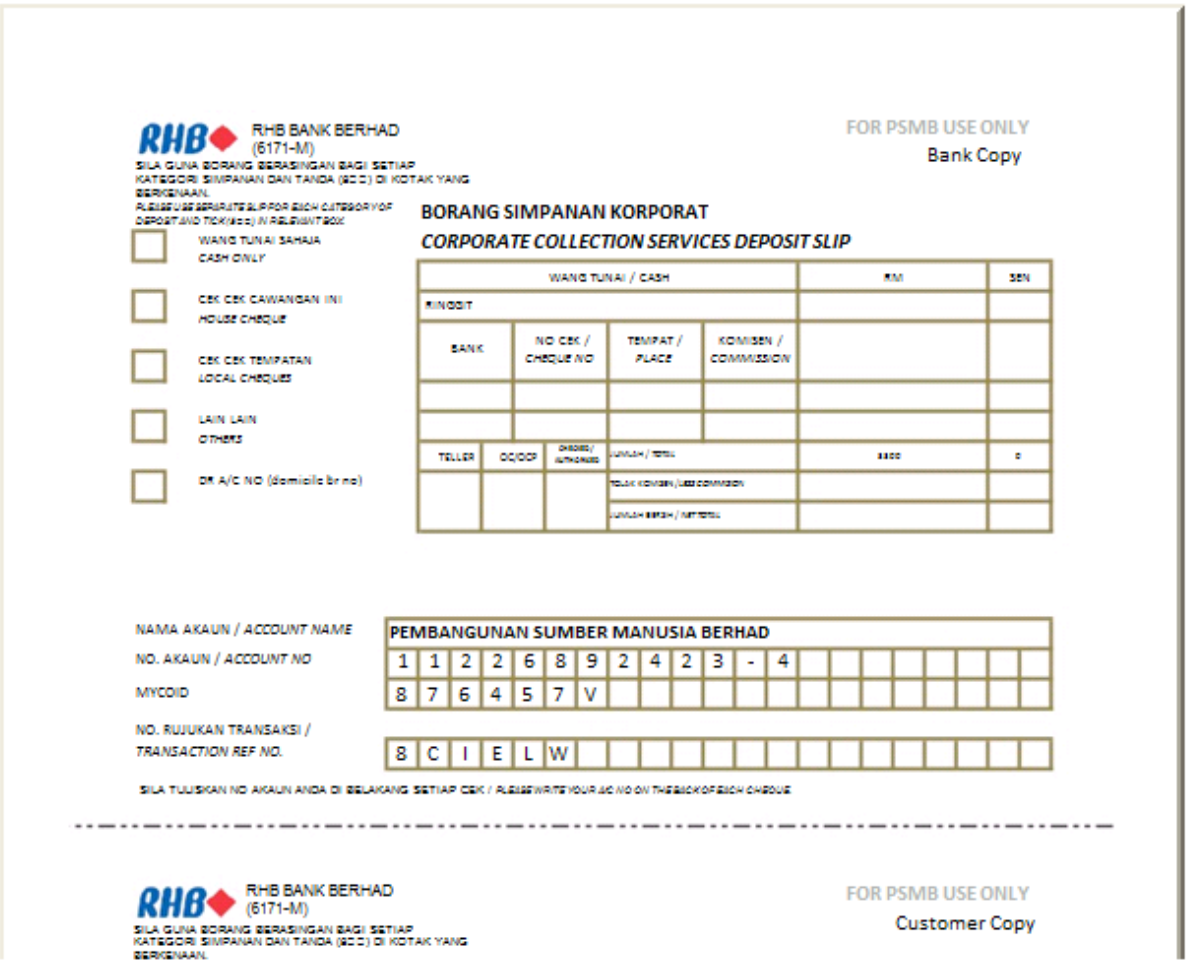
Result: The below screen is displayed.



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



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



RHB BANK BERHAD (6171-M)

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

FOR PSMB USE ONLY
Bank Copy

BORANG SIMPANAN KORPORAT
CORPORATE COLLECTION SERVICES DEPOSIT SLIP

- ☐ WANG TUNAI SAHAJA / CASH ONLY
- ☐ CEK CEK CAWANGAN INI / HOUSE CHEQUE
- ☐ CEK CEK TEMPATAN / LOCAL CHEQUES
- ☐ LAIN LAIN / OTHERS
- ☐ DR A/C NO (domicile br no)

WANG TUNAI / CASH				RM	SEN
RINGGIT					
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	OC/OCP	CHEQUE/ AUTHORISED	JUMLAH / TOTAL	0000	0
			TOLAK KOMISEN / LESS COMMISSION		
			JUMLAH BERSH / NET TOTAL		

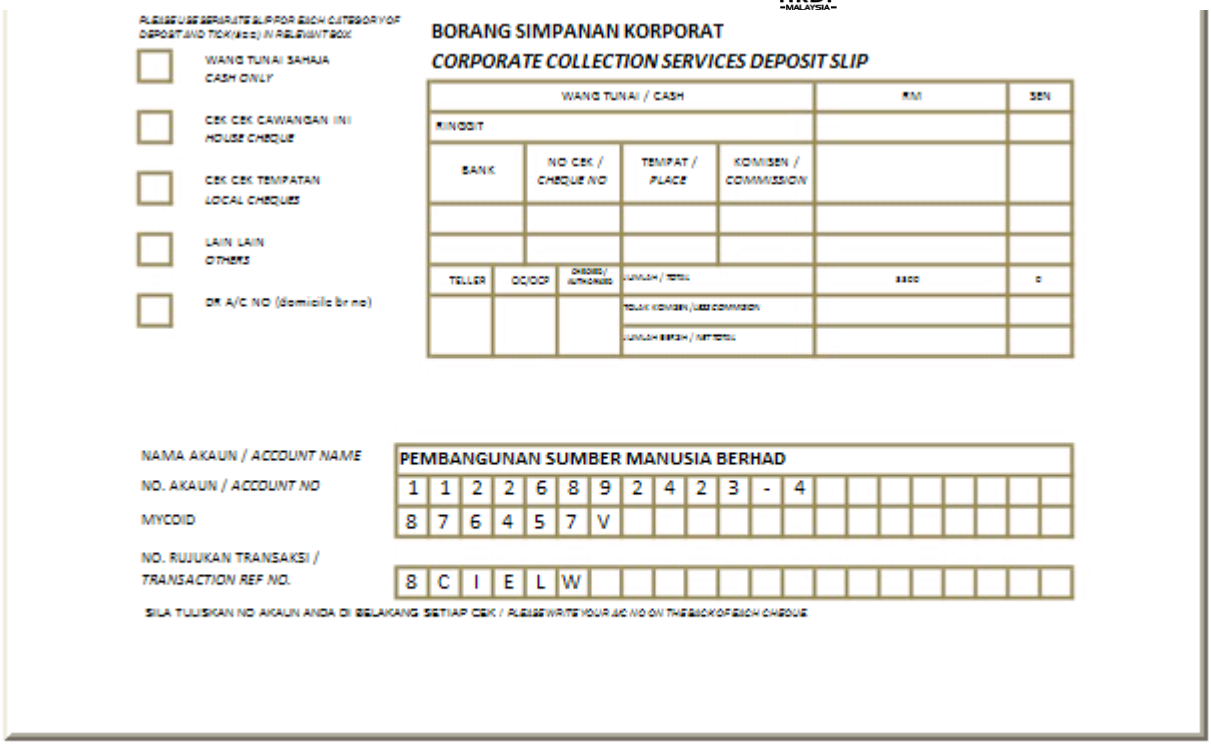
NAMA AKAUN / *ACCOUNT NAME*	PEMBANGUNAN SUMBER MANUSIA BERHAD
NO. AKAUN / *ACCOUNT NO*	1 1 2 2 6 8 9 2 4 2 3 - 4
MYCOID	8 7 6 4 5 7 V
NO. RUJUKAN TRANSAKSI / *TRANSACTION REF NO.*	8 C I E L W

SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR A/C NO ON THE BACK OF EACH CHEQUE

RHB BANK BERHAD (6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (☑) DI KOTAK YANG BERKENAAN.

FOR PSMB USE ONLY
Customer Copy



PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK(✓) 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 (domicile br no)

BORANG SIMPANAN KORPORAT

CORPORATE COLLECTION SERVICES DEPOSIT SLIP

WANG TUNAI / CASH				RM	SEN
RINGGIT					
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION		
TELLER	OC/OCP	CHECKED / AUTHORISED	JUMLAH / TOTAL	0.00	0
			TOLAK KOMISEN / LESS COMMISSION		
			JUMLAH BERSIH / NET TOTAL		

NAMA AKAUN / ACCOUNT NAME: PEMBANGUNAN SUMBER MANUSIA BERHAD

NO. AKAUN / ACCOUNT NO: 1 1 2 2 6 8 9 2 4 2 3 - 4

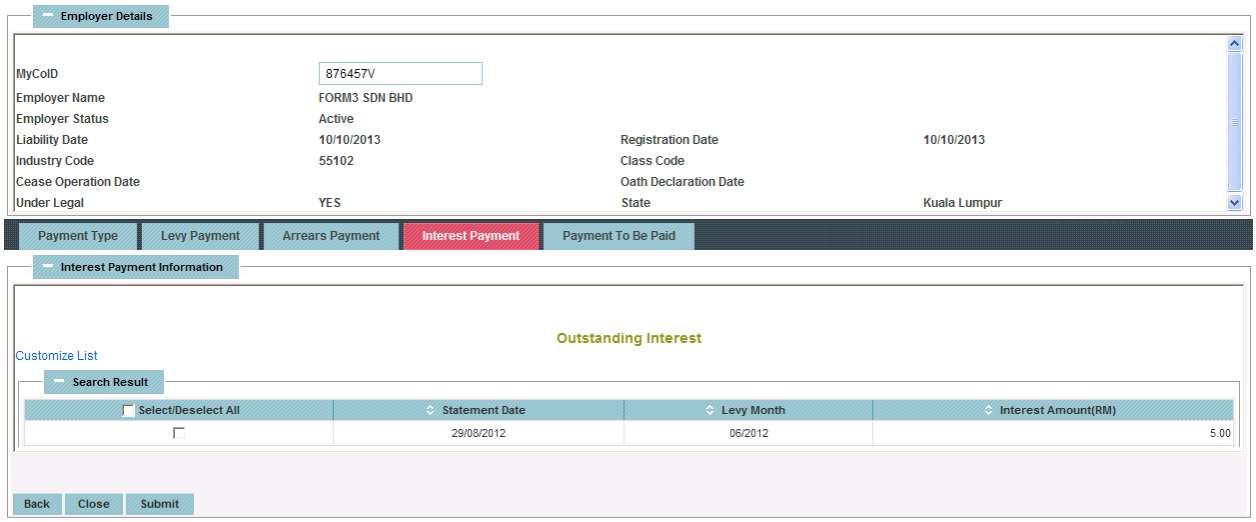
MYCOID: 8 7 6 4 5 7 V

NO. RUJUKAN TRANSAKSI / TRANSACTION REF NO.: 8 C I E L W

SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR A/C NO ON THE BACK OF EACH CHEQUE

PRINT

- If payment type is ‘Interest Payment’, then Interest Payment tab will be active.
- Tab for Levy Payment, Arrears 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	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

Outstanding Interest

Customize List

Search Result

Select/Deselect All	Statement Date	Levy Month	Interest Amount(RM)
☐	29/08/2012	06/2012	5.00

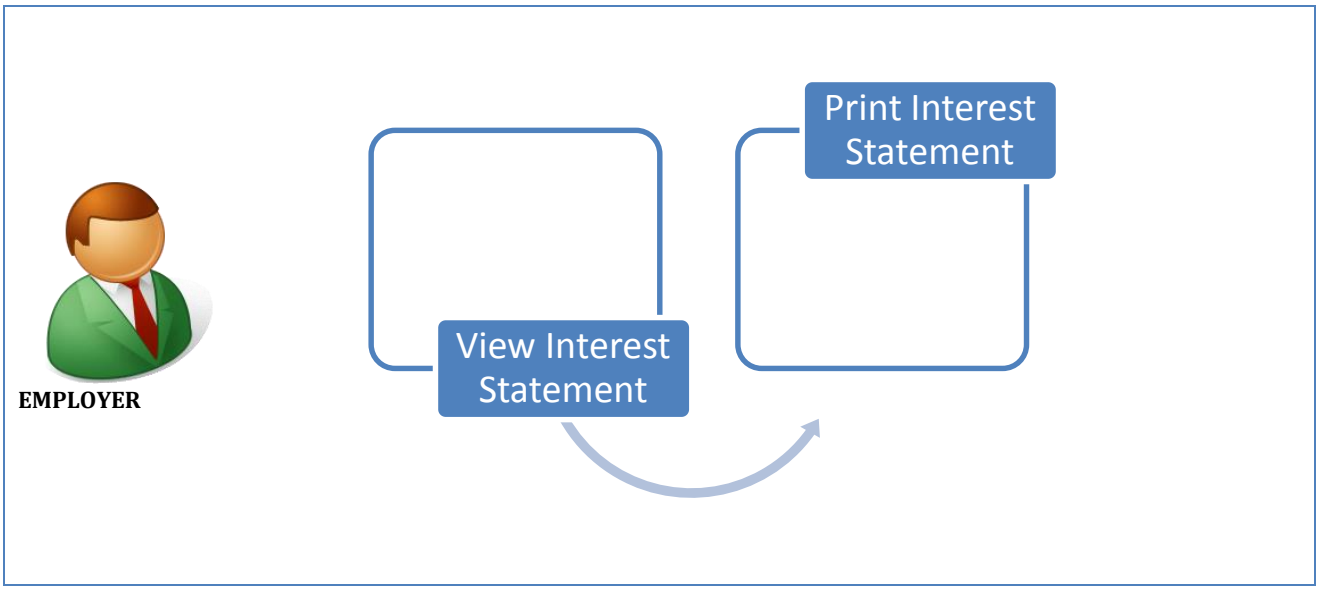
Back | Close | Submit

Screen ‘Interest Payment’

Section 17 View Interest Statement

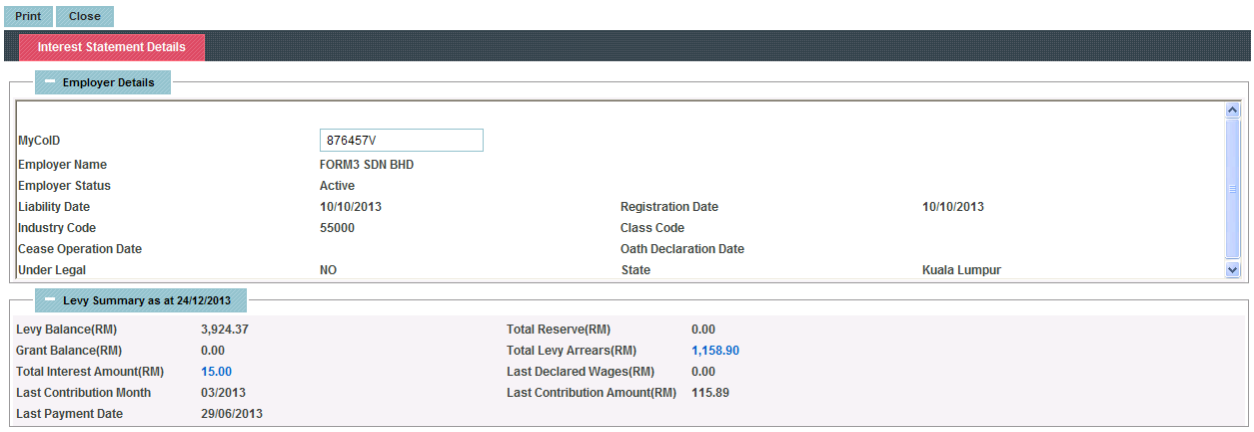
17.1 *View Interest Statement Flow Diagram*

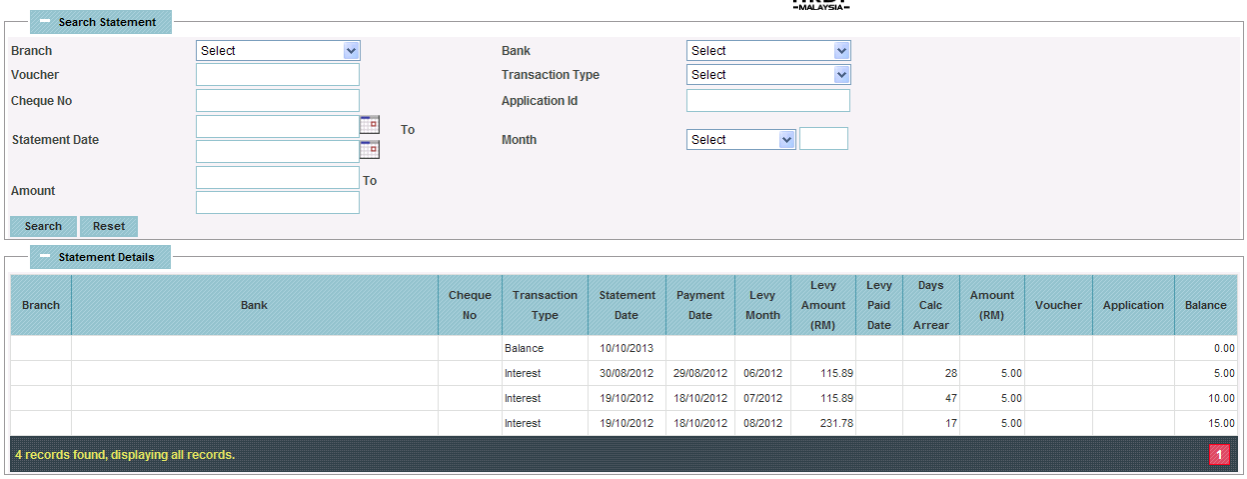
Below is the functions related to interest statement:



View Interest Statement Flow Diagram

17.2 *View Interest Statement*



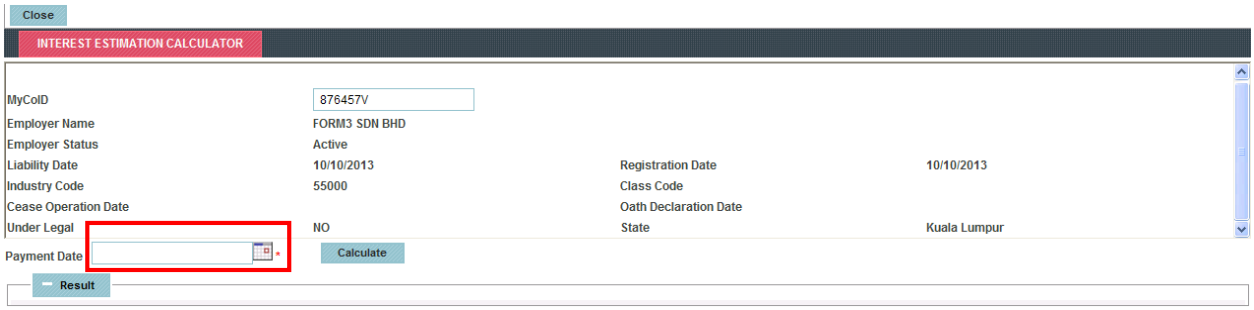


Follow the steps below to view interest statement.

Step 1: Select from menu ‘Levy’>’Interest Statement’>‘View Interest Statement’.
Result: The above screen is displayed.

Section 18 Interest Estimation Calculator

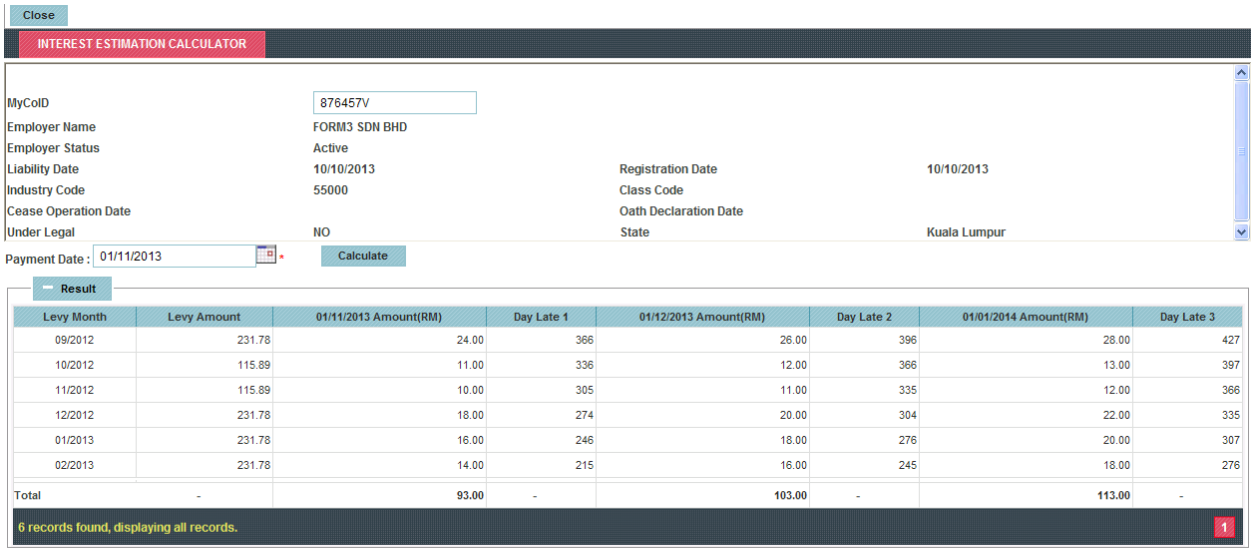
18.1 *Interest Estimation Calculator*



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

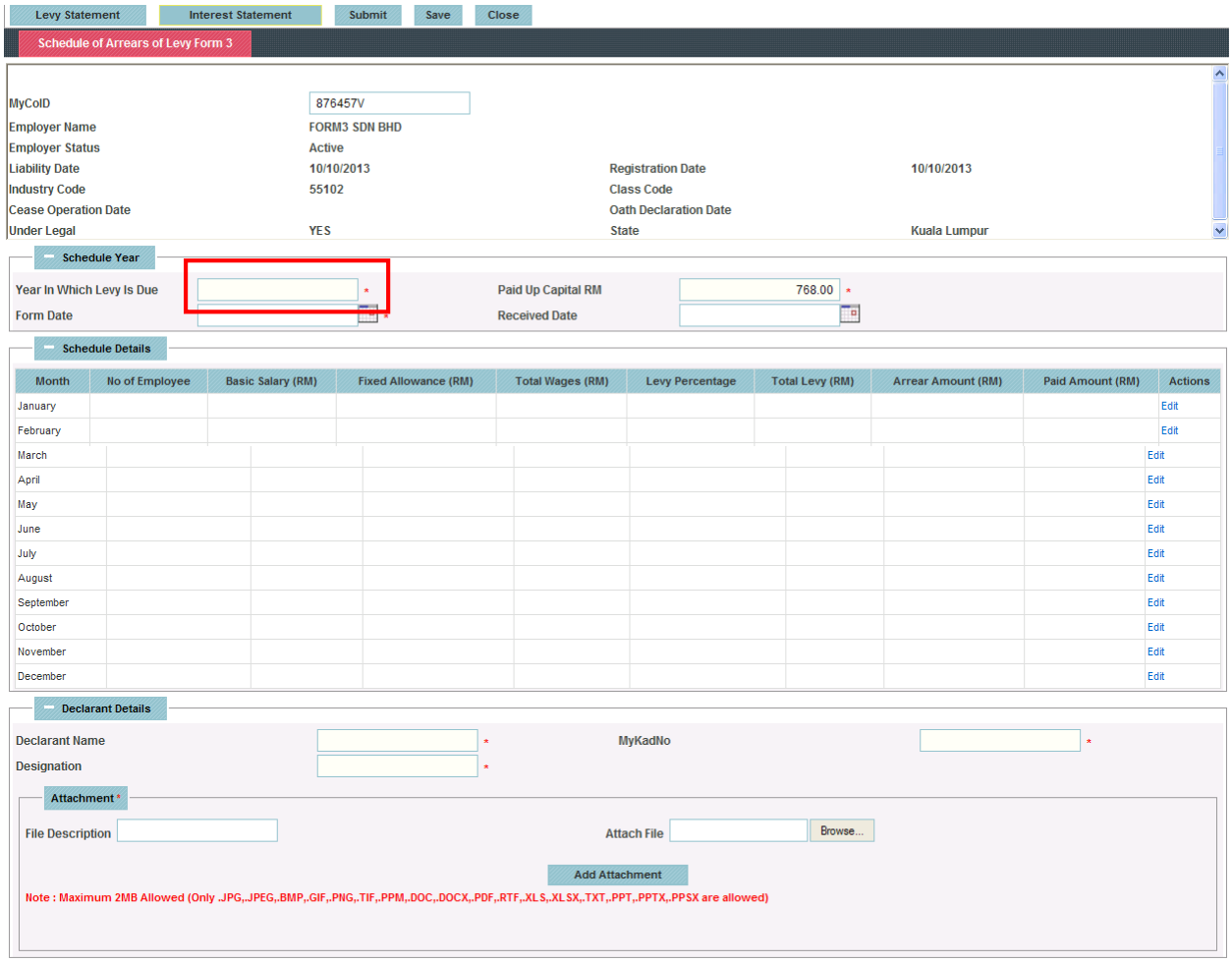


Levy Month	Levy Amount	01/11/2013 Amount(RM)	Day Late 1	01/12/2013 Amount(RM)	Day Late 2	01/01/2014 Amount(RM)	Day Late 3
09/2012	231.78	24.00	366	26.00	396	28.00	427
10/2012	115.89	11.00	336	12.00	366	13.00	397
11/2012	115.89	10.00	305	11.00	335	12.00	366
12/2012	231.78	18.00	274	20.00	304	22.00	335
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	-

Section 19 Create Schedule of Arrears

19.1 *Create Schedule of Arrears – By Employer*

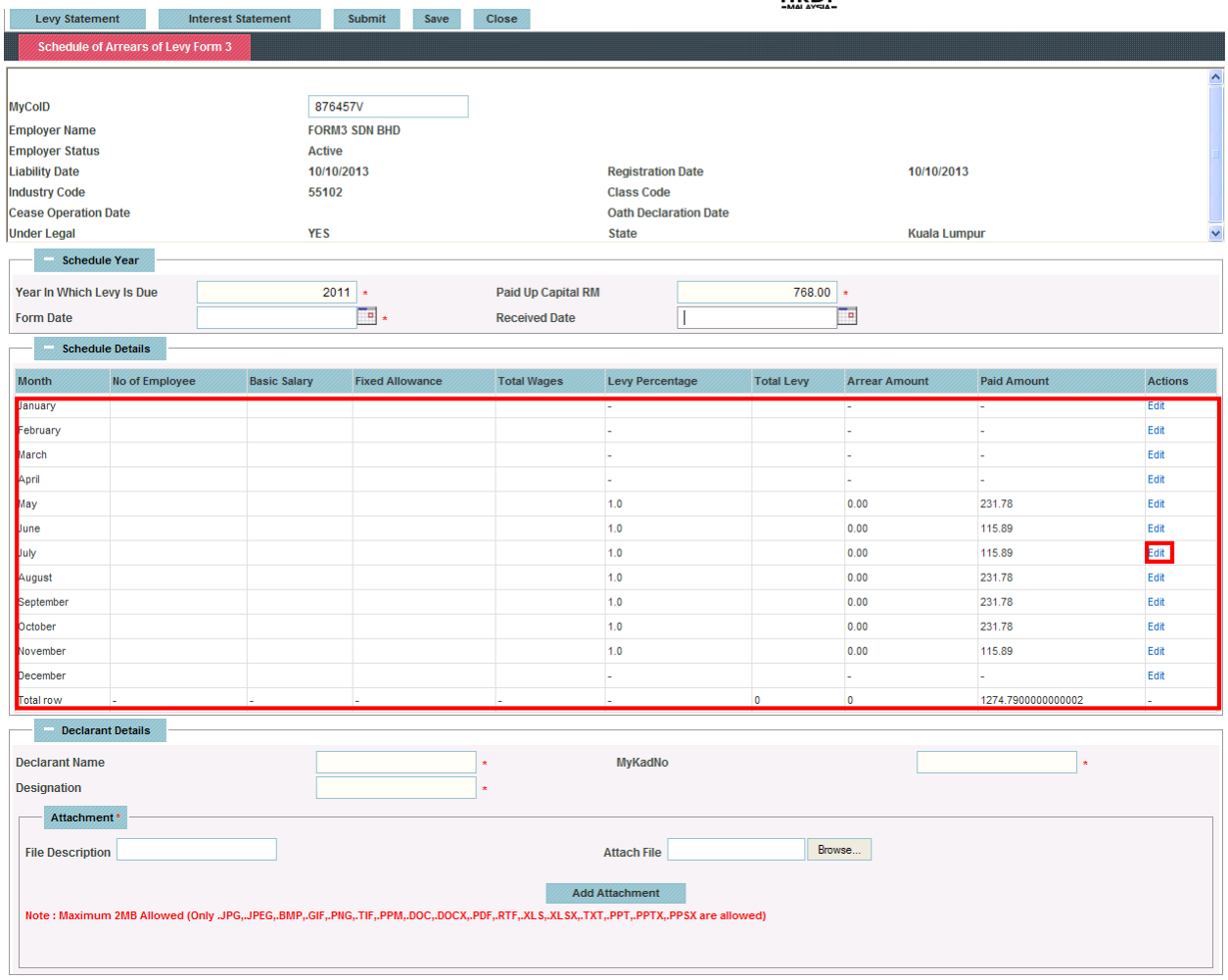
Employer has the option to create schedule of arrears if the amount displayed in the levy statement displays need to be updated. This section will guide you on how to create schedule of arrears and submit to PSMB for approval.



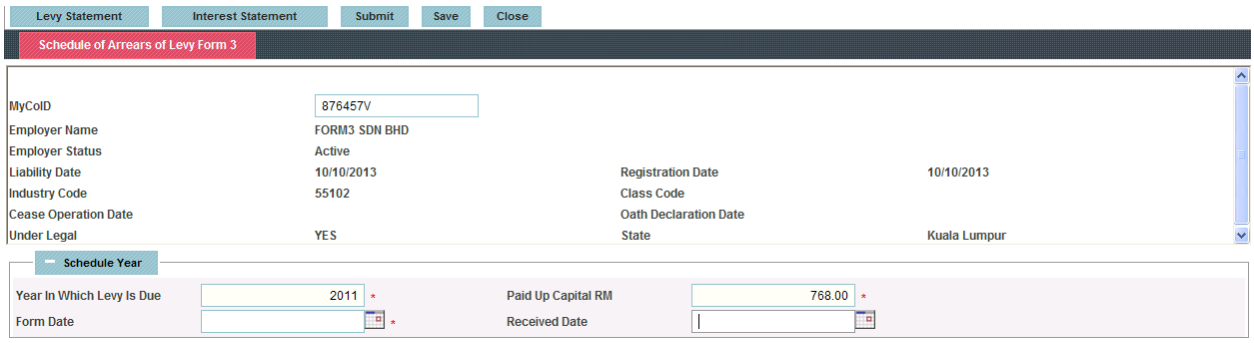
Follow the steps below to create schedule of arrears.

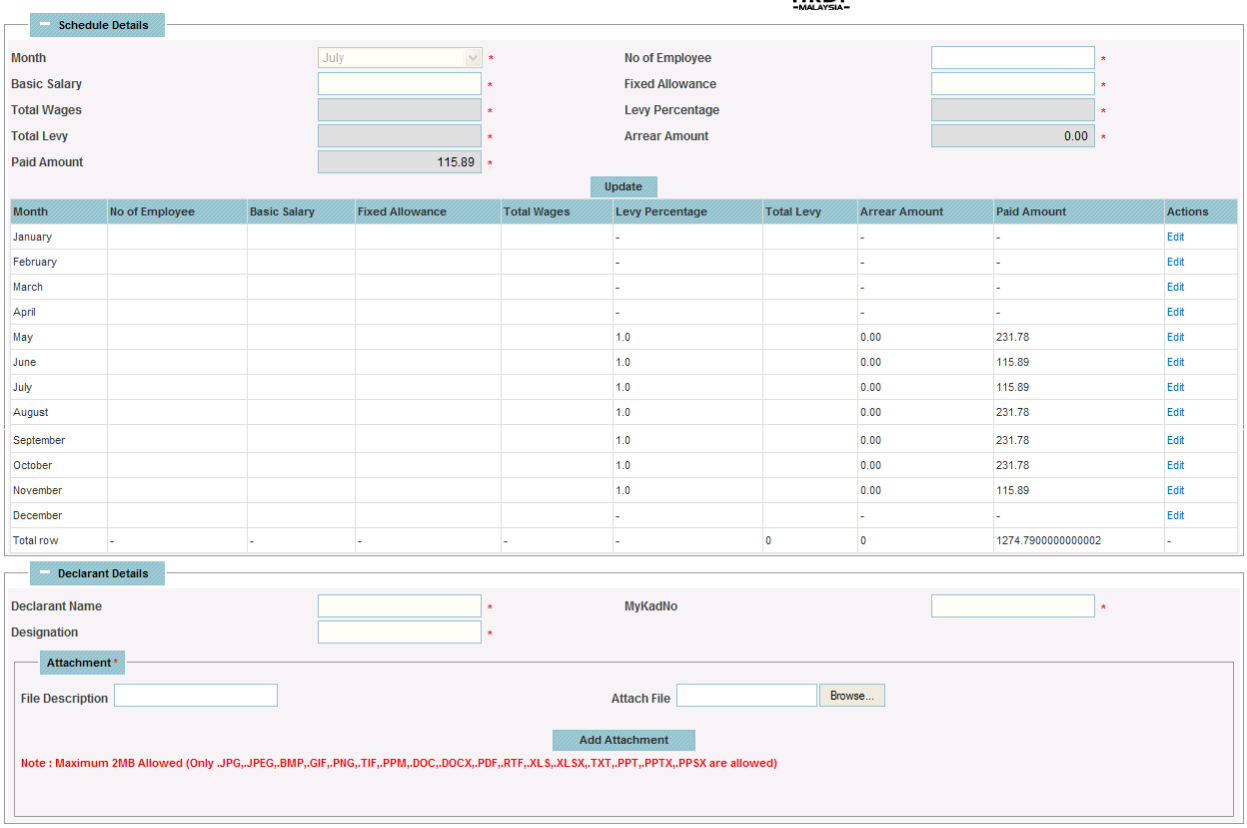
Step 1: Select from menu ‘Levy’>’Schedule of Arrears’>’Create Schedule of Arrears’.
Result: The above screen is displayed.
Note: Employer details and ‘Paid up Capital’ are displayed.

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).



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





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	1274.790000000002	-

Declarant Details

Declarant Name	*	MyKadNo	*
Designation	*		

Attachment *

File Description | Attach File | Browse...

Add Attachment

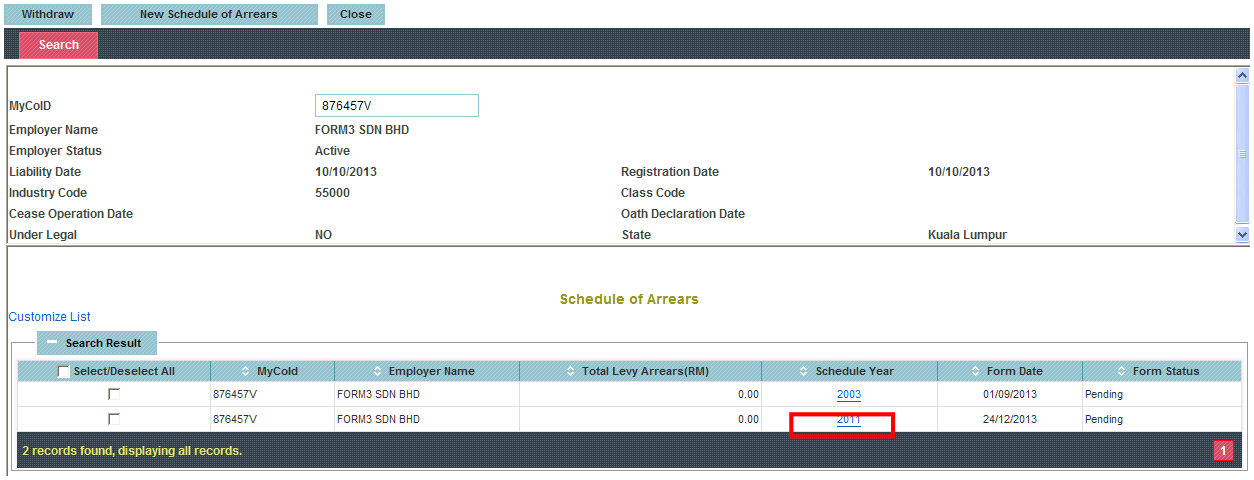
Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

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

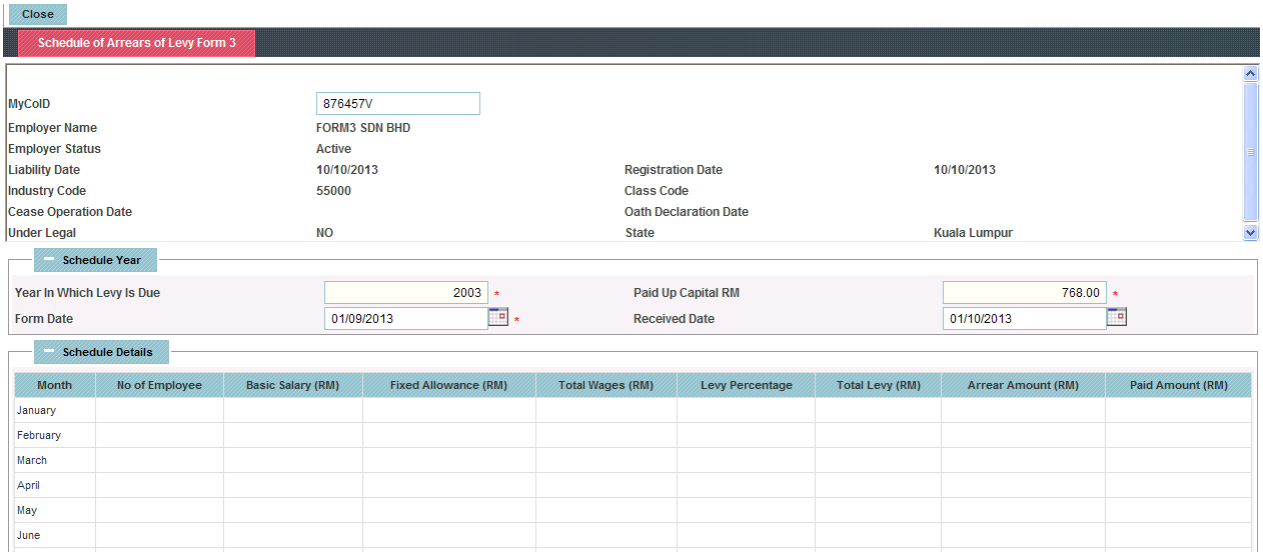
20.1 *Schedule of Arrears Application List (View) – By Employer*

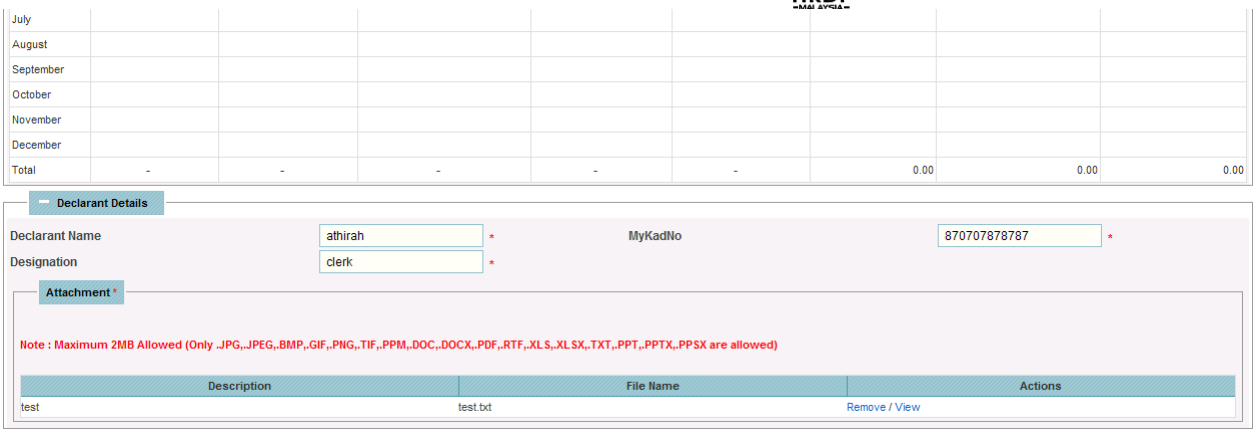


Follow the steps below to view schedule of arrears application list.

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.





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

Declarant Details

Declarant Name: athirah * MyKadNo: 870707878787 *

Designation: clerk *

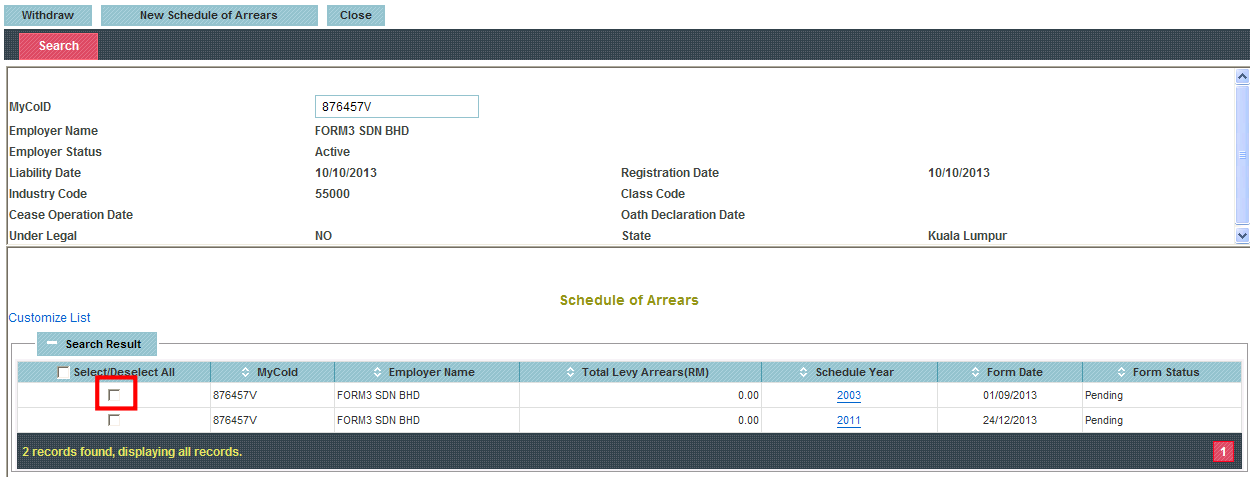
Attachment *

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
	876457V	FORM3 SDN BHD	0.00	2003	01/09/2013	Pending
	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.

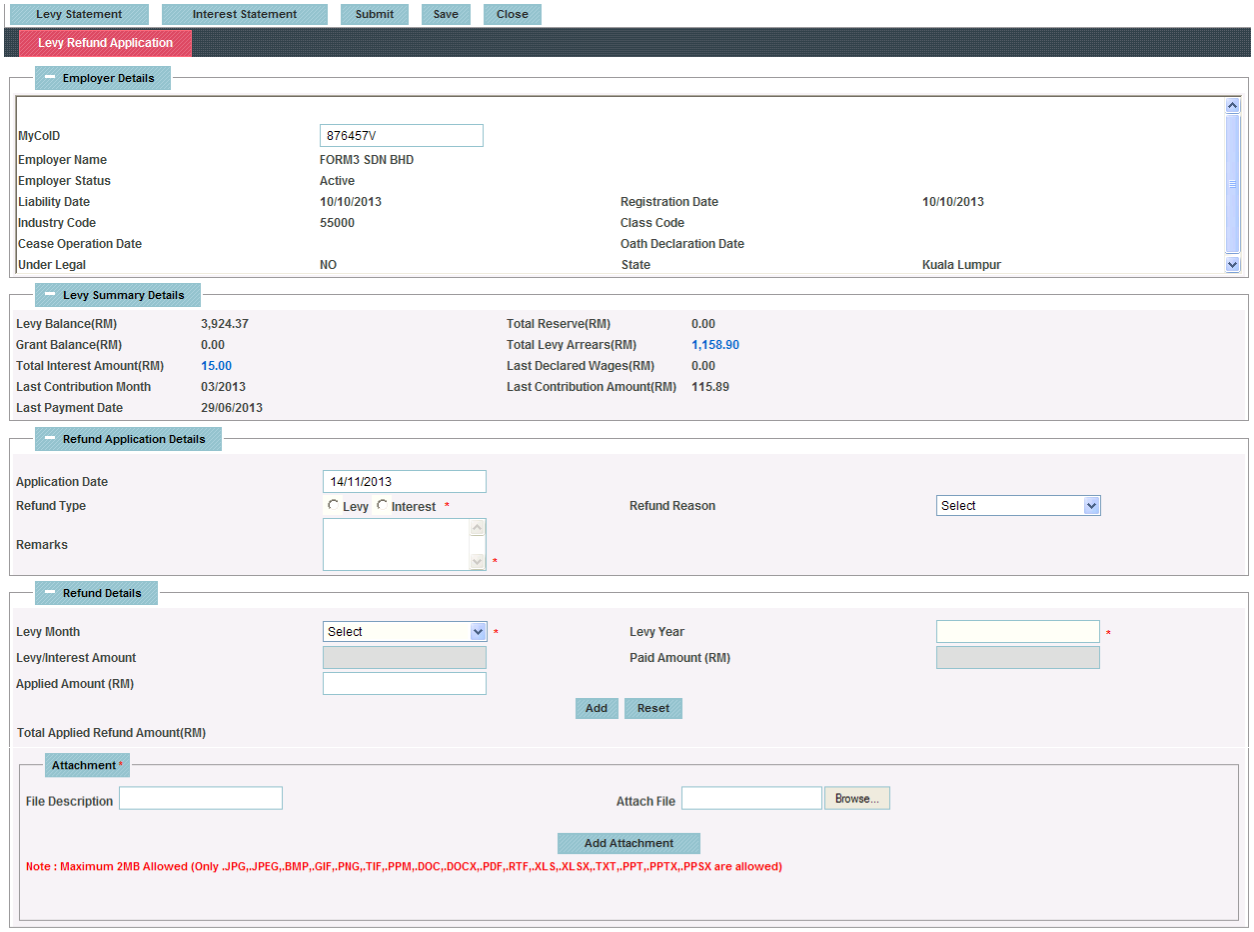
Step 1: Select from menu 'Levy' >'Schedule of Arrears' >'Schedule of Arrears Application List'.
Result: The above screen is displayed.

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*



Follow the steps below to apply levy refund.

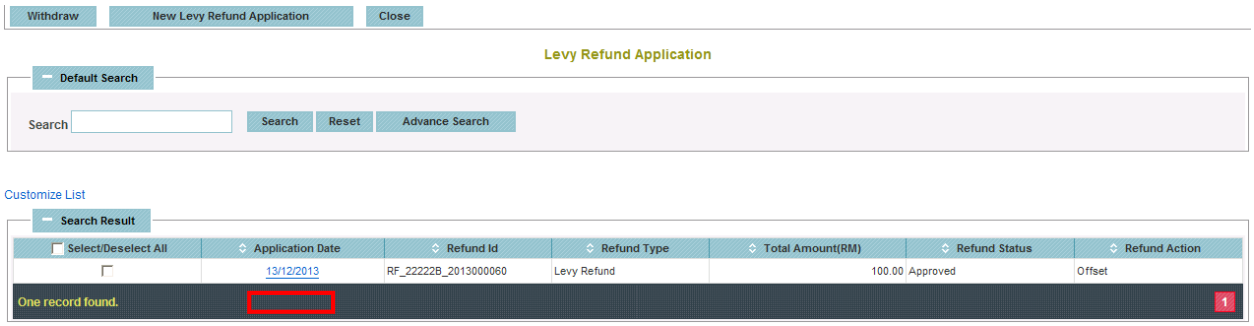
Step 1: Select from menu ‘Levy’ >’Levy Refund’ >’Apply Levy Refund’.
Result: The above screen is displayed.

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

Step 3: Click Submit

Section 23 Levy Refund Application List - View

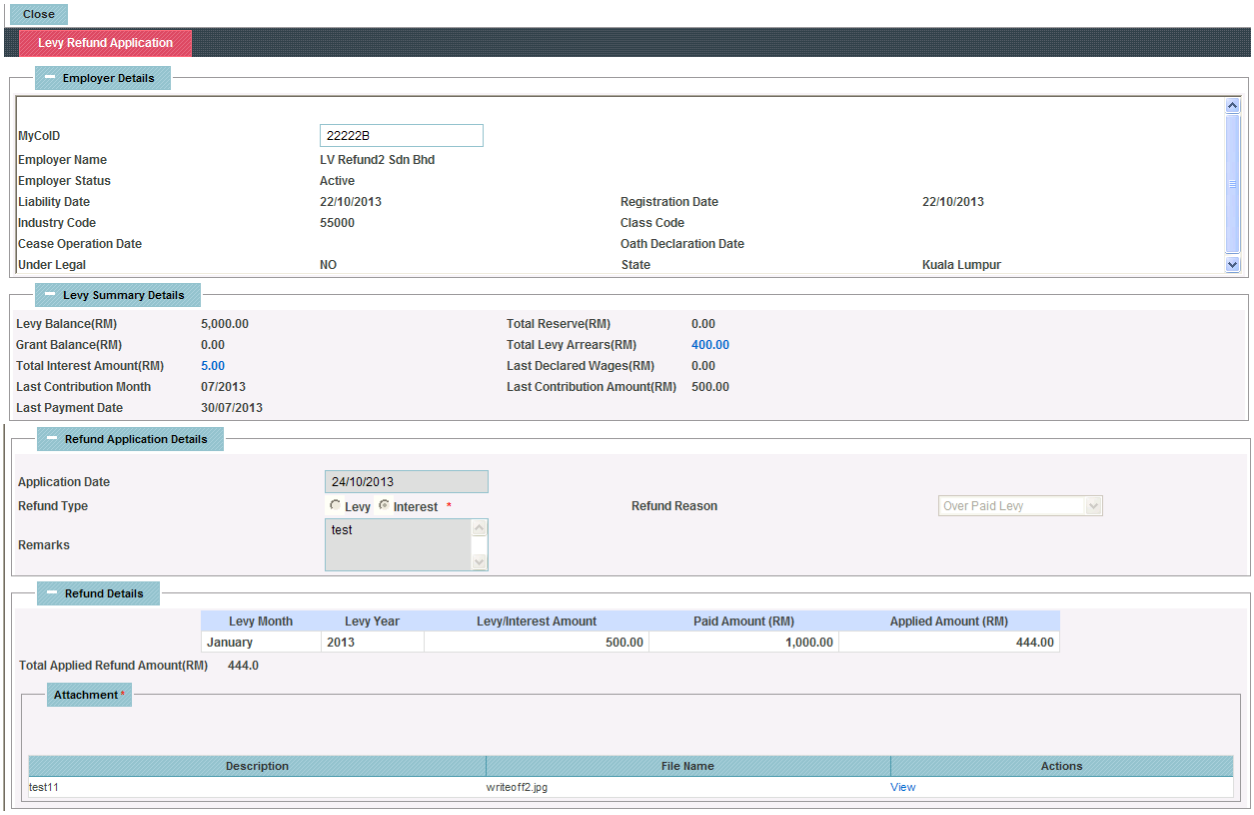
23.1 *Levy Refund Application List (View) - By Employer*



Follow the steps below to view Levy refund application list.

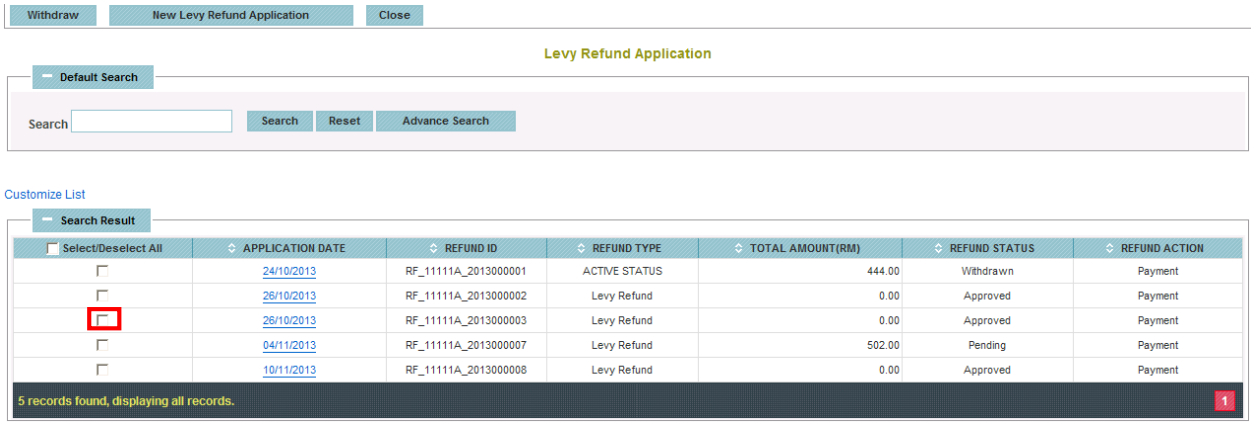
Step 1: Select from menu 'Levy' >'Levy Refund' >'Levy Refund Application List'.
Result: The above screen is displayed.

Step 2: To view the levy refund application details, click the hyperlink application date (Highlighted in red)
Result: The below screen is displayed.



Section 24 Levy Refund Application List - Withdraw

24.1 *Levy Refund Application List (withdraw) - By Employer*



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

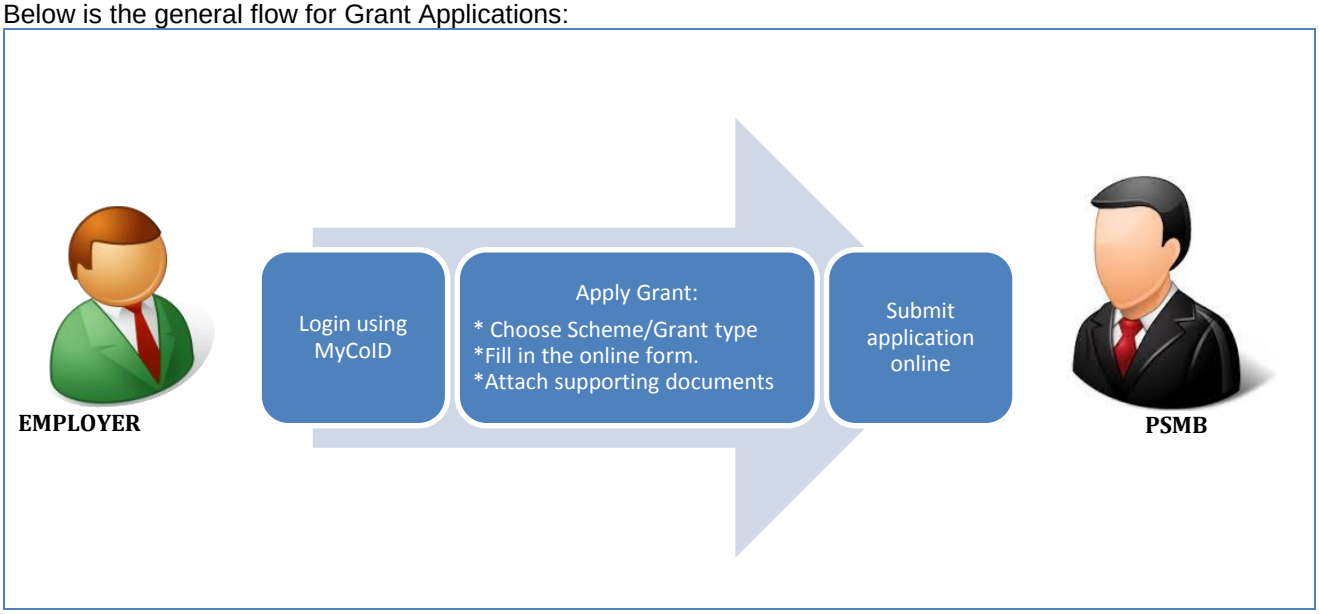
GRANT MODULE

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	• Information Technology
ITS	• Industrial Training Scheme
SME -OJT	• On the Job Training
RPL	• Recognition Prior Learning
SBL	•SBL (Skim Bantuan Latihan) •Development Programme •Online Distance Learning •Job Coach
SBL-Khas	•SBL - Khas (Skim Bantuan Latihan Khas)
SLB	•Skim Latihan Bersama
SLDN	• Training Resources Development - Apprenticeship
Training Facilities & renovation	•Training Facillities & Renovation
NHRC	•Marketing Communication Division
CBT	•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.

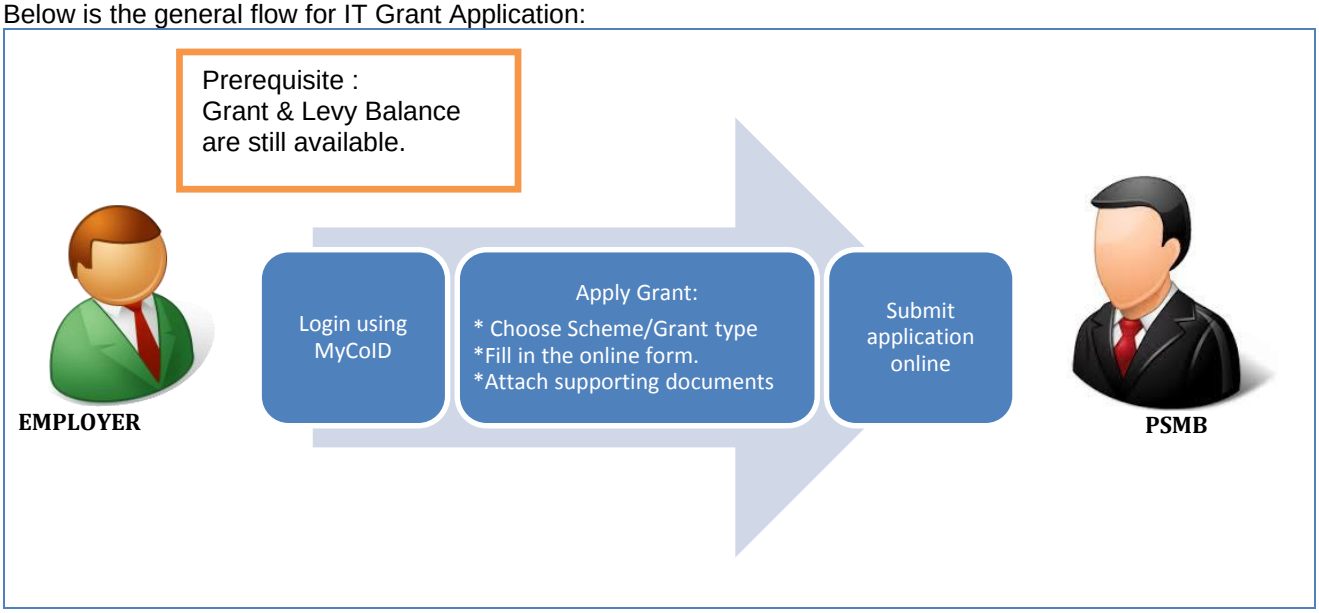
Main Prerequisite

- 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	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 courseTitll...	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/TIT Programmes Conducted for Past One(1) Year | CA/TIT 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

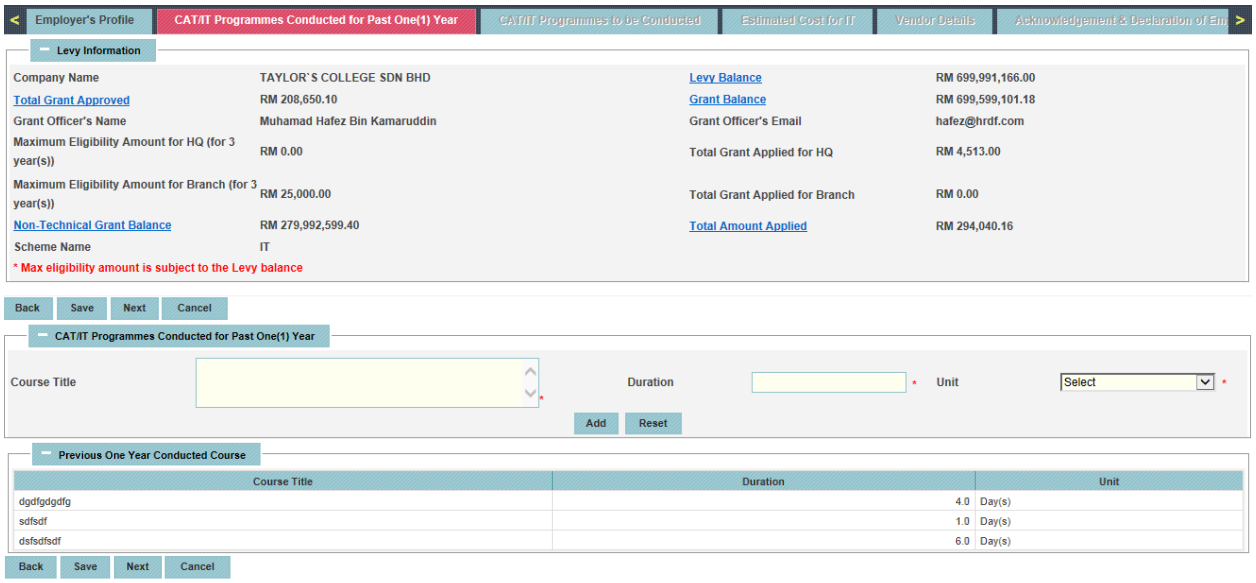
Save Next Cancel

Employer's Profile

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

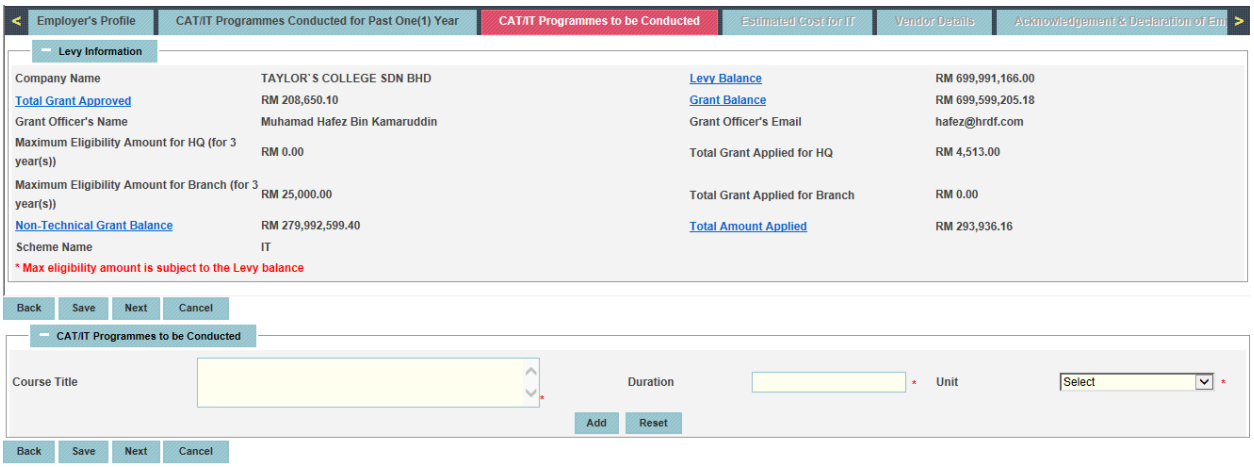
Save Next Cancel

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.



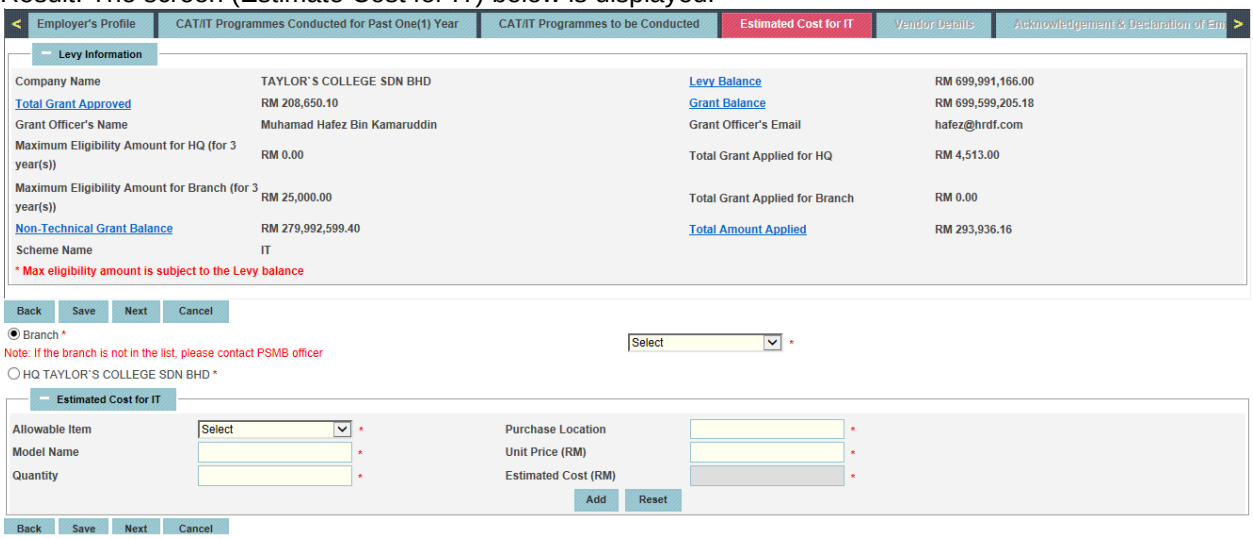
Step 5: Fill-in and add the details for the 'Computer Aided Training/Information Technology Programmes Conducted for the Past One (1) Year' form.
Note: Mandatory fields are mark with (*).

Step 6: Click on the 'Next' button.
Result: The screen (Computer Aided Training/Information Technology Programmes Conducted for Next Year) below is displayed.

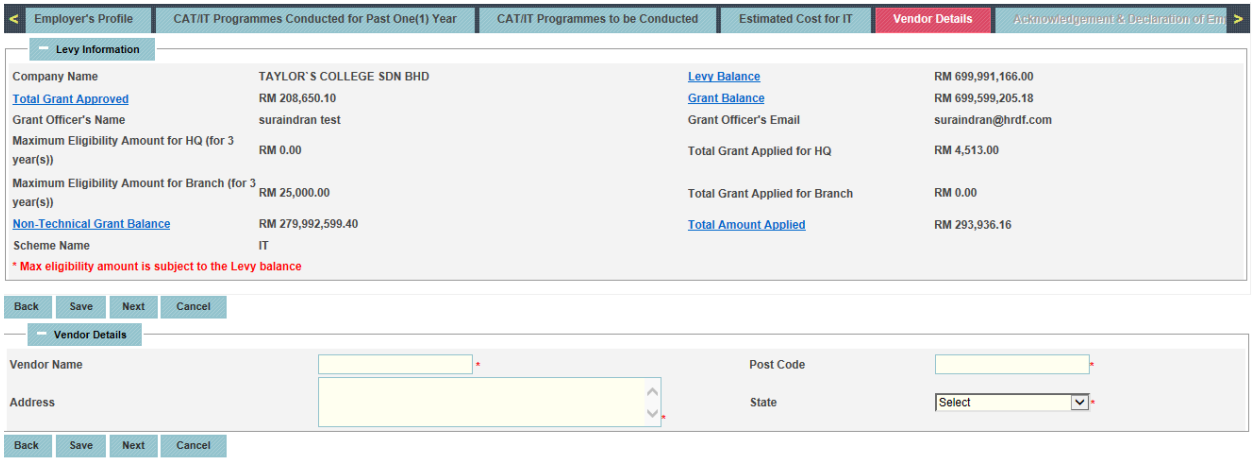


Step 7: Fill-in and add the details for the 'Computer Aided Training/Information Technology Programmes Conducted for Next Year' form.
Note: Mandatory fields are mark with (*).

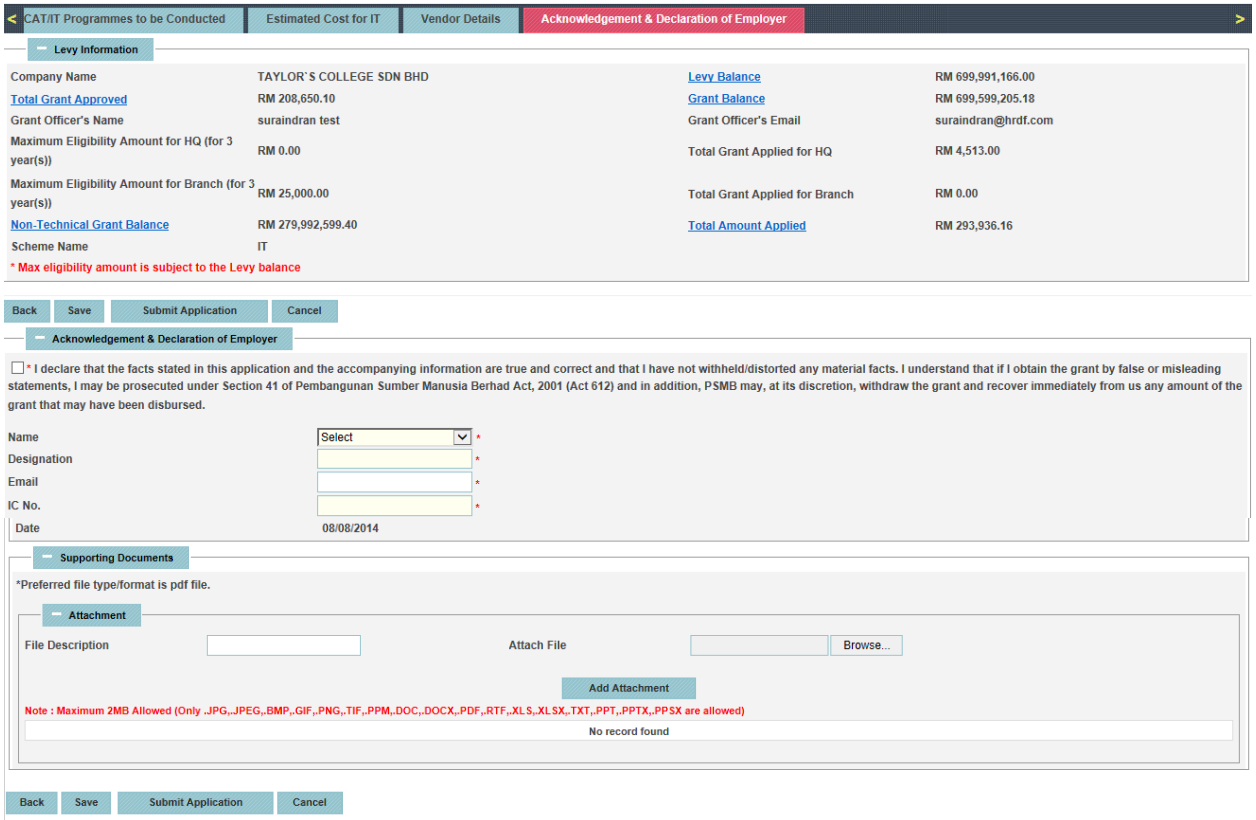
Step 8: Click on the 'Next' button.
Result: The screen (Estimate Cost for IT) below is displayed.



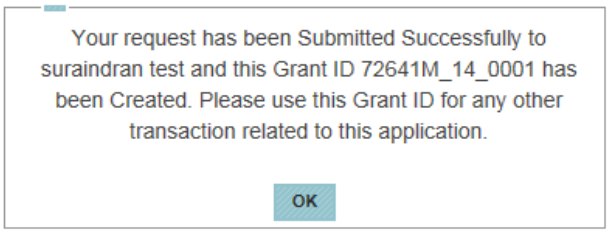
Step 9: Fill-in the 'Estimate Cost for IT' form then click on the 'Next' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Vendor Details) below is displayed.



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.



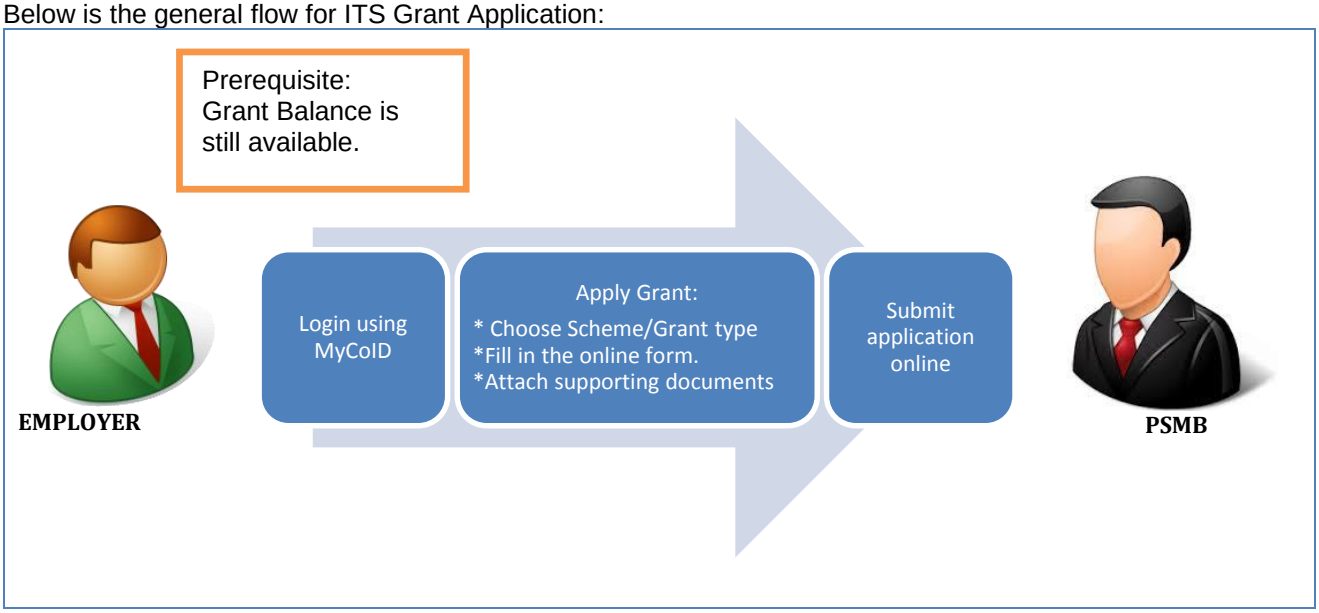
Step 11: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.
Note: Mandatory fields are mark with (*).
Result: A message 'Grant Submitted Successfully' as shown below.



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.

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 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	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 courseTitl...	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 ---Select--- * 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

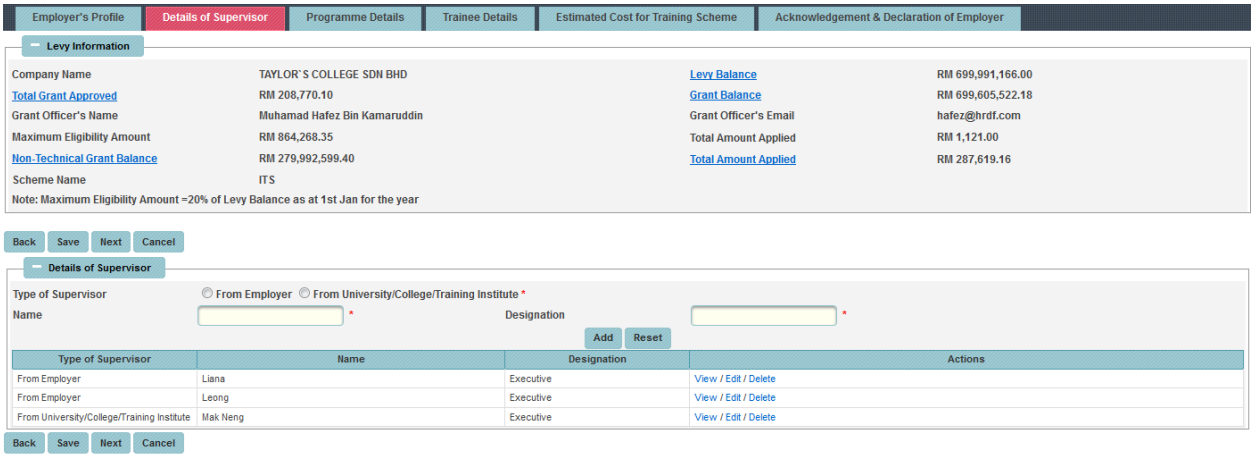
Save Next Cancel

Employer's Profile

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

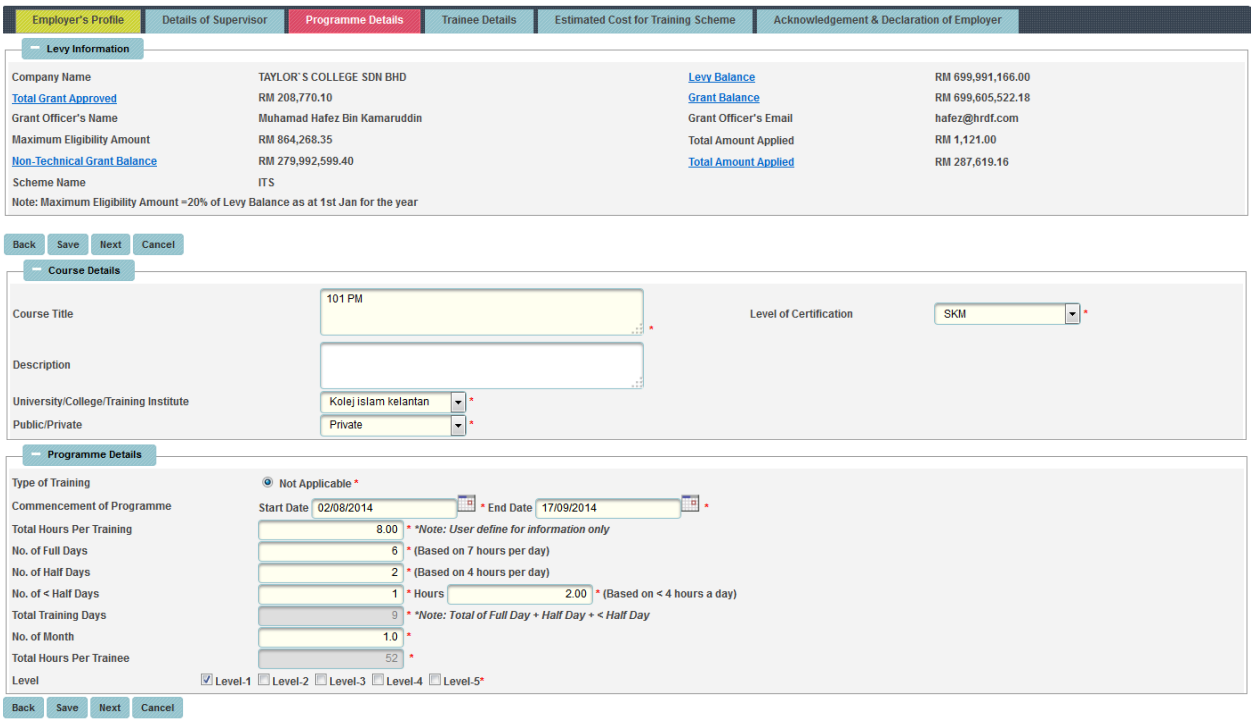
Save Next Cancel

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.



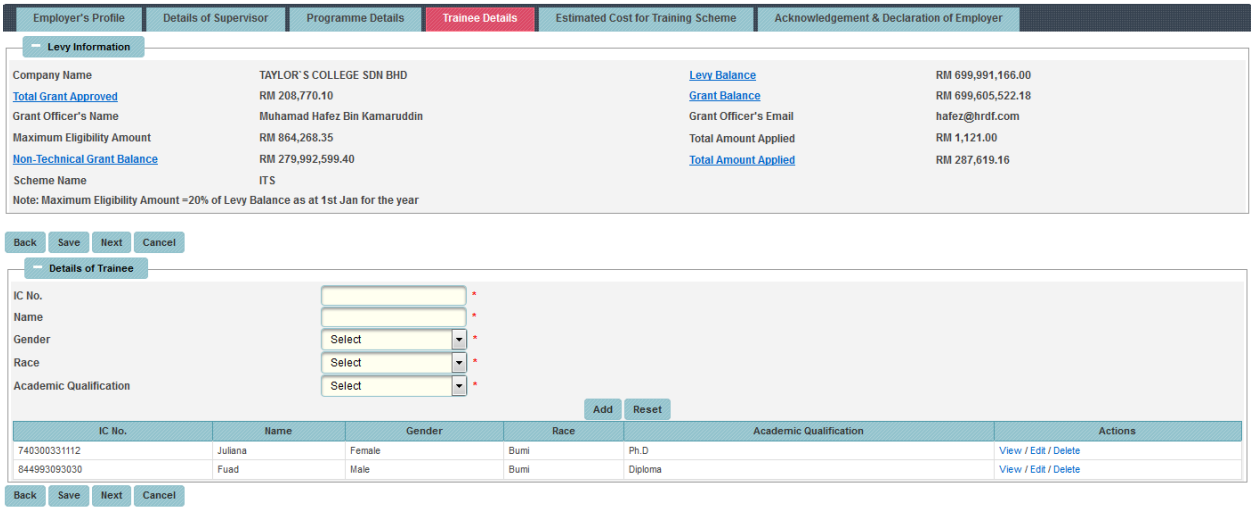
Step 5: Fill-in the 'Details of Supervisor' form.
Note: Mandatory fields are mark with (*).

Step 6: Click on the 'Next' button.
Result: The screen (Programme Details) below is displayed.



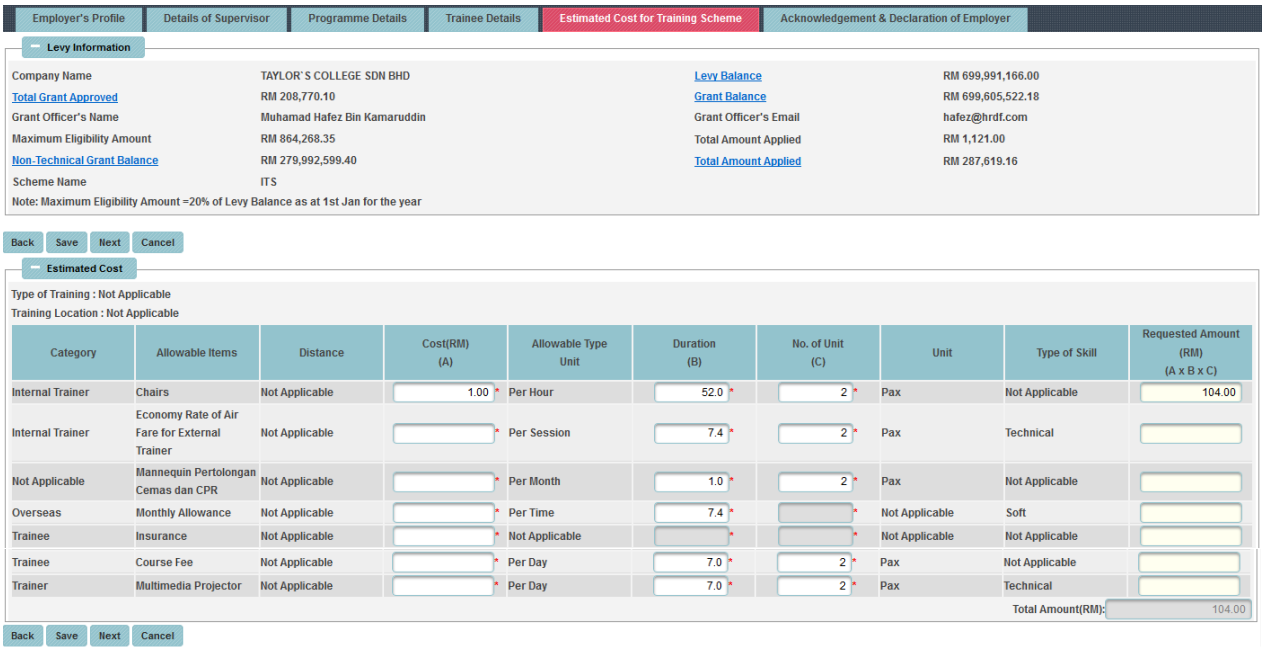
Step 7: Fill-in the 'Programme Details' form.
Note: Mandatory fields are mark with (*).

Step 8: Click on the 'Next' button.
Result: The screen (Trainee Details) below is displayed.



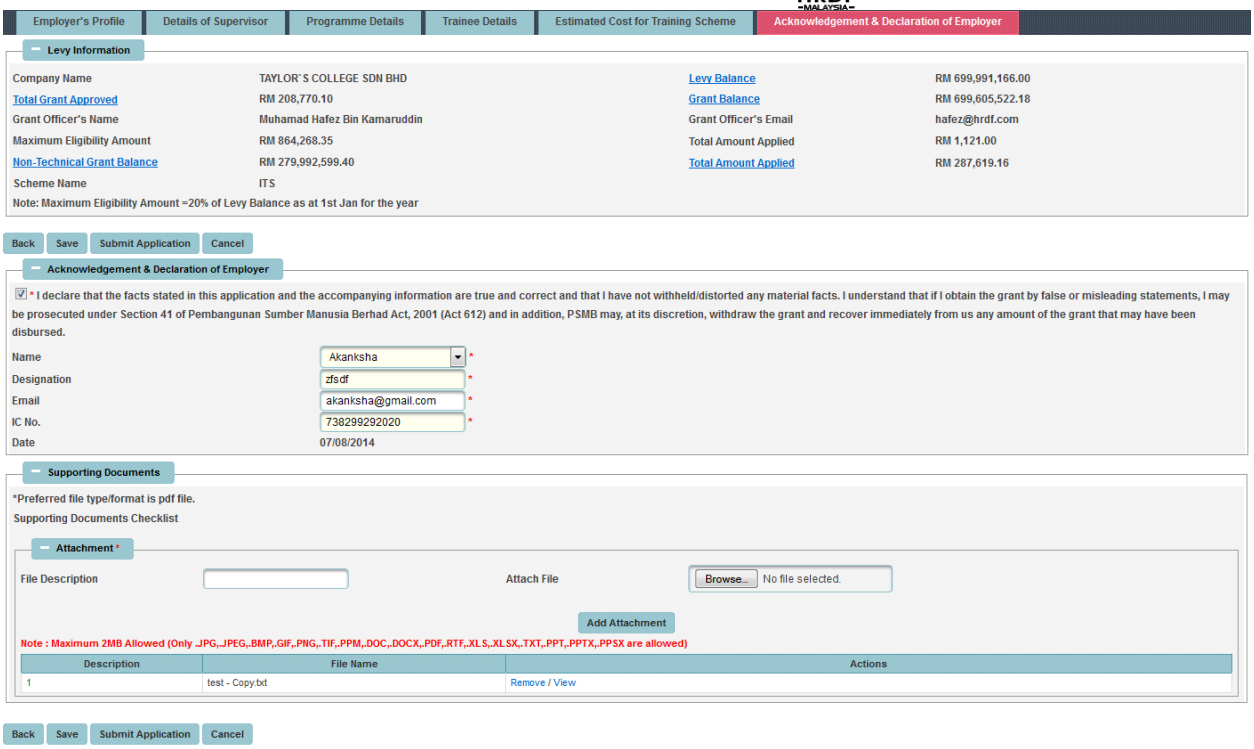
Step 9: Fill-in the 'Trainee Details' form.
Note: Mandatory fields are mark with (*).

Step 10: Click on the 'Next' button.
Result: The screen (Estimated Cost for Training Scheme) below is displayed.



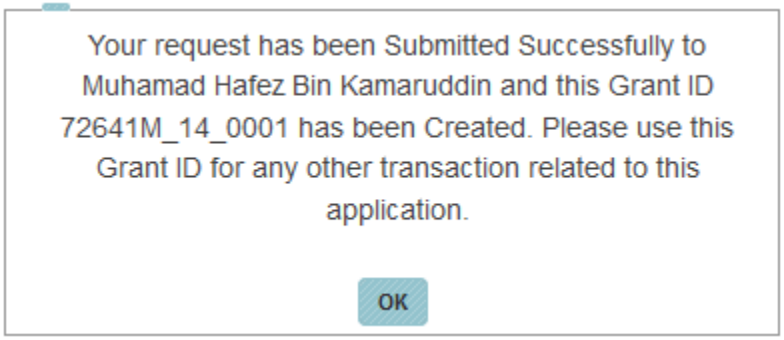
Step 11: Fill-in the 'Estimated Cost for Training Scheme' form.
Note: Mandatory fields are mark with (*).

Step 12: Click on the 'Next' button.
Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.



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.



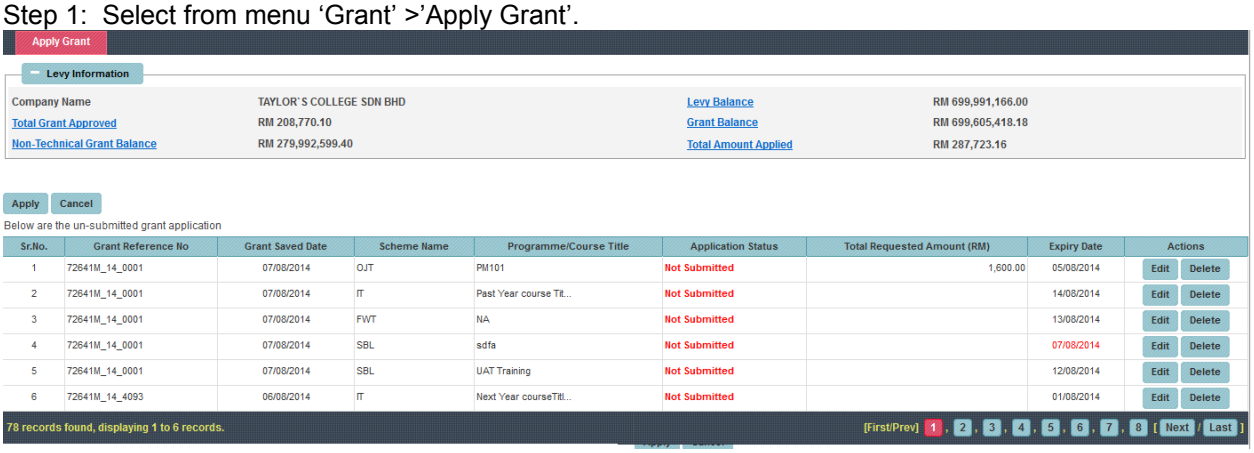
Section 4 SME Grant/Scheme Application - OJT

4.1 *Grant/Scheme Application- OJT – by Employer*

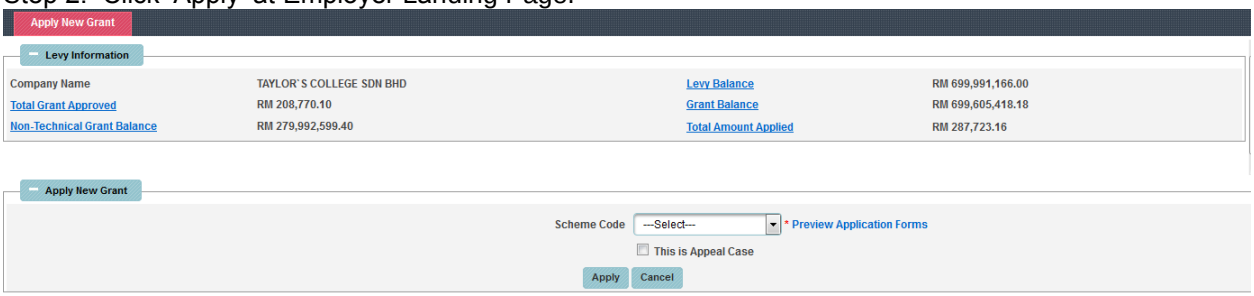
Prerequisite / OJT Rule:

- 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.

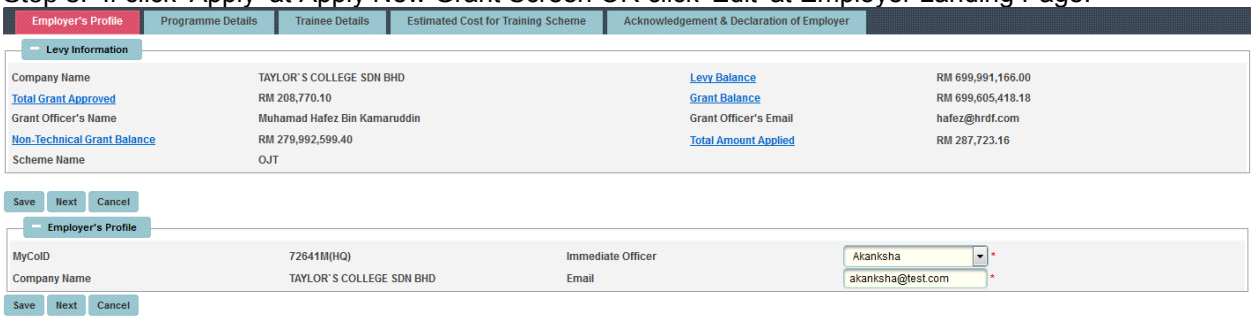
Step 1: Select from menu 'Grant' >'Apply Grant'.



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

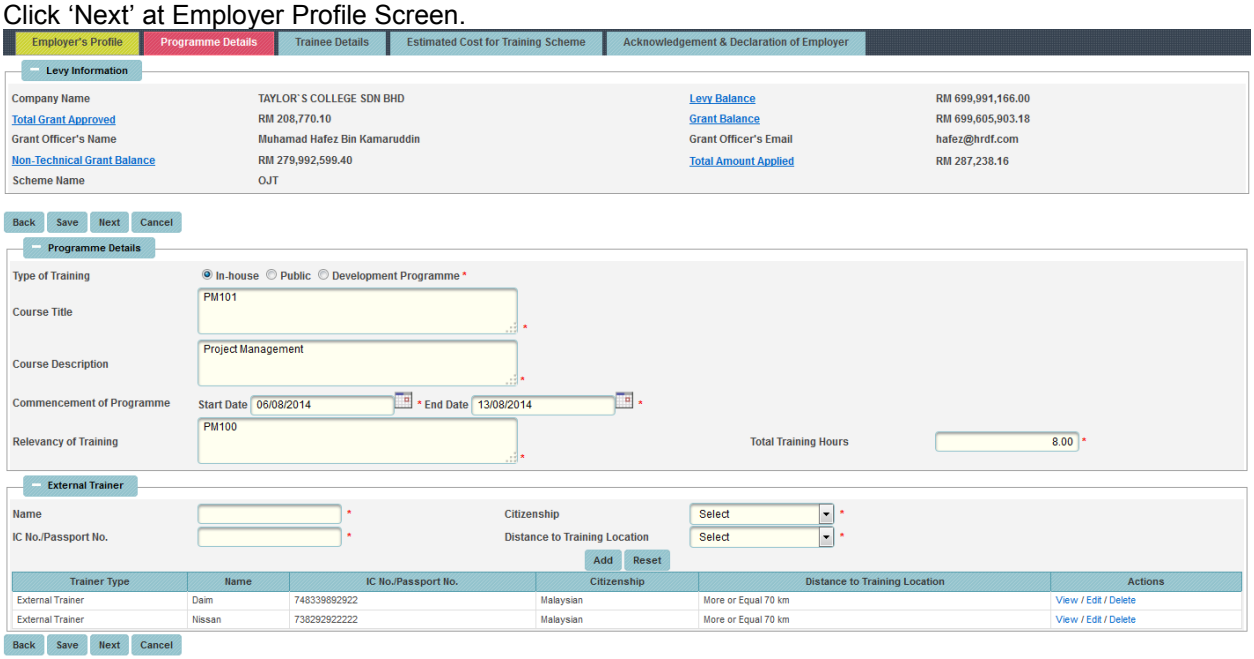


Step 3: If click 'Apply' at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.

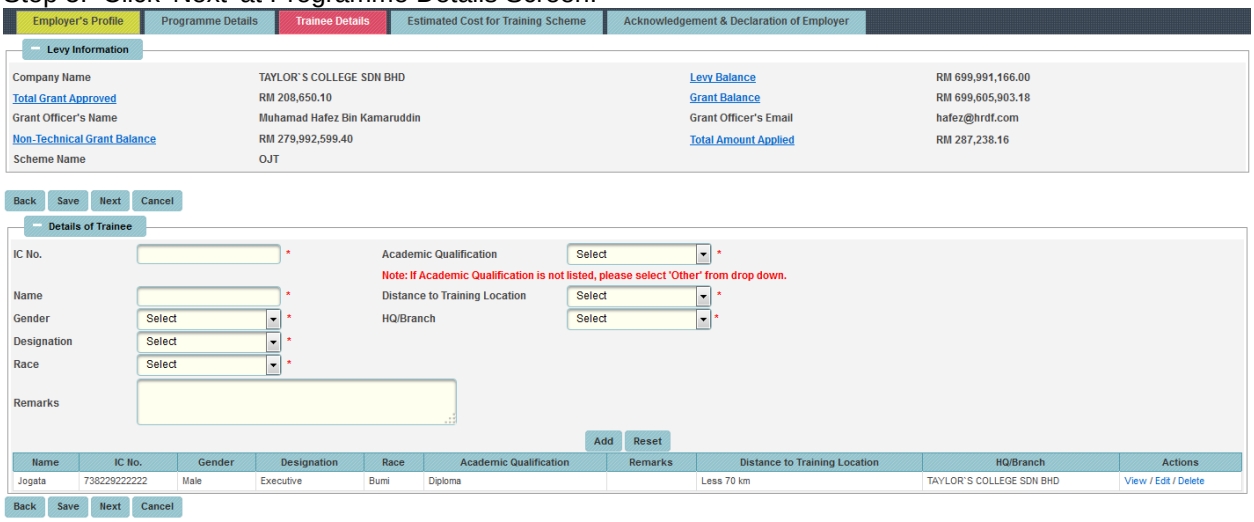


Step 4:

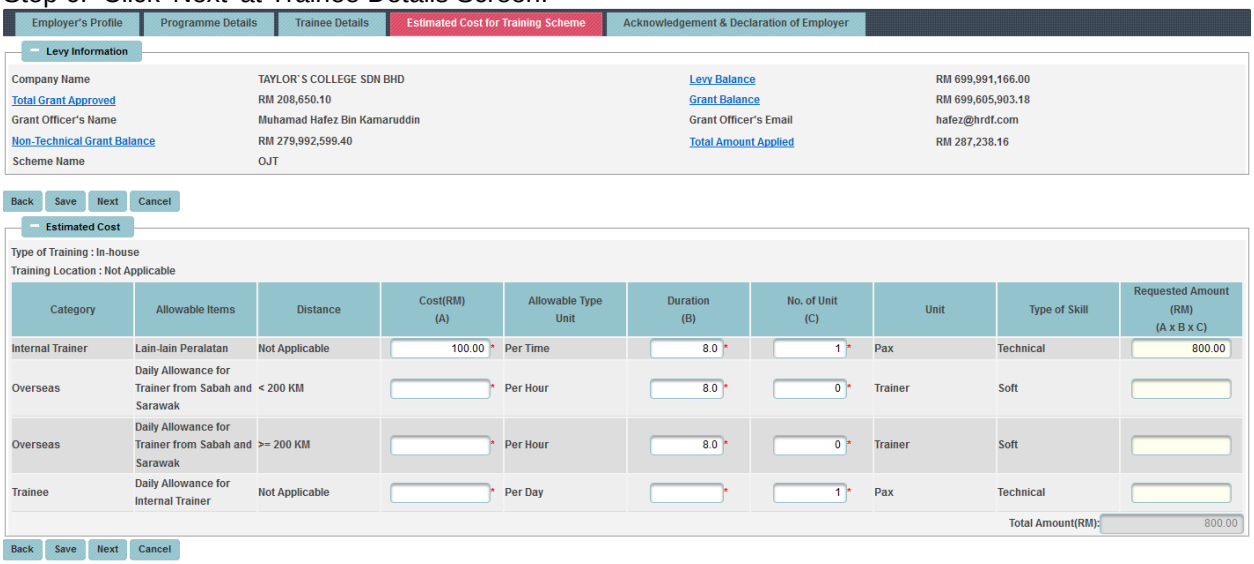
Click ‘Next’ at Employer Profile Screen.



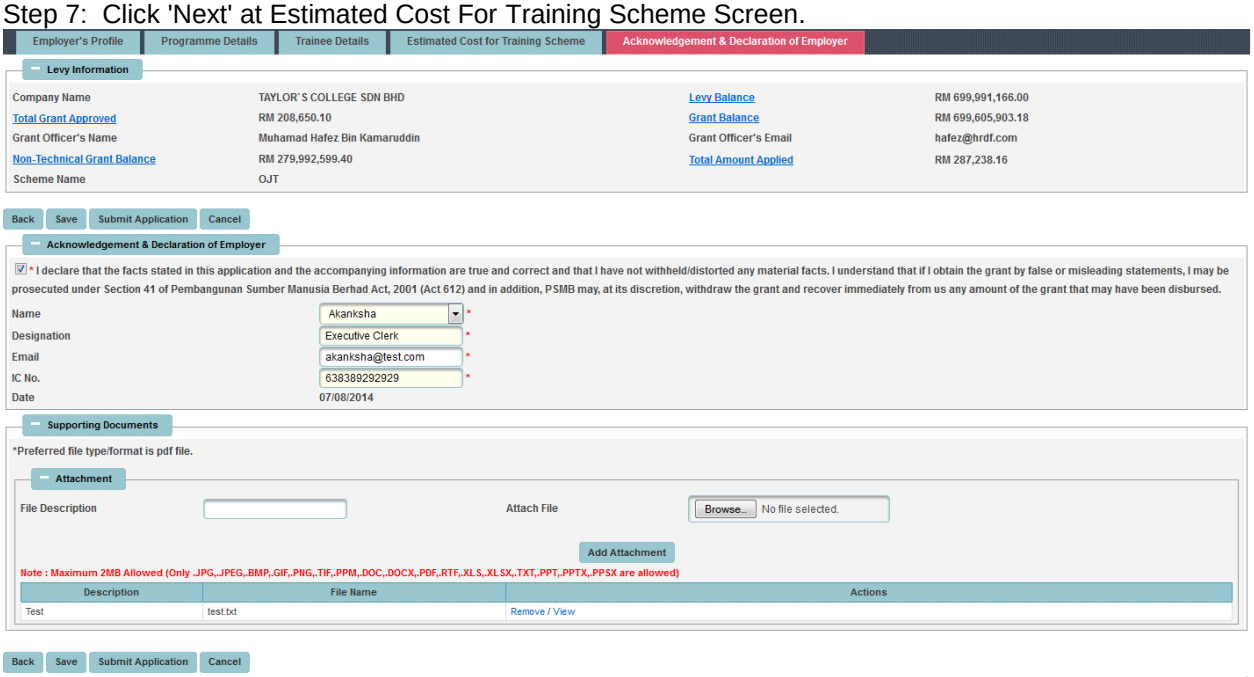
Step 5: Click 'Next' at Programme Details Screen.



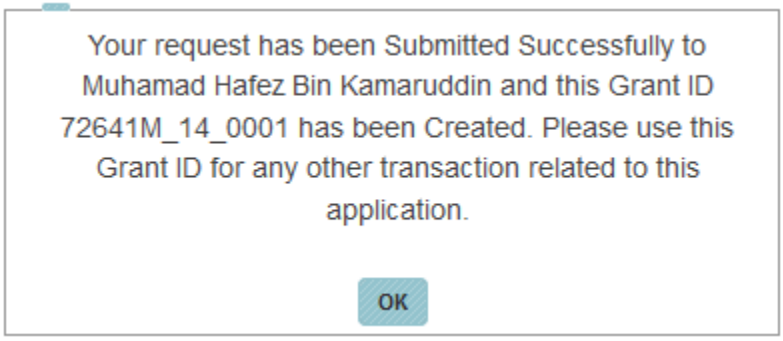
Step 6: Click 'Next' at Trainee Details Screen.



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



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



Section 5 Grant/Scheme Application - RPL

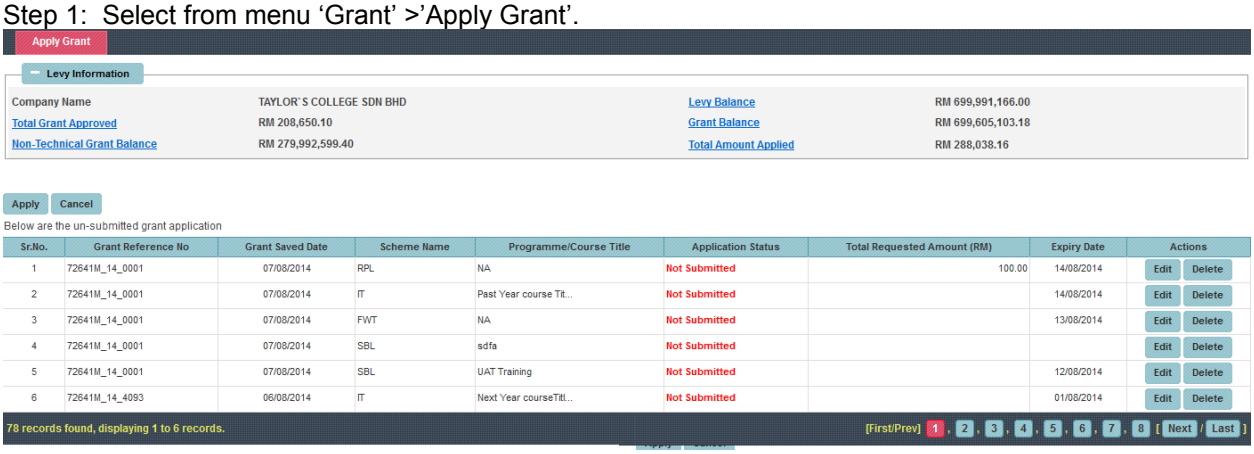
5.1 *Grant/Scheme Application- RPL – by Employer*

Prerequisite / RPL Rule:

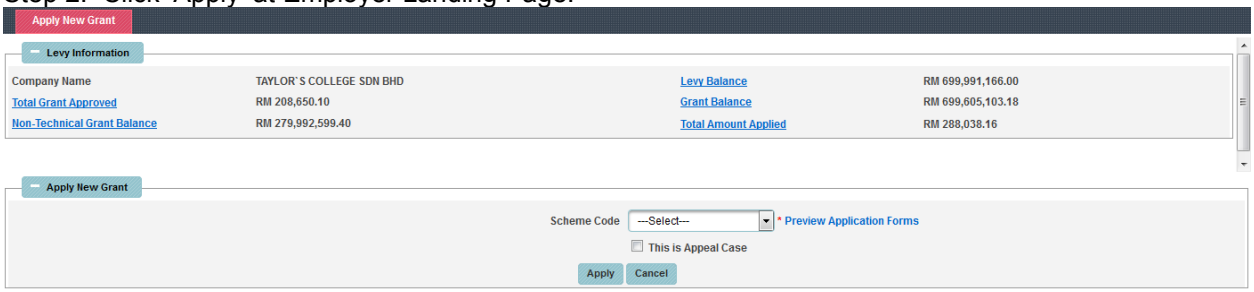
- Employer is registered with PSMB and active employer.
- Have sufficient levy balance.
- Employer has no outstanding arrears and interest.
- First come first serve basis AND have sufficient incentive balance amount.
- Other rules, depending on the other criteria by PSMB.
- Employer must submit the application 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:

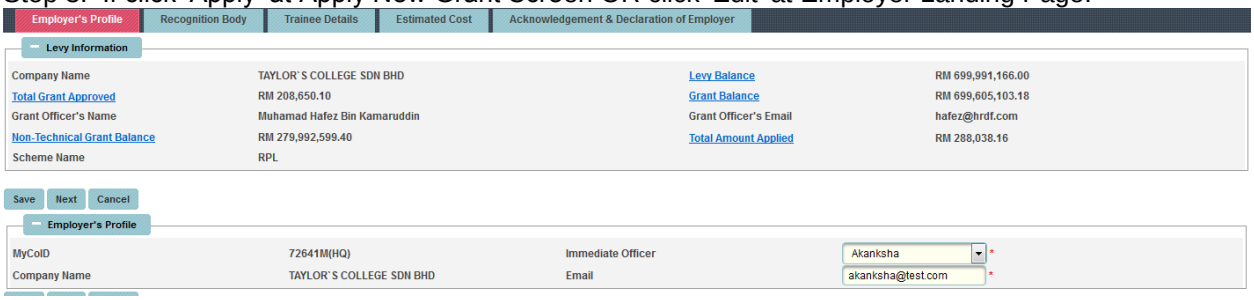
Step 1: Select from menu 'Grant' >'Apply Grant'.



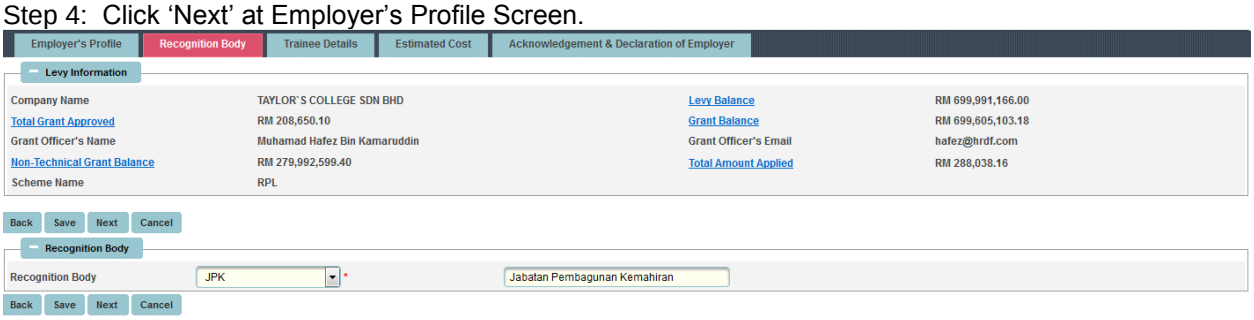
Step 2: Click 'Apply' at Employer Landing Page.



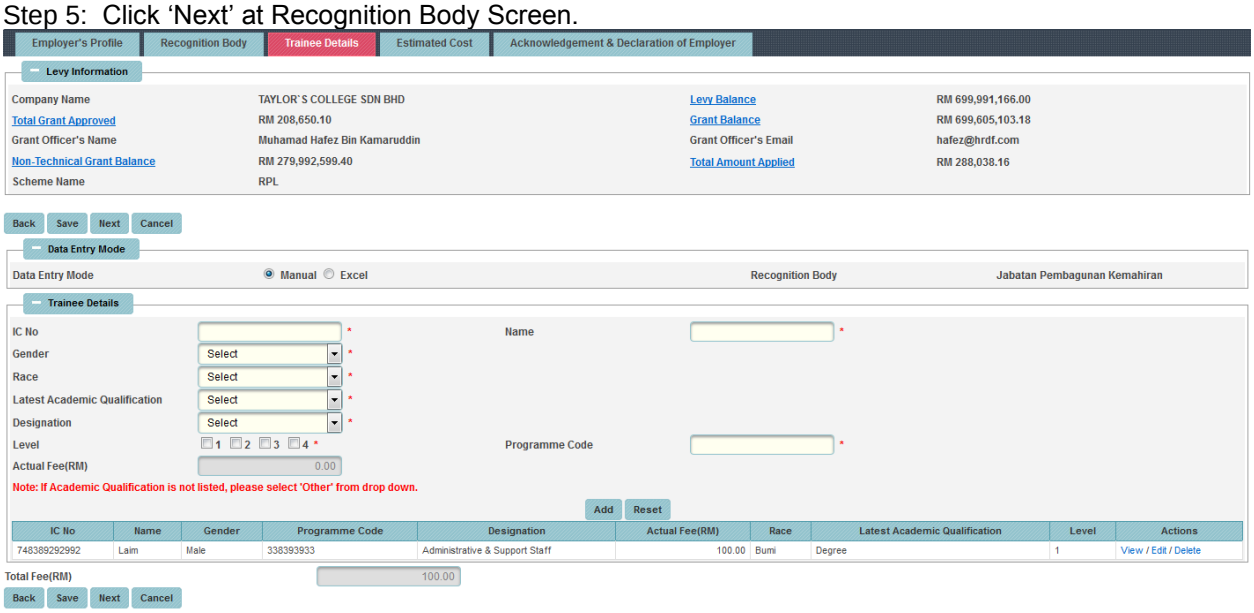
Step 3: If click ‘Apply’ at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.



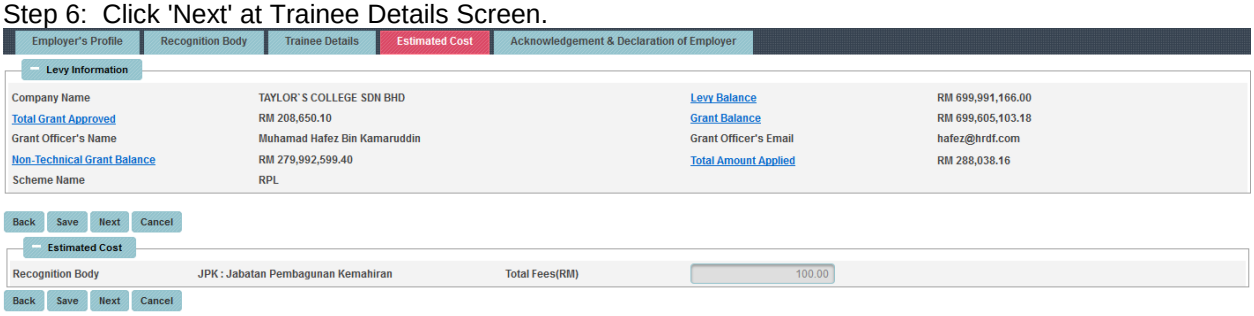
Step 4: Click ‘Next’ at Employer’s Profile Screen.



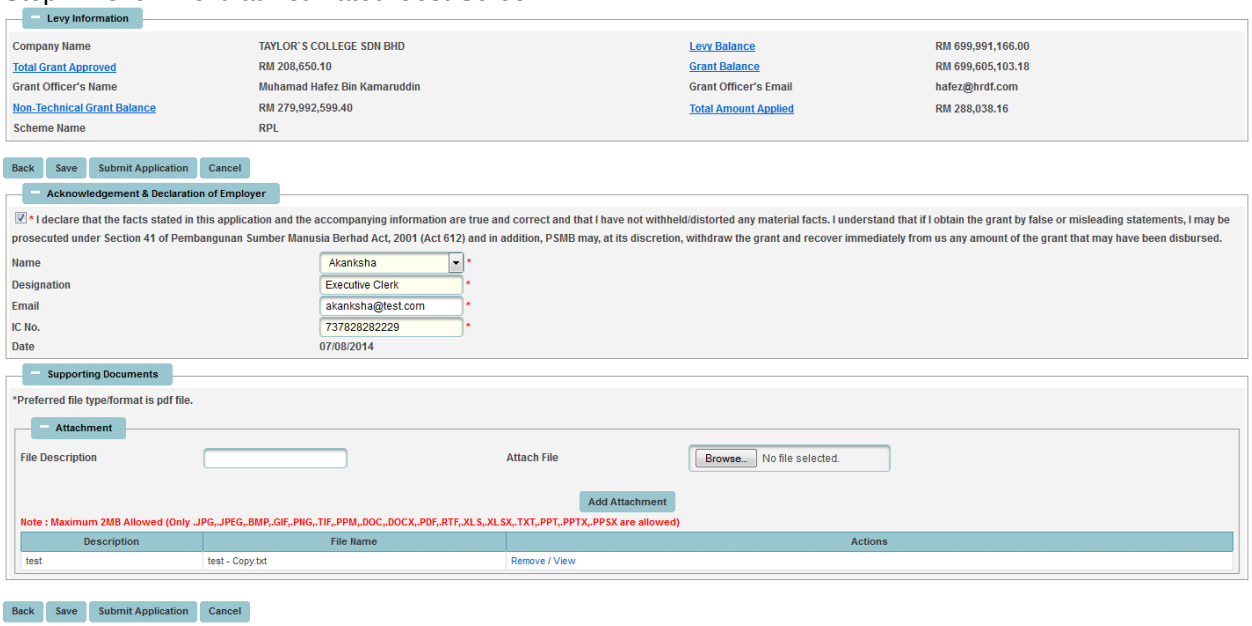
Step 5: Click ‘Next’ at Recognition Body Screen.



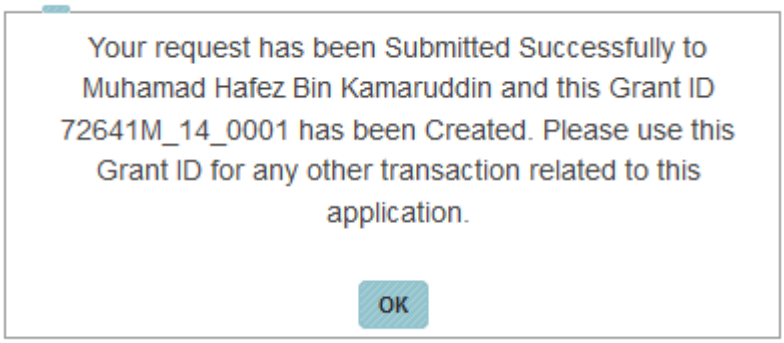
Step 6: Click 'Next' at Trainee Details Screen.



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



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



Section 6 Grant Application with Scheme Code: SBL

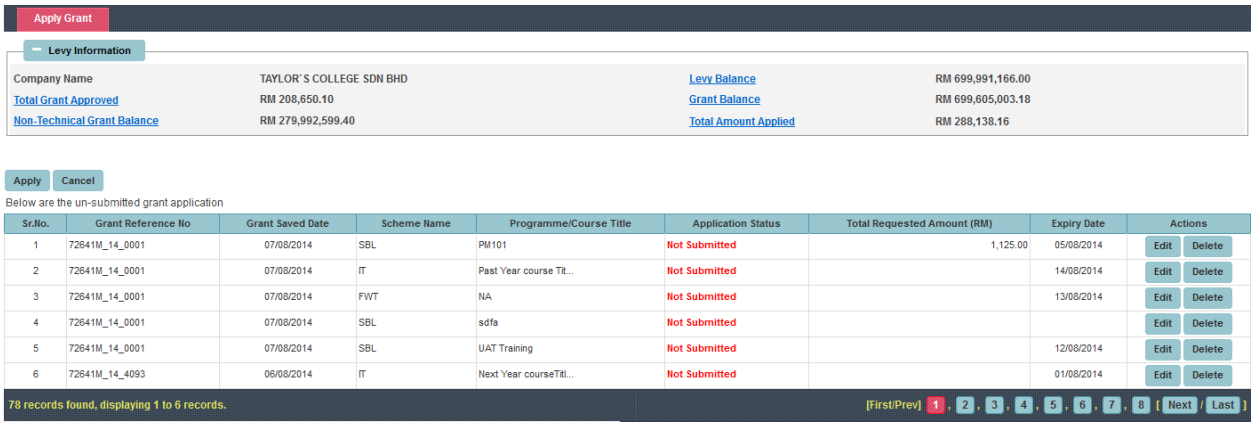
6.1 *Grant Application with Scheme Code : SBL*

Prerequisite:

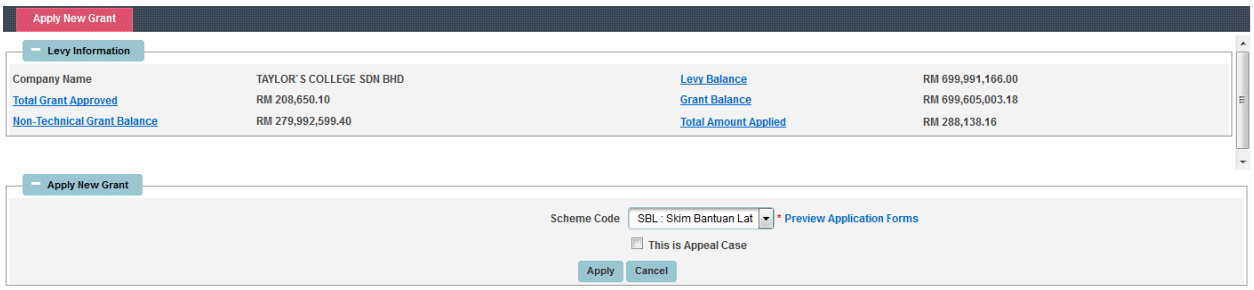
- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant balance is sufficient.

Follow the steps below to apply for SBL Scheme.

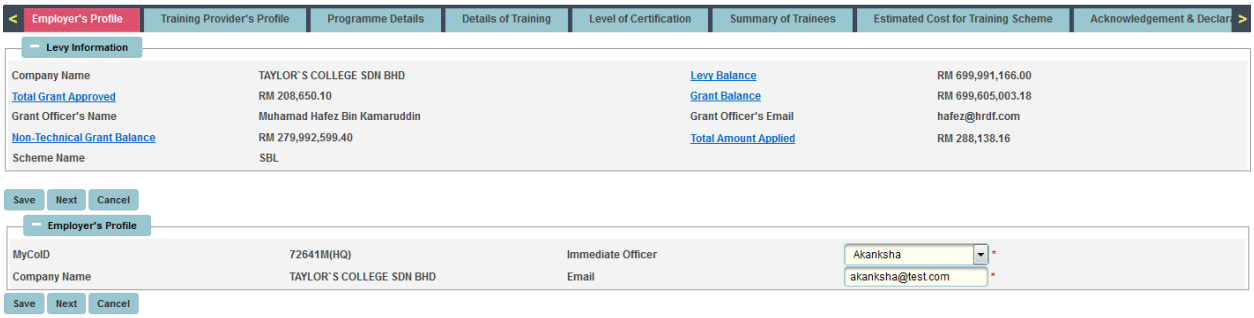
Step 1: Select from menu 'Grant' >'Apply Grant'.
Result: Below screen is displayed.



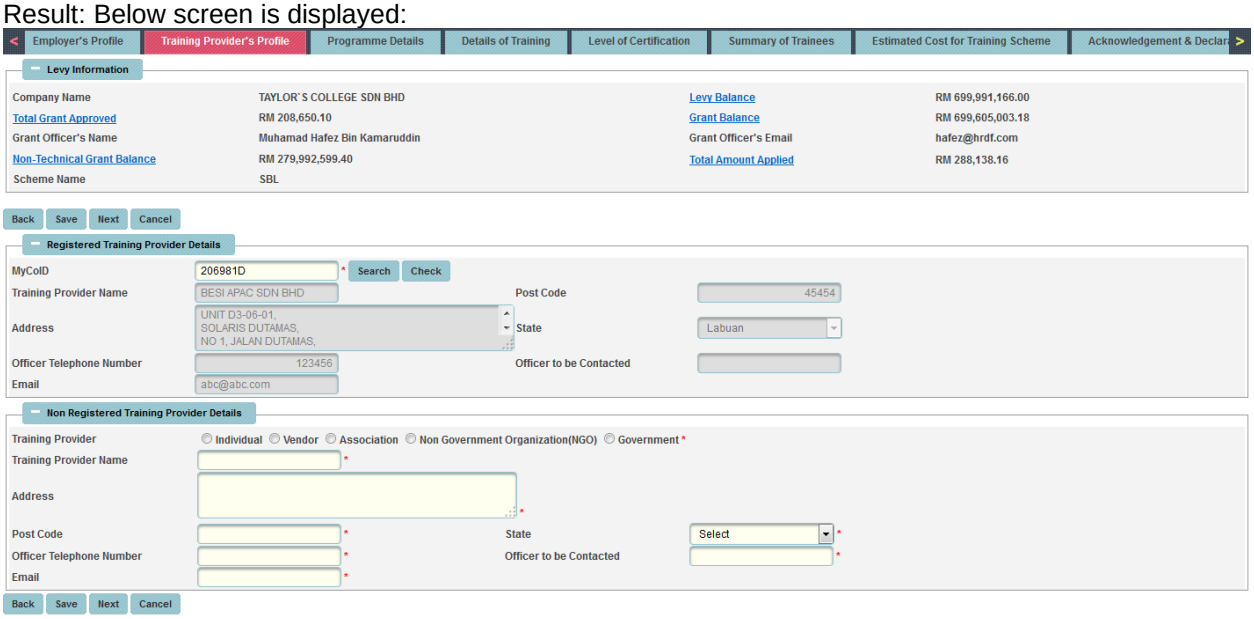
Step 2: Click 'Apply' at Employer Landing Page'.
Result: Below screen is displayed.



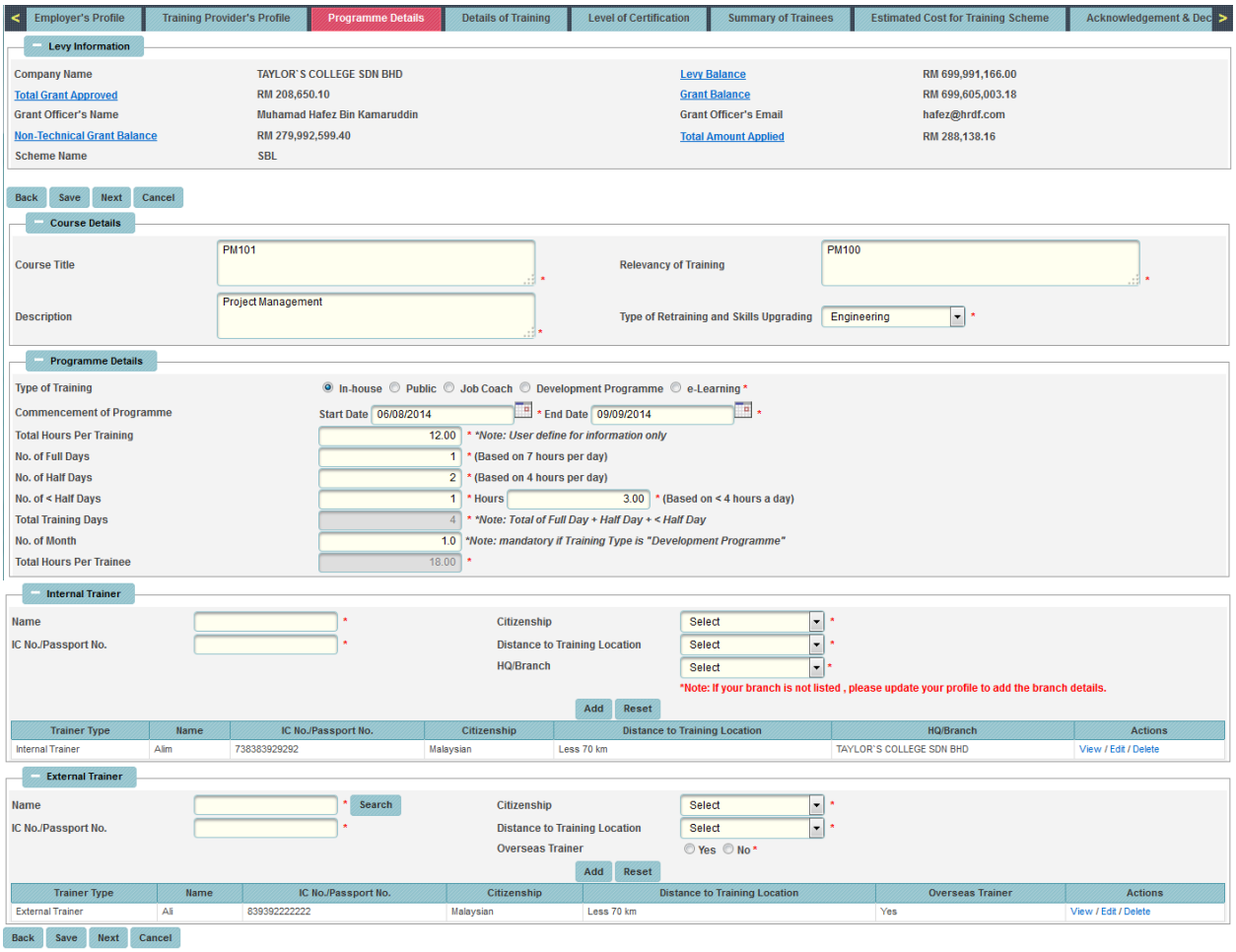
Step 3: If click ‘Apply’ at Apply New Grant Screen OR click 'Edit' at Employer Landing Page.
Result: Below screen is displayed:



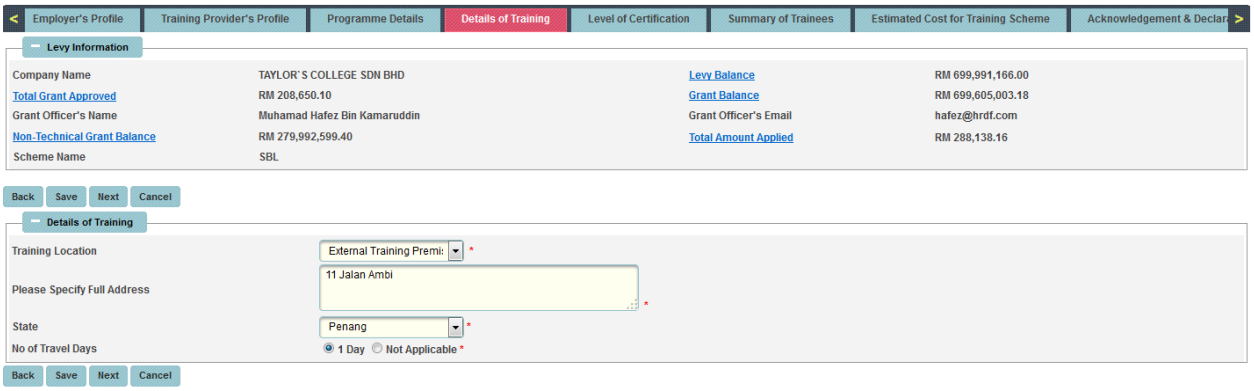
Step 4: Click ‘Next’ at Employer Profile Screen.
Result: Below screen is displayed:



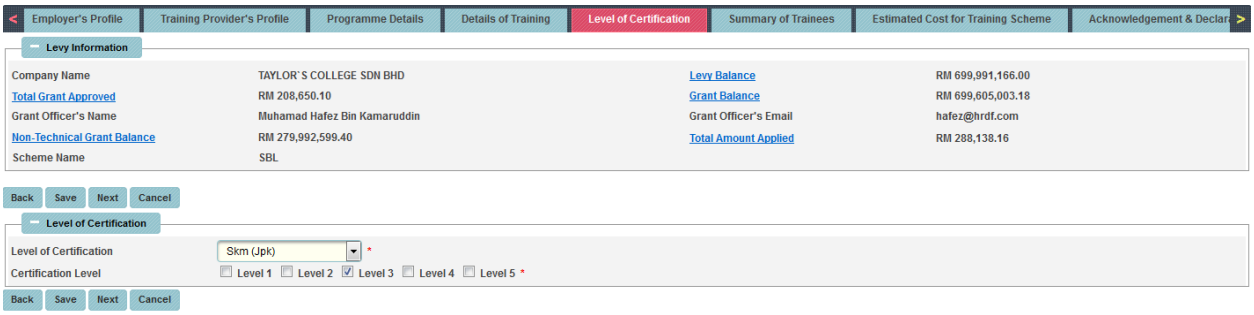
Step 5: Click 'Next' at Details of Training Provider's Profile Screen.
Result: Below screen is displayed:



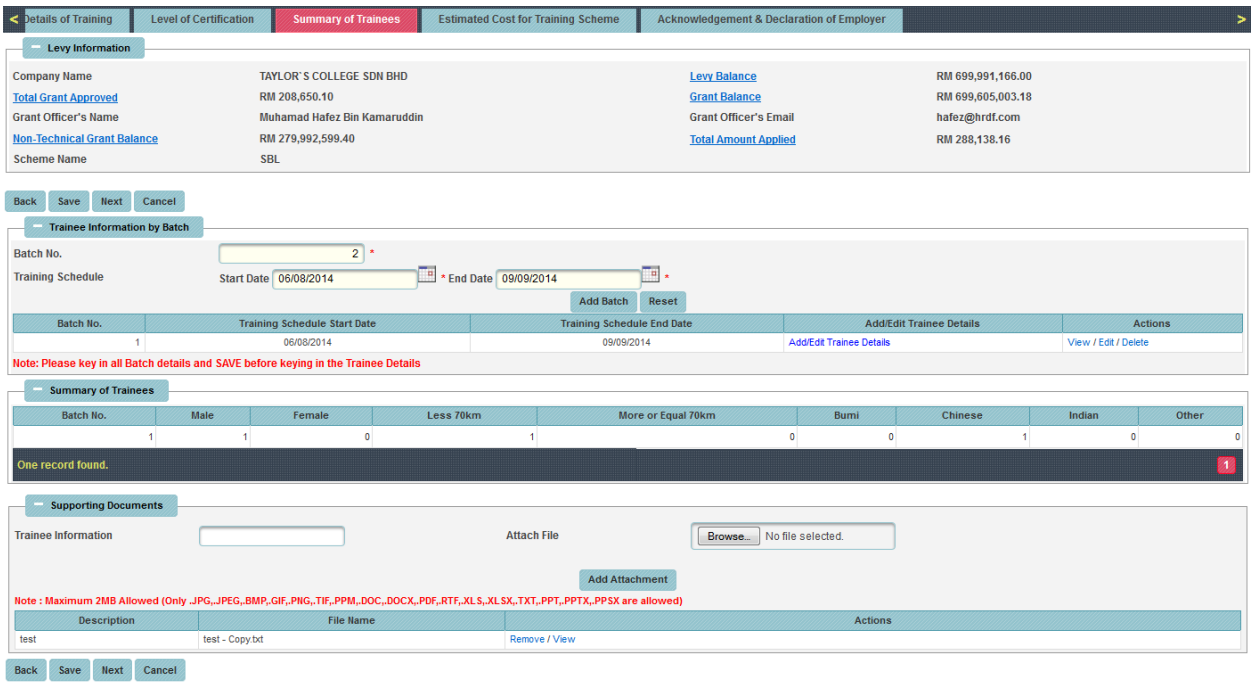
Step 6: Click 'Next' at Details of Programme Details Screen.



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

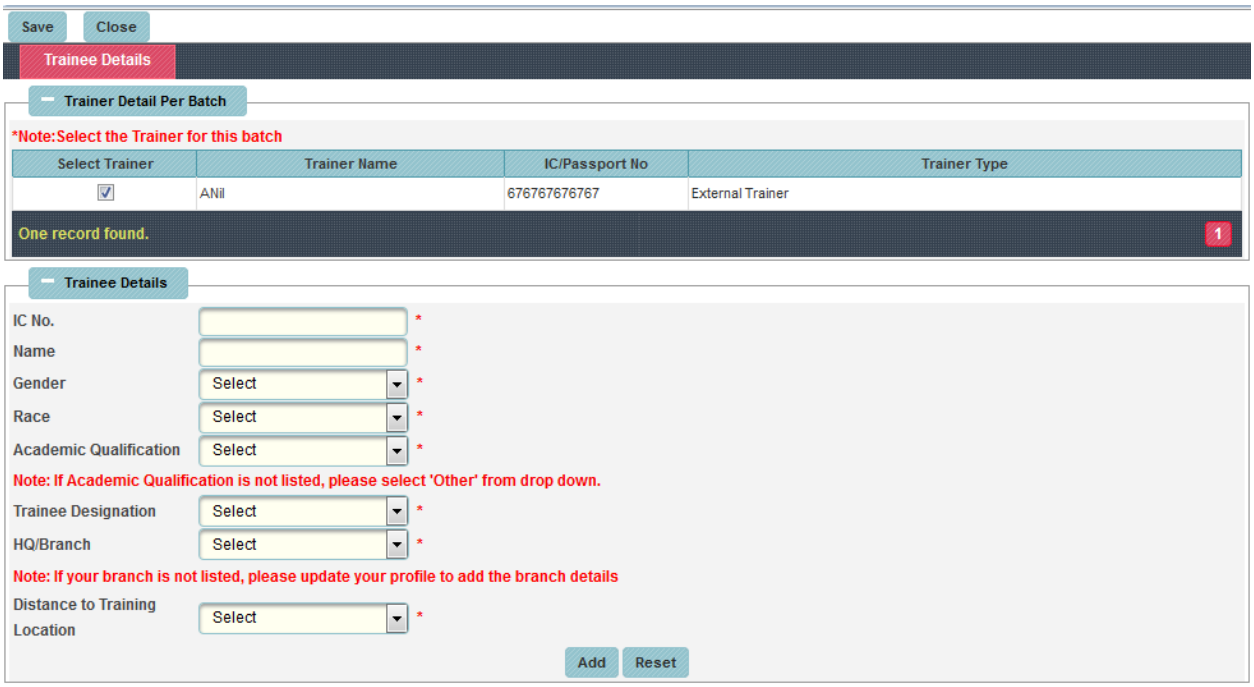


Step 8: Click 'Next' at Level of Certification Screen.

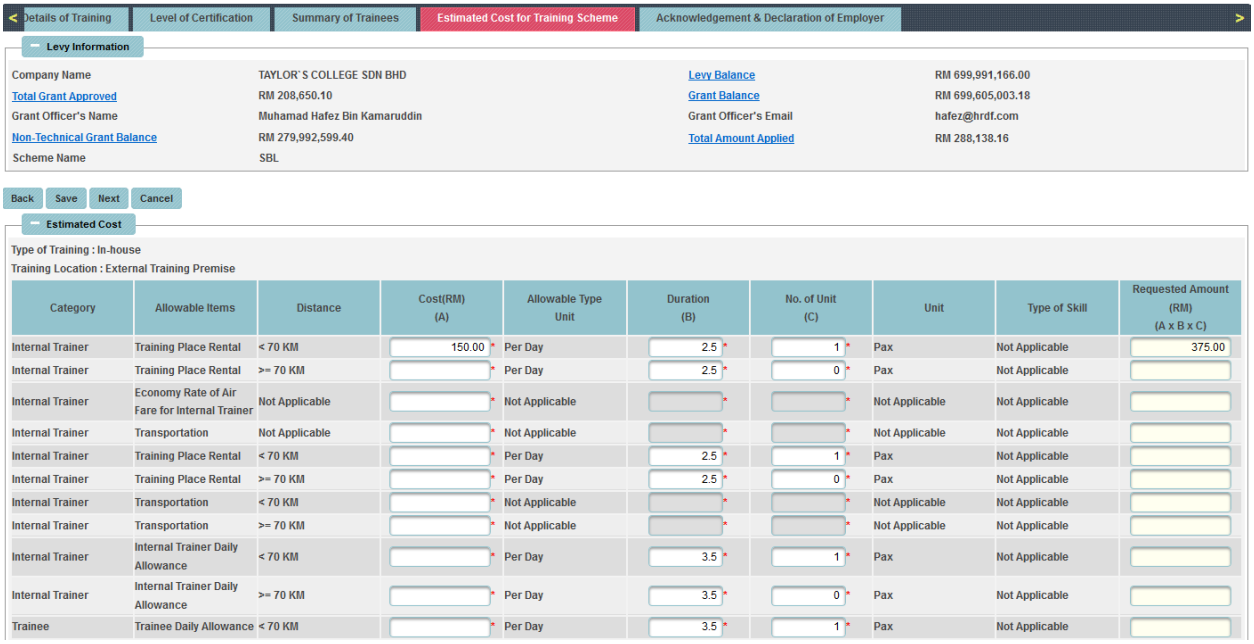


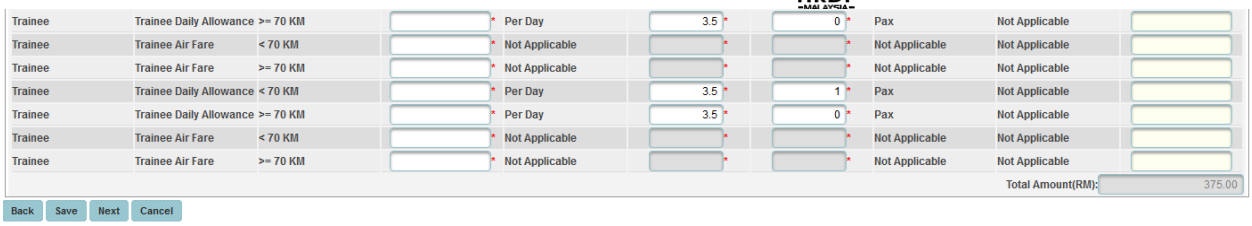
Step 9: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

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



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



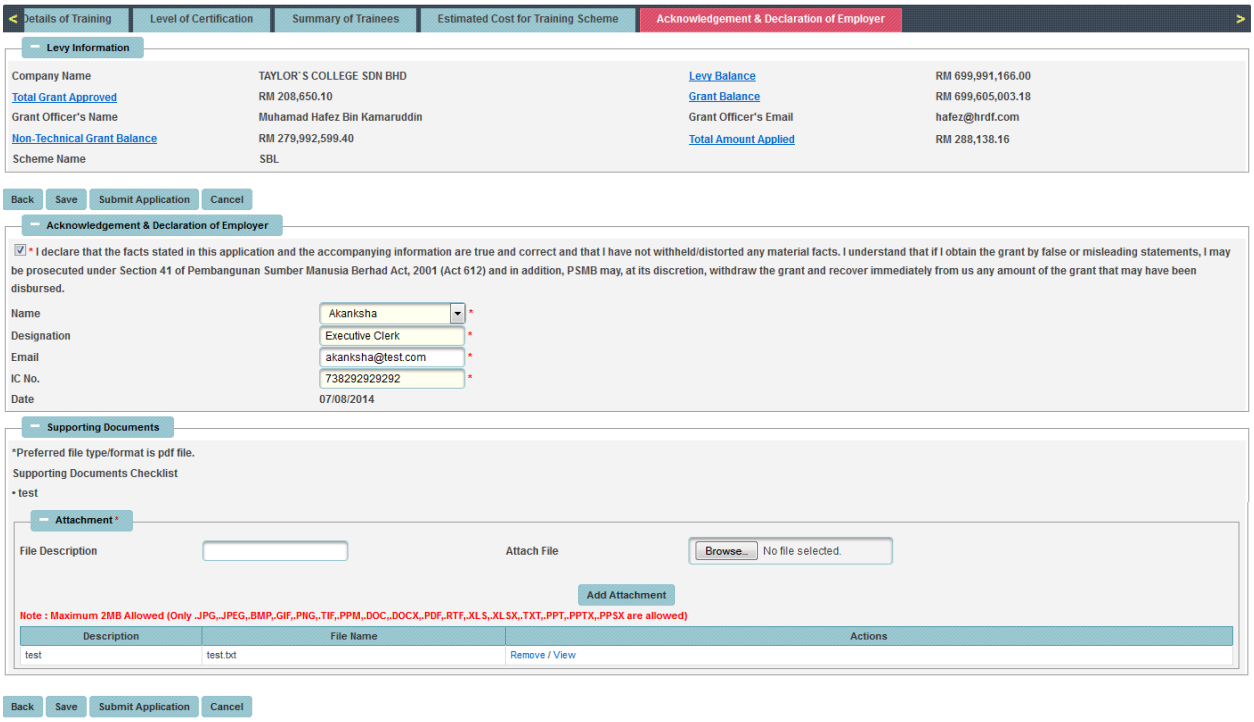


Trainee	Trainee Daily Allowance	>= 70 KM		*	Per Day	3.5 *	0 *	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM		*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM		*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM		*	Per 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.: 738292929292 *
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.

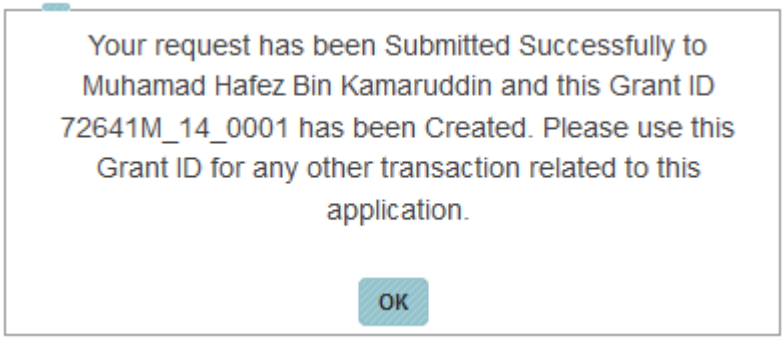
Add Attachment

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



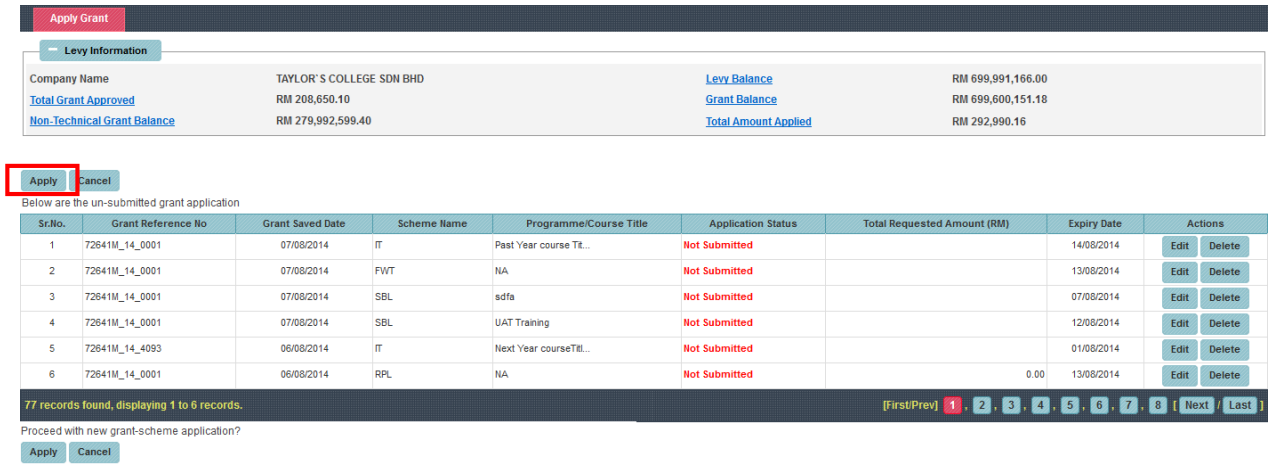
Your request has been Submitted Successfully to Muhamad Hafez Bin Kamaruddin and this Grant ID 72641M_14_0001 has been Created. Please use this Grant ID for any other transaction related to this application.

OK

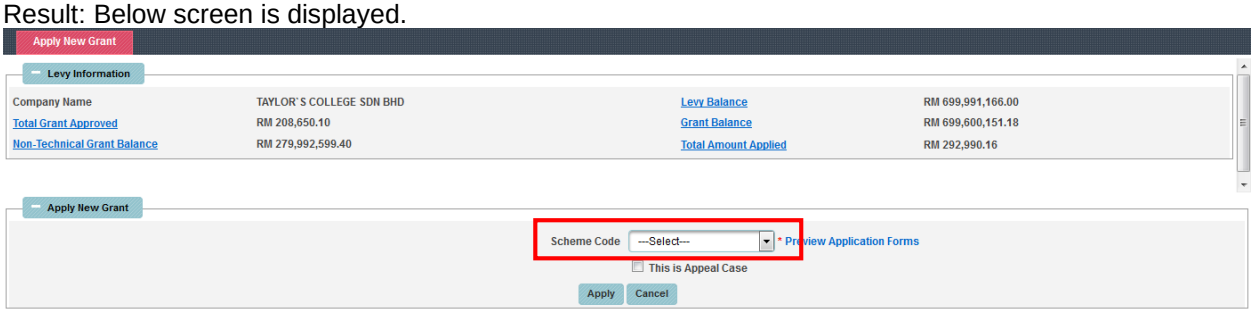
6.2 *Grant Application with Scheme Code : SBL – Job Coach*

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

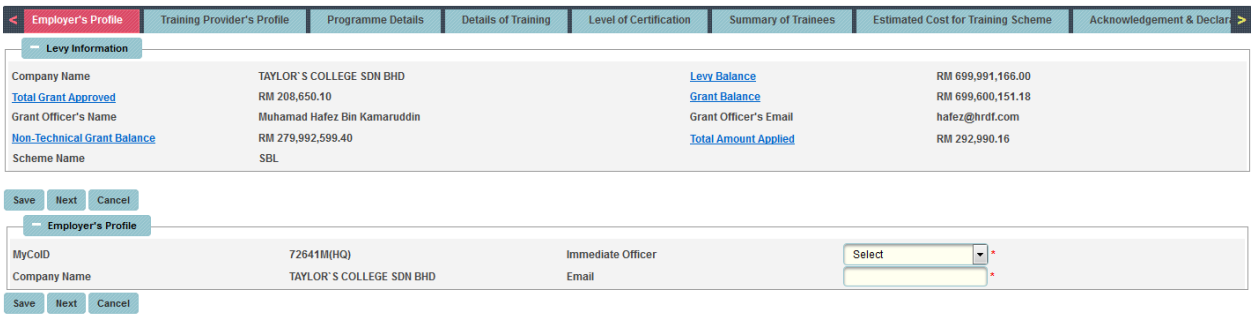
Step 1: Select from menu 'Grant' >'Apply Grant'.
Result: Below screen is displayed.



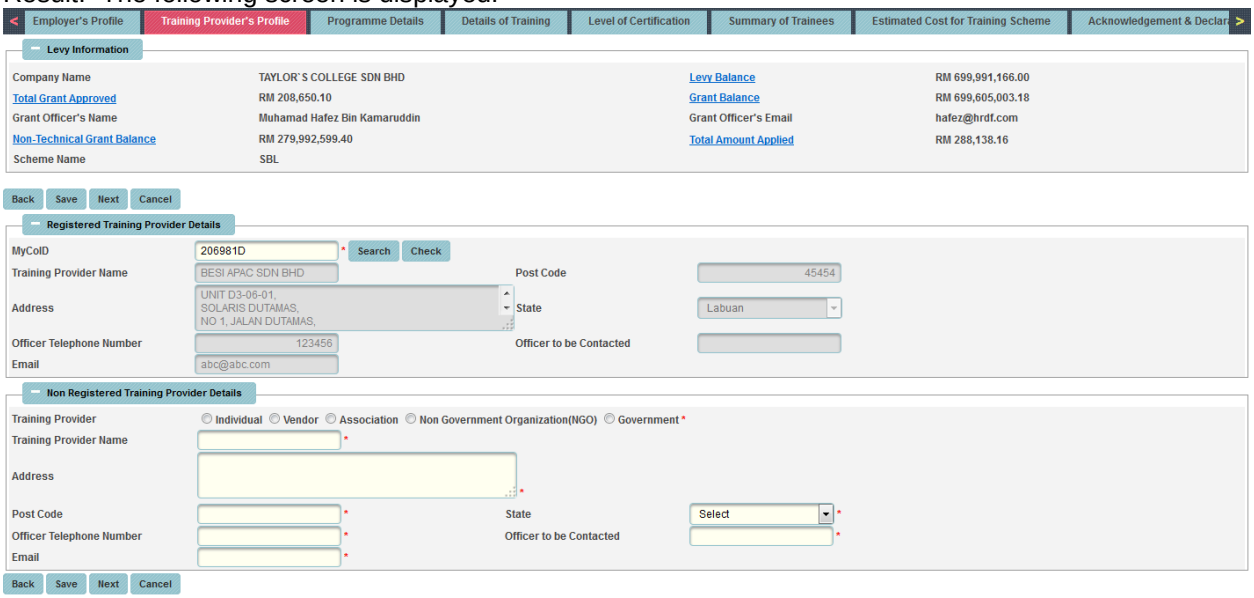
Step 2: Click 'Apply'.
Result: Below screen is displayed.



Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.
Result: The following screen is displayed:



Step 4: Select the Immediate Officer's name from the list, then click 'Next'.
Result: The following screen is displayed.

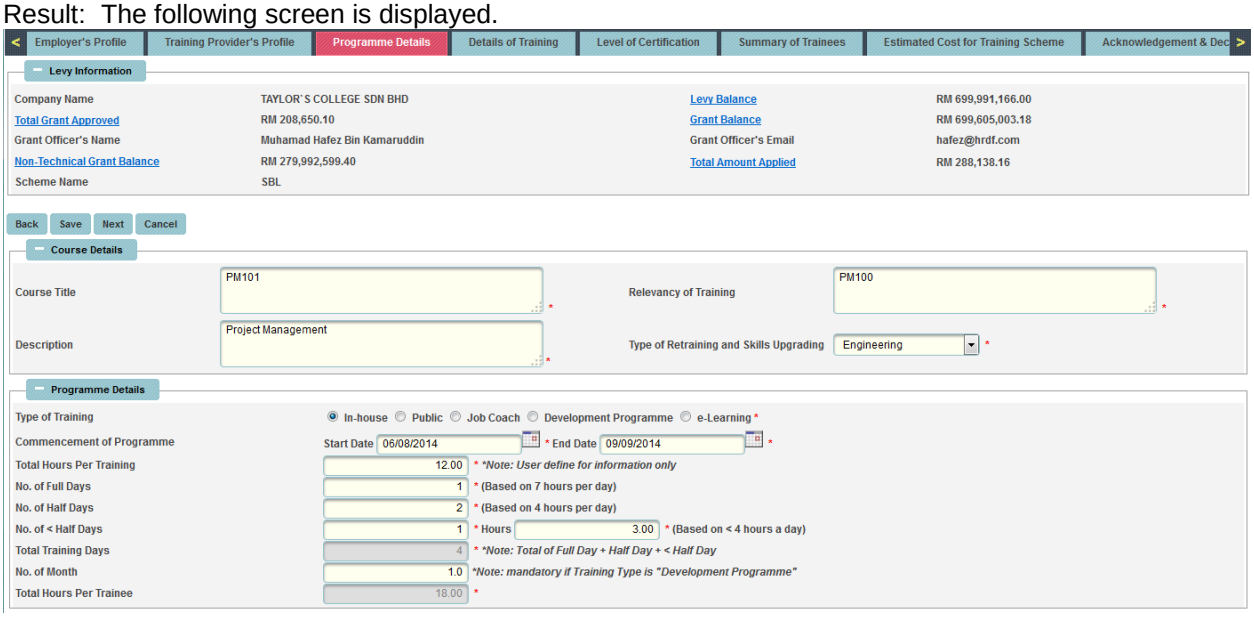


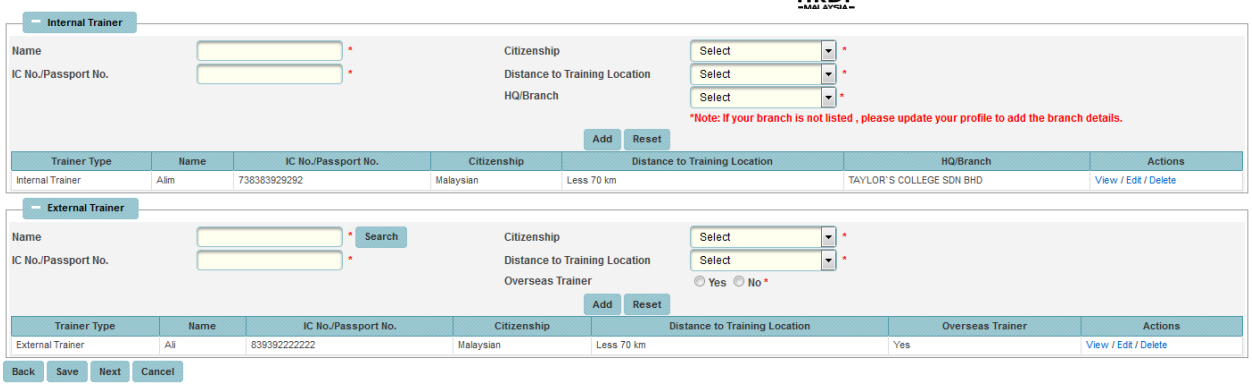
Step 5: Select type of trainer.
Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

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.

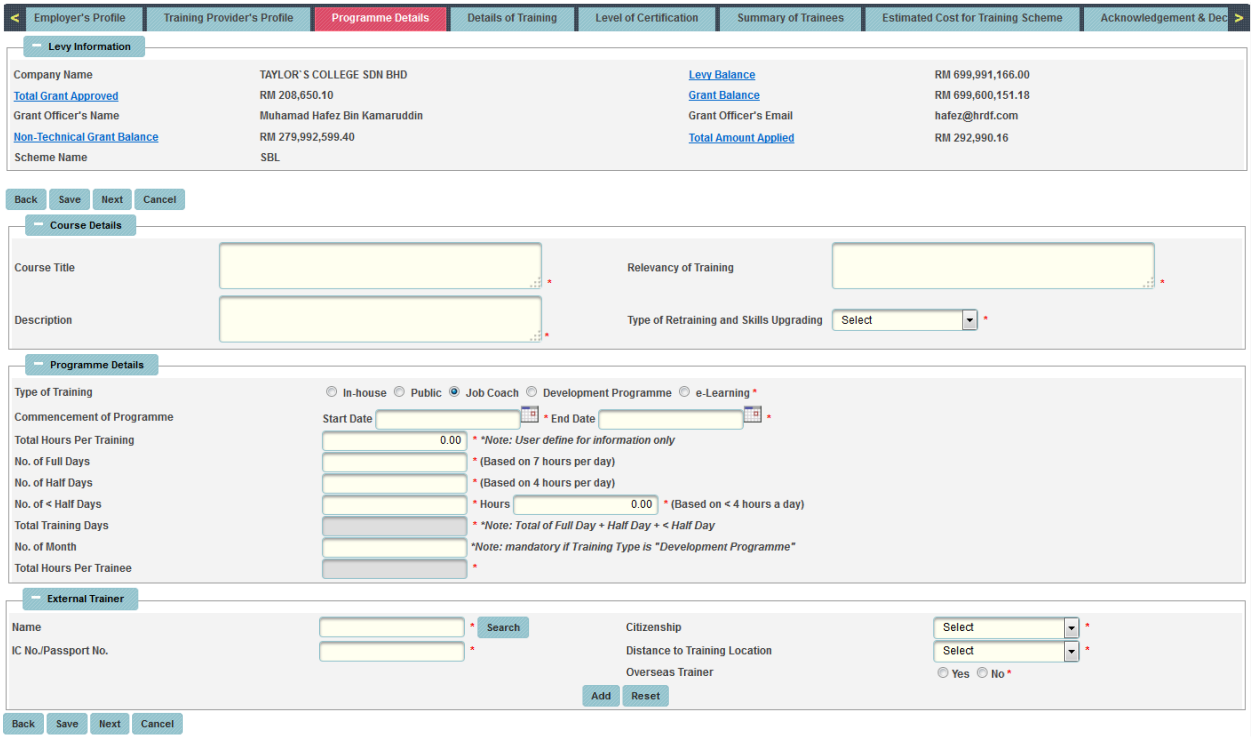
Step 7: Fill in the Non Registered Training Provider Details, if trainer type selected is 'Internal', else skip this step.

Step 8: Click 'Next'.
Result: The following screen is displayed.

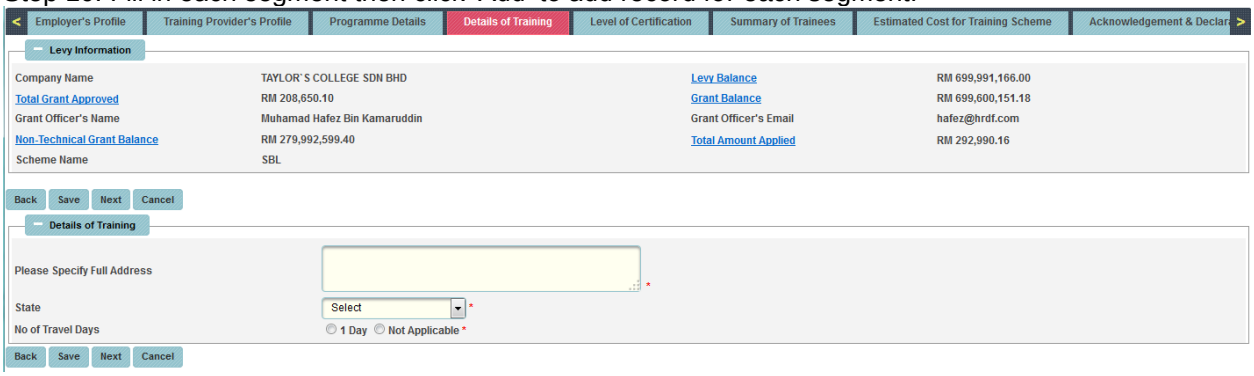




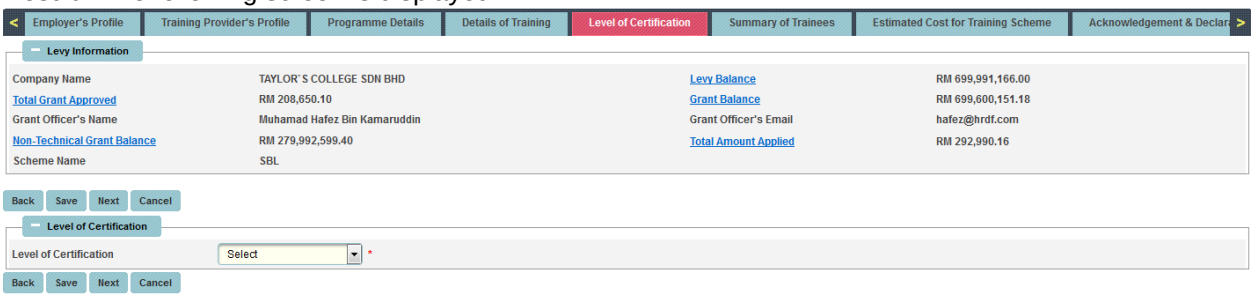
Step 9: Select 'Job Coach' for the type of training:
Result: The following screen is displayed.



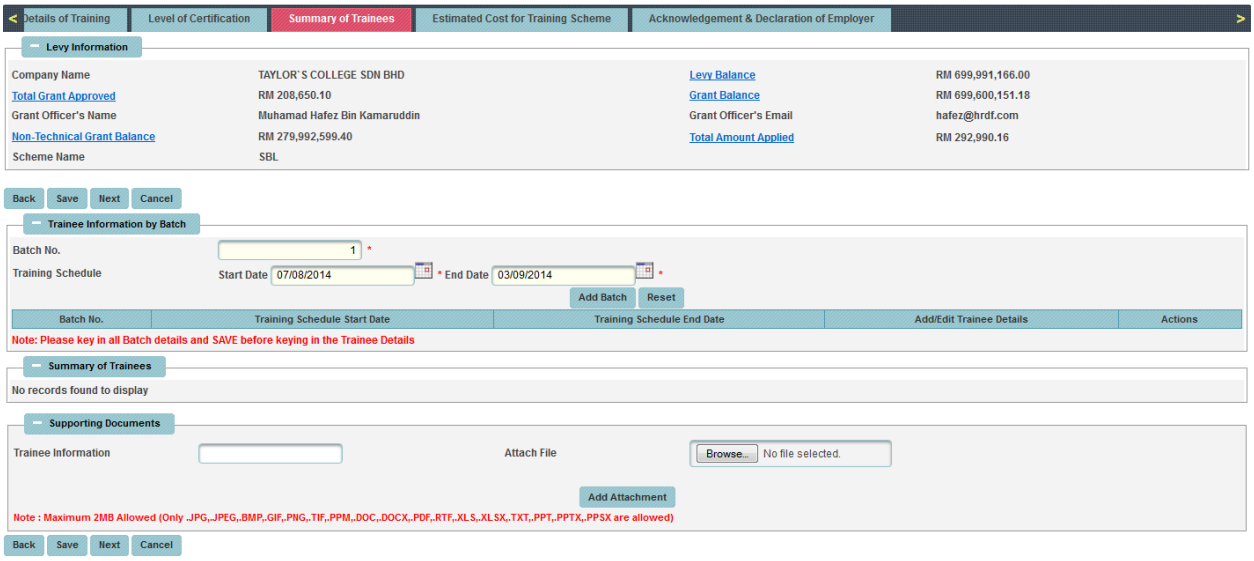
Step 10: Fill in each segment then click 'Add' to add record for each segment.



Step 11: Click 'Next'
Result: The following screen is displayed.

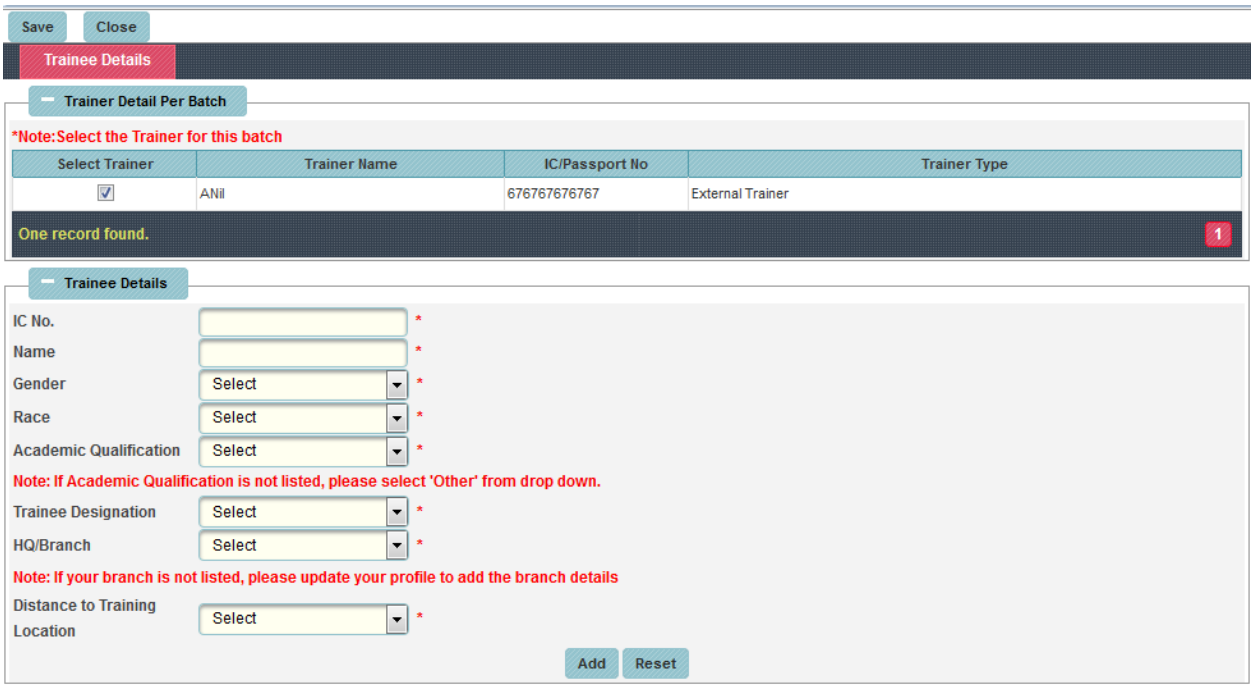


Step 12: Select the Level of certification then click 'Next.
Result: The following screen is displayed.

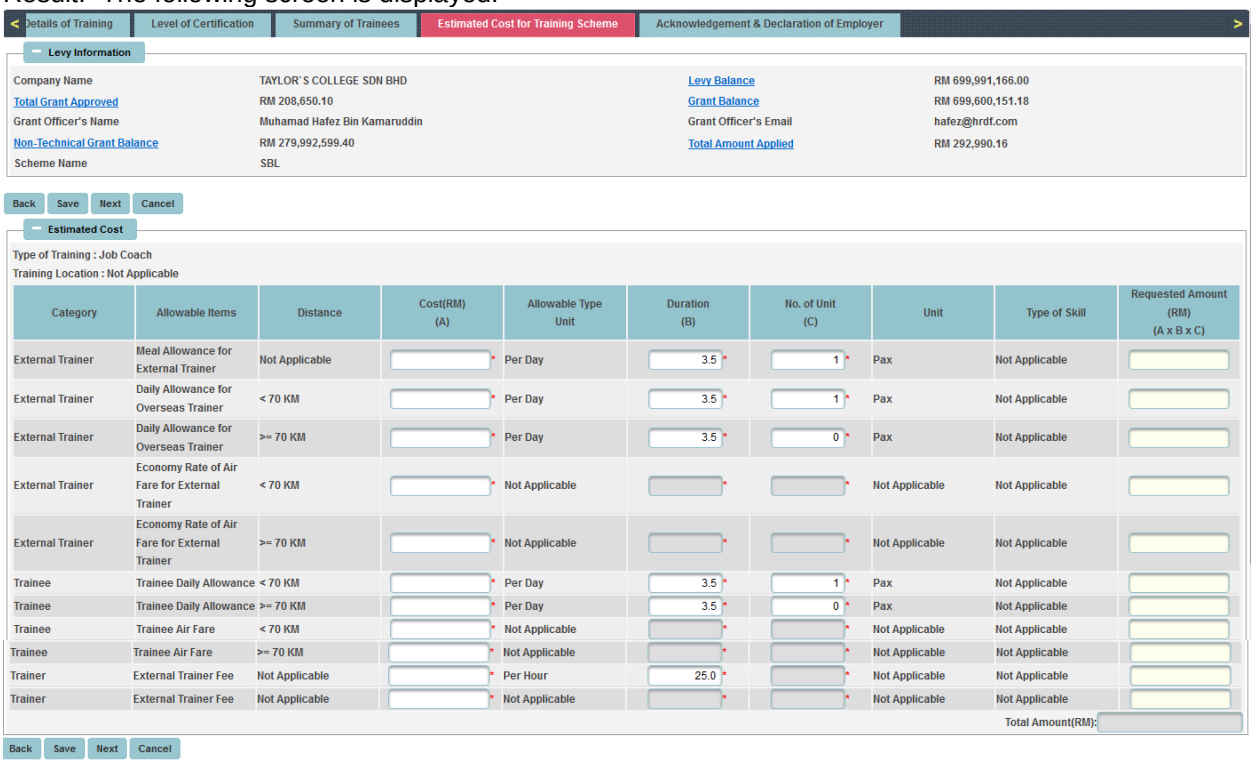


Step 13: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

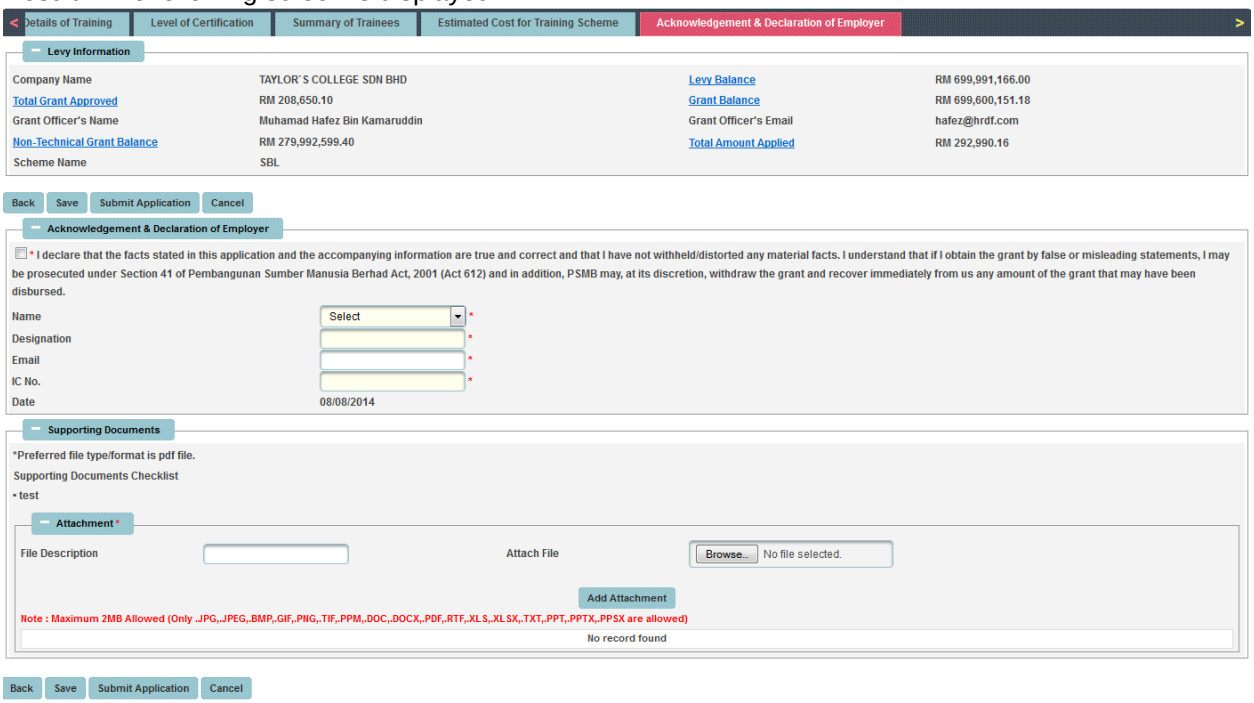
Step 14: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:



Step 15: Fill in the Summary of Trainees then click 'Next'.
Result: The following screen is displayed.

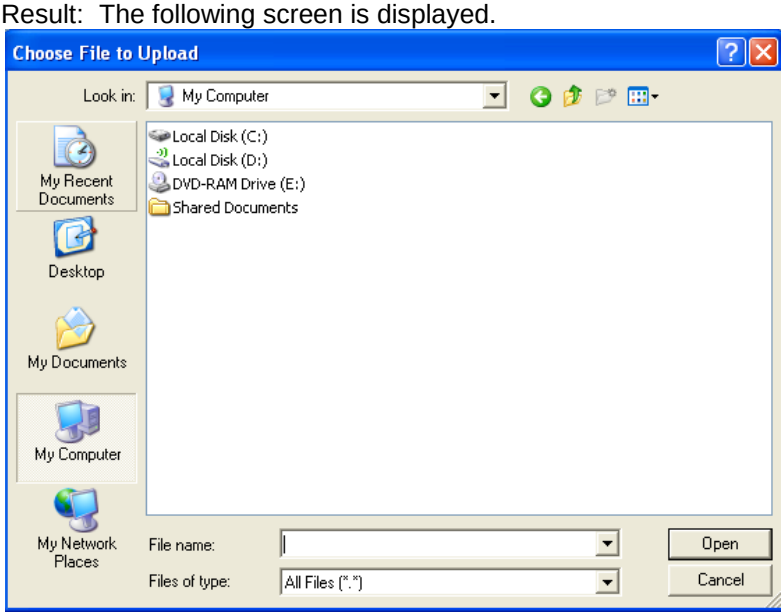


Step 16: Fill in the allowable items then click 'Next'.
Result: The following screen is displayed.



Step 17: Fill in the declaration section.

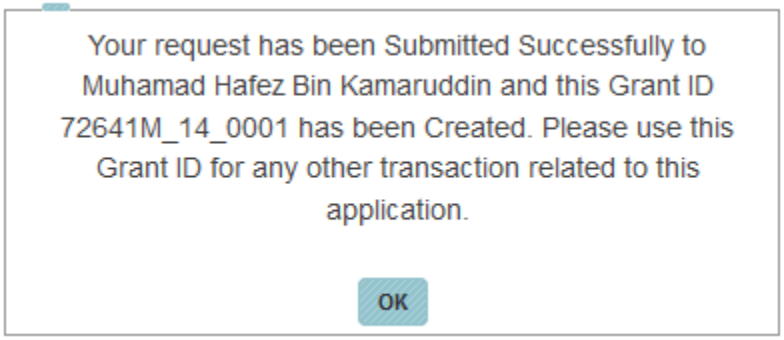
Step 18: Attach a file by filling in the file description then click 'Browse'.
Result: The following screen is displayed.



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.

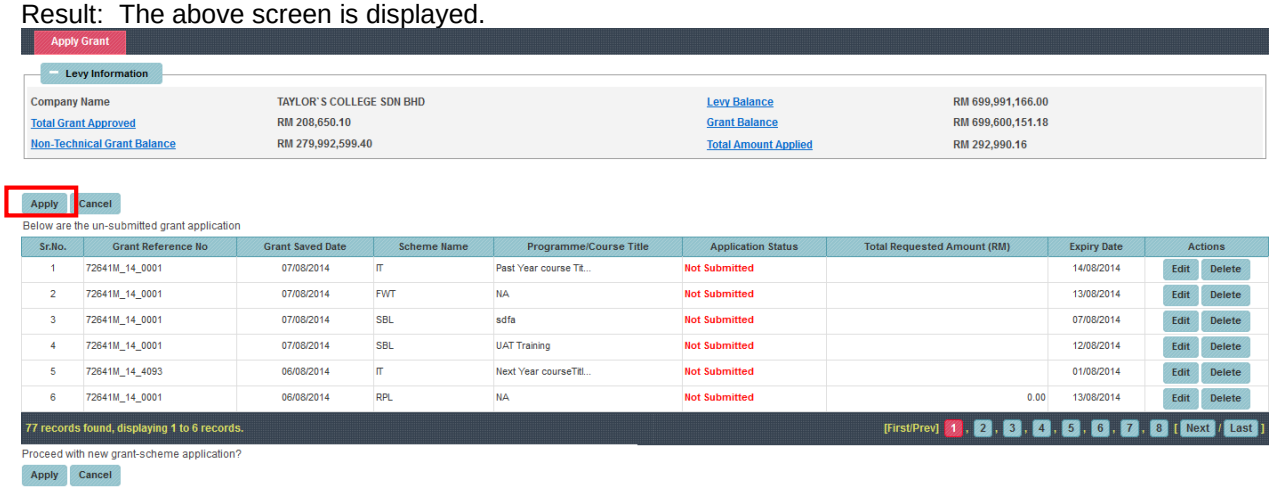
Step 21: Click 'Submit Application'.
The following screen is displayed.



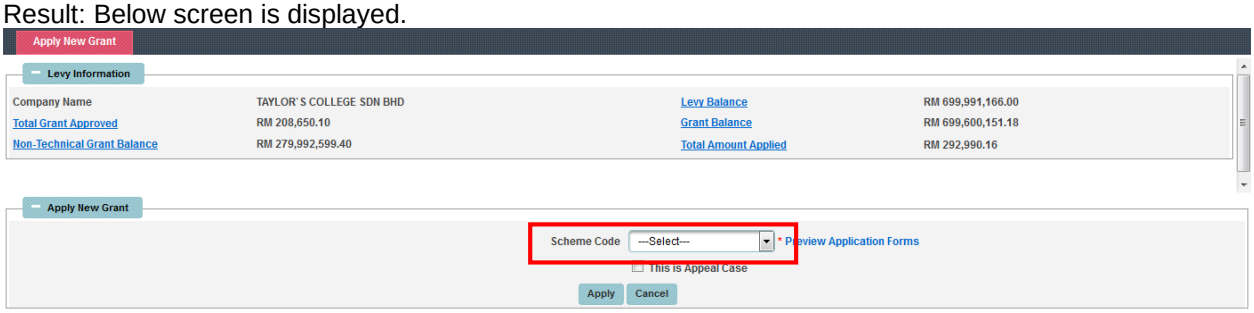
6.3 *Grant Application with Scheme Code : SBL – Development Programme*

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

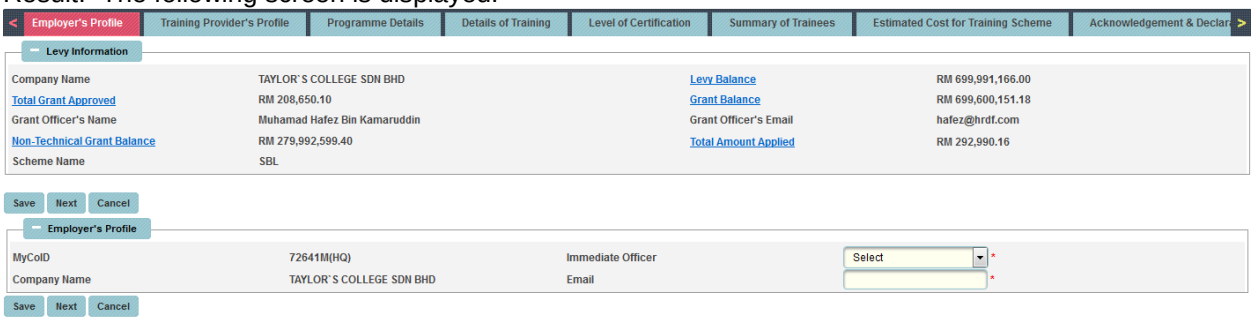
Step 1: Select from menu 'Grant' >'Apply Grant'.
Result: The above screen is displayed.



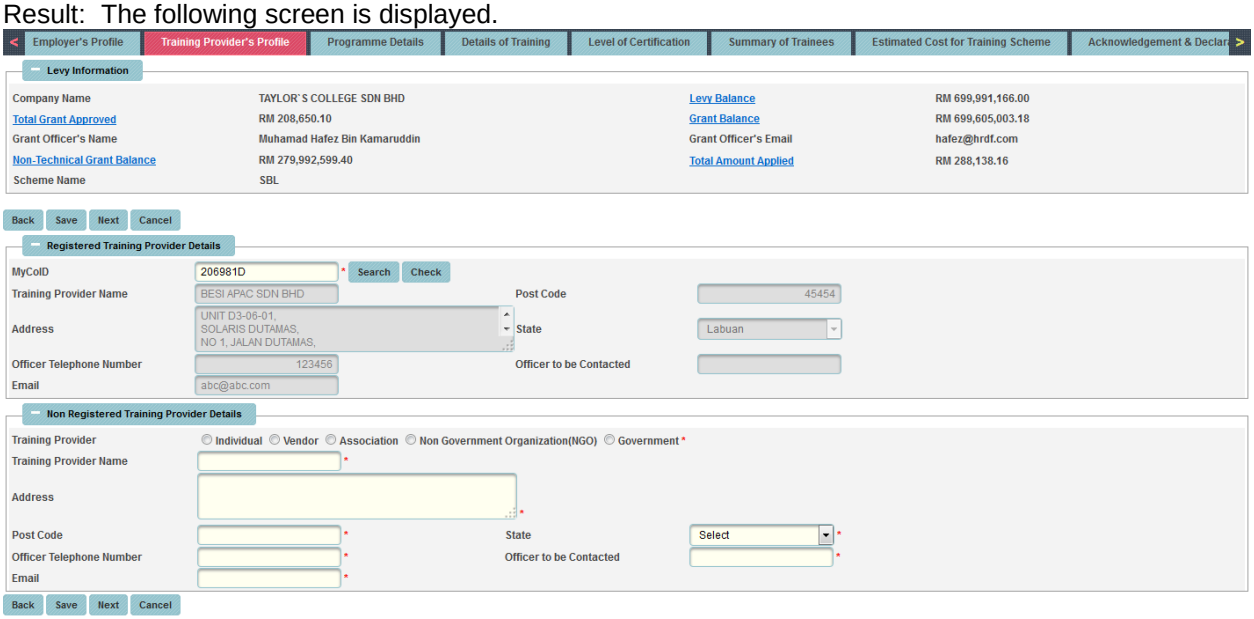
Step 2: Click 'Apply'.
Result: Below screen is displayed.



Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.
Result: The following screen is displayed:



Step 4: Select the Immediate Officer's name from the list, then click 'Next'.
Result: The following screen is displayed.

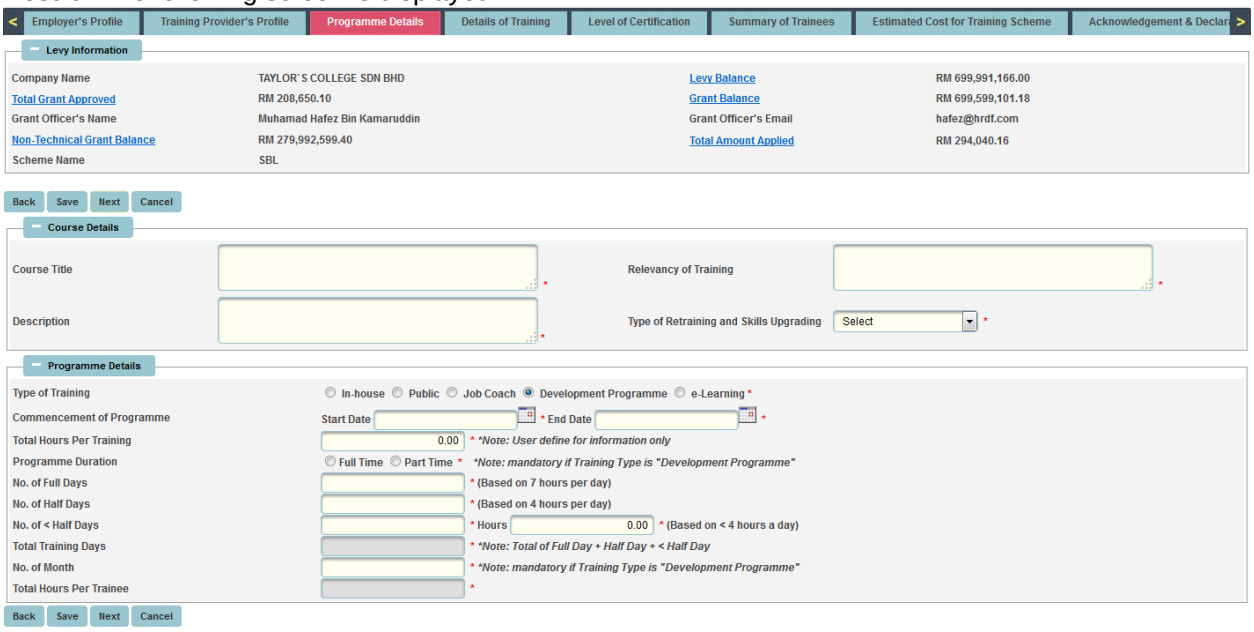


Step 5: Select type of trainer.
Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

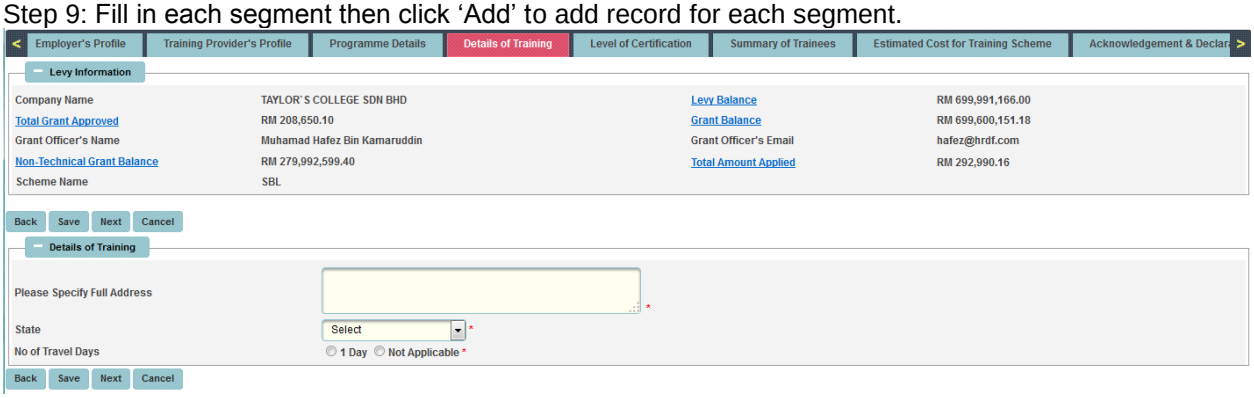
Step 6: Fill in the 'MyCoID' for the Registered Training Provider then click 'Check'.
Result: If the Training MyCoID exists, the details will be displayed.

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

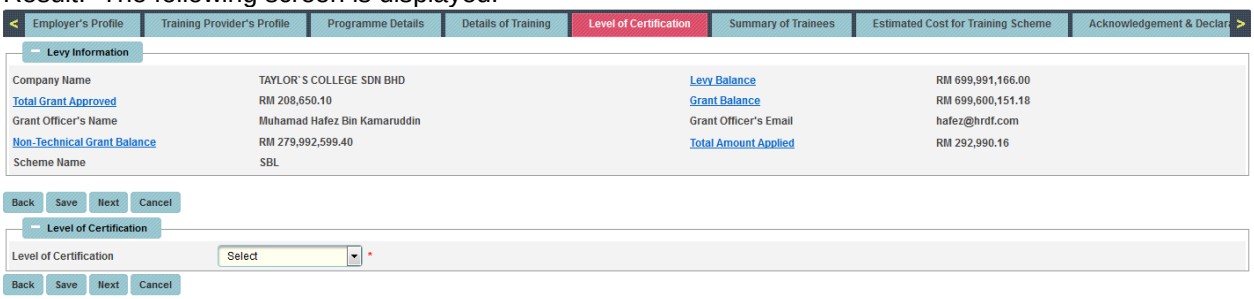
Step 8: Click ‘Next’ and select ‘Development Programme’ for the type of training.
Result: The following screen is displayed.



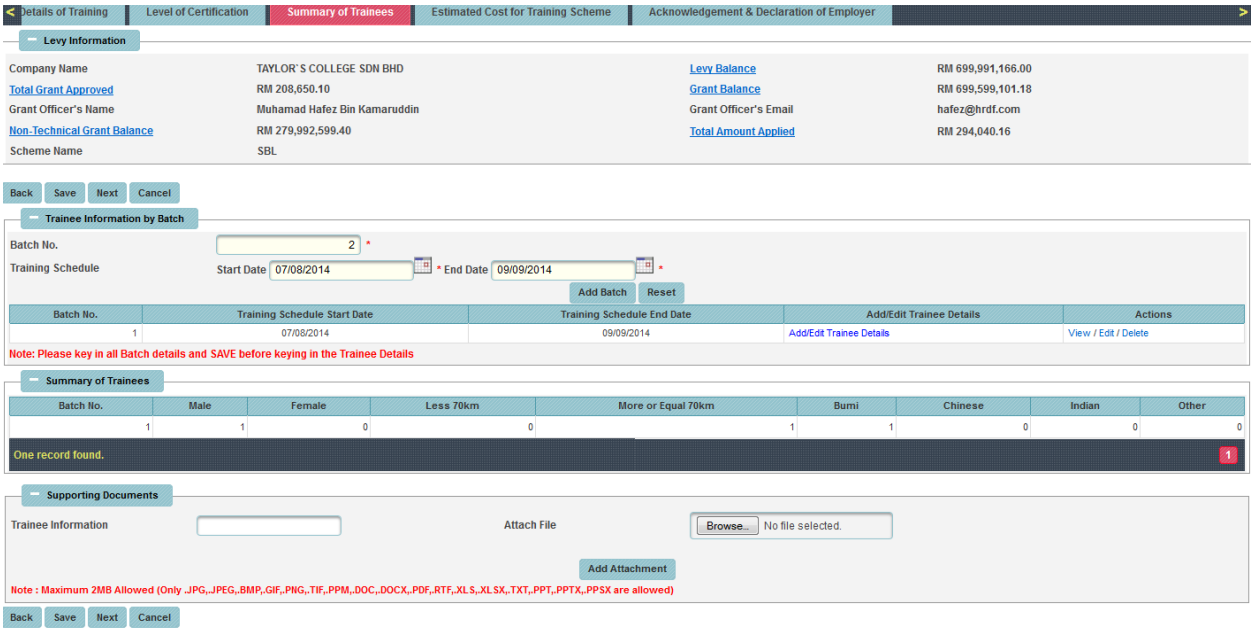
Step 9: Fill in each segment then click ‘Add’ to add record for each segment.



Step 10: Click ‘Next’ and select one of the level of certification
Result: The following screen is displayed.

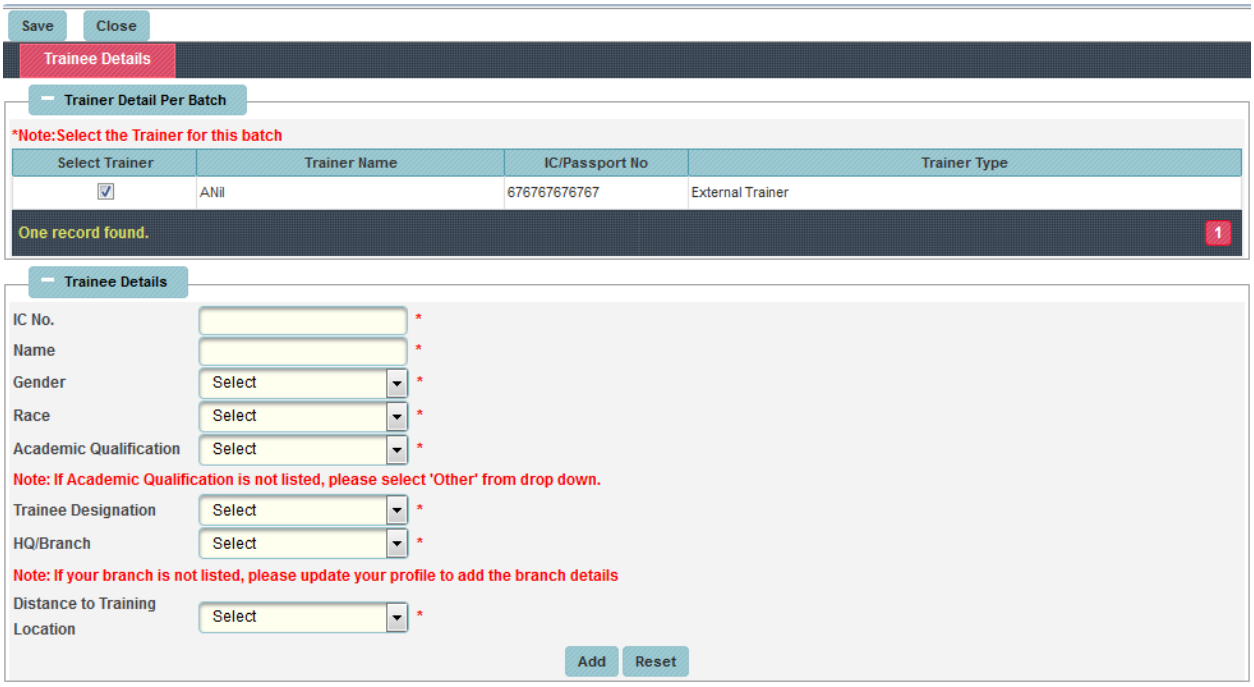


Step 11: Click 'Next.
Result: The following screen is displayed.

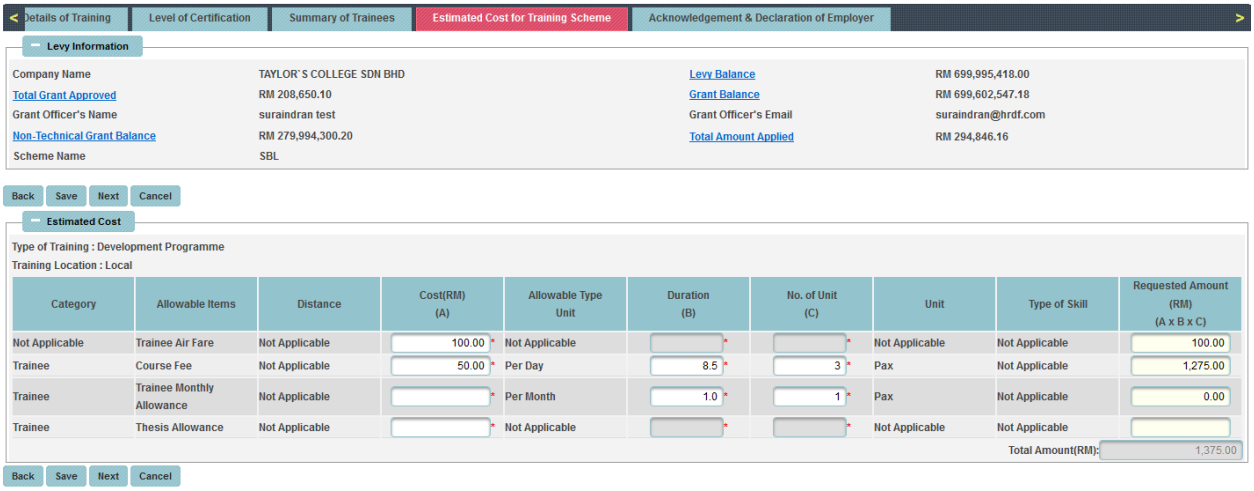


Step 12: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

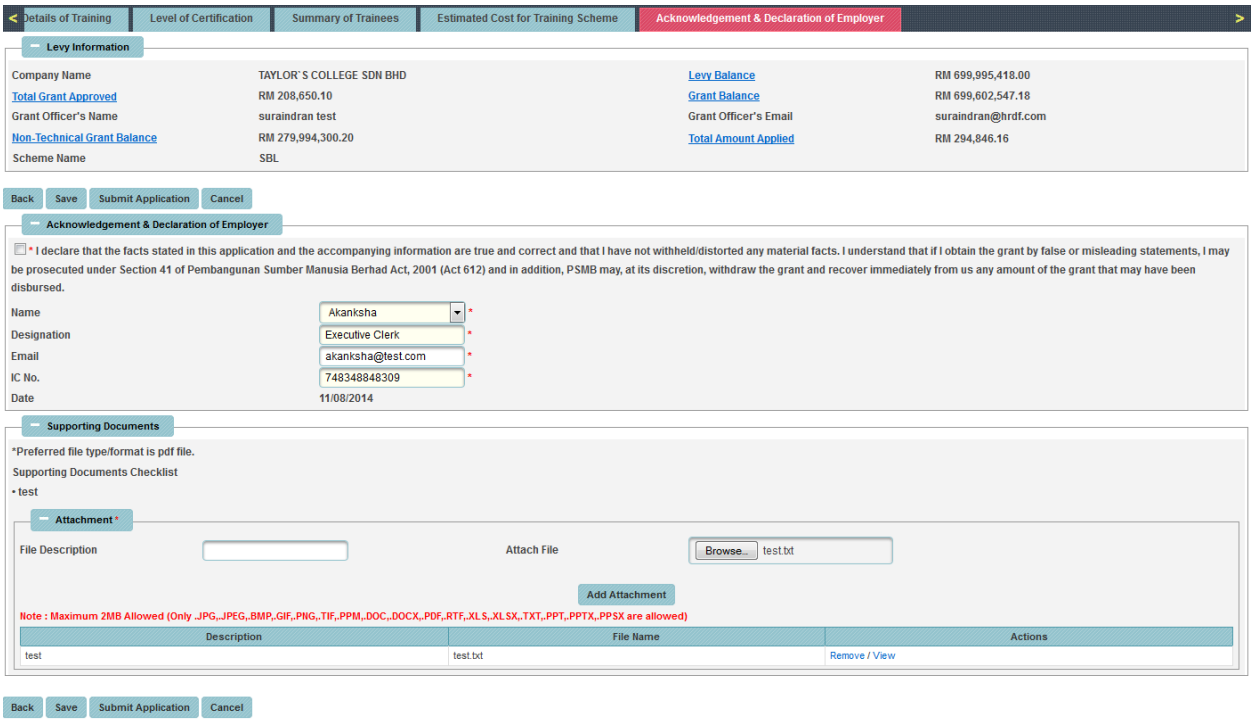
Step 13: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:



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

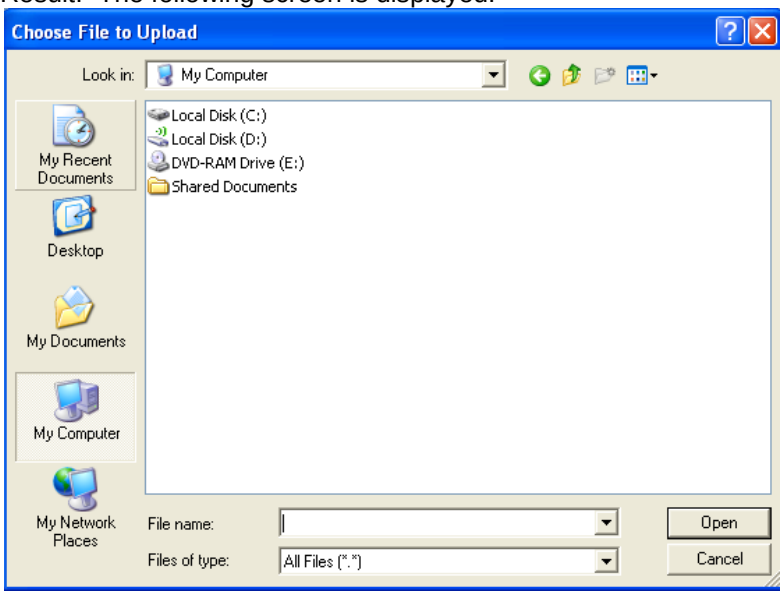


Step 15: Fill in the allowable items then click 'Next'.
Result: The following screen is displayed.



Step 16: Fill in the declaration section.

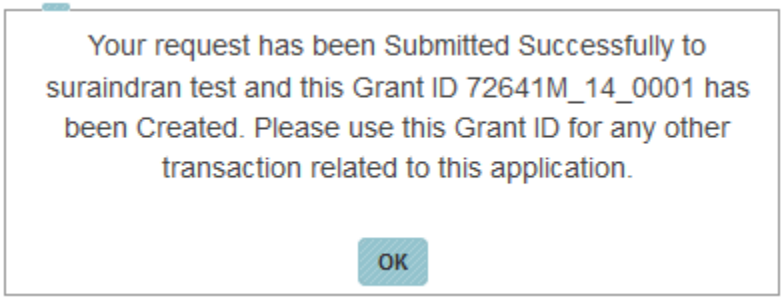
Step 17: Attach a file by filling in the file description then click 'Browse'.
Result: The following screen is displayed.



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.

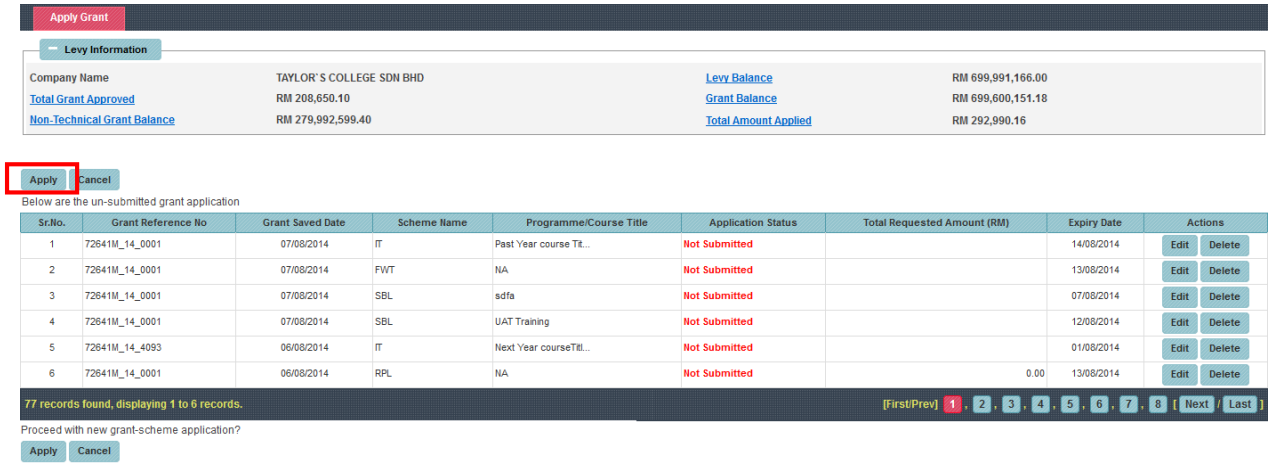
Step 20: Click 'Submit Application'
The following screen is displayed.



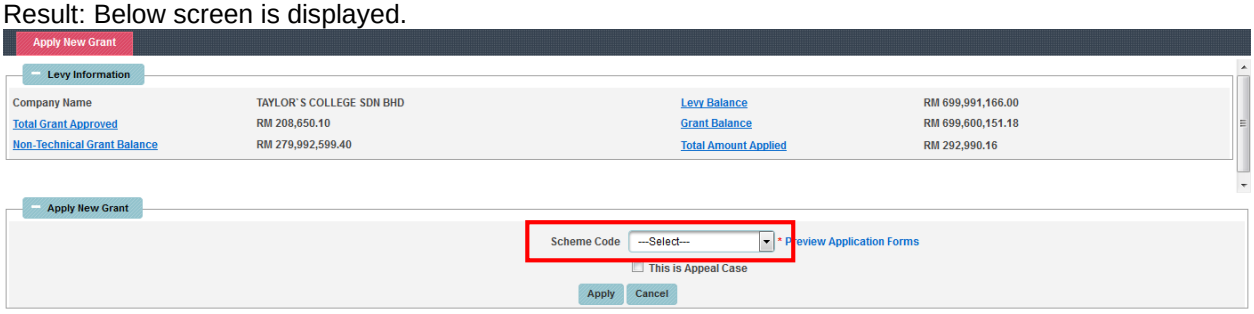
6.4 *Grant Application with Scheme Code : SBL – eLearning*

Follow the steps below to apply for SBL – eLearning.

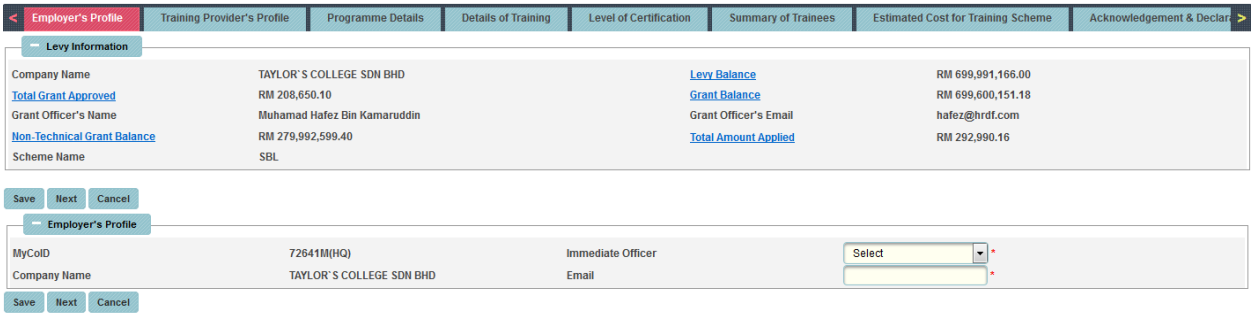
Step 1: Select from menu 'Grant' >'Apply Grant'.
Result: The above screen is displayed.



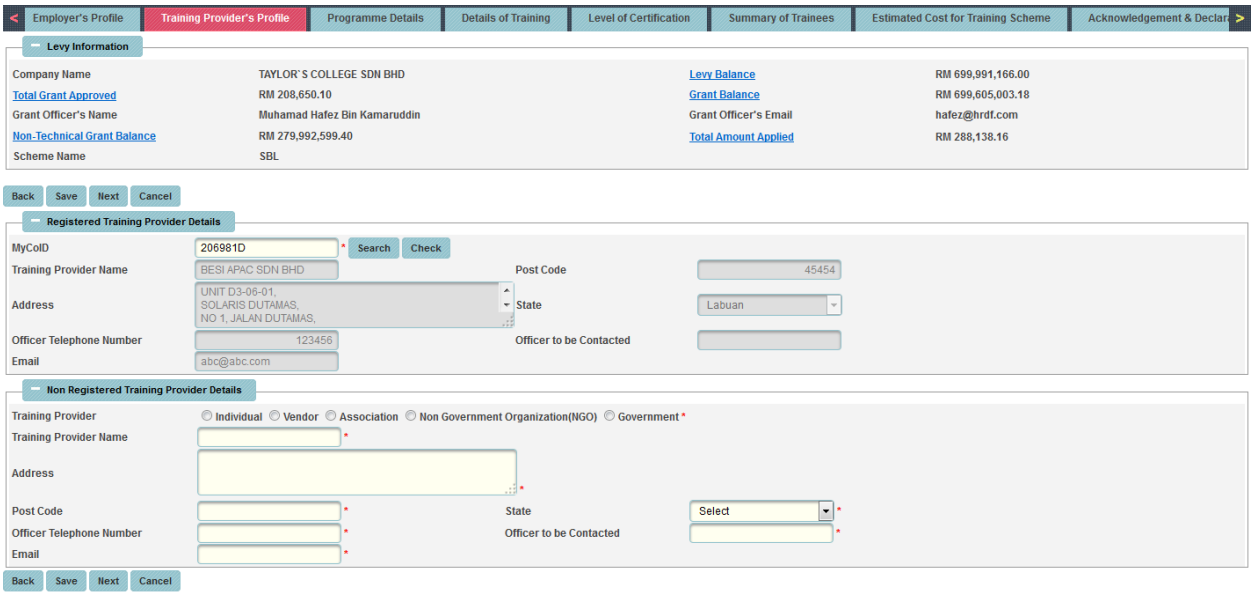
Step 2: Click 'Apply'.
Result: Below screen is displayed.



Step 3: Select 'Scheme Code' SBL from the dropdown list then click 'Apply'.
Result: The following screen is displayed:



Step 4: Select the Immediate Officer's name from the list, then click 'Next'.
Result: The following screen is displayed.

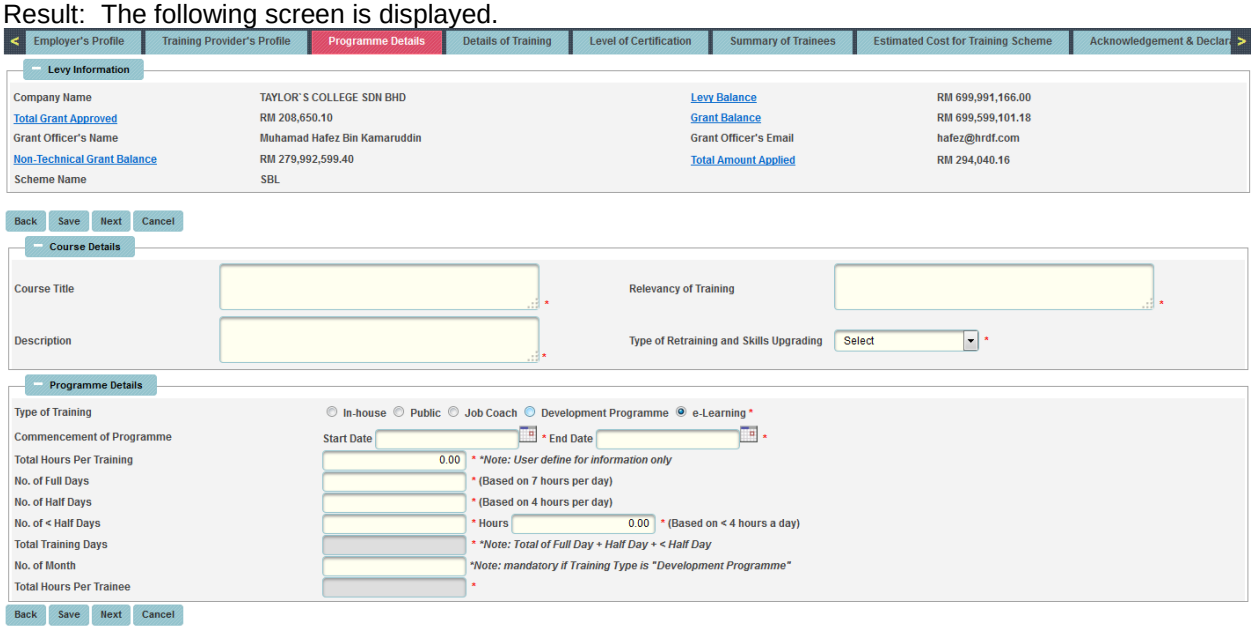


Step 5: Select type of trainer.
Note: If external trainer is selected, the Non Registered Training Providers Details is not required but details of external trainers are required.

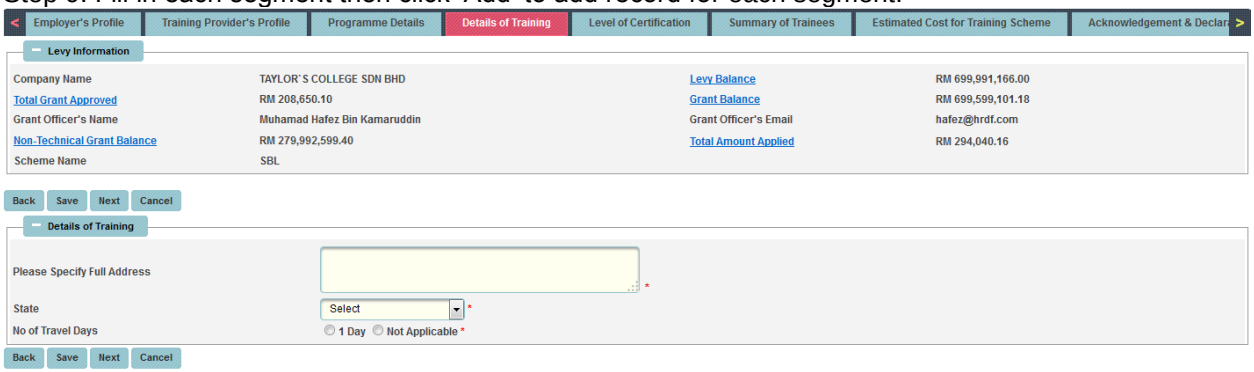
Step 6: Fill in the 'MyCoID' for the Registered Training Provider then click 'Check'.
Result: If the Training MyCoID exists, the details will be displayed.

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.

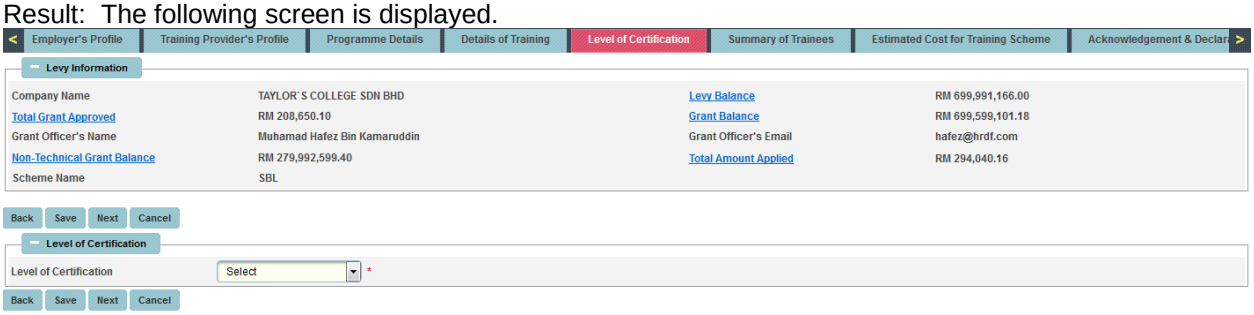


Step 9: Fill in each segment then click ‘Add’ to add record for each segment.



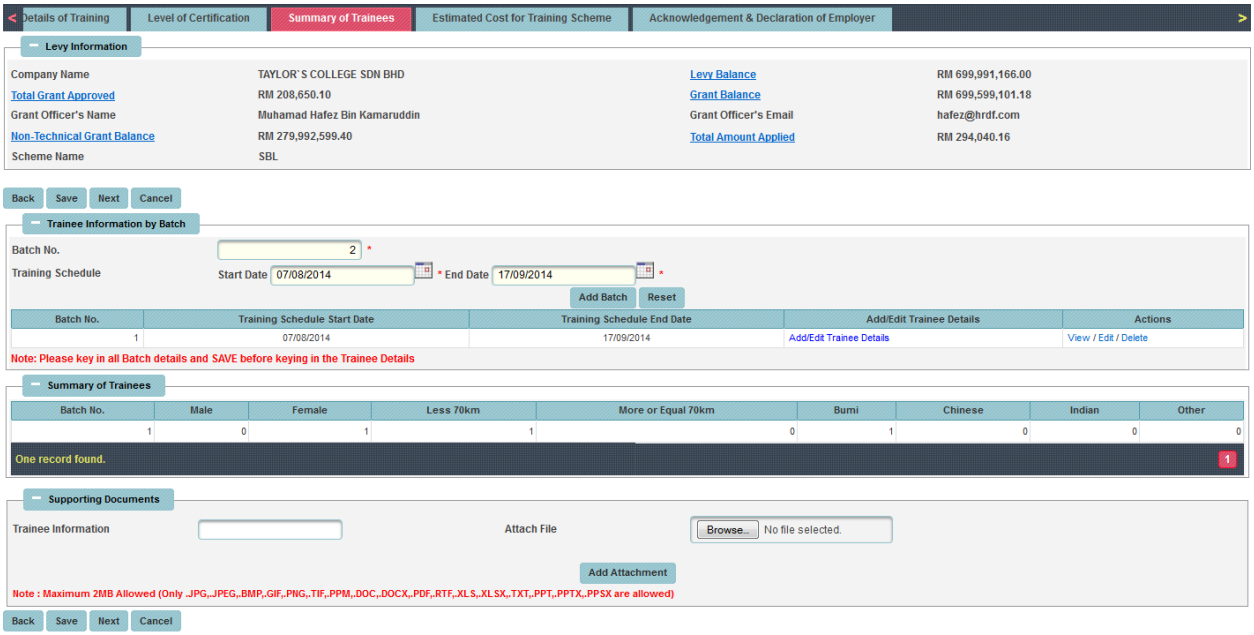
Step 10: Click ‘Next’

Result: The following screen is displayed.



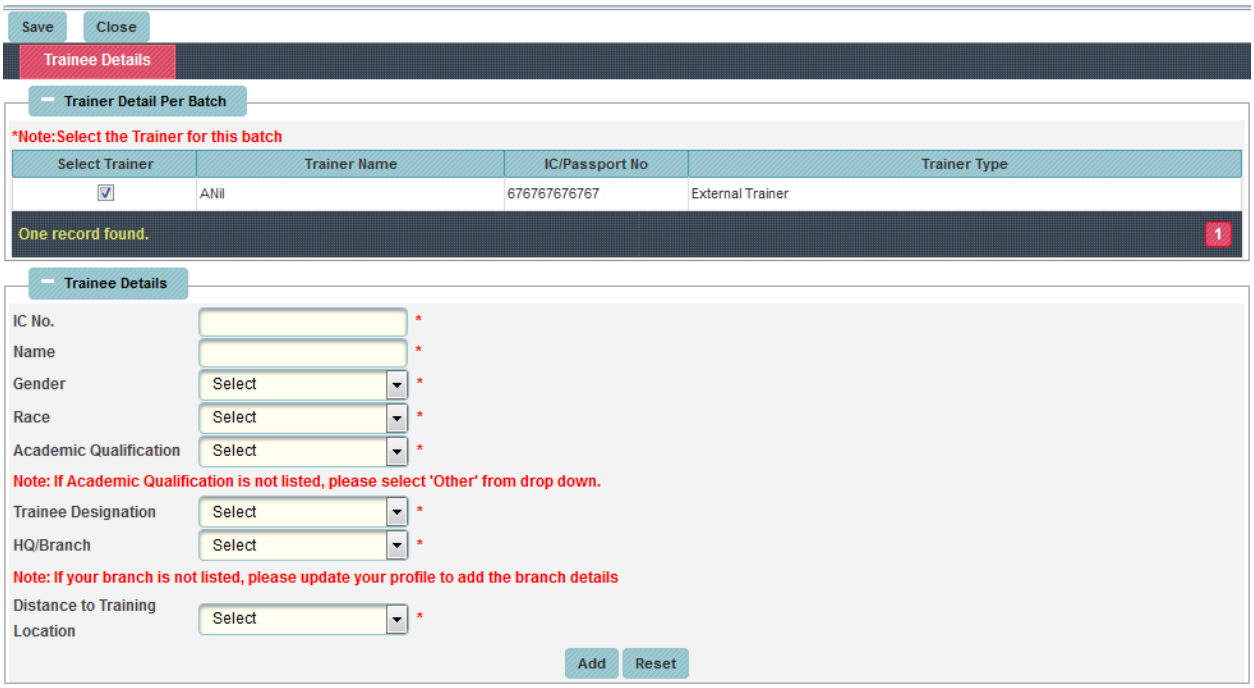
Step 11: Click ‘Next.

Result: The following screen is displayed.

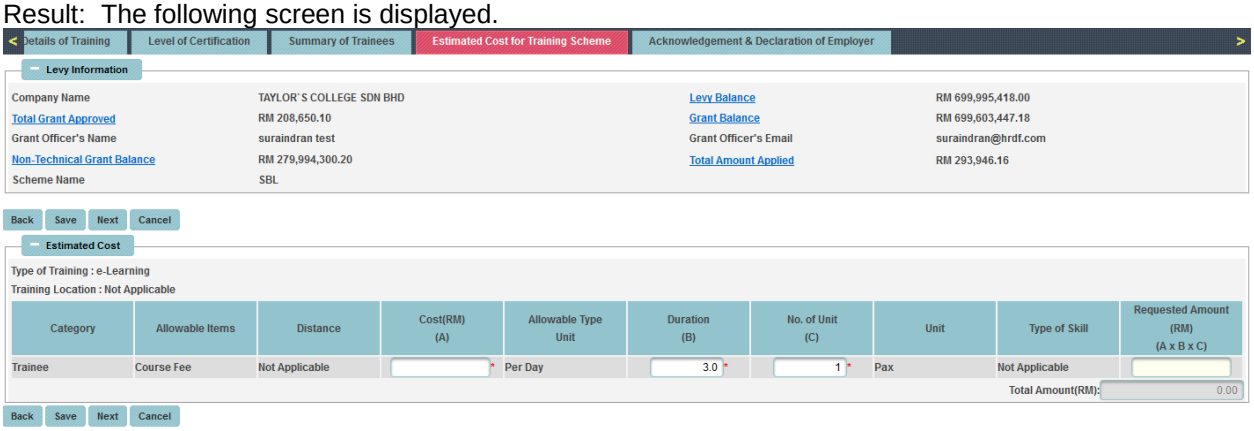


Step 12: Update Trainee Information by Batch details and click ‘Add Batch’ button. Save the screen when the records are added.

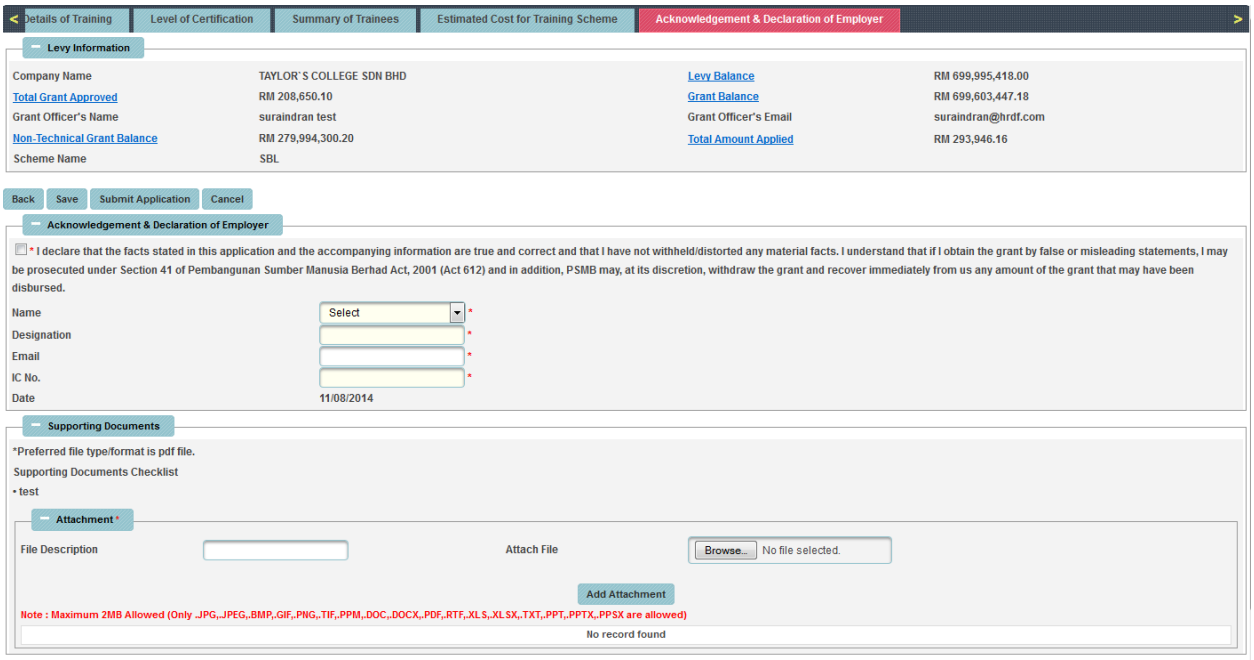
Step 13: Upon saving, 'Add/Edit Trainee Details' link will be available for Trainee details input as following and save when finished:



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

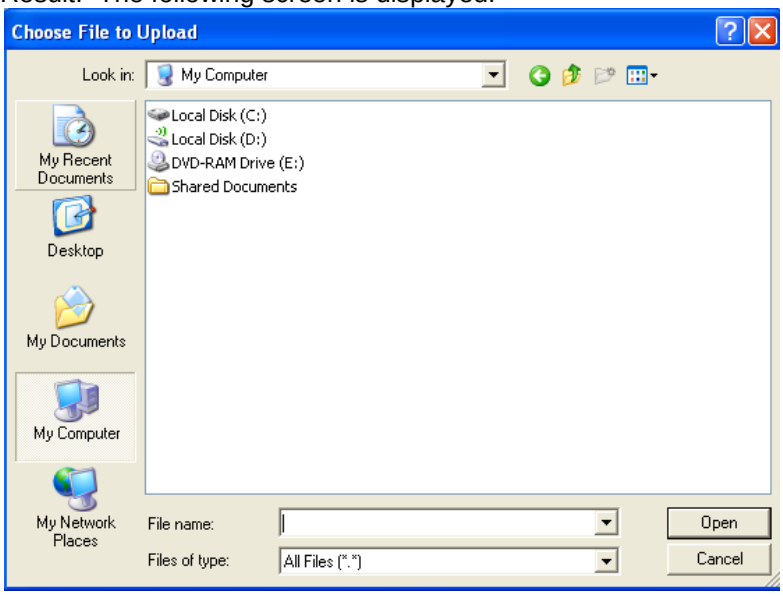


Step 15: Fill in the allowable items then click 'Next'.
Result: The following screen is displayed.



Step 16: Fill in the declaration section.

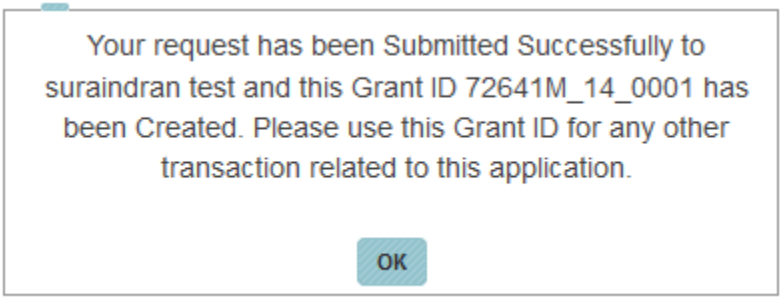
Step 17: Attach a file by filling in the file description then click 'Browse'.
Result: The following screen is displayed.



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*

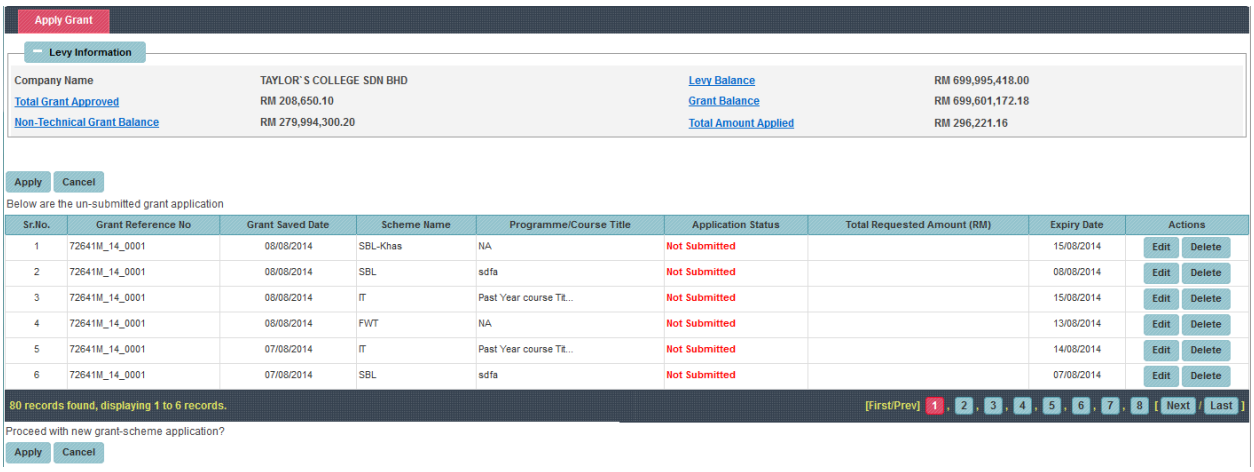
Prerequisite:

- 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.

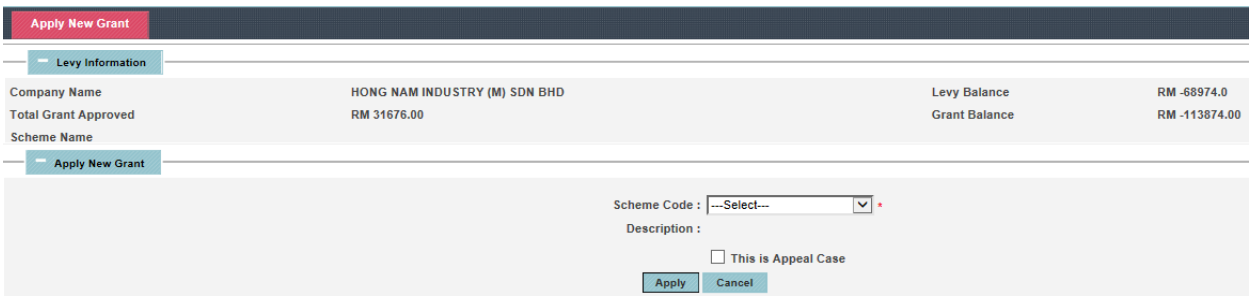
Note: System will reserve the levy for the course fee to be paid to Training Provider.

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.

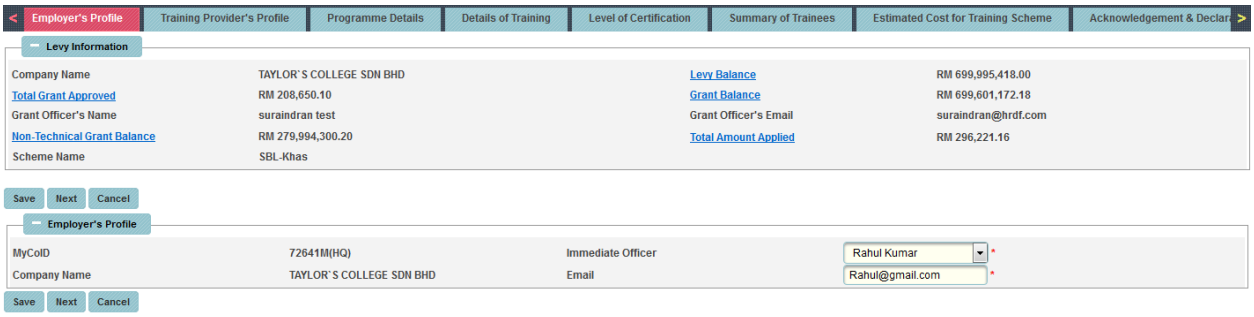
Step 1: Select from menu 'Grant' > 'Apply Grant (Form 1)'.
Result: The screen below is displayed.



Step 2: Click on the 'Apply' button.
Result: The screen (Apply New Grant) below is displayed.

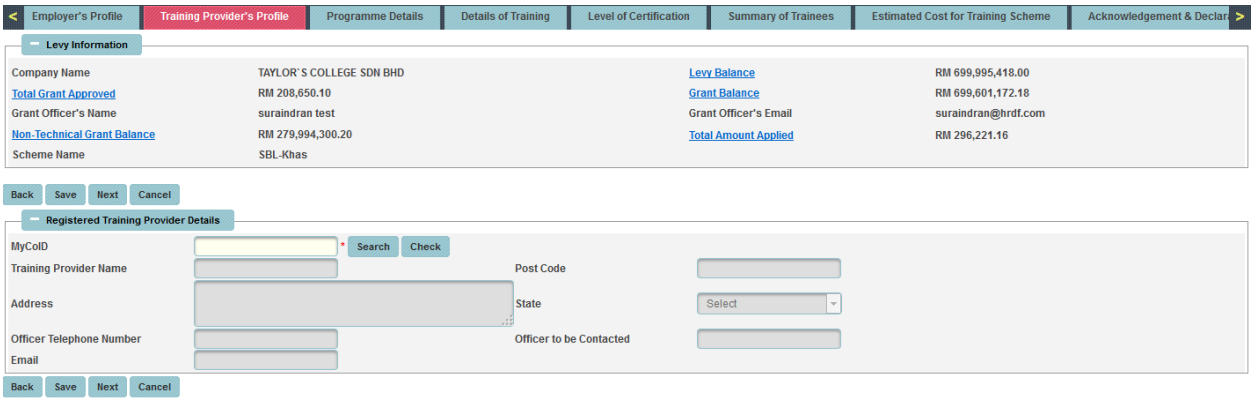


Step 3: Fill-in the Scheme Code 'SBL-Khas' and click on 'Apply' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Employer's Profile) below is displayed.



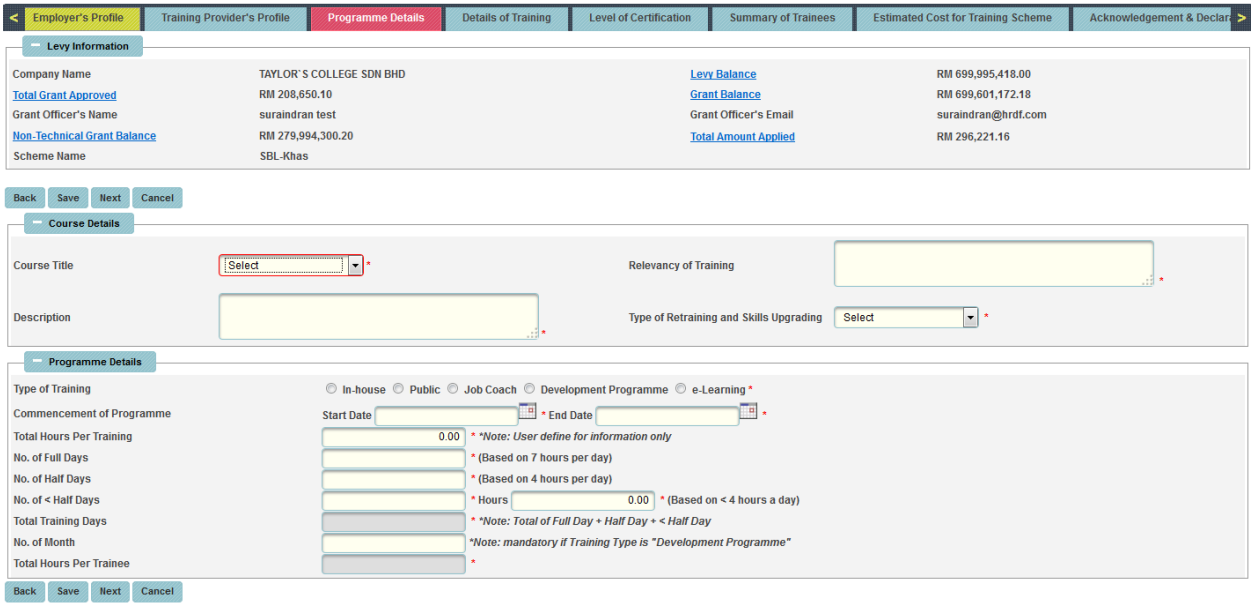
Step 4: Fill-in the 'Employer's Profile' form.
Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Next' button.
Result: The screen (Training Provider's Profile) below is displayed.



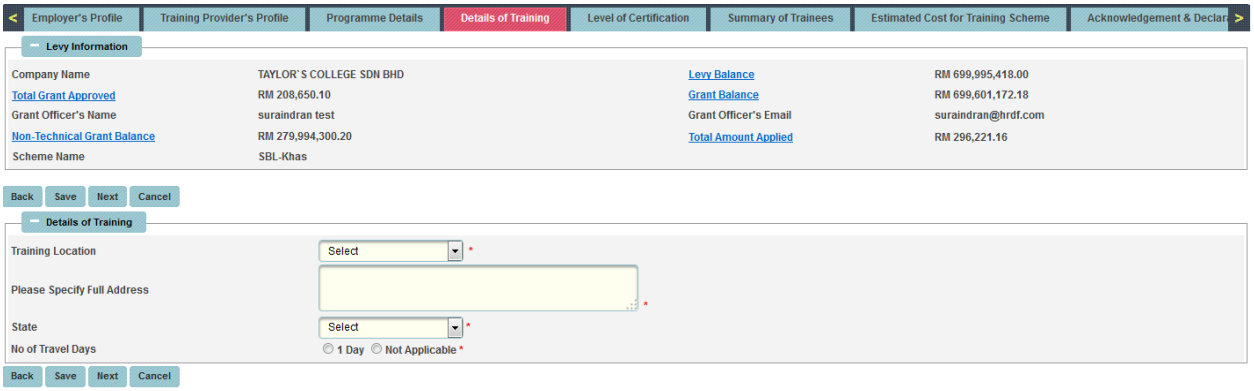
Step 6: Fill-in the 'Training Provider's Profile' form.
Note: Mandatory fields are mark with (*).

Step 7: Click on the 'Next' button.
Result: The screen (Programme Details) below is displayed.



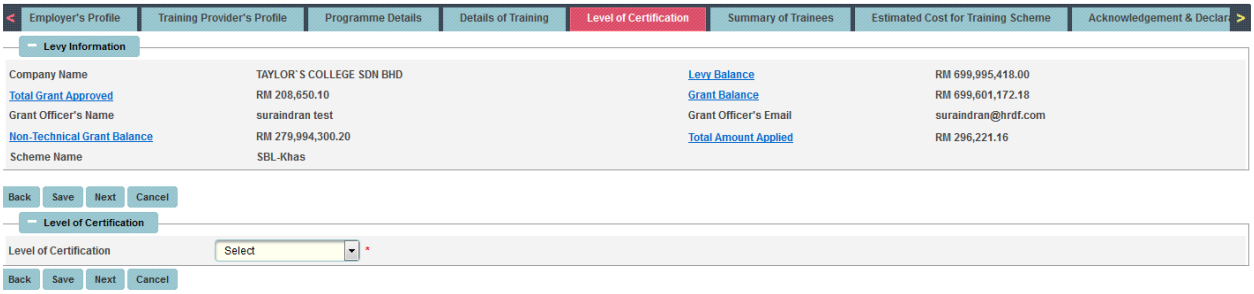
Step 8: Fill-in the 'Programme Details' form.
Note: Mandatory fields are mark with (*).

Step 9: Click on the 'Next' button.
Result: The screen (Details of Training) below is displayed.



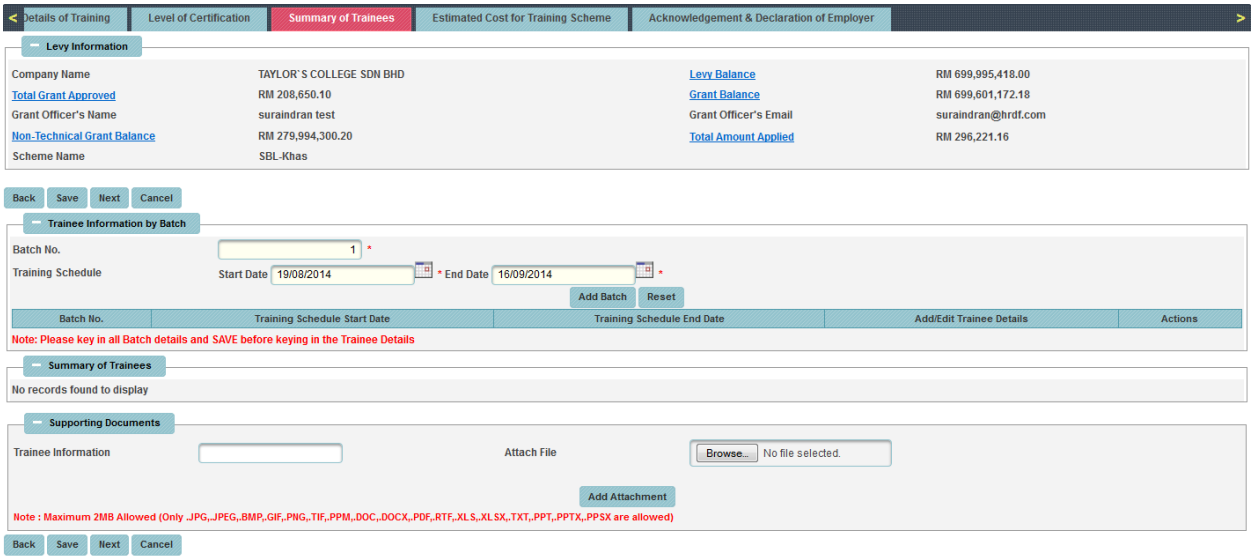
Step 10: Fill-in the 'Details of Training' form.
Note: Mandatory fields are mark with (*).

Step 11: Click on the 'Next' button.
Result: The screen (Level of Certification) below is displayed.



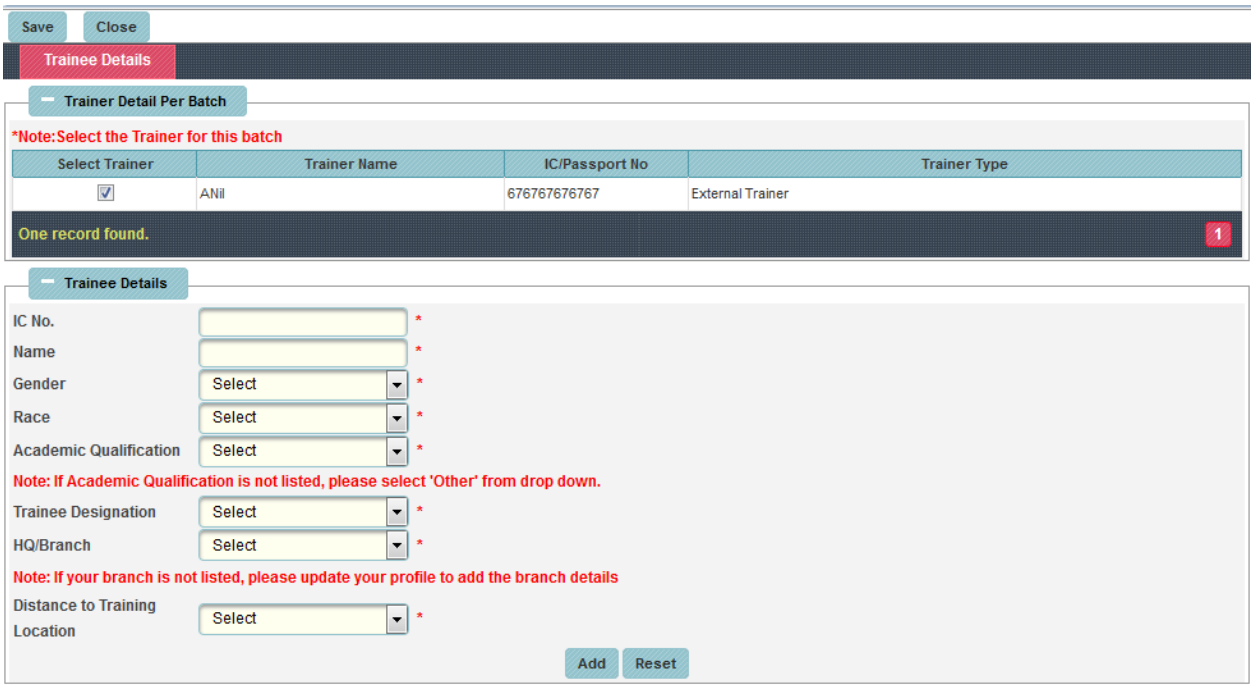
Step 12: Fill-in the 'Level of Certification' form.
Note: Mandatory fields are mark with (*).

Step 13: Click on the 'Next' button.
Result: The screen below is displayed.

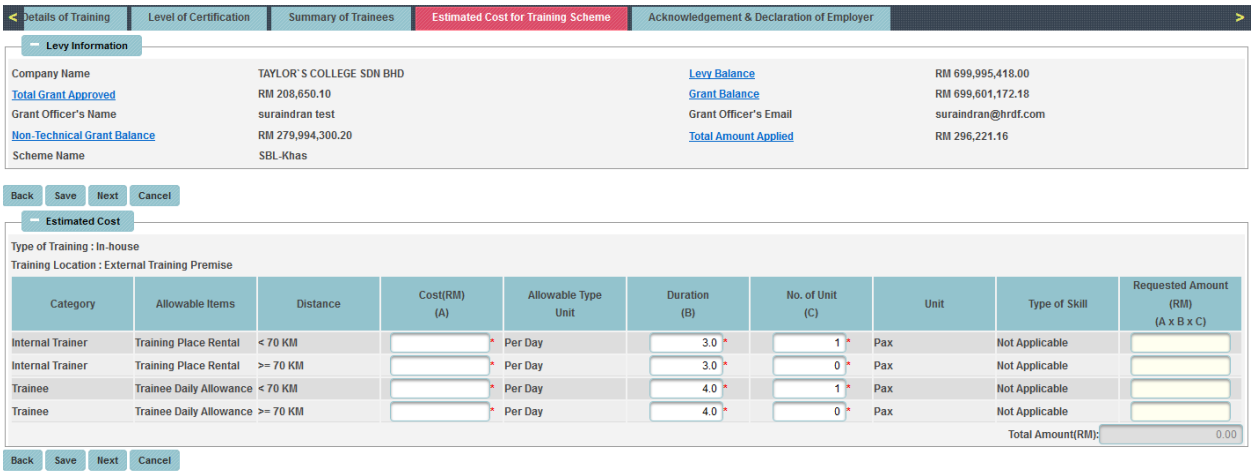


Step 14: Update Trainee Information by Batch details and click 'Add Batch' button. Save the screen when the records are added.

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

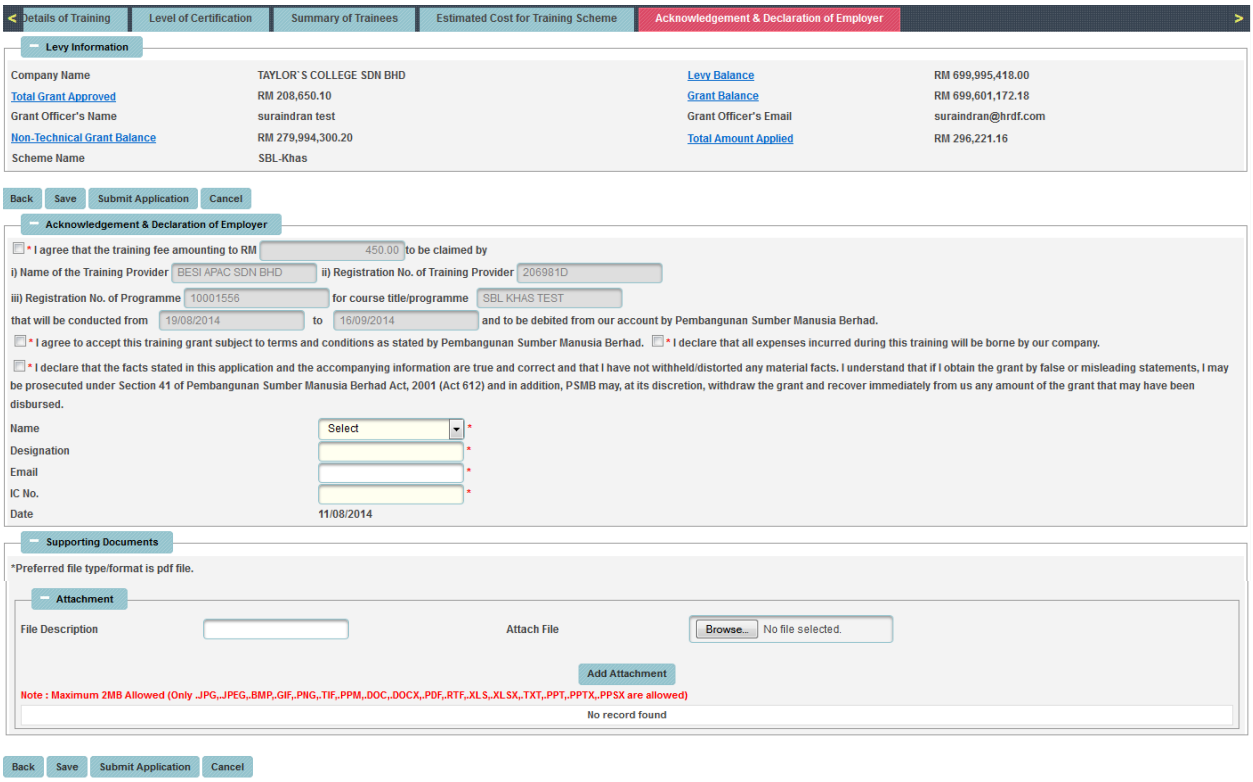


Step 16: Click on the 'Next' button.
Result: The screen (Estimated Cost for Training Scheme) below is displayed.

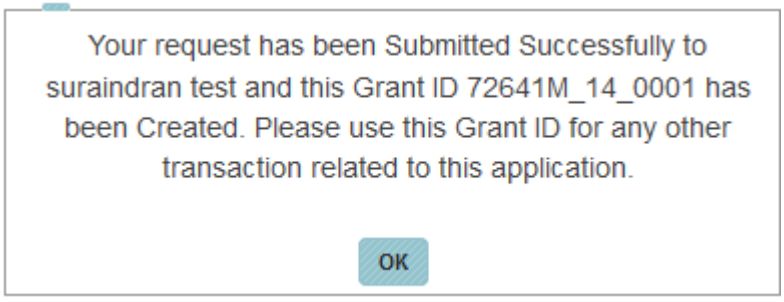


Step 17: Fill-in the 'Estimated Cost for Training Scheme' form.
Note: Mandatory fields are mark with (*).

Step 18: Click on the 'Next' button.
Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

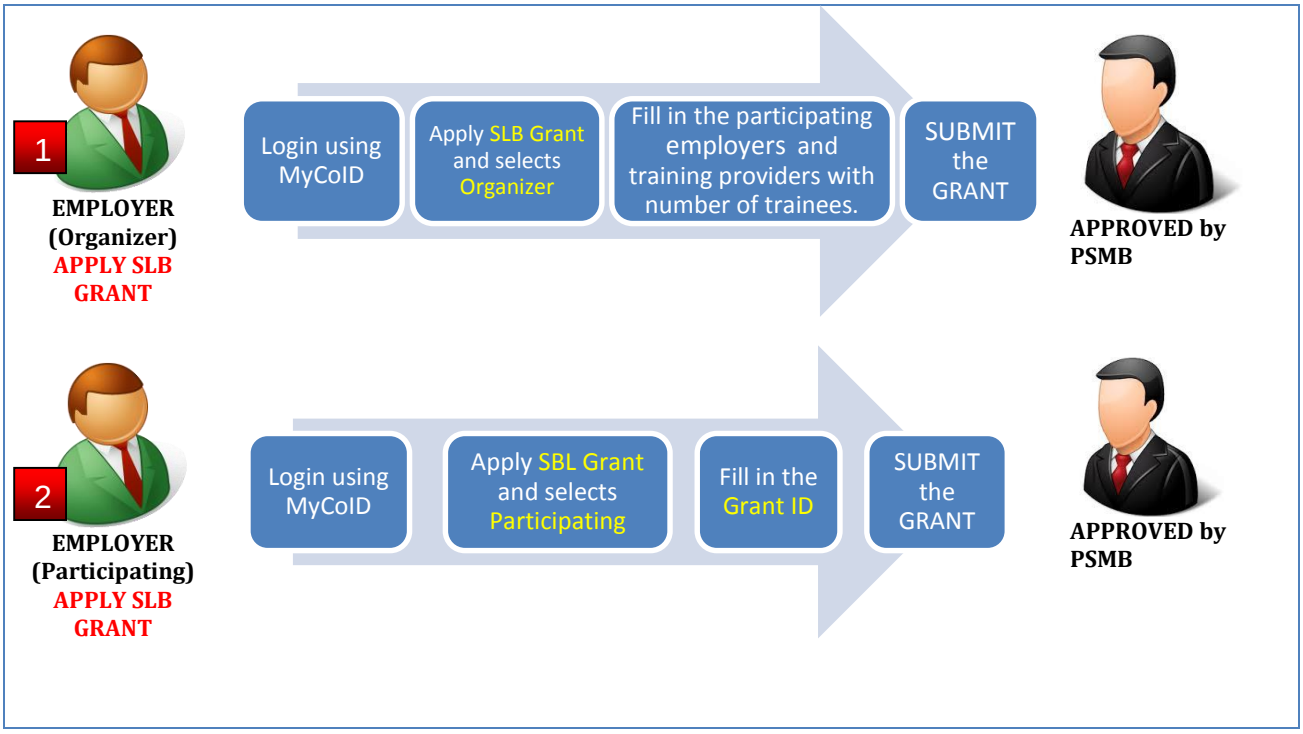


Step 19: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.
Note: Mandatory fields are mark with (*).
Result: A message 'Grant Submitted Successfully' is prompted out as shown below.



Section 8 Grant Application with Scheme Code : SLB

8.1 *SLB Grant Application Flow*



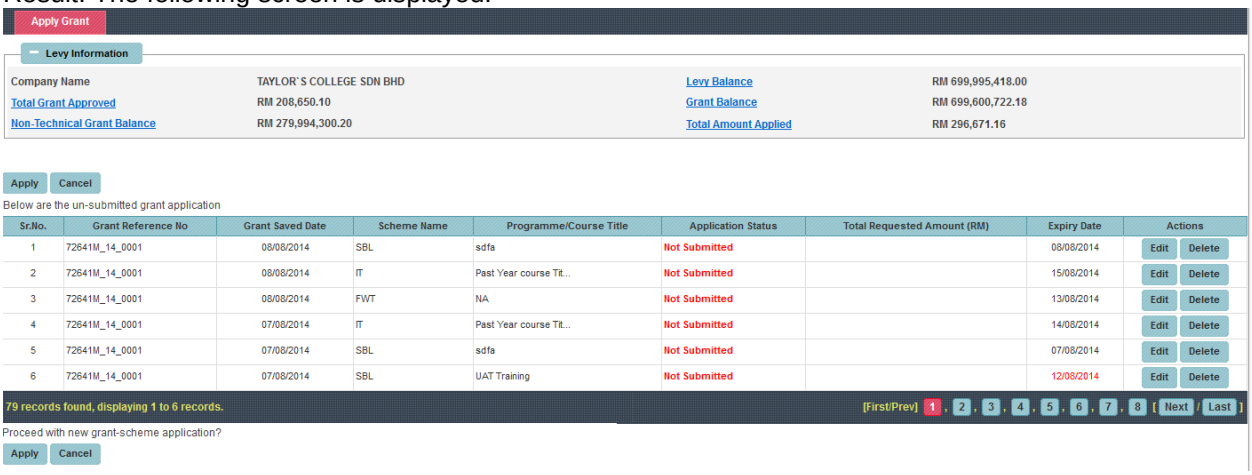
SLB Rule:

- 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.

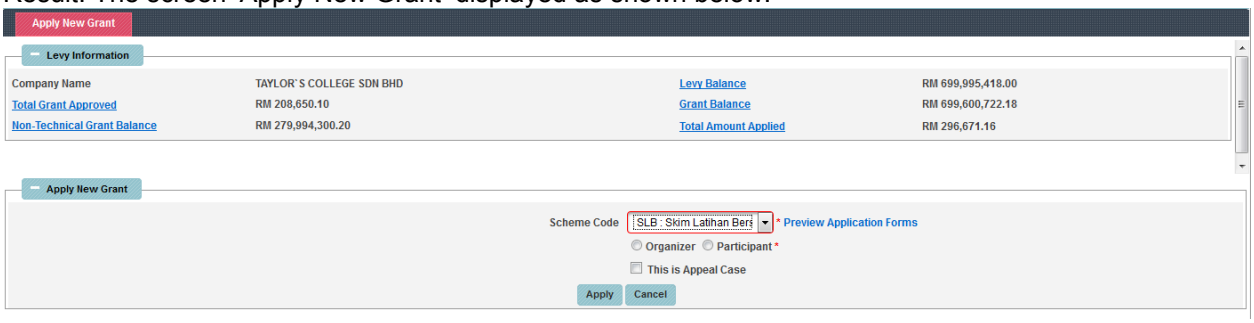
8.2 *Apply Grant- SLB Scheme – by Organizing Employer*

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.

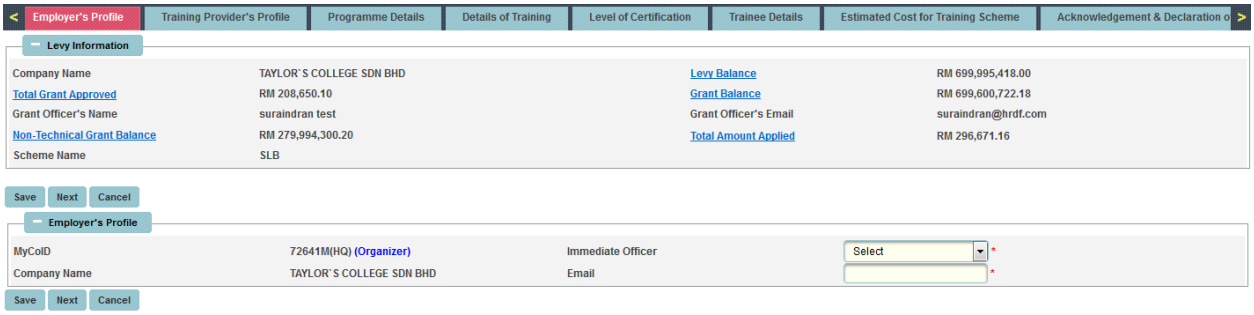


Step 2: Click 'Apply
Result: The screen 'Apply New Grant' displayed as shown below.



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

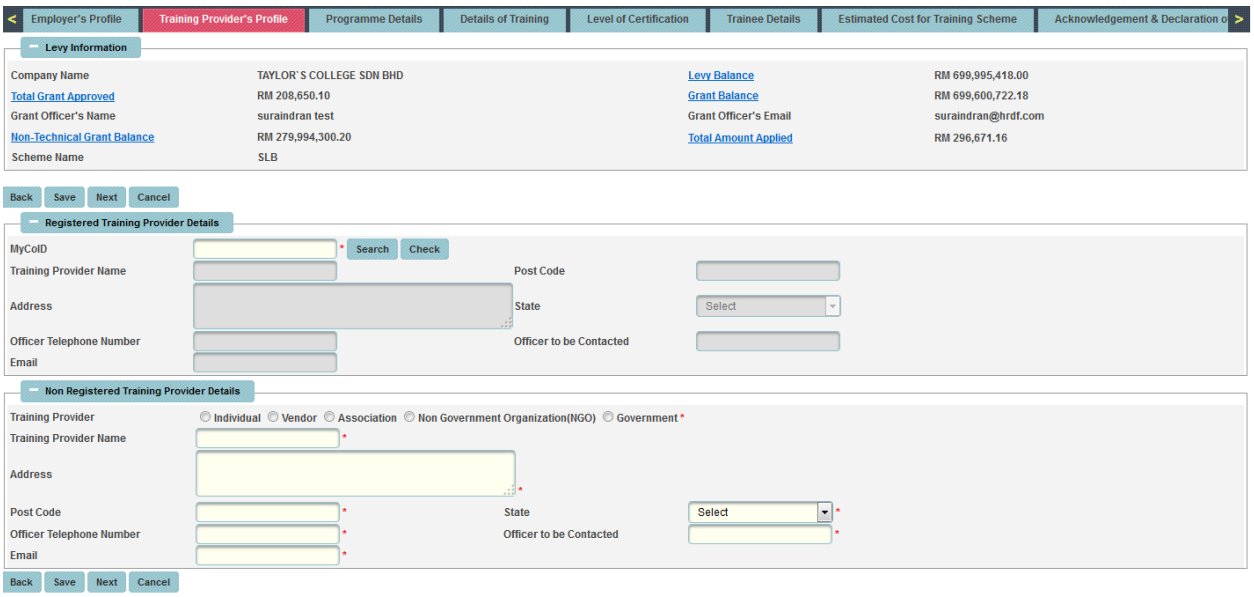
Step 4: Click 'Apply'
Result: The following screen is displayed:



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.

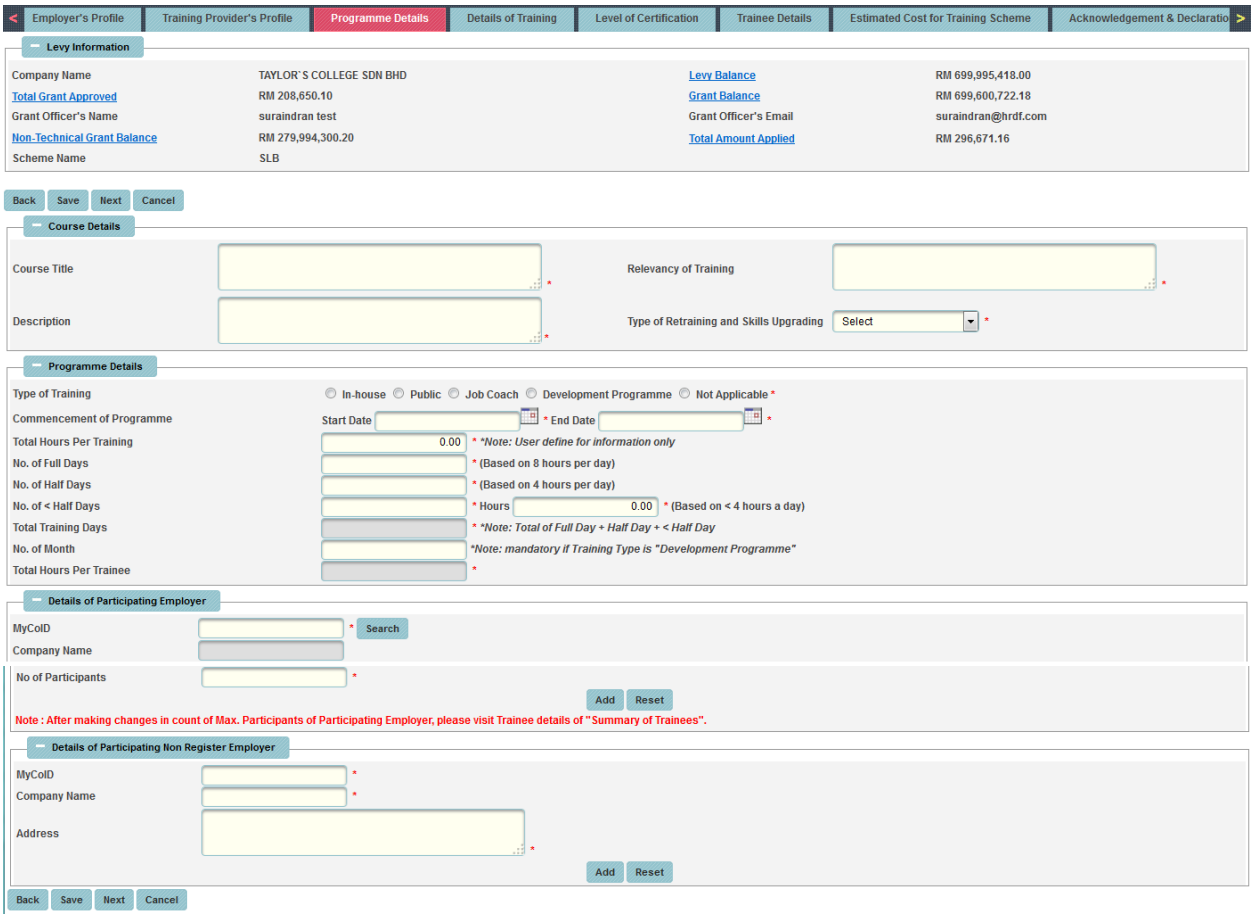


Step 7: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 8: Do one of the following action:

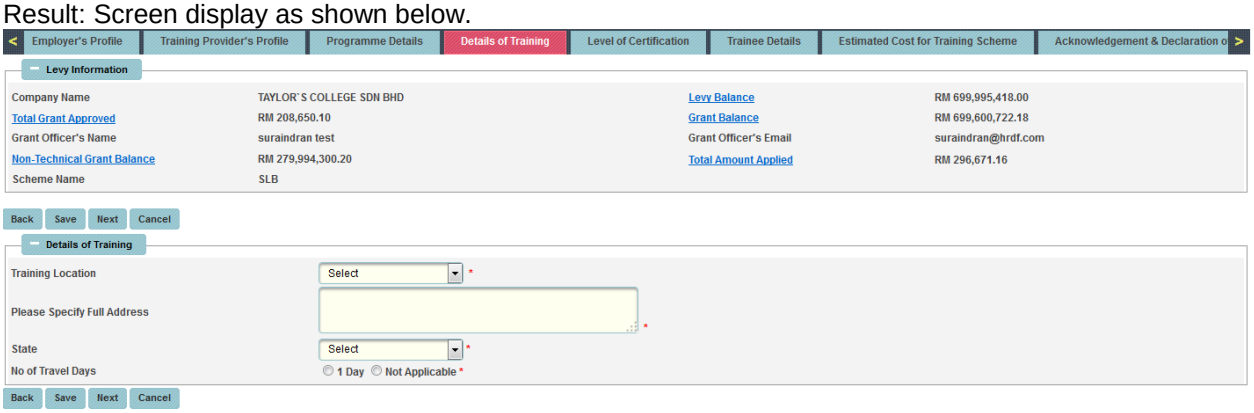
- Click on ‘Back’ button will be back to previous form.
- Click on ‘Save’ button will save the form.
- Click on ‘Next’ button will display as screen shown below.
- Click on ‘Cancel’ button will cancel the application.

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



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

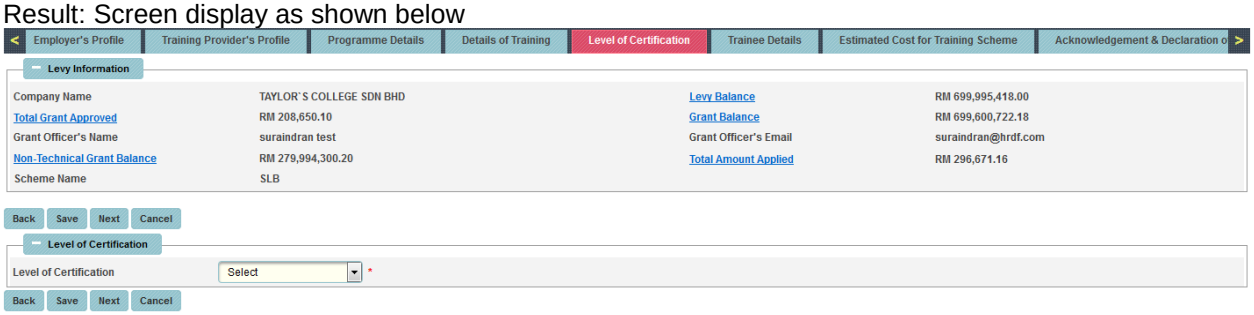
Step 11: Click 'Next' button.
Result: Screen display as shown below.



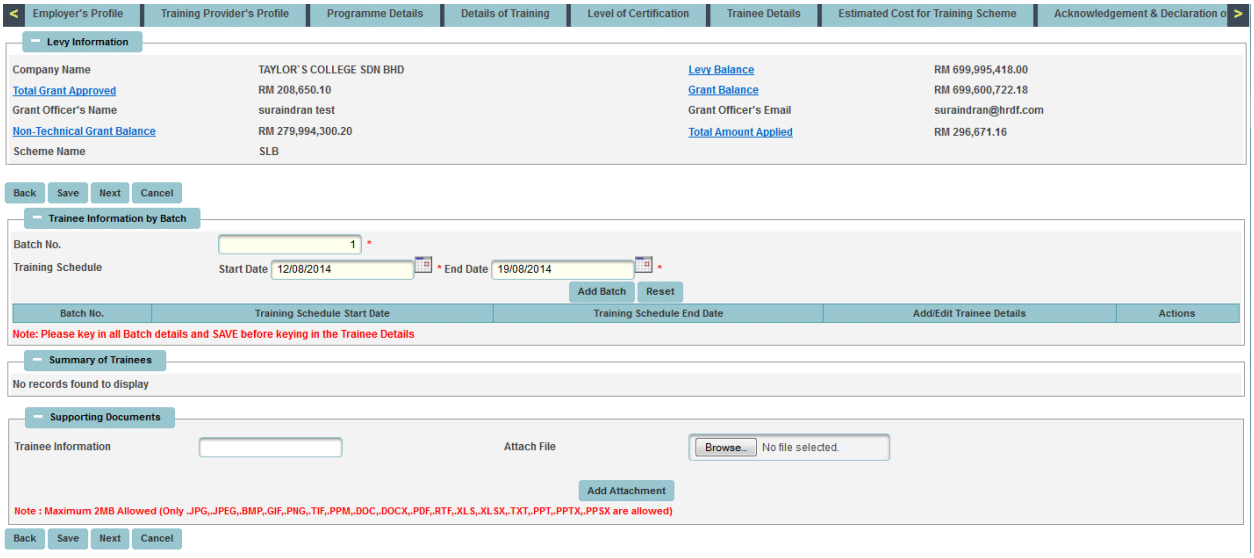
Step 12: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 13: Click next button.

Result: Screen display as shown below

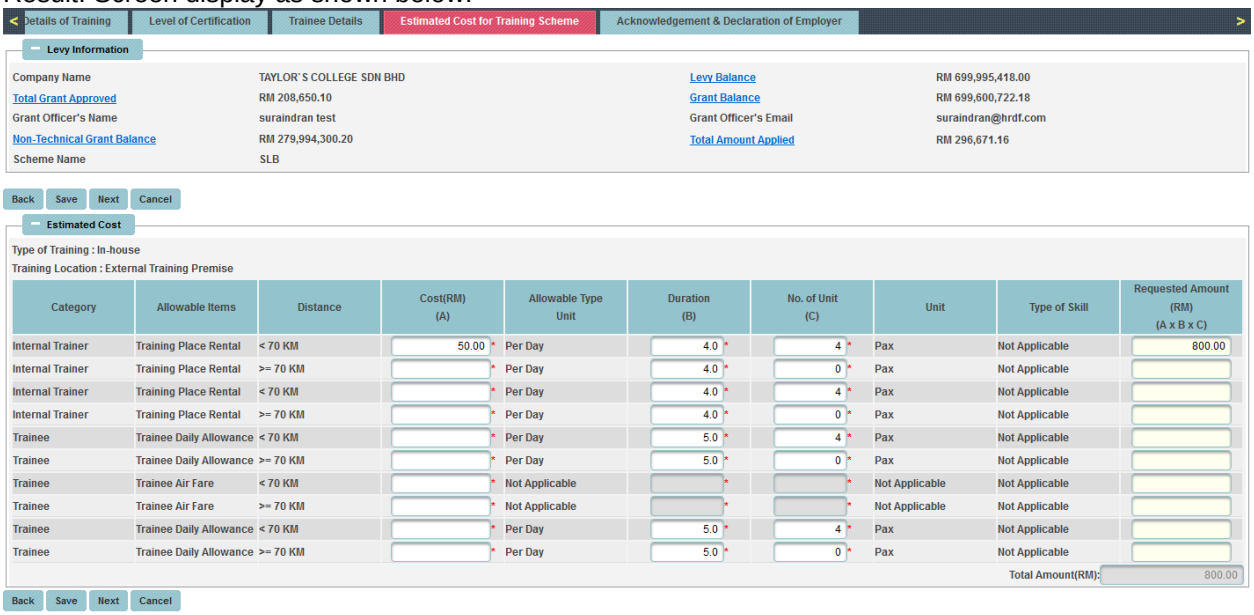


Step 14: Choose level of certification. Click next button.
Result: Screen display as shown below.



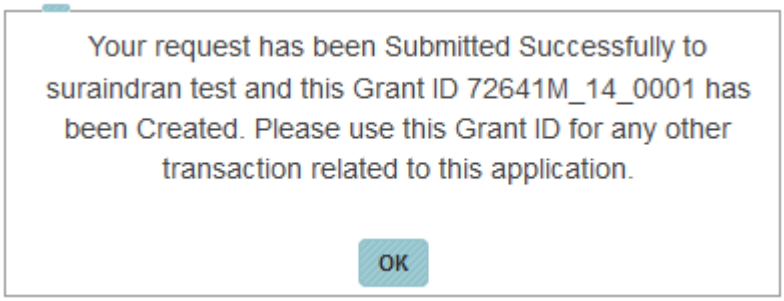
Step 15: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 16: Click next button.
Result: Screen display as shown below.



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.



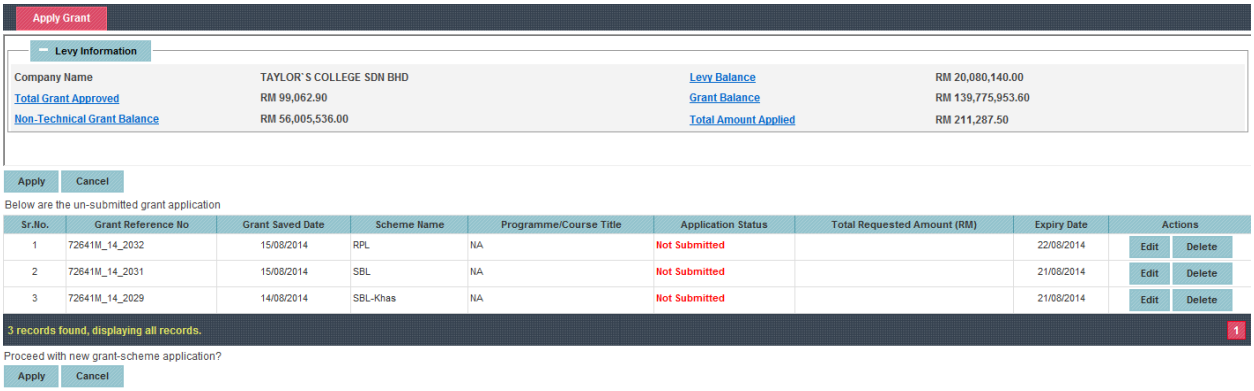
Section 9 Grant Application with Scheme Code: CBT Development

9.1 *Grant Application with Scheme Code : CBT Development*

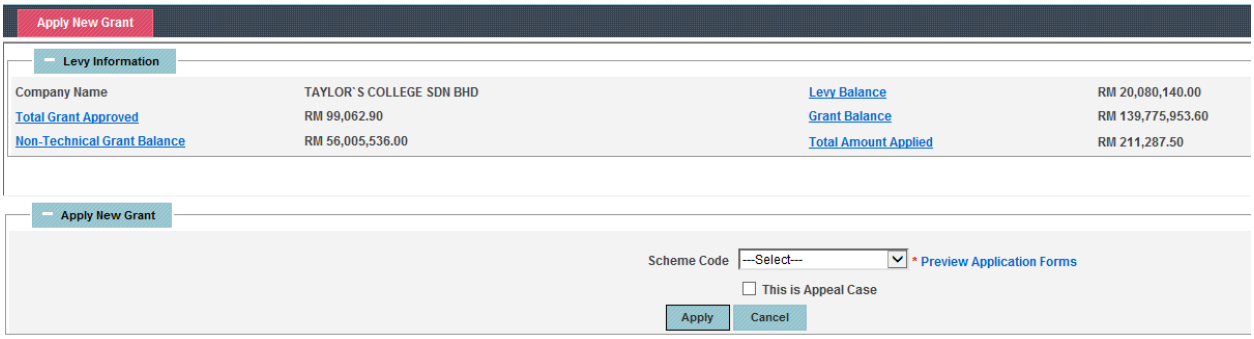
Prerequisite:

- 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.

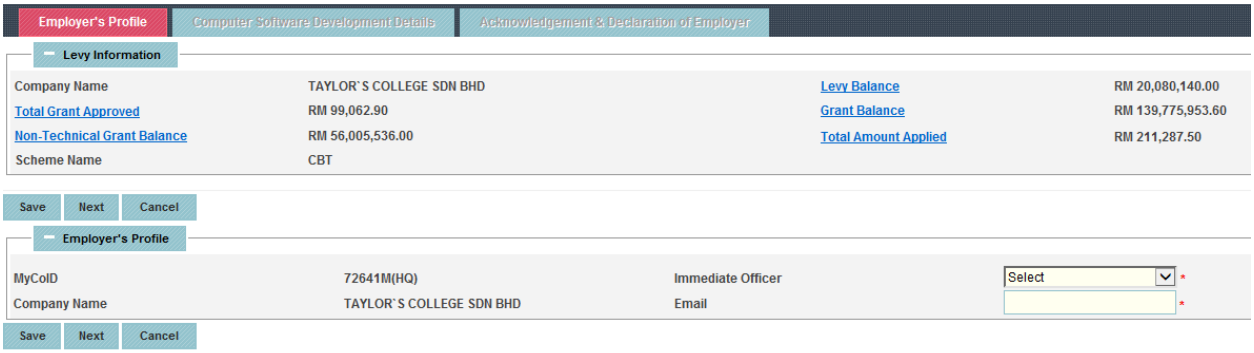
Step 1: Select from menu ‘Grant’ > ’Apply Grant’.
Result: The screen below is displayed.



Step 2: Click on the ‘Apply’ button.
Result: The screen (Apply New Grant) below is displayed.

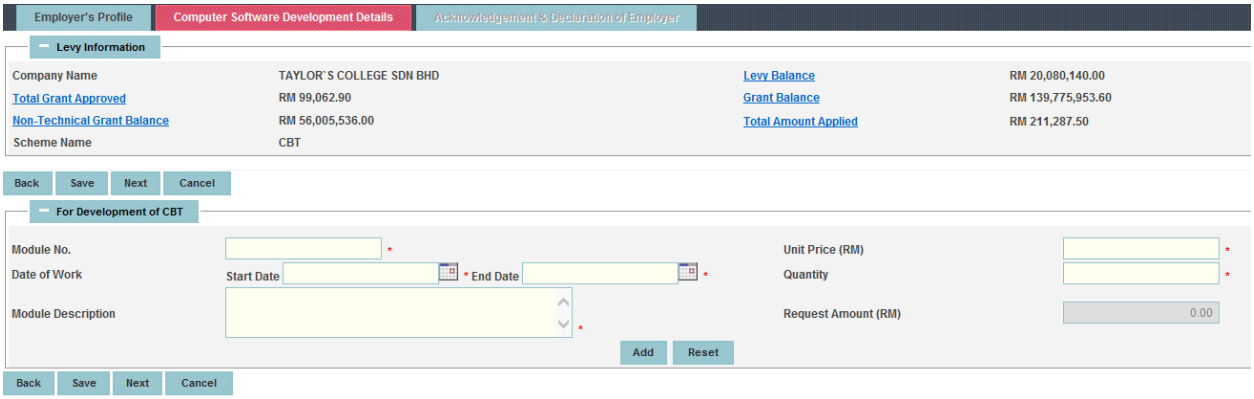


Step 3: Fill-in the Scheme Code 'CBT Development' and click on 'Apply' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Employer's Profile) below is displayed.



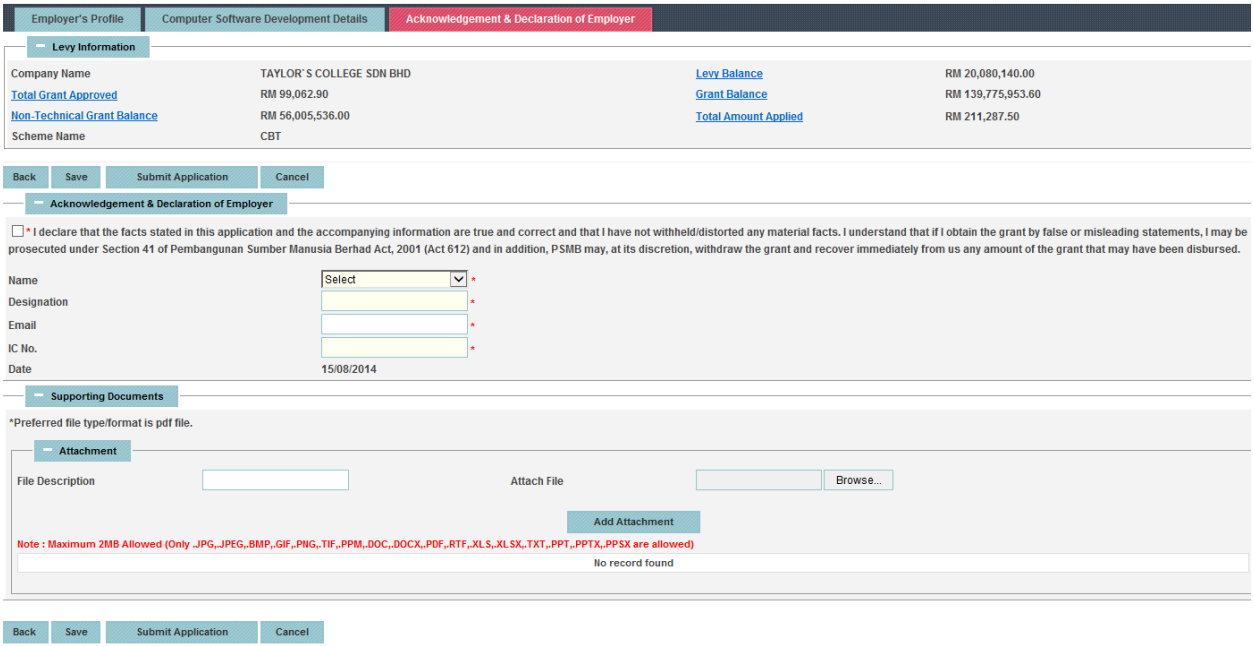
Step 4: Fill-in the 'Employer's Profile' form.
Note: Mandatory fields are mark with (*).

Step 5: Click on the 'Next' button.
Result: The screen (Computer Software Development Details) below is displayed.

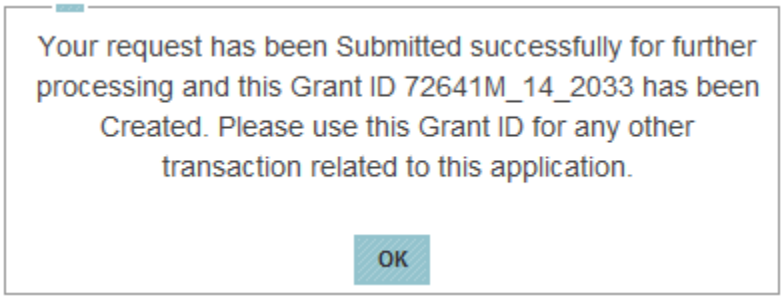


Step 6: Fill-in the 'Computer Software Development Details' form.
Note: Mandatory fields are mark with (*).

Step 7: Click on the 'Next' button.
Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.



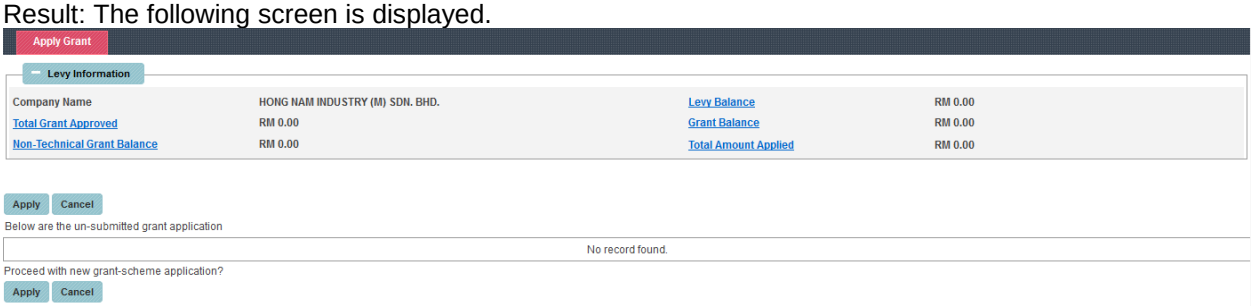
Step 8: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.
Note: Mandatory fields are mark with (*).
Result: A message 'Grant Submitted Successfully' is prompted out as shown below.



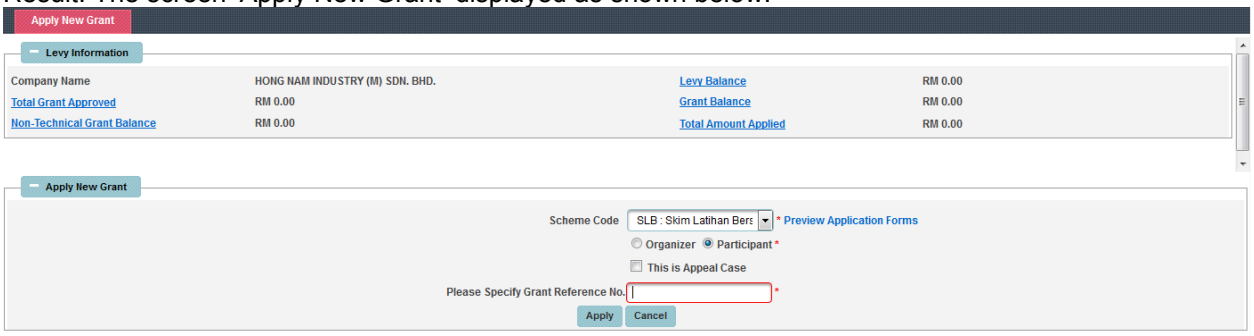
9.2 *Apply Grant- SLB Scheme by Participating Employer*

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

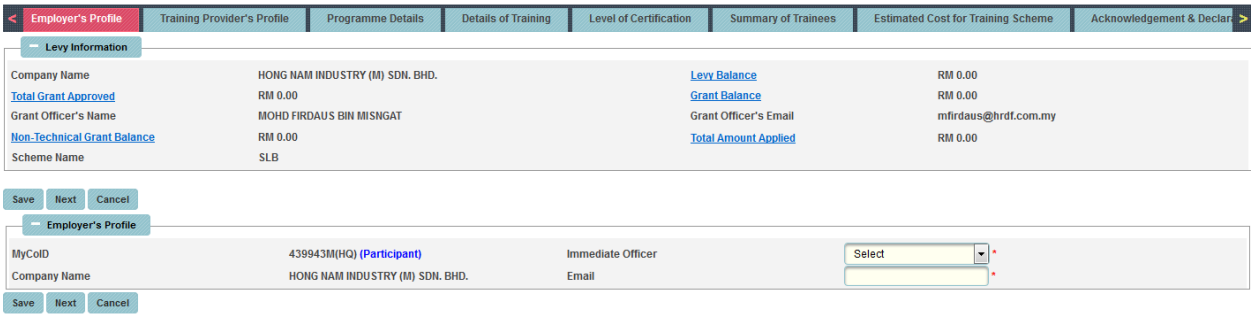
Step 1: Select from menu 'Grant' >'Apply Grant'.
Result: The following screen is displayed.



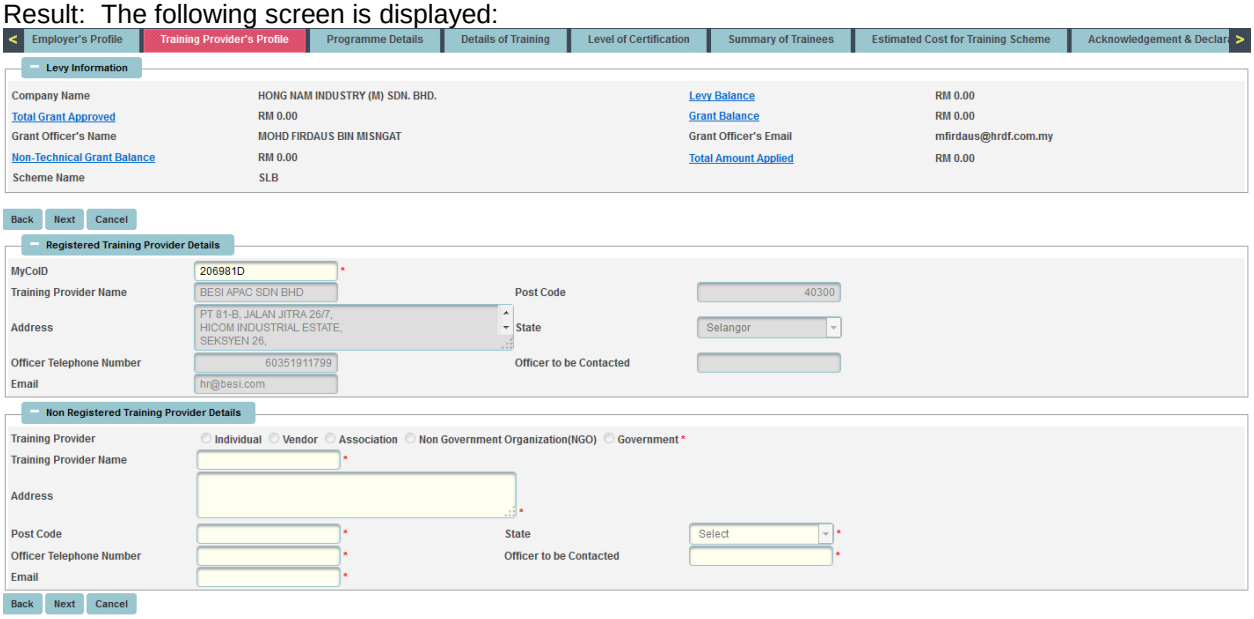
Step 2: Select scheme code as SLB then choose 'Participant' and fill in the Grant Reference Number that the Organizing Employer has previously submitted and click 'Apply'
Result: The screen 'Apply New Grant' displayed as shown below.



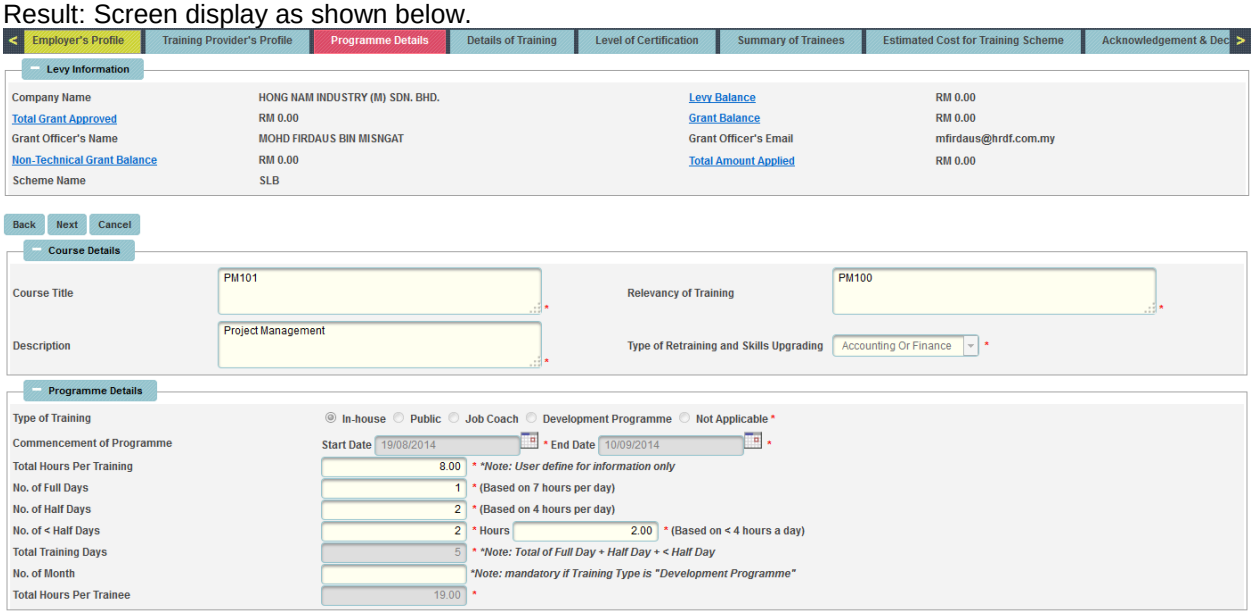
Step 3: Fill-in the form then click 'Next'
Result: The following screen is displayed:

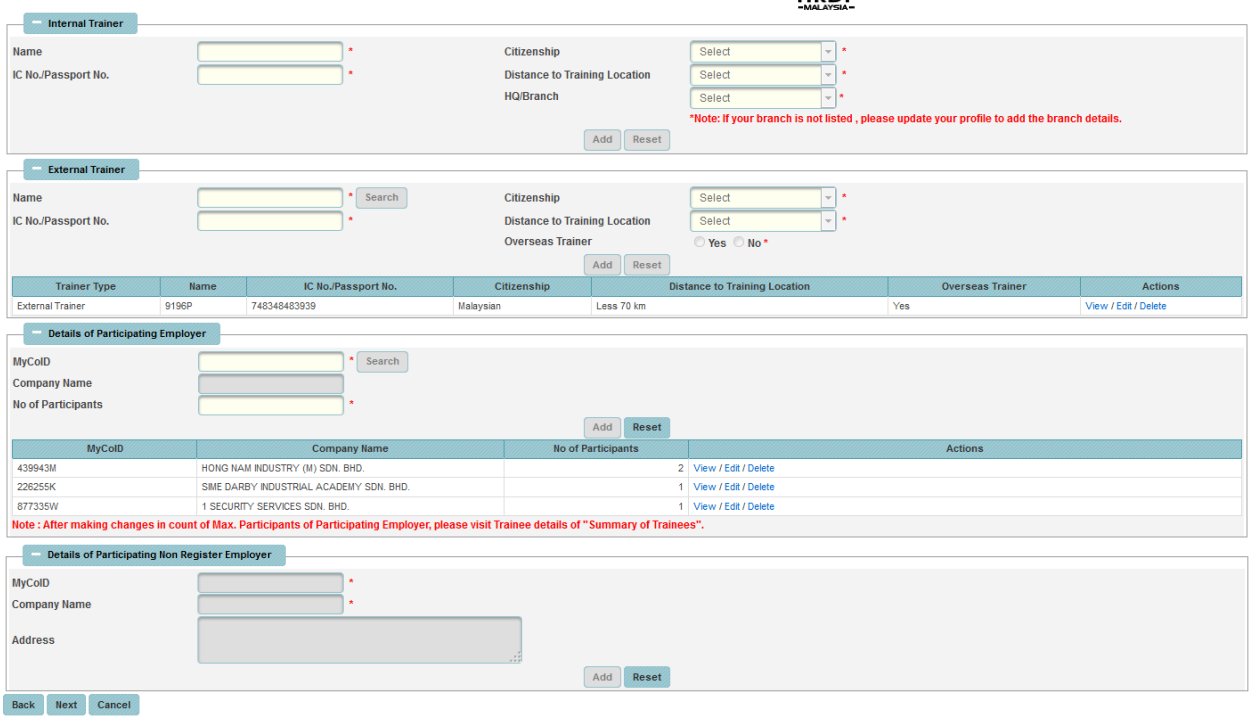


Step 4: Fill-in the form then click 'Next'.
Note: Mandatory fields are mark with (*).
Result: The following screen is displayed:



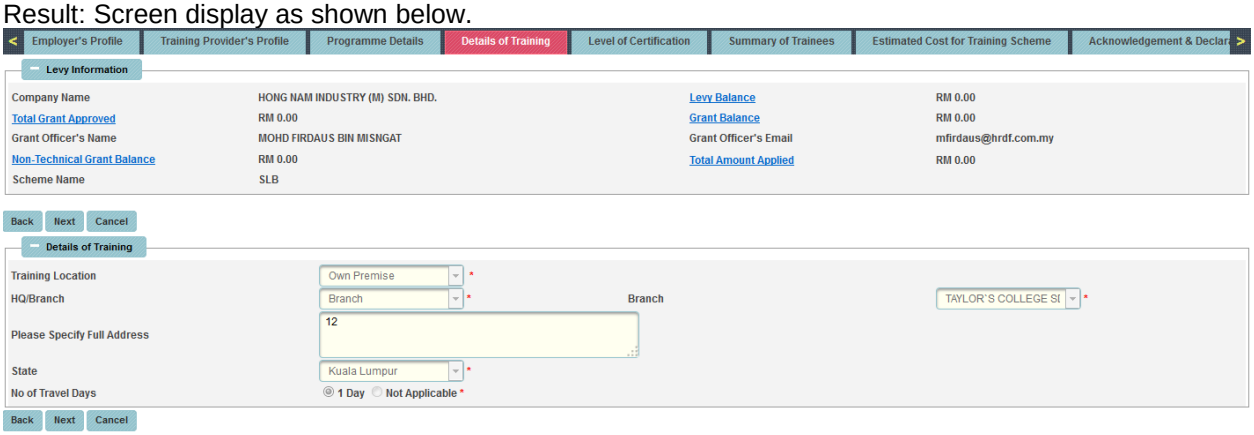
Step 5: Fill-in the form then click 'Next'.
Result: Screen display as shown below.





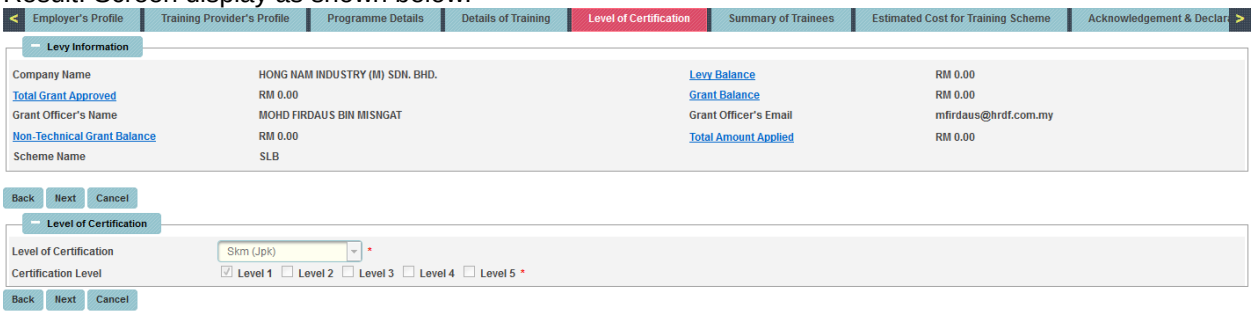
Step 6: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 7: Click 'Next' button.
Result: Screen display as shown below.

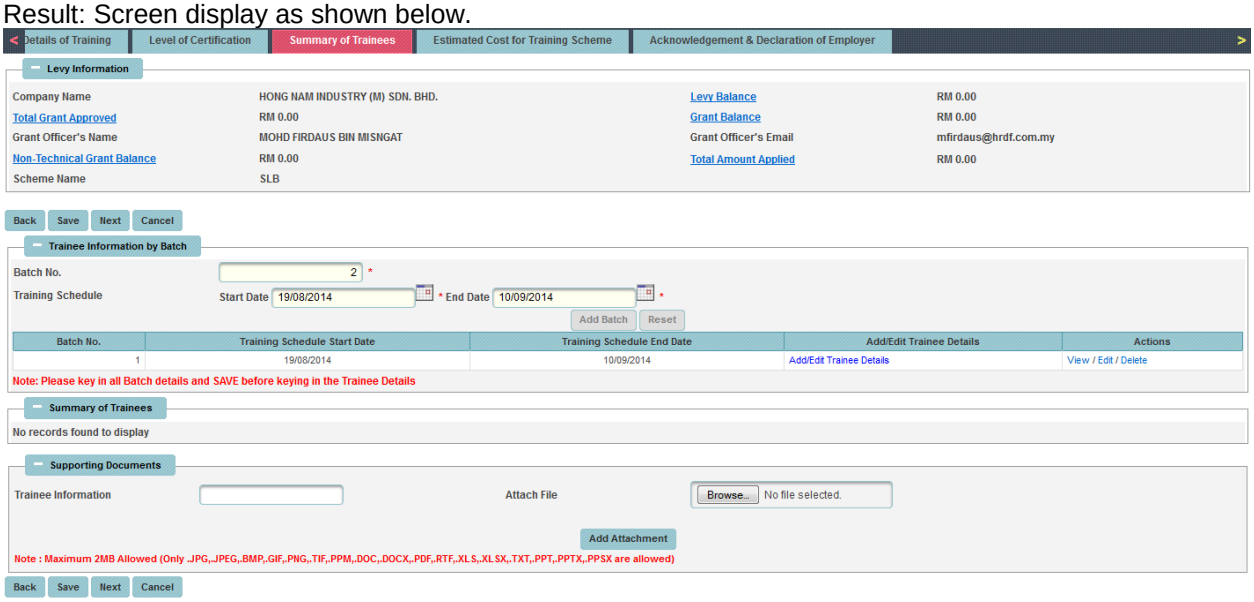


Step 8: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 9: Click 'Next' button.
Result: Screen display as shown below.



Step 10: Choose level of certification. Click next button.
Result: Screen display as shown below.



Step 11: Fill-in the form.
Note: Mandatory fields are mark with (*).

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

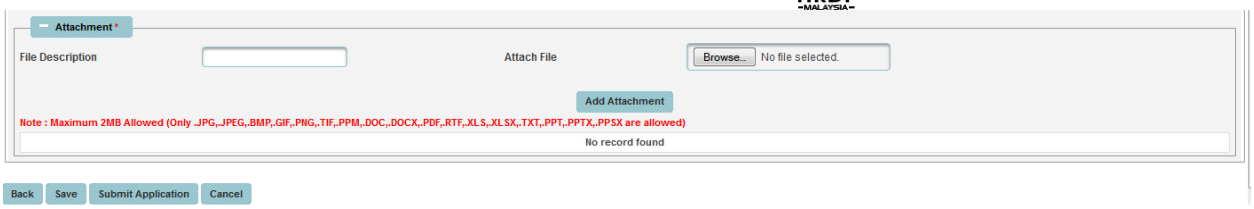
Acknowledgement & Declaration of Employer

☐ * 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.

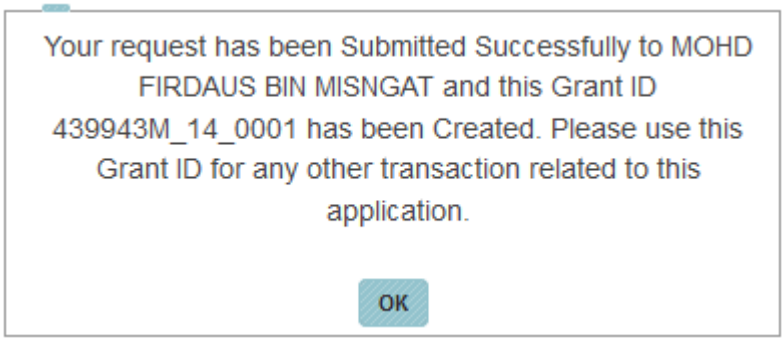
Name: Select *
Designation: *
Email: *
IC No.: *
Date: 19/08/2014

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



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



Section 10 Application for SLDN Scheme

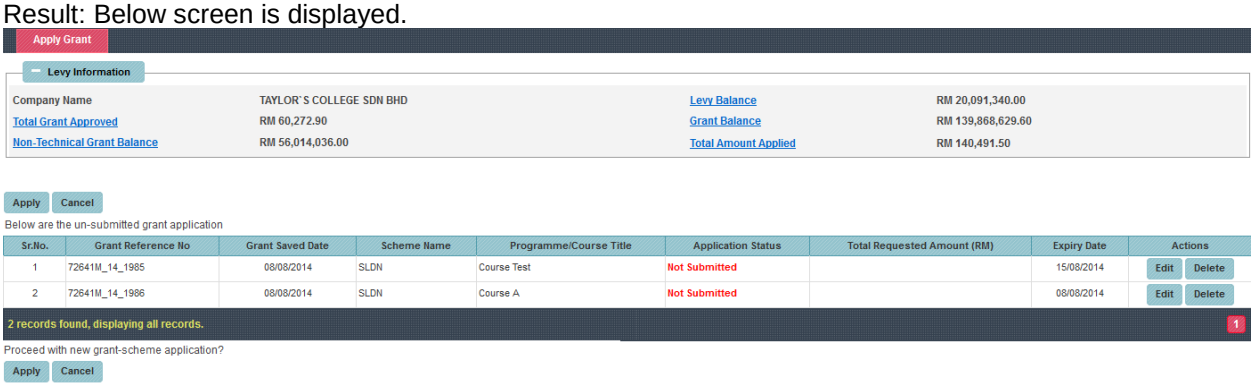
10.1 *For Employer (Application for SLDN Scheme – Skim Latihan Dual Nasional)*

Pre-Requisite:

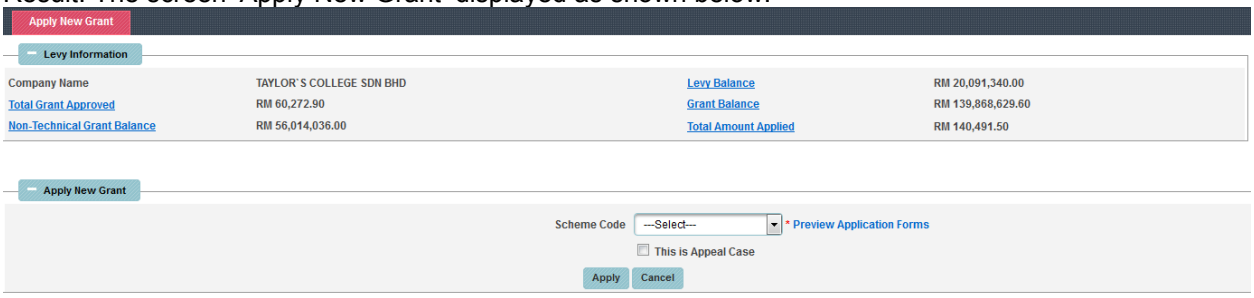
- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.

Follow the steps below to apply for SLDN Scheme.

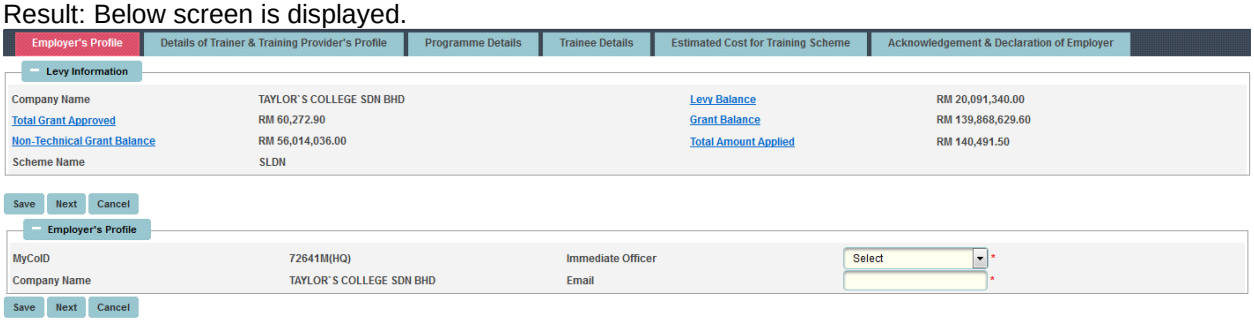
Step 1: Select from menu 'Grant' >National Dual Training System' > 'SLDN'.
Result: Below screen is displayed.



Step 2: Click 'Apply'
Result: The screen 'Apply New Grant' displayed as shown below.

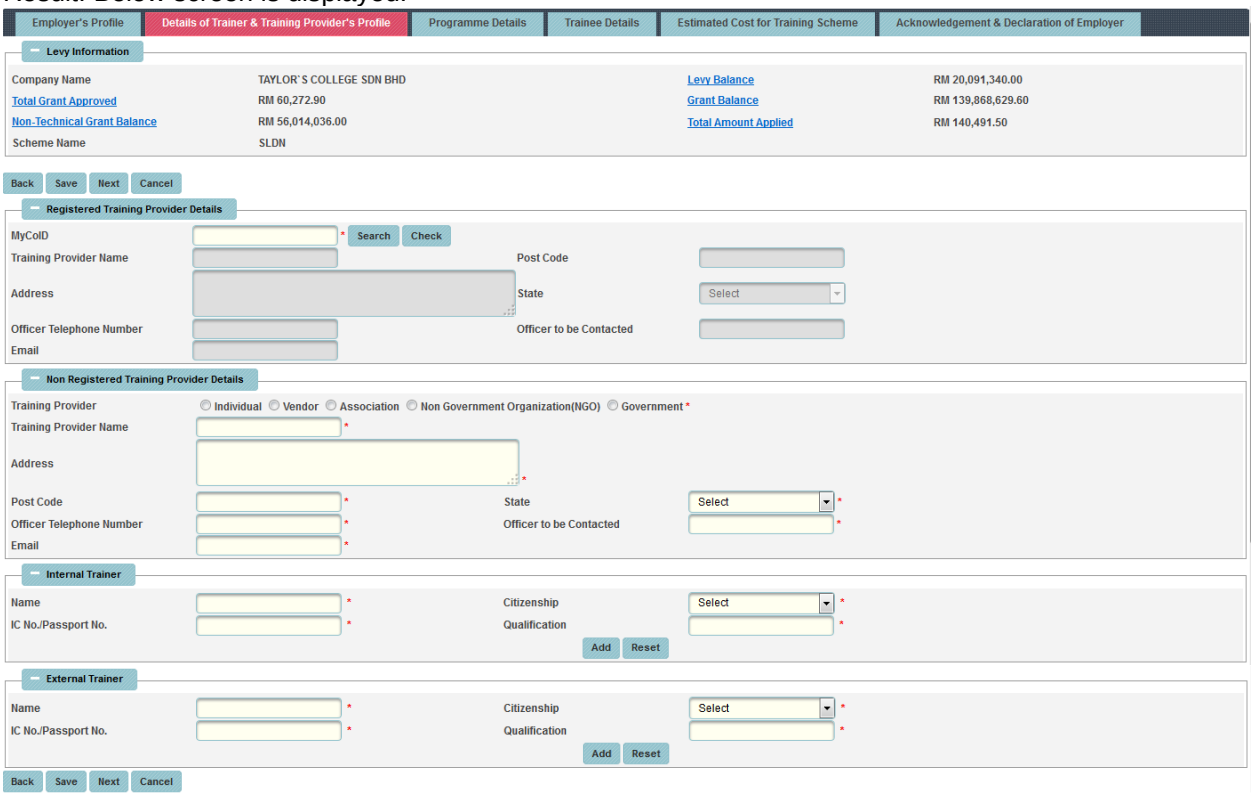


Step 3: Select 'SLDN: Skim Latihan Dual National' and click the 'Apply' button.
Result: Below screen is displayed.



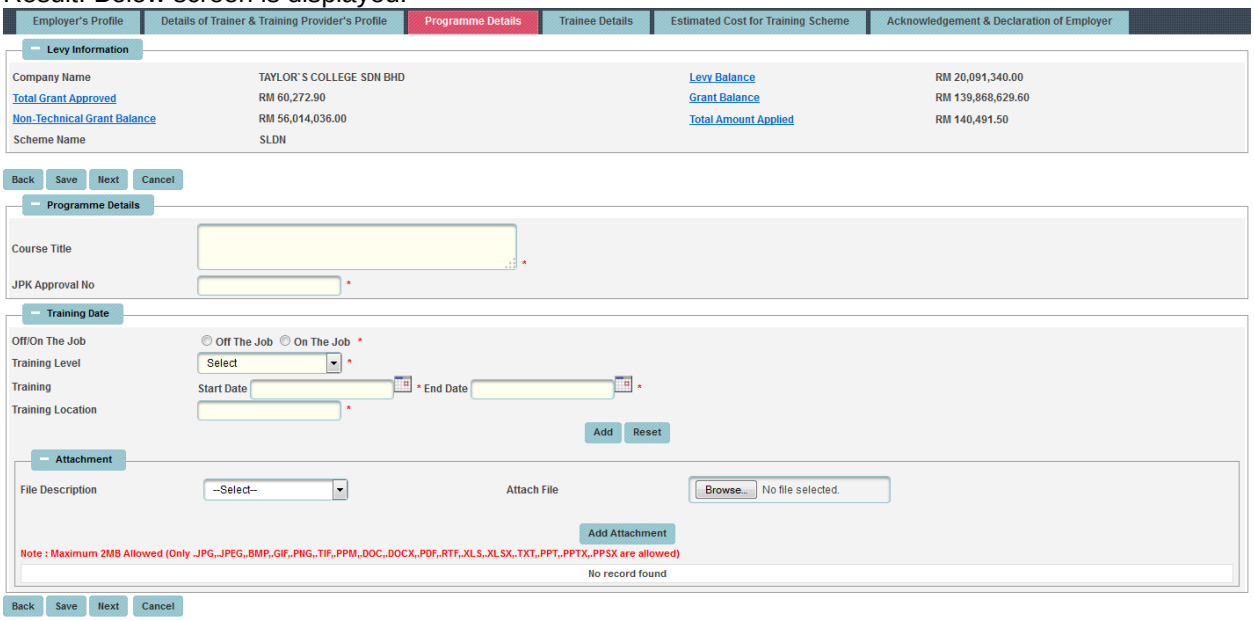
Step 4: Fill in the form.
Note: Mandatory fields are mark with (*).

Step 5: Click on 'Save' button to save the record and click 'Next' button to proceed.
Result: Below screen is displayed.

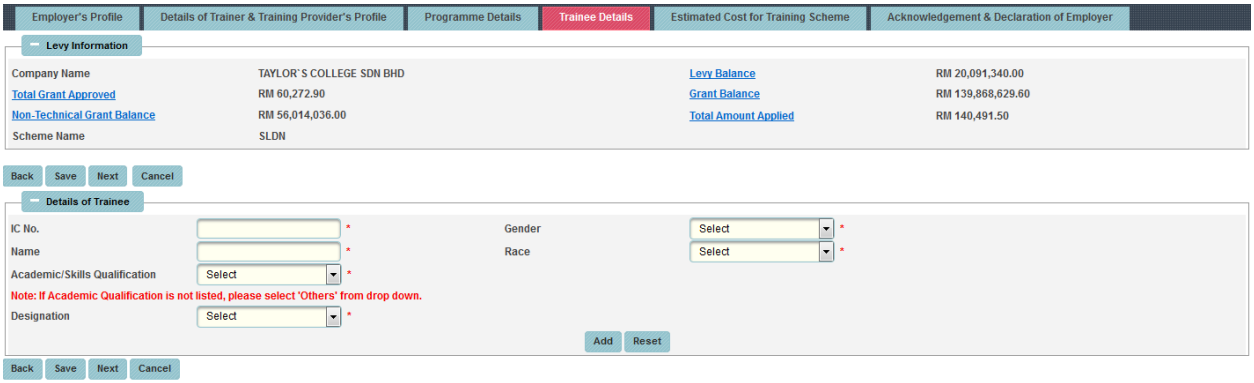


Step 6: Fill in the form.
Note: Mandatory fields are mark with (*).

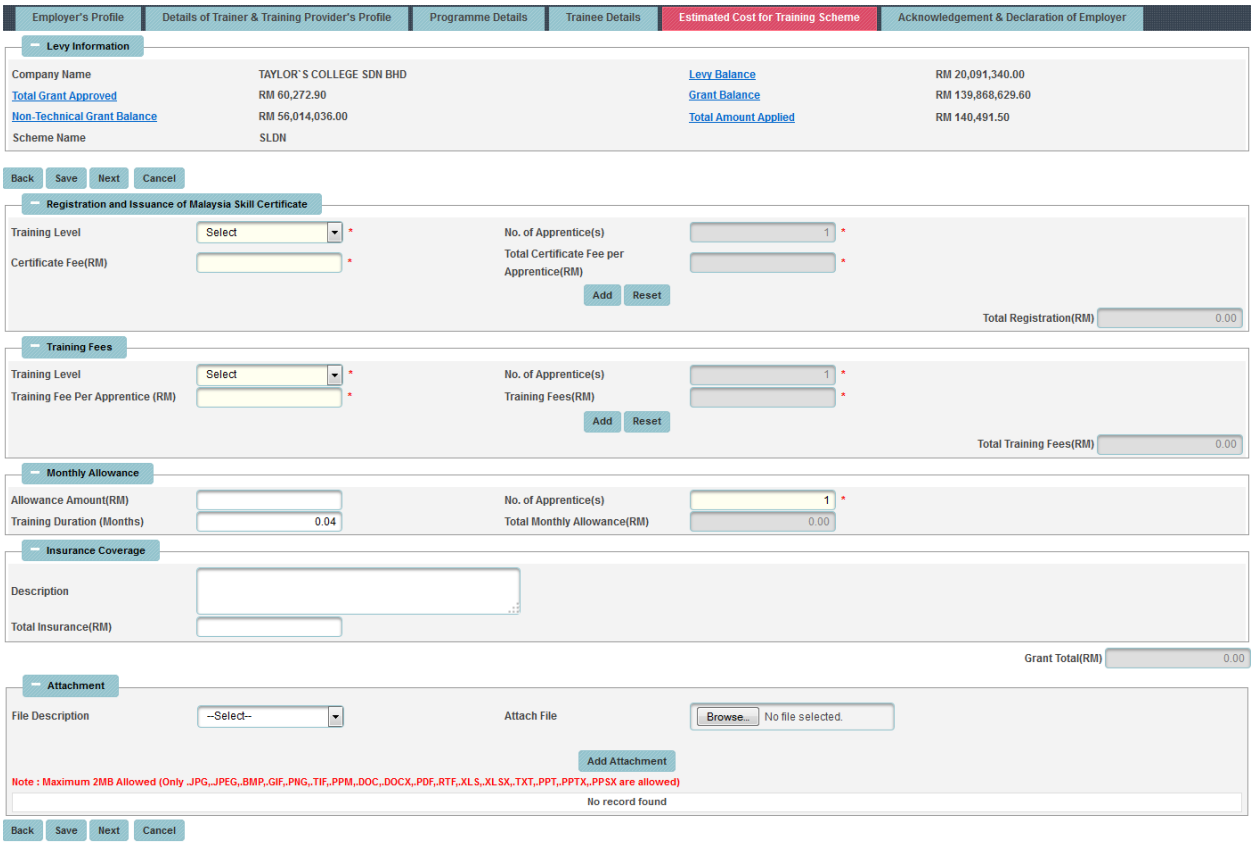
Step 7: Click on 'Save' button to save the record and click 'Next' button to proceed.
Result: Below screen is displayed.



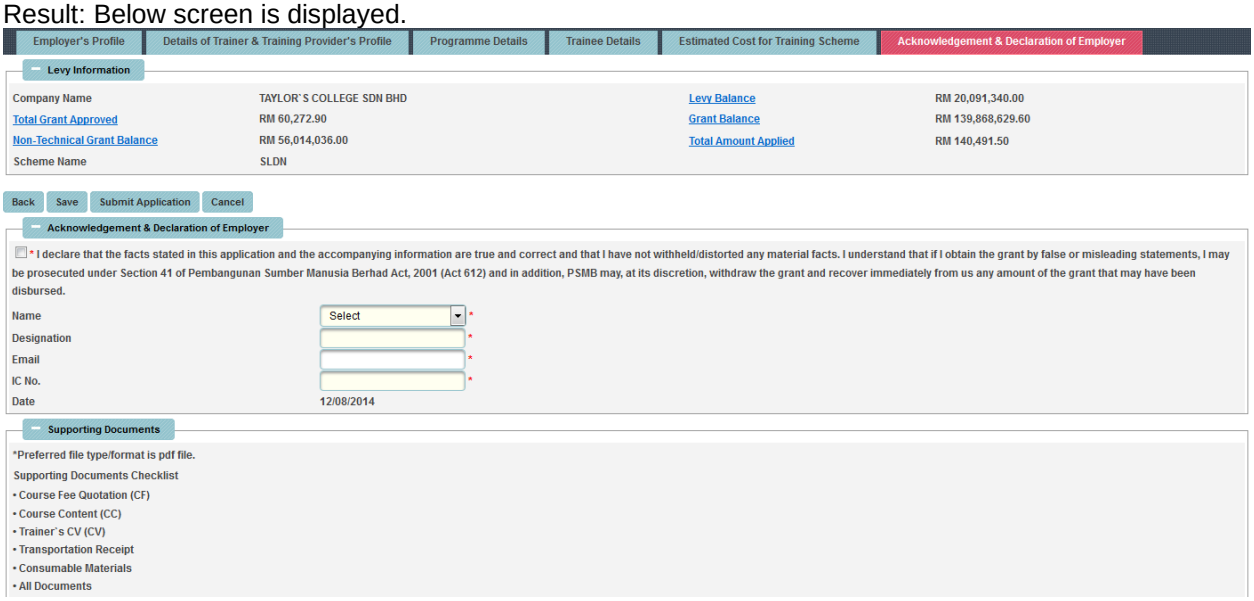
Step 8: Fill in the form.
Note: Mandatory fields are mark with (*).

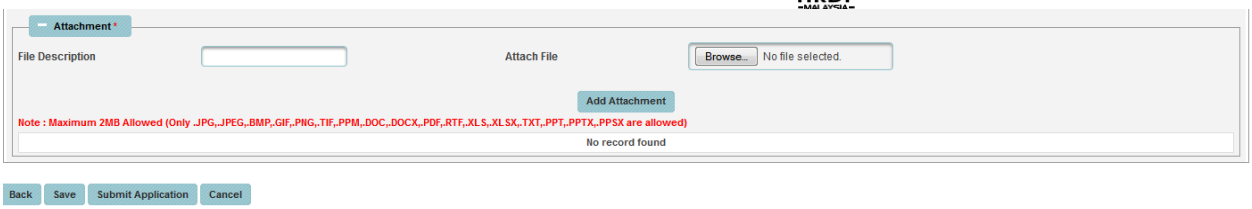


Step 9: Fill in the form.
Note: Mandatory fields are mark with (*).



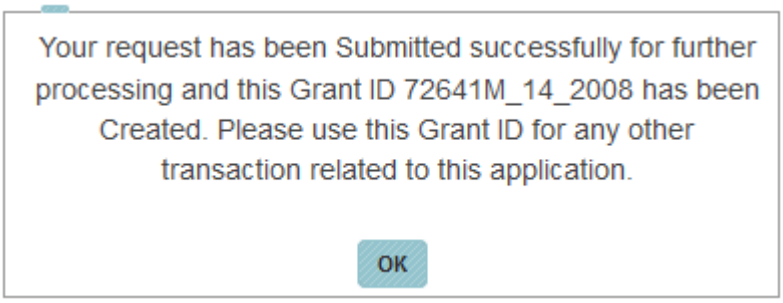
Step 10: Click 'Next' button to proceed.
Result: Below screen is displayed.





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.



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

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

Prerequisite:

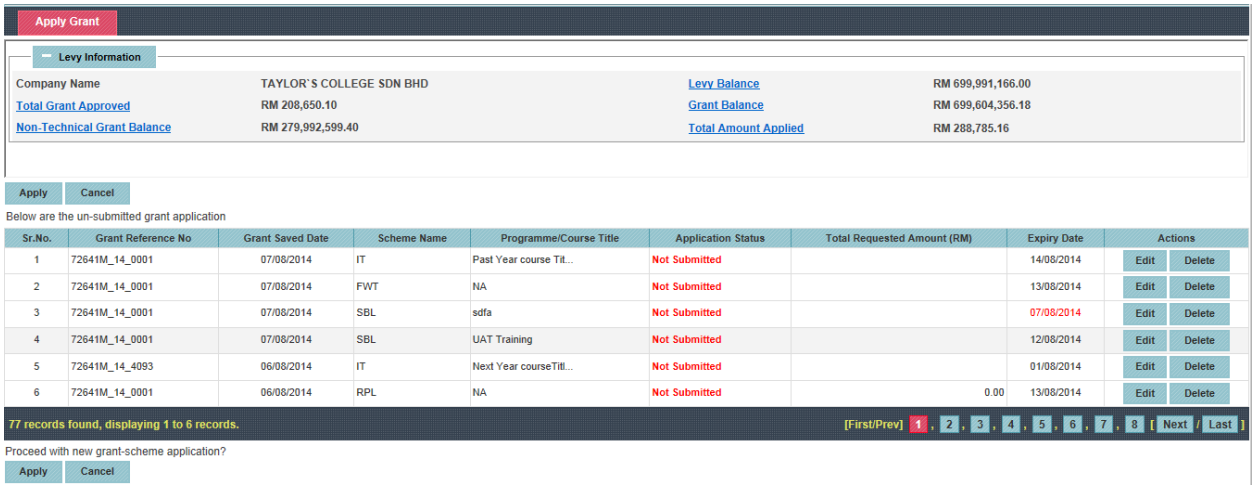
- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant balance is sufficient.

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

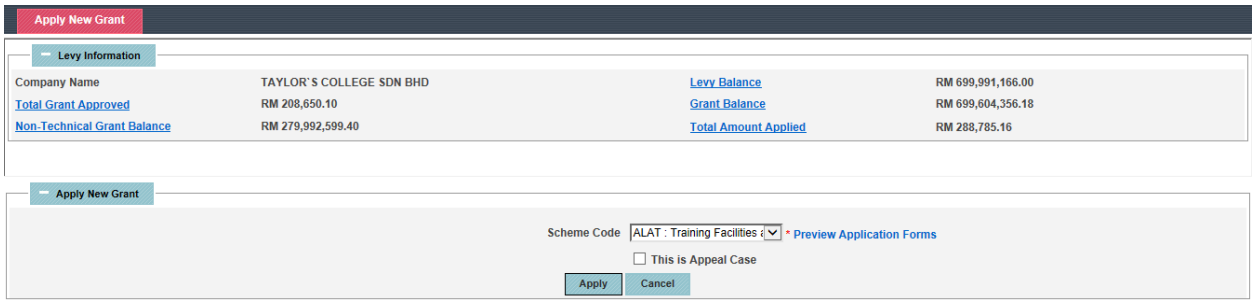
- Section 1 – Employer's Profile
- Section 2 – Estimated Cost for Training Facilities Scheme
- Section 3 – Acknowledgement & Declaration of Employer

Follow the steps below to apply Grant via HRDF Portal.

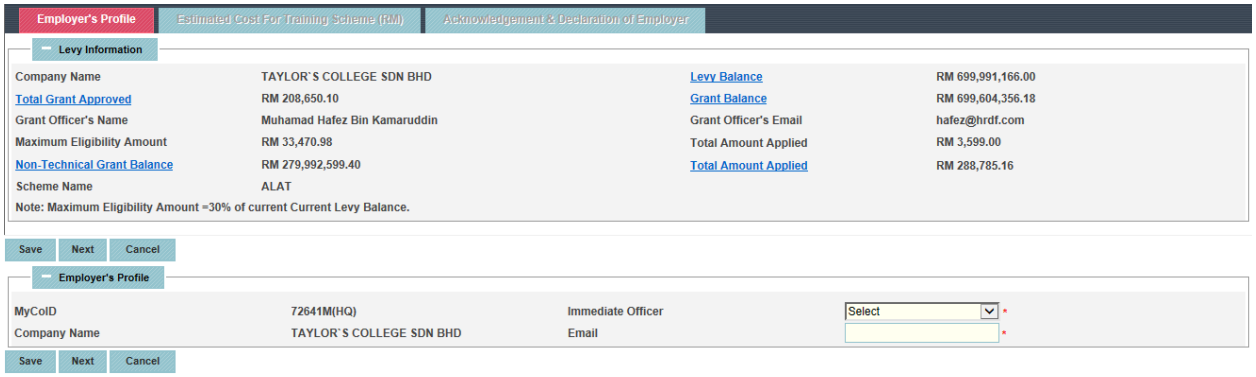
Step 1: Select from menu 'Grant' > 'Apply Grant'.
Result: The screen below is displayed.



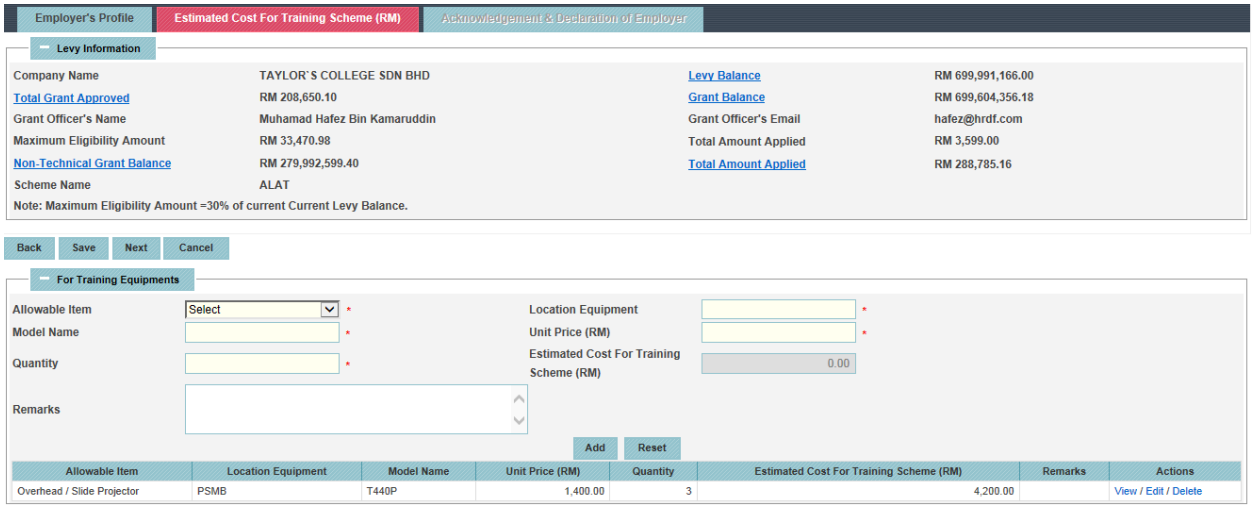
Step 2: Click on the 'Apply' button.
Result: The screen (Apply New Grant) below is displayed.

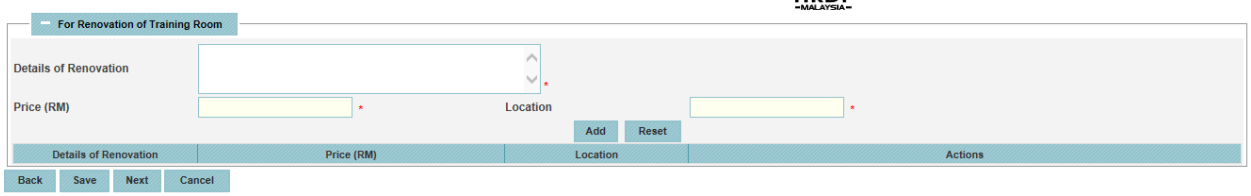


Step 3: Select the Scheme Code and click on 'Apply' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Employer's Profile) below is displayed.

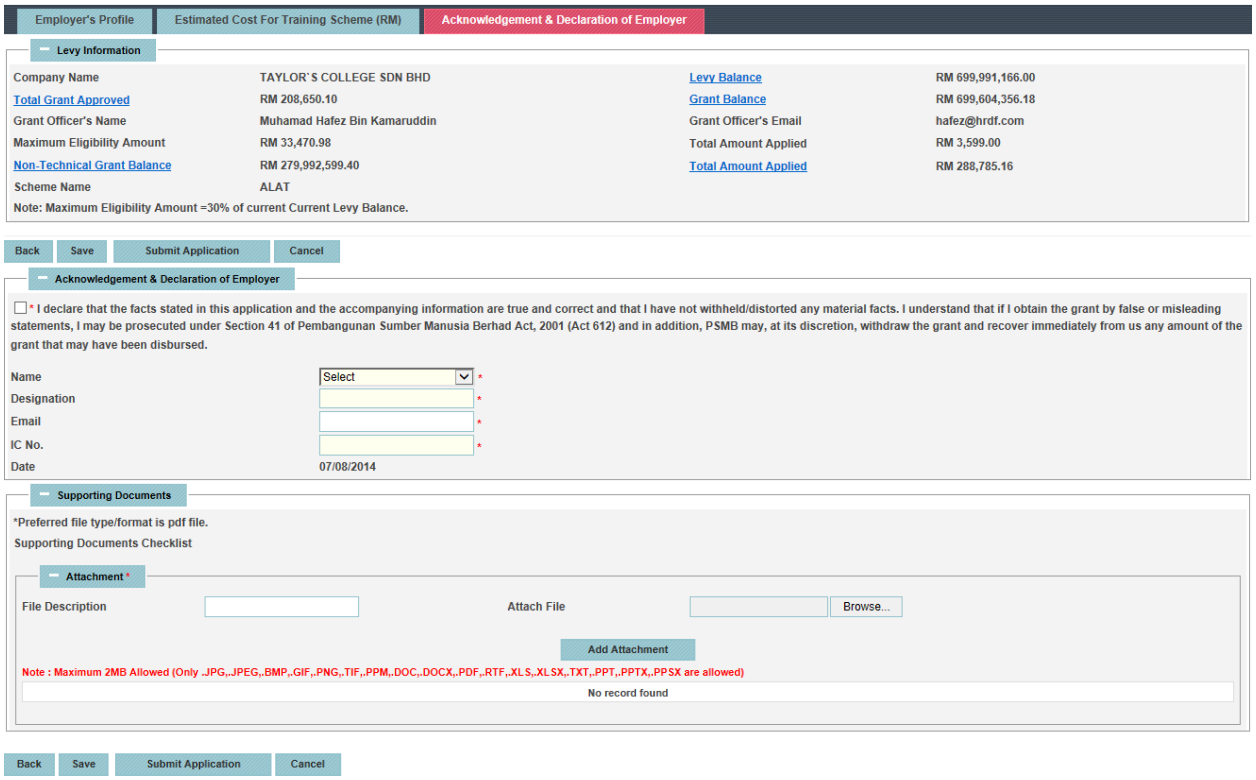


Step 4: Fill-in details in the Employer's Profile tab then click on 'Next' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Estimated Cost for Training Scheme) below is displayed.

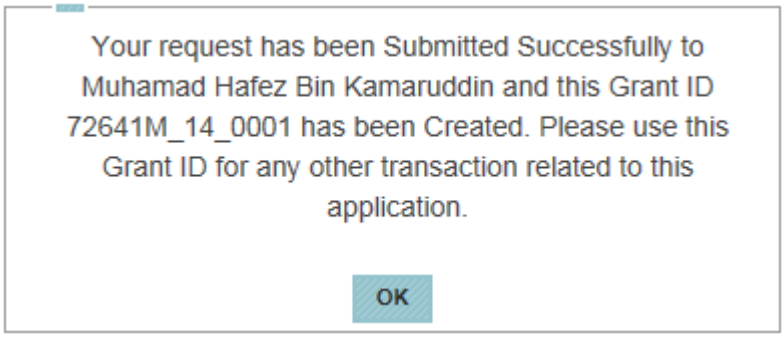




Step 5: Fill-in the 'Estimated Cost for Training Scheme' form and click on the 'Next' button.
Note: Mandatory fields are mark with (*).
Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.



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.



Section 12 For SME Employer (Application for HR Consultancy & Advisory Services Scheme)

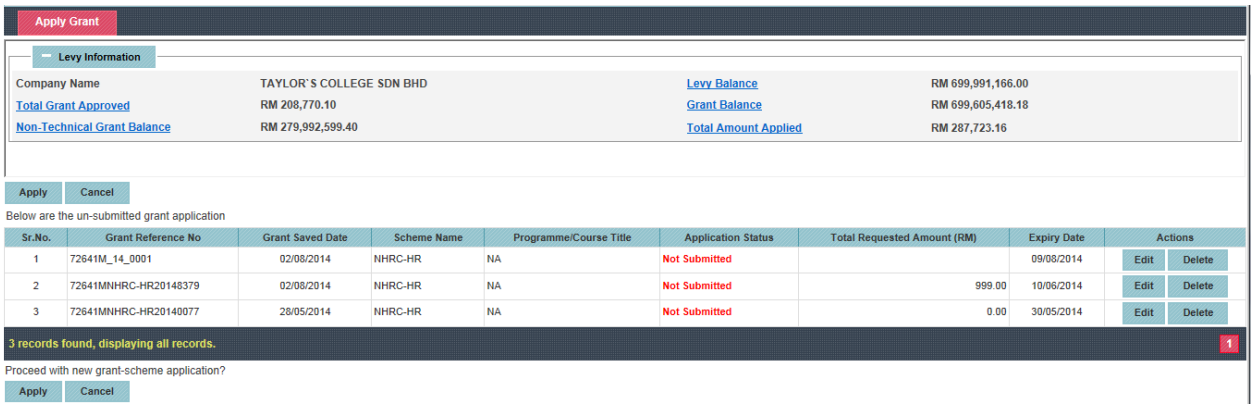
12.1 *For SME Employer : Application for HR Consultancy & Advisory Services*

Pre-Requisite / SME NHRC rule:

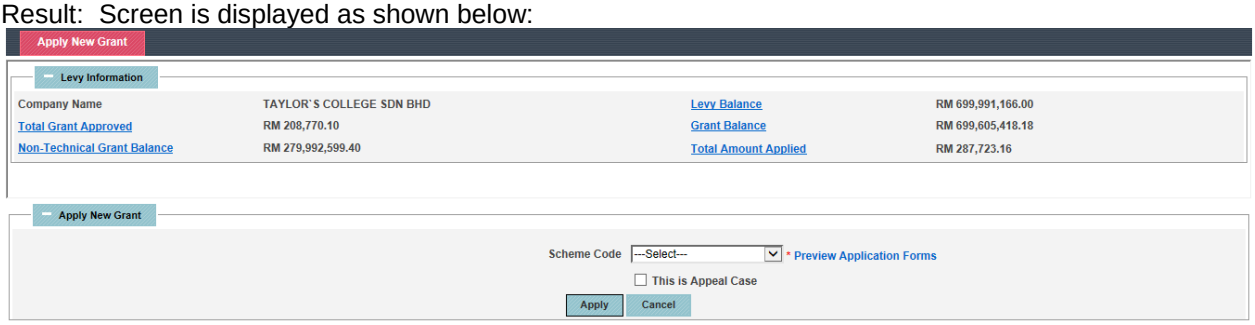
- SME employers registered with PSMB are eligible to utilize up to 30% of their current HRDF levy balance to engage the services of the HR Consultants. Those with arrears of levy or unpaid interest are also eligible for the services.
- Employer is eligible to utilize up to 30% per year for HR Consultancy 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.

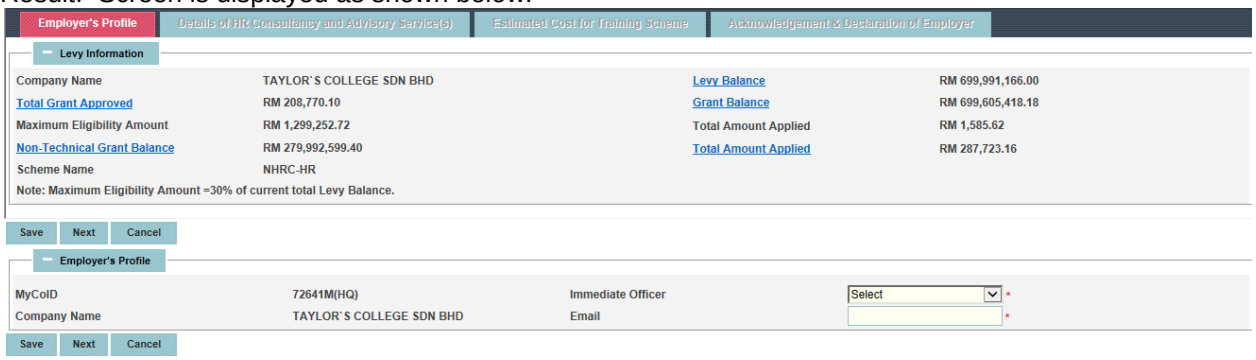
Step 1: Select from menu 'Grant' >'NHRC (SME)' > 'HR Consultancy and Advisory Services'.
Result: The below screen is displayed.



Step 2: Click 'Apply'.
Result: Screen is displayed as shown below:

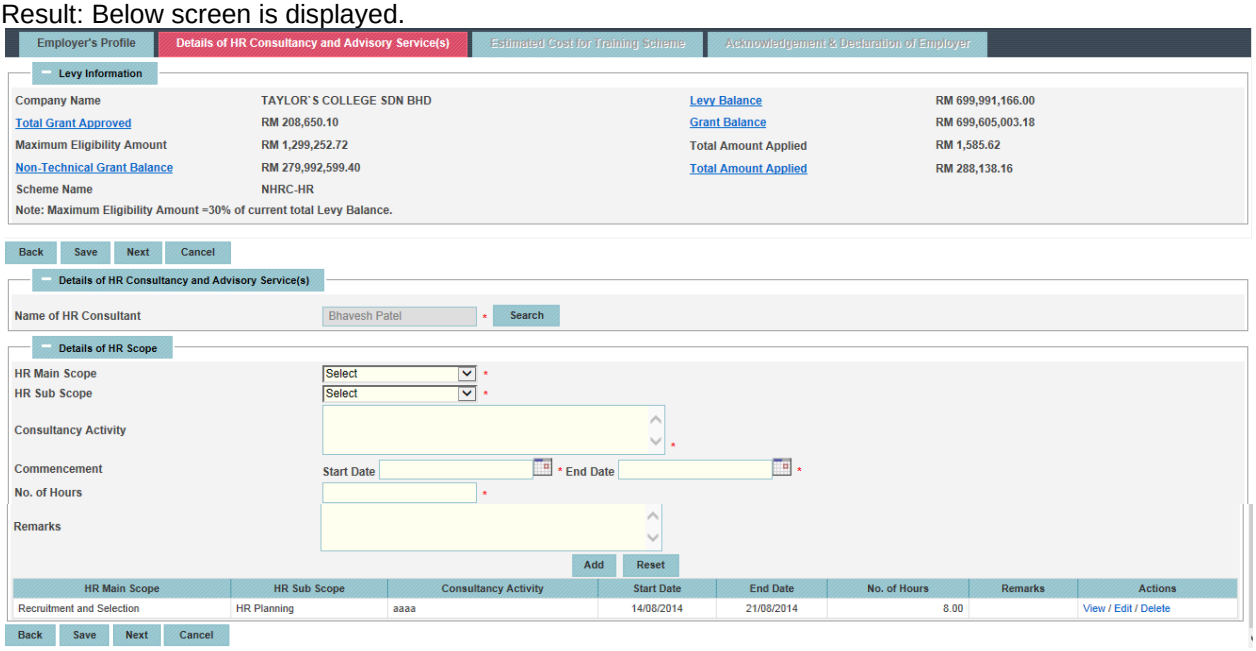


Step 3: Select 'Scheme Code' then click ‘Apply’.
Result: Screen is displayed as shown below:

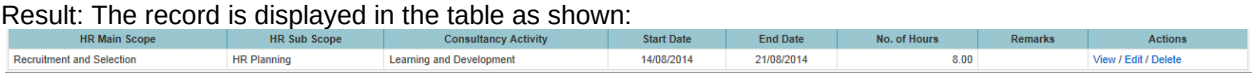


Step 4: Fill in the form.
Note: Mandatory fields are mark with (*).

Step 5: Click on ‘Save’ button to save the record and click ‘Next’ button to proceed.
Result: Below screen is displayed.

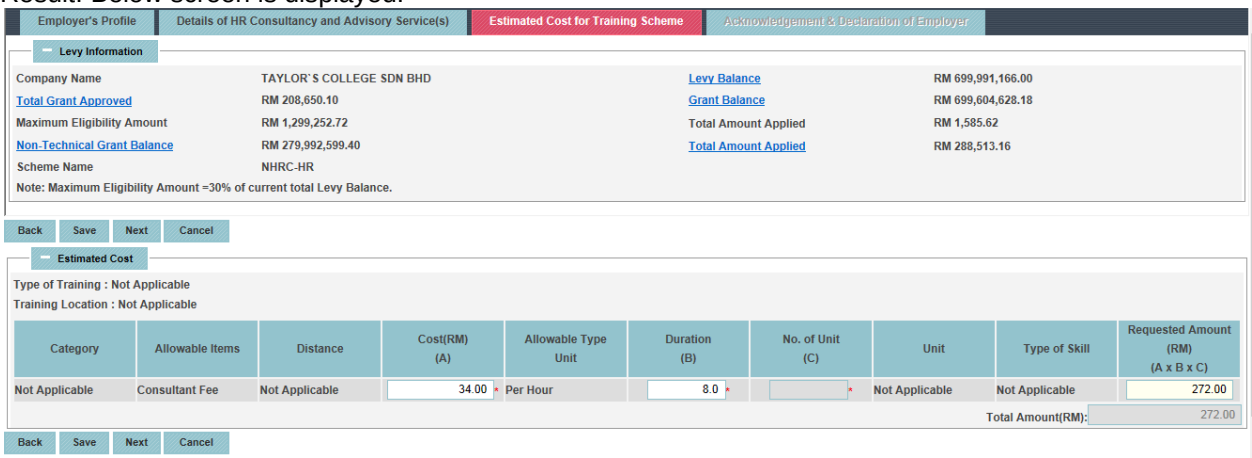


Step 6: Key-in the details record for the 'Details of HR Scope' then click ‘Add’.
Note: Mandatory fields are mark with (*).
Result: The record is displayed in the table as shown:



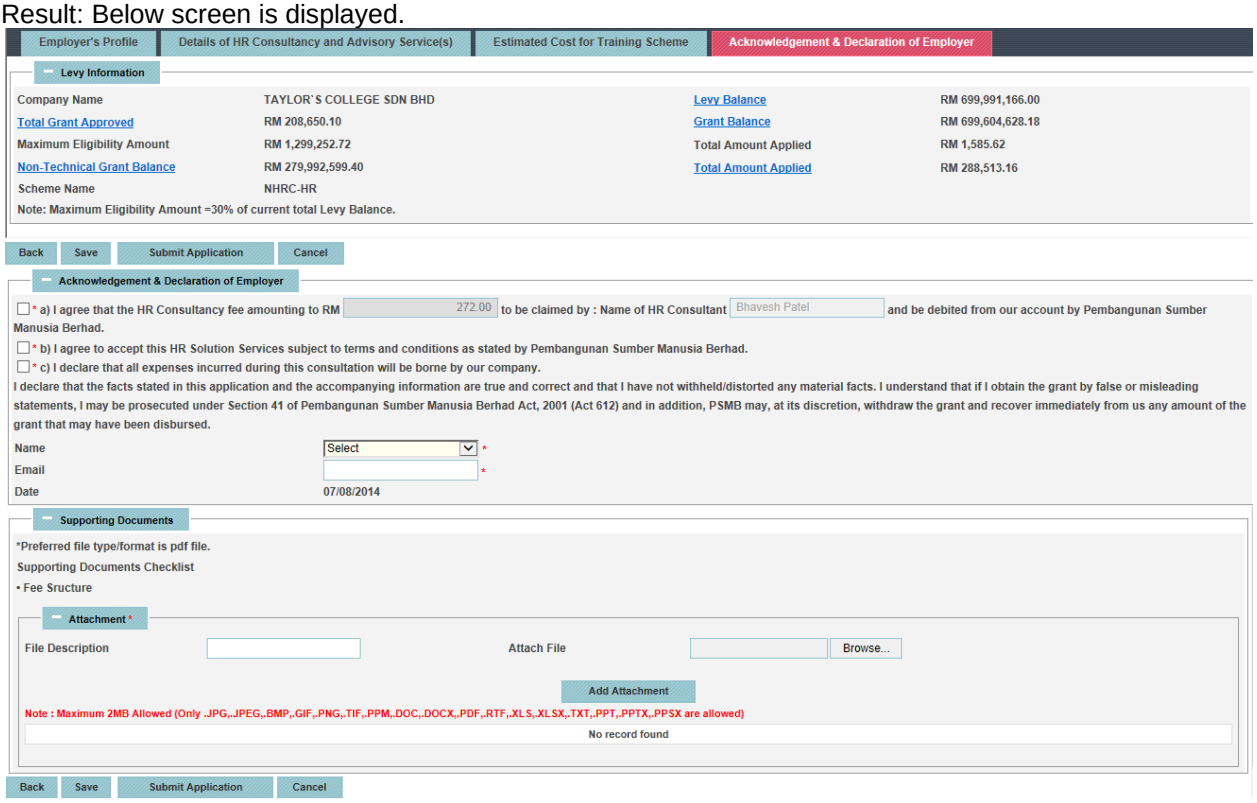
HR Main Scope	HR Sub Scope	Consultancy Activity	Start Date	End Date	No. of Hours	Remarks	Actions
Recruitment and Selection	HR Planning	Learning and Development	14/08/2014	21/08/2014	8.00		View / Edit / Delete

Step 7: Click on 'Save' button to save the record and click 'Next' button to proceed.
Result: Below screen is displayed.



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.



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.

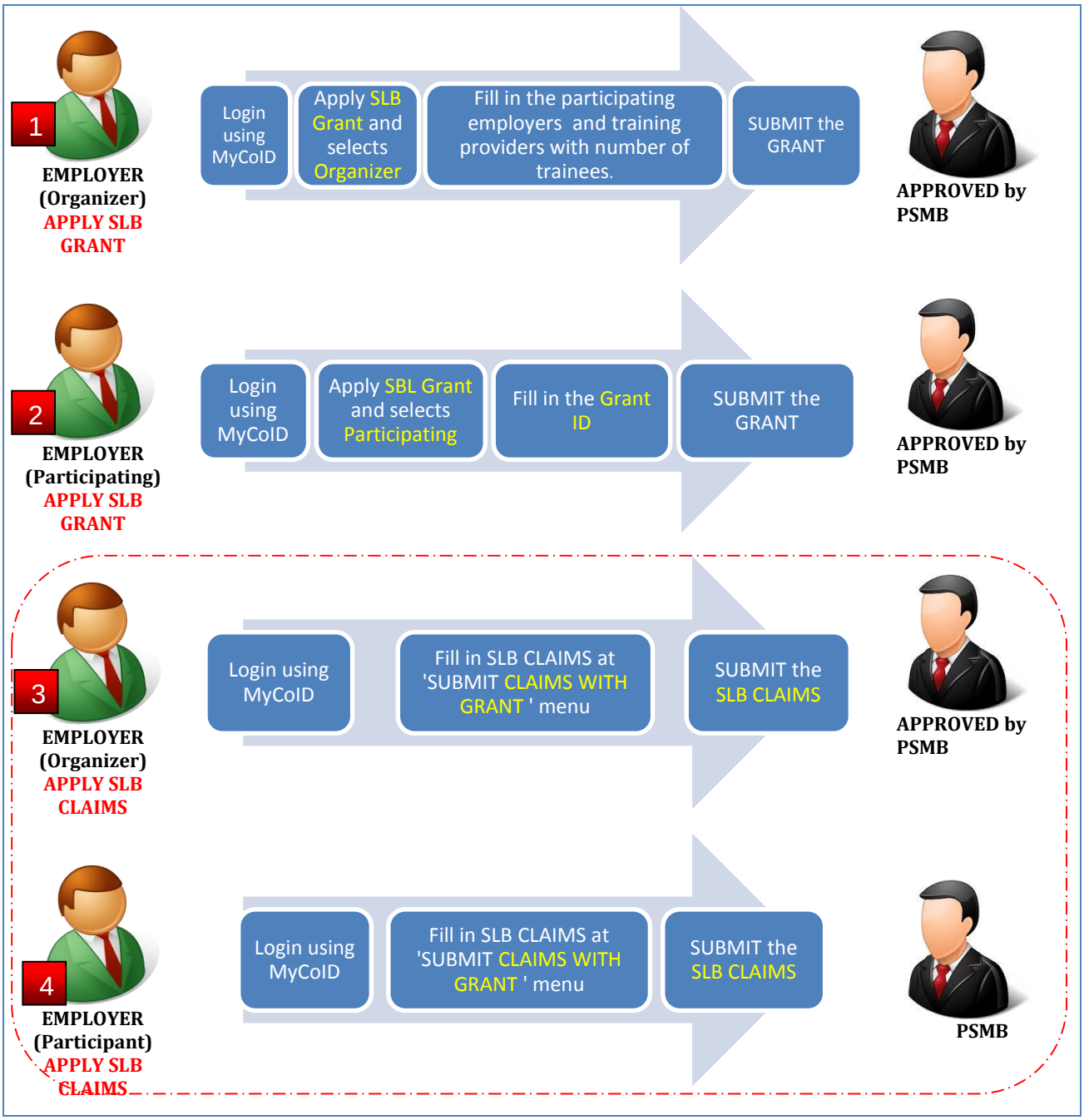
System will display the approved grants/schemes with the following details:
- Grant Reference Number,
- Course Title / Proramme Title
- Grant Approved Date,
- Grant approved amount (RM)/ approved transaction fee (RM) / approved quotation amount (RM)/ approved training fees (RM),
- Training commencement 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.

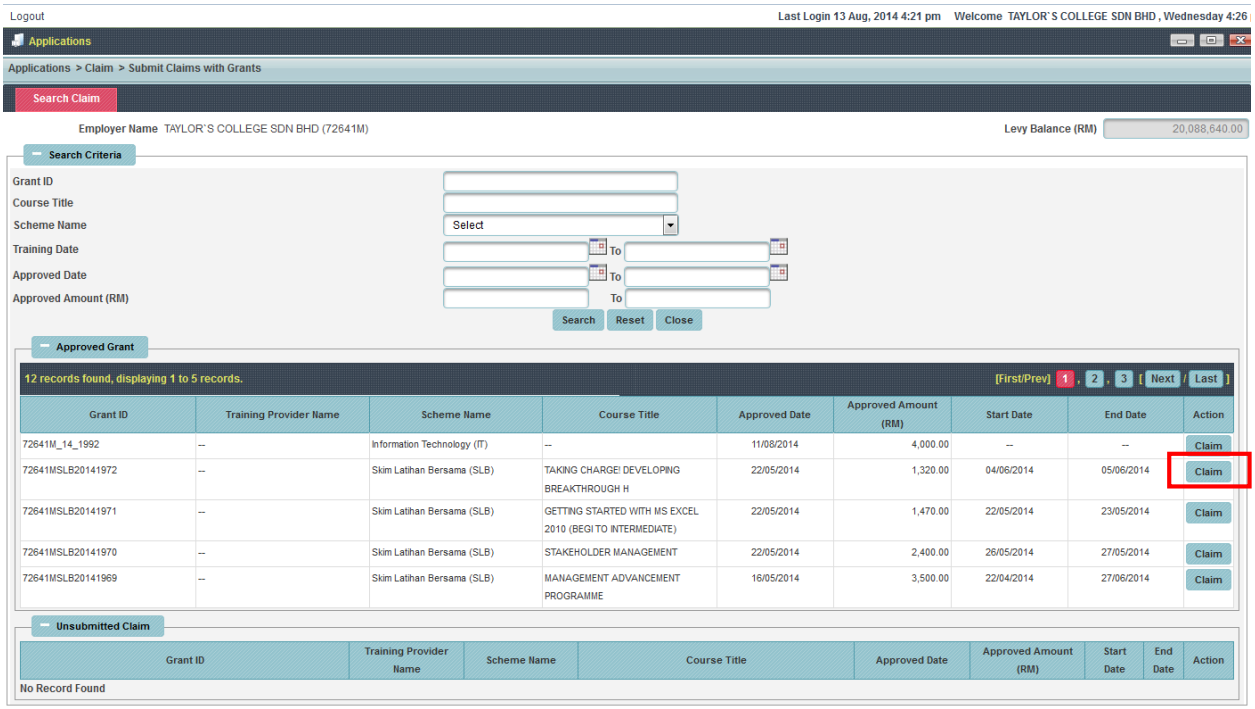
Training costs incurred will be shared equally by the participating employers based on the total number of participants. The 'organizing employer' is entitled to claim the 'allowable costs' at the rate of 100%, while other participating employers will be reimbursed based on the current rate of financial 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.

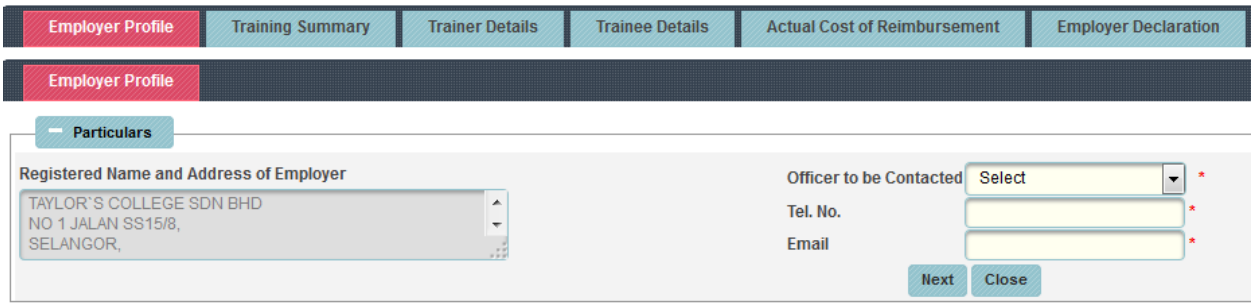


Follow the steps below to submit claims for SLB Grant

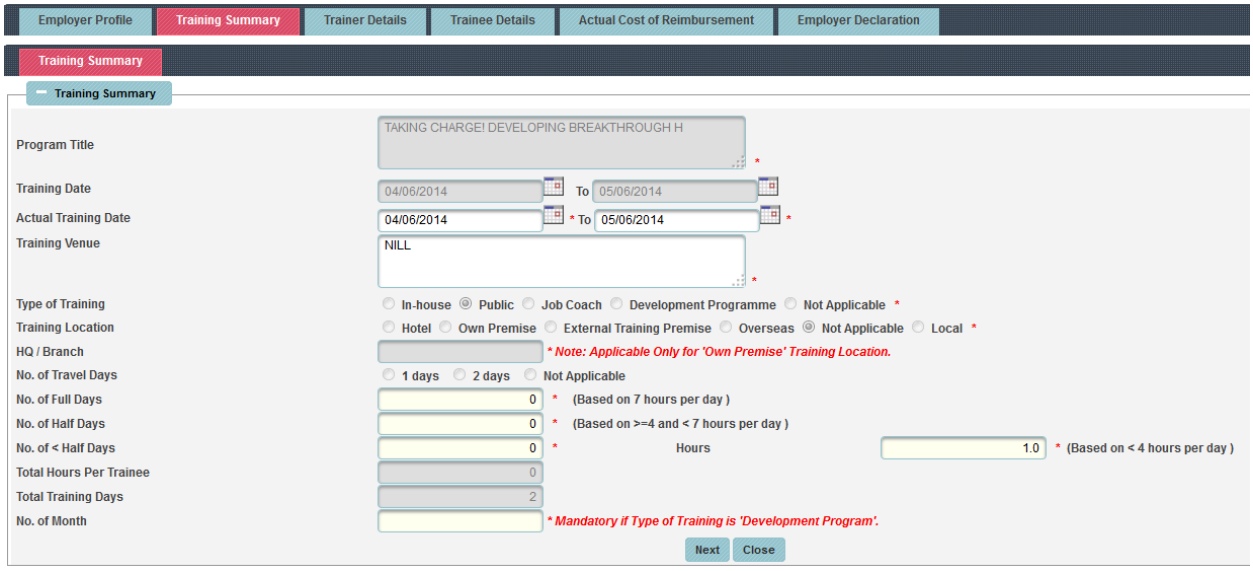
Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.
Result: The above screen is displayed.
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

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.

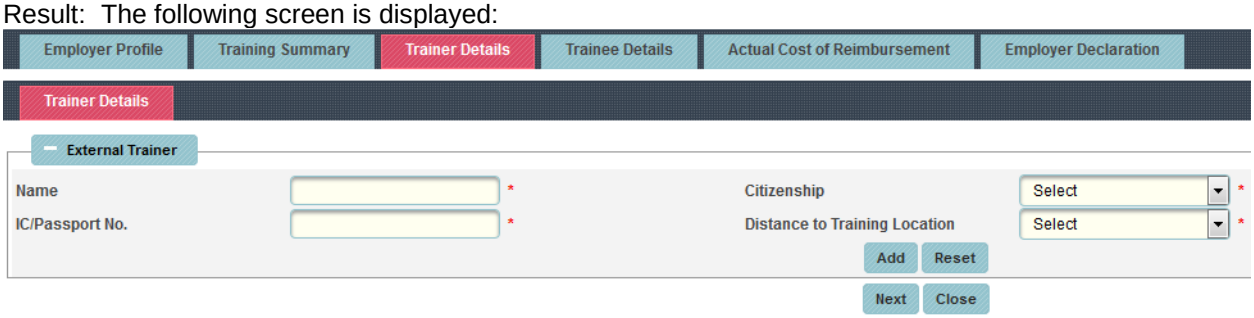
Step 3: Click 'Claim' button.
Result: The following screen is displayed:



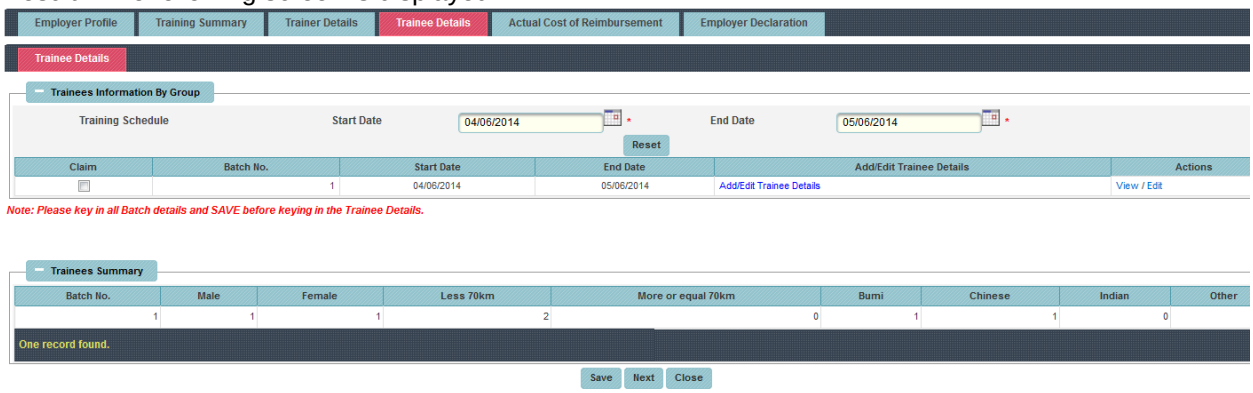
Step 4: Fill in the form then click 'next' button.
Result: The following screen is displayed:



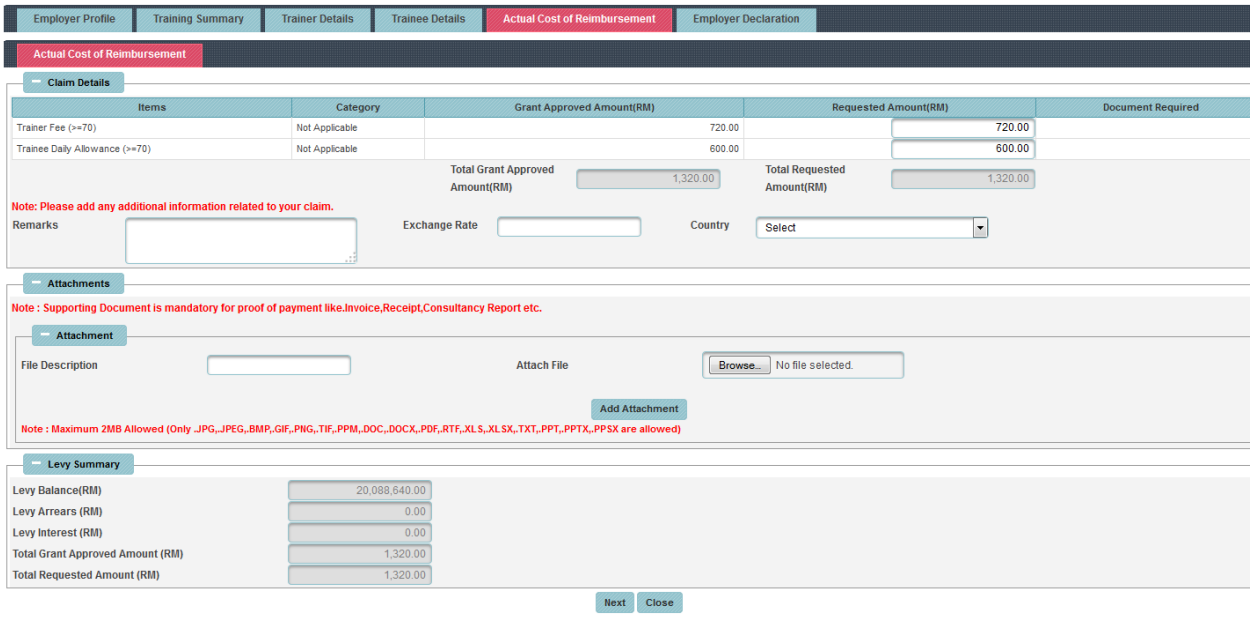
Step 5: Click 'next' button.
Result: The following screen is displayed:



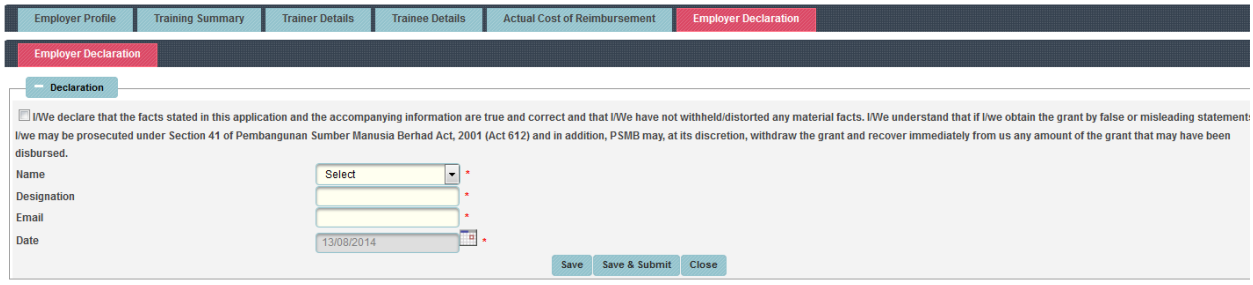
Step 6: Click 'Next'.
Result: The following screen is displayed:



Step 7: Fill in the trainee details, then click 'Next' button.
Result: The following screen is displayed:

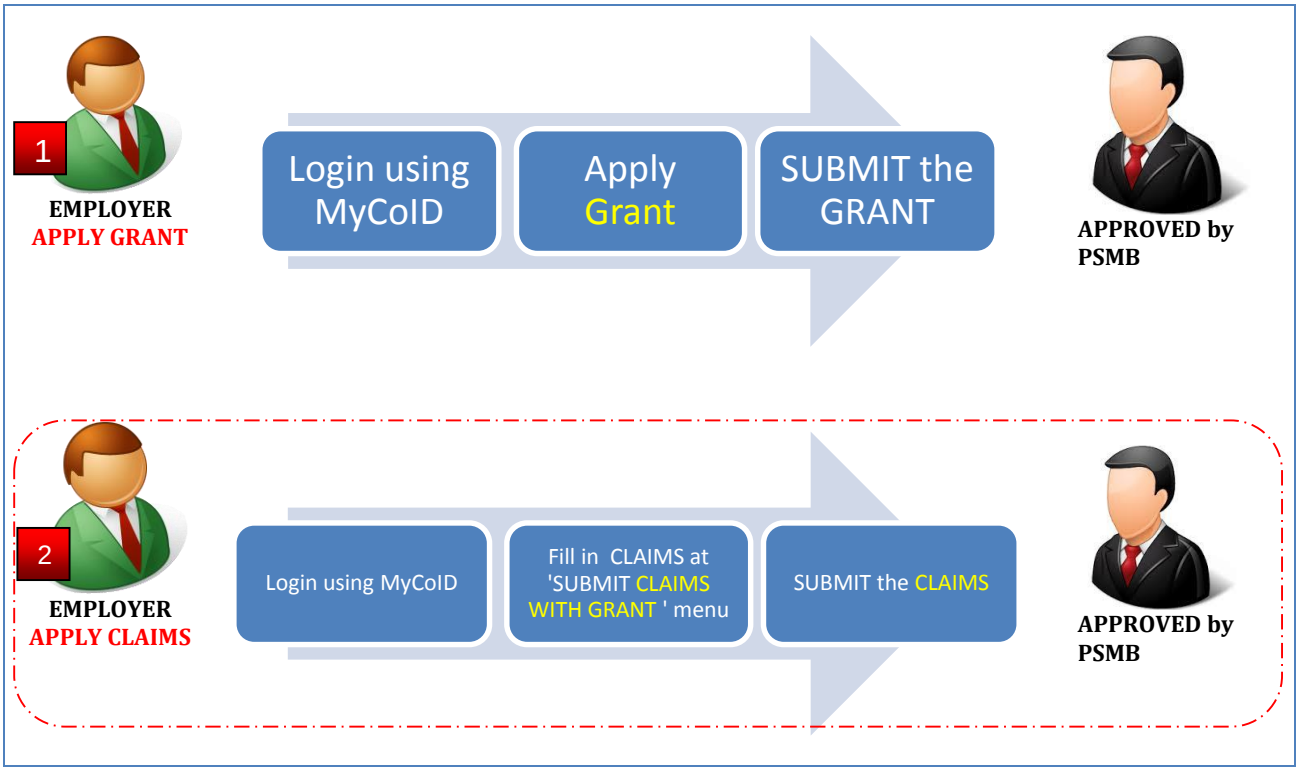


Step 8: Click 'Edit' to edit the claim detail, then click 'Next' button
Result: The following screen is displayed:



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

Last Login 13 Aug, 2014 4:21 pm Welcome TAYLOR'S COLLEGE SDN BHD , Wednesday 4:41

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 Select

Training Date To

Approved Date To

Approved Amount (RM) To

Search Reset Close

Approved Grant

11 records found, displaying 6 to 10 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
72641MSLB20141967	--	Skim Latihan Bersama (SLB)	MANAGING TIME TO MANAGE WORKPLACE PERFOR	06/05/2014	2,000.00	19/05/2014	20/05/2014	Claim
72641MSLB20141966	--	Skim Latihan Bersama (SLB)	TAKING CHARGE! DEVELOPING BREAKTHROUGH H	14/04/2014	2,640.00	15/04/2014	16/04/2014	Claim
72641MSLB20141965	--	Skim Latihan Bersama (SLB)	MASTERSELF! UNDERSTAND PERSONALITY USING	24/06/2014	2,752.90	23/06/2014	24/06/2014	Claim
72641MSBL201421657	--	Skim Bantuan Latihan (SBL)	EFFECTIVE ACCOUNTS ASSISTANT	09/04/2014	830.00	09/04/2014	09/04/2014	Claim
72641MSBL201421656	--	Skim Bantuan Latihan (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,

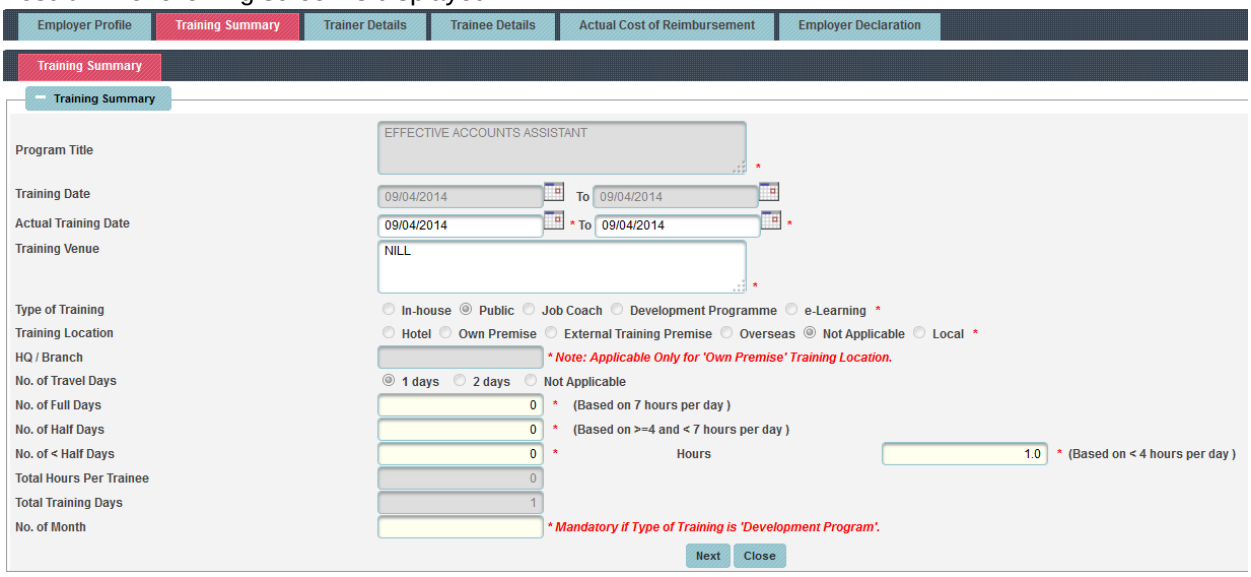
Officer to be Contacted Select *

Tel. No. *

Email *

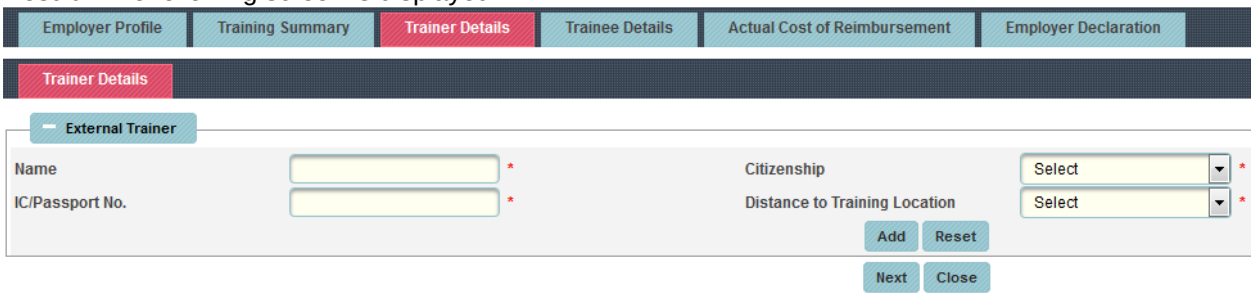
Next Close

Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:

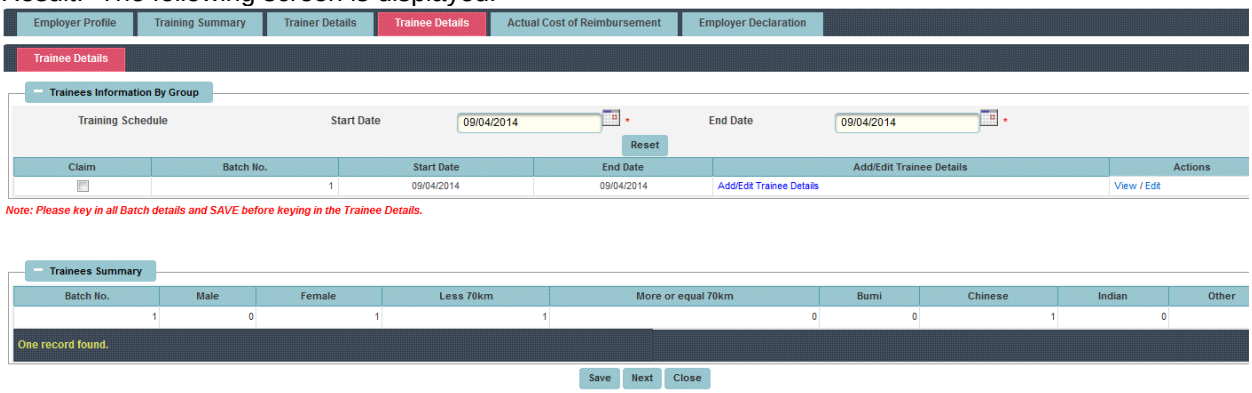


Step 5: Fill in the form then click 'Add' button.
Result: The training summary will be added.

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

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

Remarks 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)

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

Next 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

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 *

Save Save & Submit Close

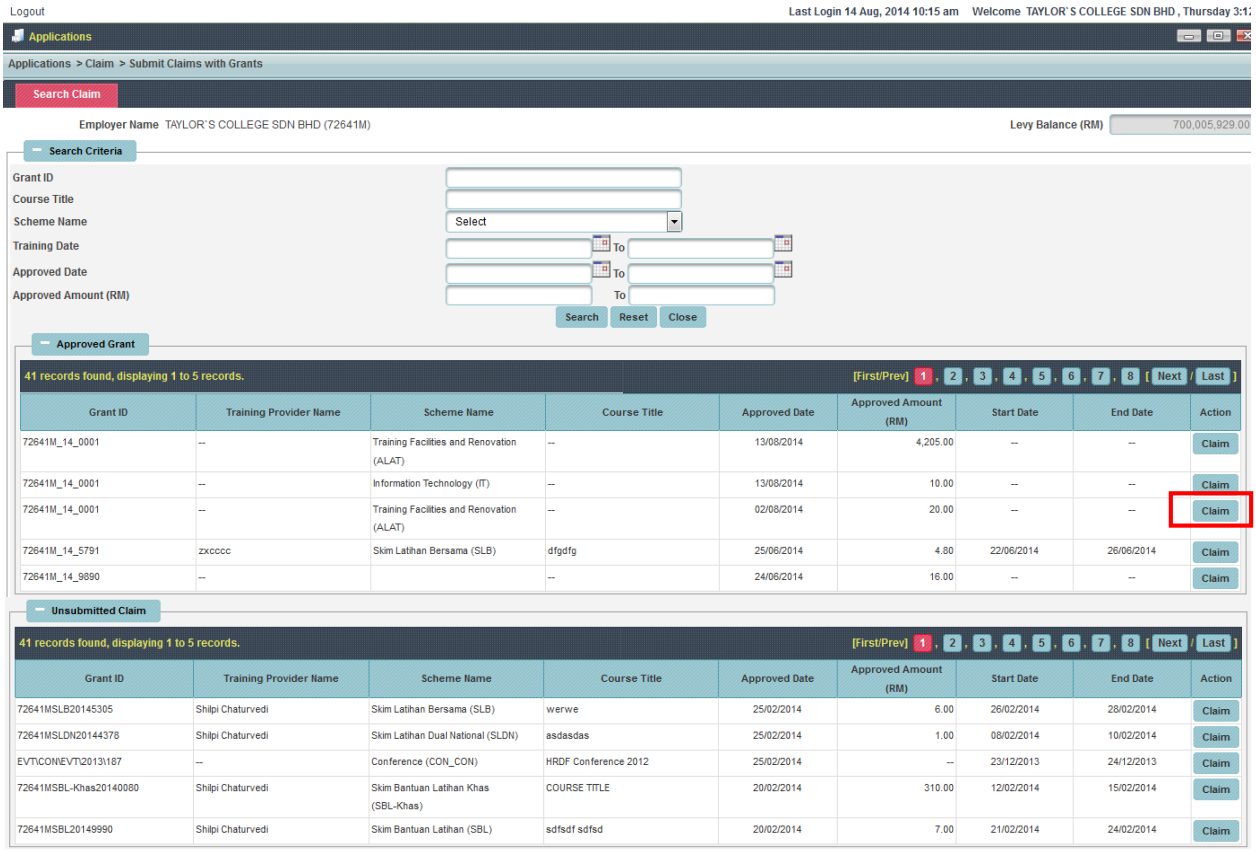
Step 10: Click on 'Save & Submit' button to proceed.
Result: The following screen is displayed:

Claim Submitted Successfully with Claim Reference No. (C72641SBL_14_000039)

OK

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.



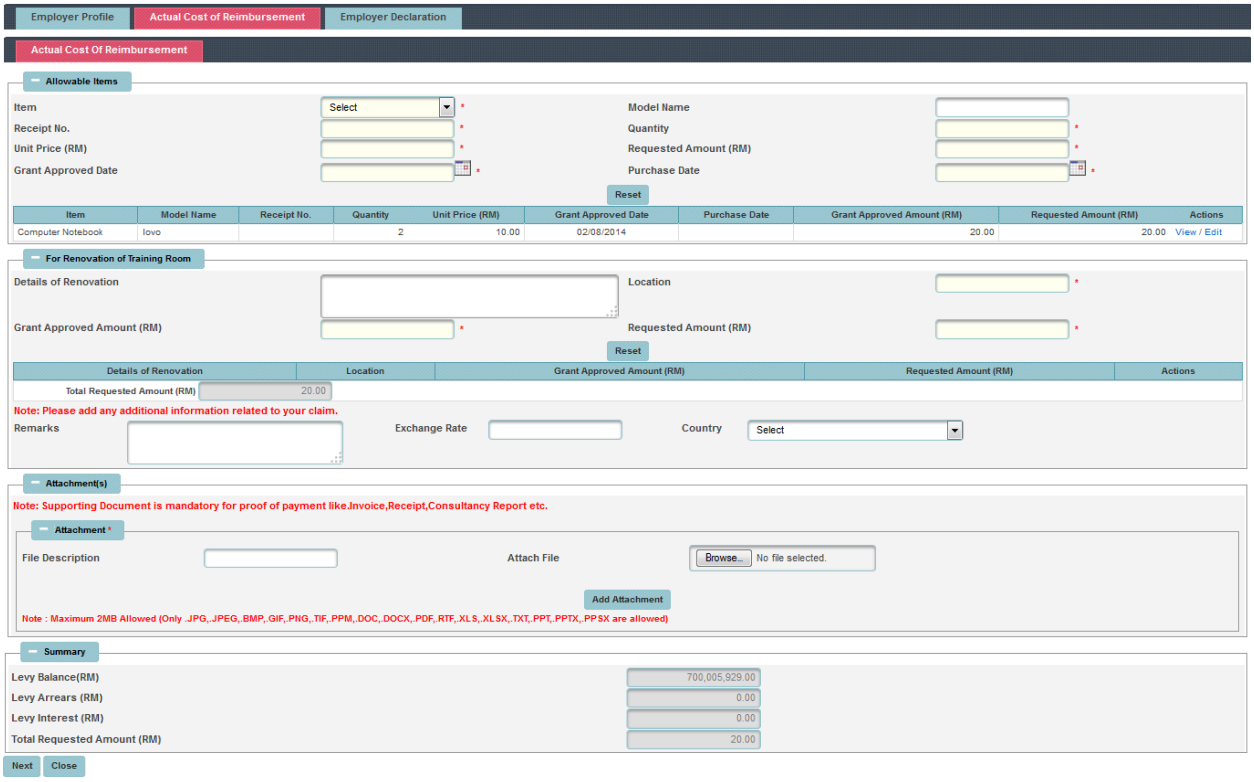
Follow the steps below to submit claims for Training Facilities & Renovation

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:

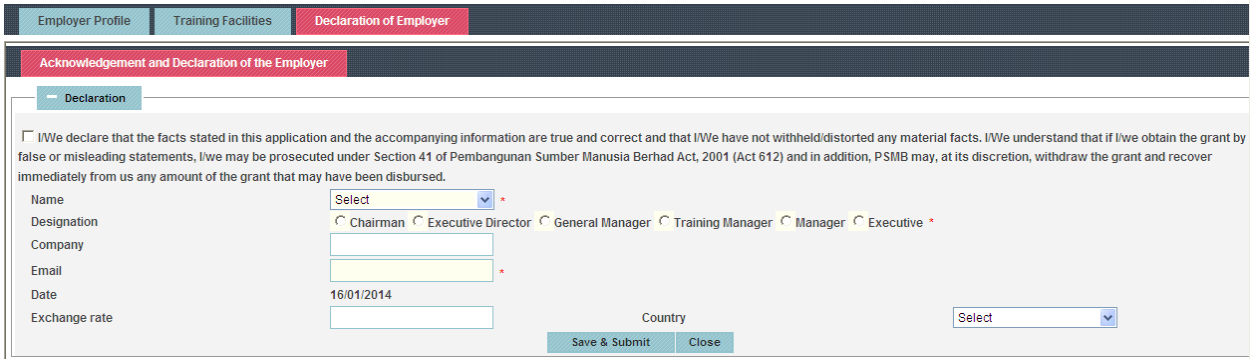
Step 4: Select the officer to be contacted, then click 'Next'.
Result: The following screen is displayed.



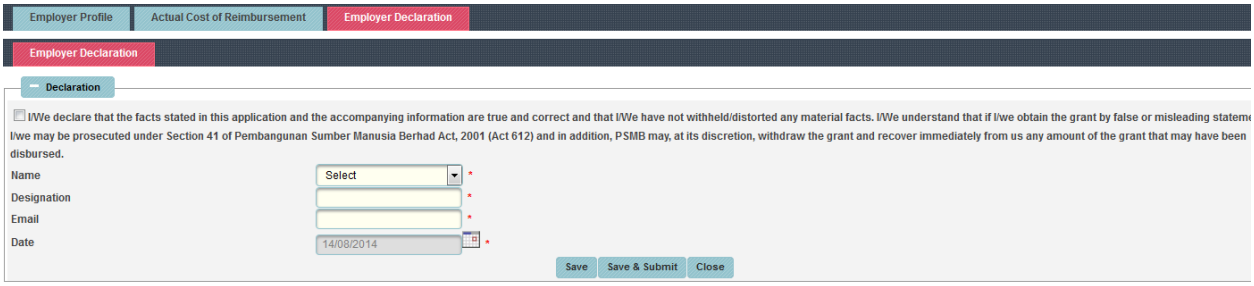
Step 5: Key-in the allowable item then click 'Add' button.
Result: The allowable item is added.

Step 6: Click 'Browse' to locate a file to attach then click 'Add Attachment' button.
Result: The attachment is added.

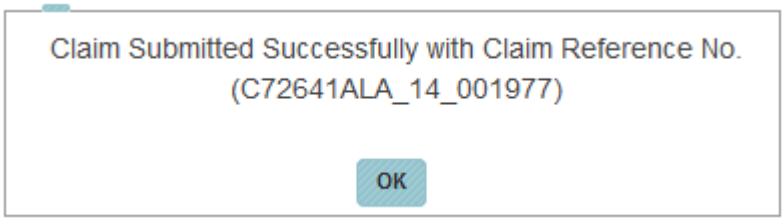
Step 7: Click 'Next'.
Result: The following screen is displayed:



Step 8: Fill in the declaration then click 'Save & Submit'.
Result: The following message is displayed:

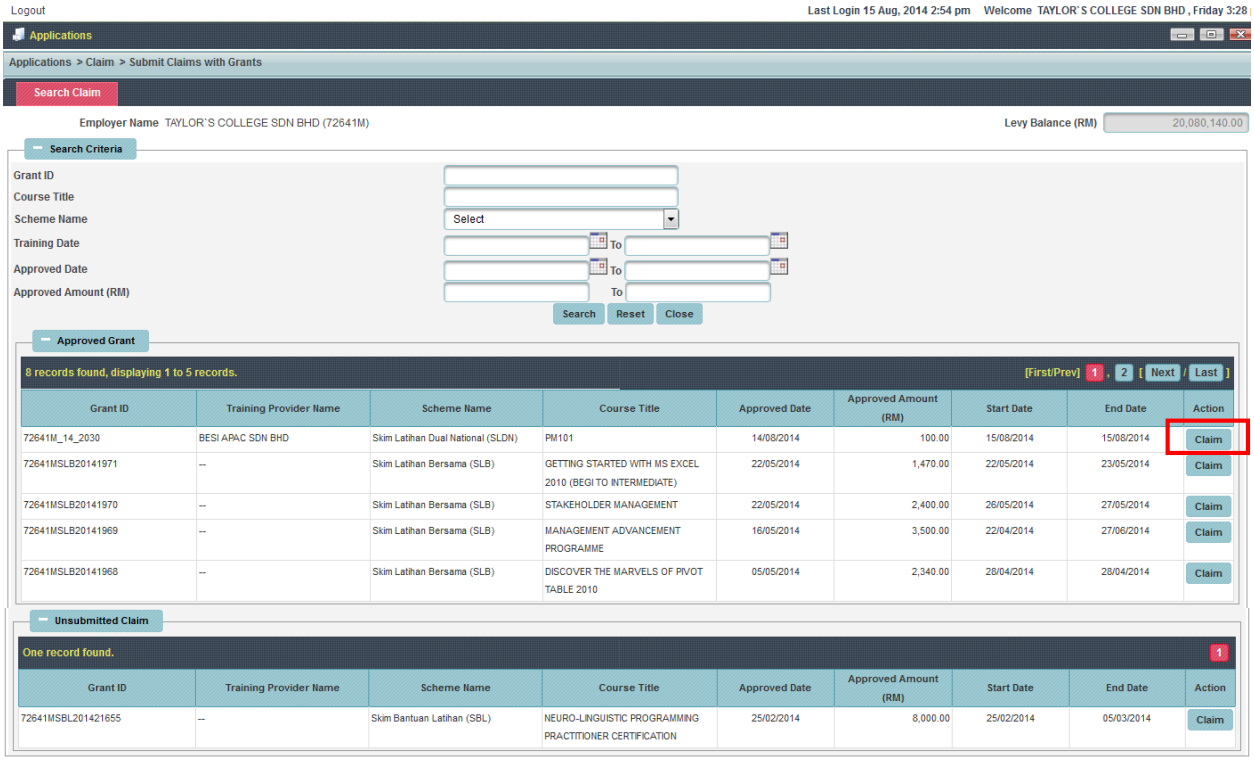


Step 9: Click on 'Save & Submit' button to proceed.
Result: The following screen is displayed:



3.4 *SLDN – Submit Claim*

Prerequisite: Grant is already approved.
This section will guide you on how to submit claims for SLDN.

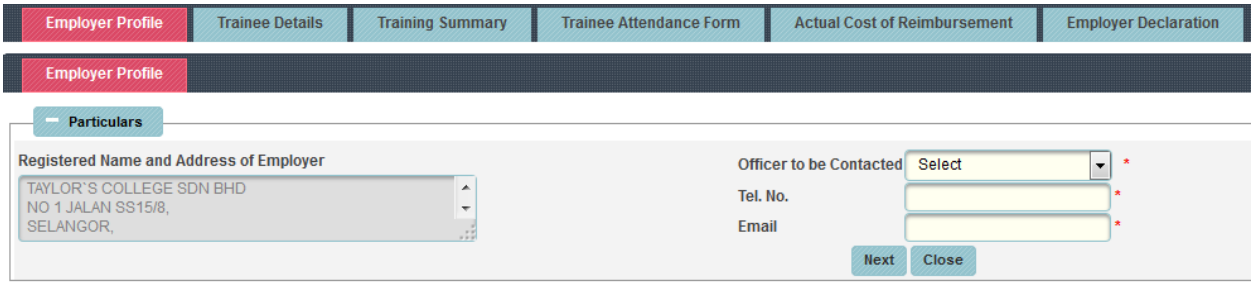


Follow the steps below to submit claims for SLDN:

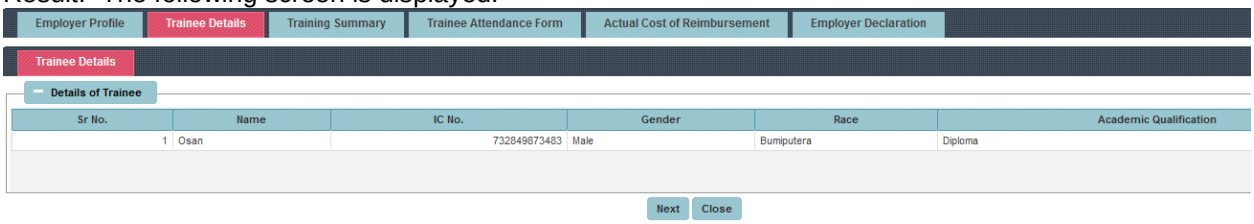
Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.
Result: The above screen is displayed.
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

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:

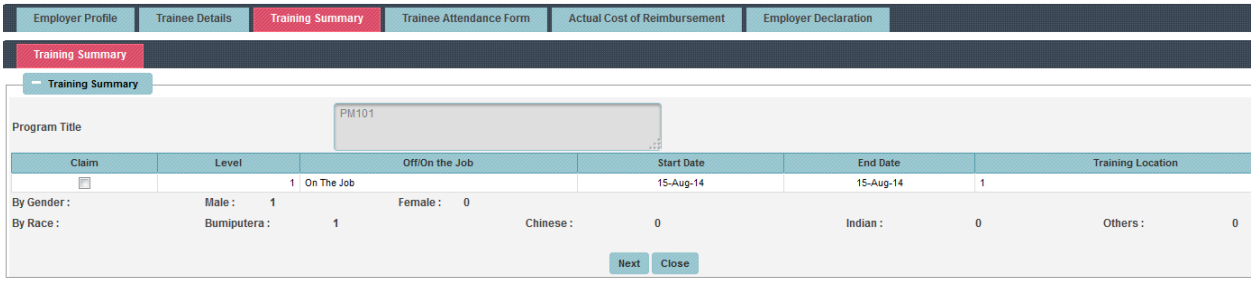


Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:

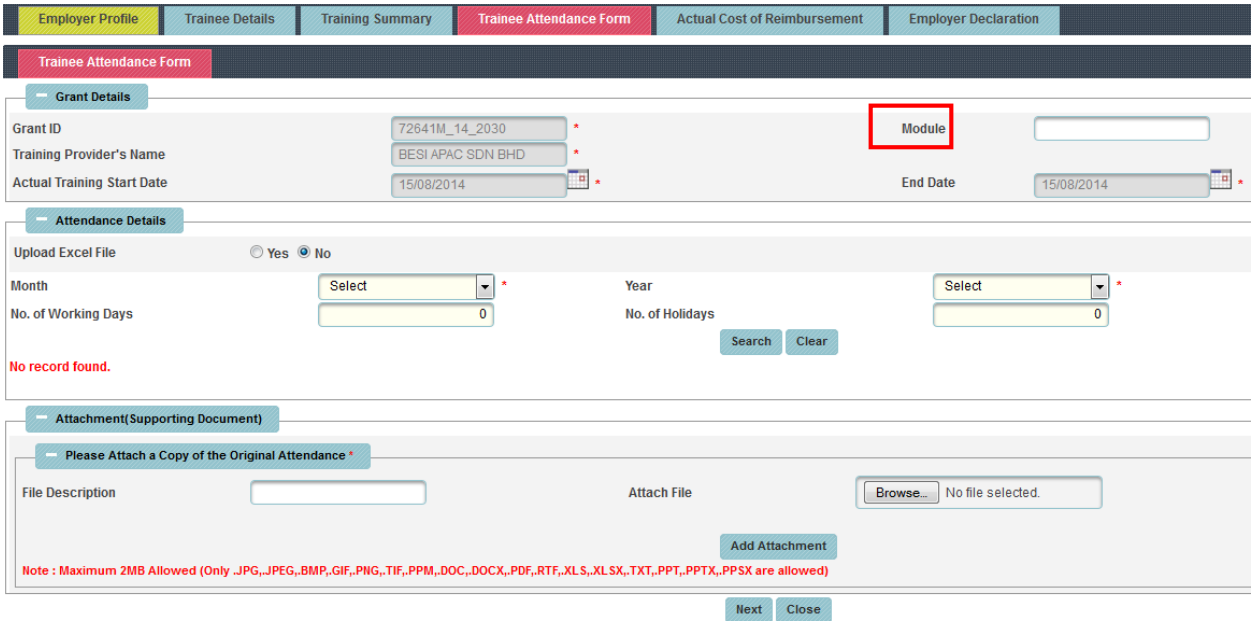


Step 5: Fill in the form then click 'Add' button.
Result: The trainee details are added to the table.

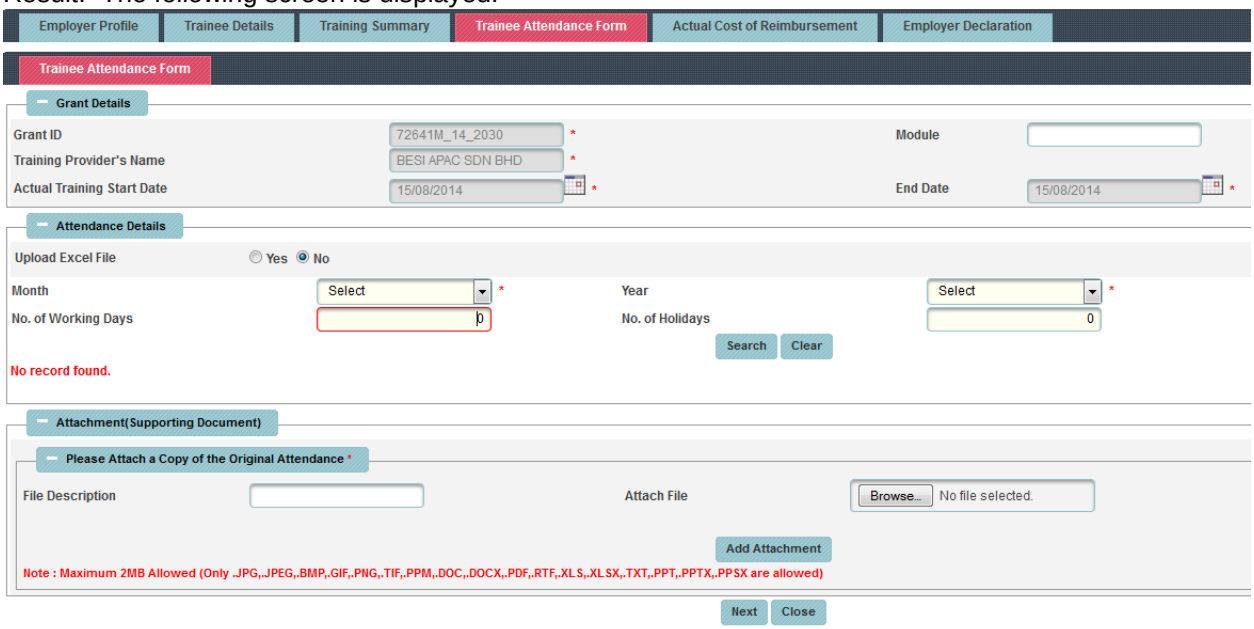
Step 6: Click 'next' button.
Result: The following screen is displayed:



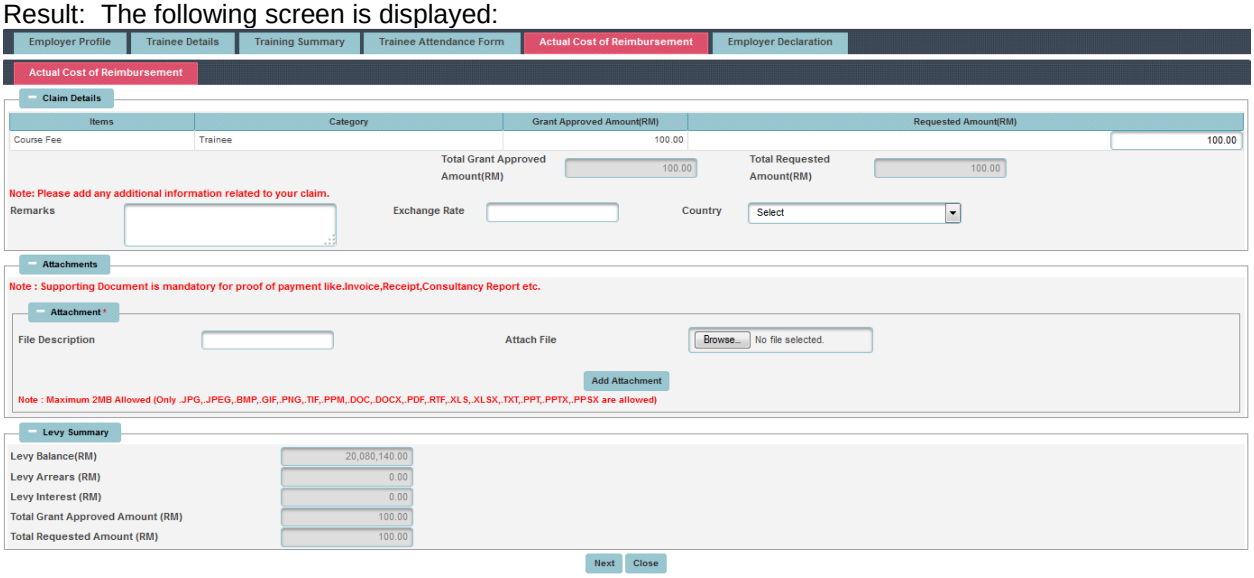
Step 7: Fill in the actual training date and its details, then click 'Next' button.
Result: The following screen is displayed:



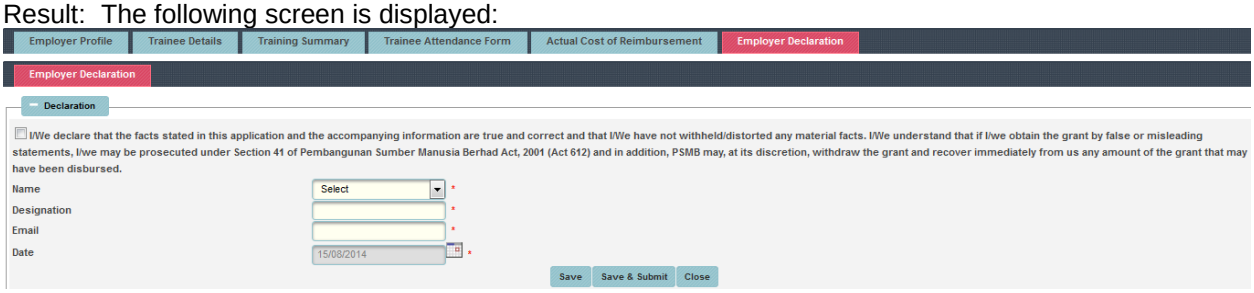
Step 8: Edit the claim details and click 'Next' button.
Result: The following screen is displayed:



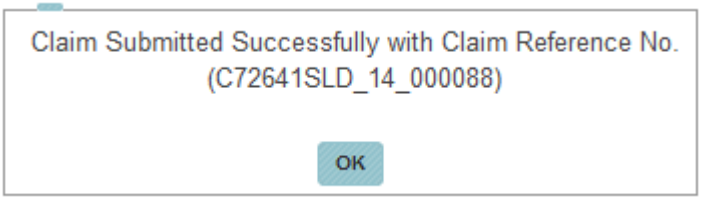
Step 9: Fill in the attendance details then click 'Next' button.
Result: The following screen is displayed:



Step 10: Fill in the actual cost of reimbursement then click 'Next' button.
Result: The following screen is displayed:

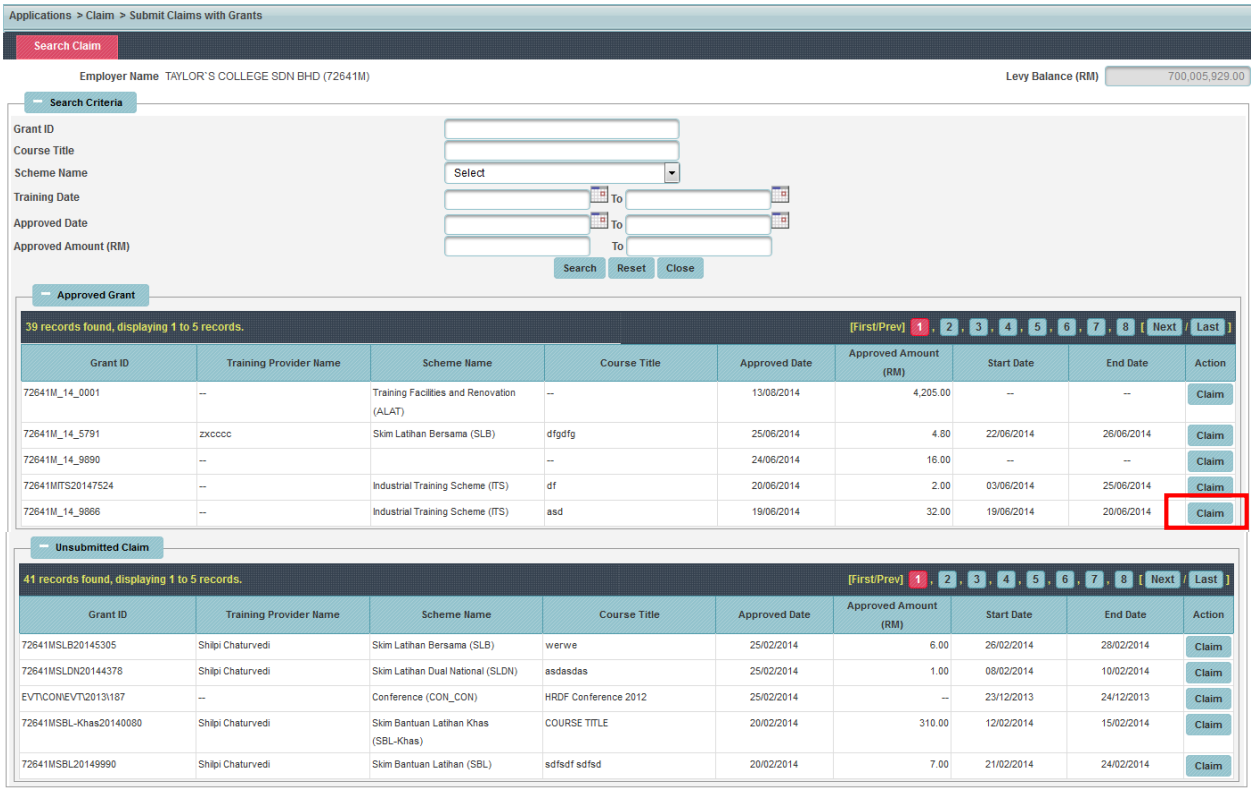


Step 11: Click on 'Save & Submit' button to proceed.
Result: The following message is displayed:



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).

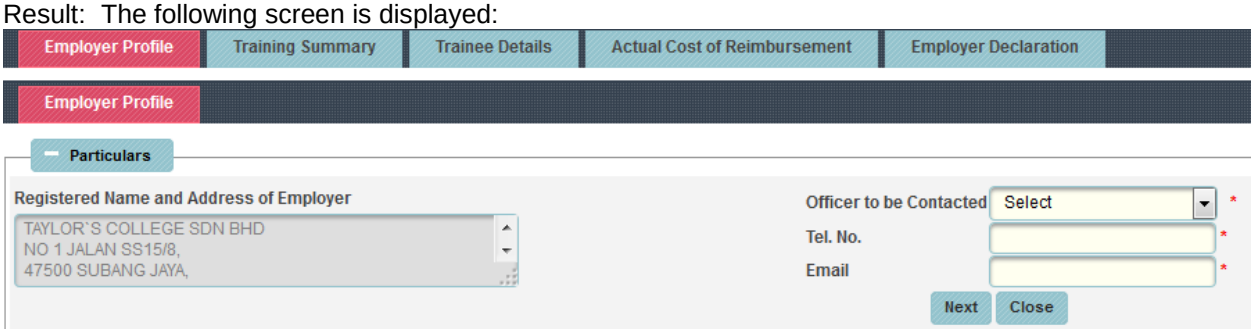


Follow the steps below to submit claims for ITS (Industrial Training Scheme).

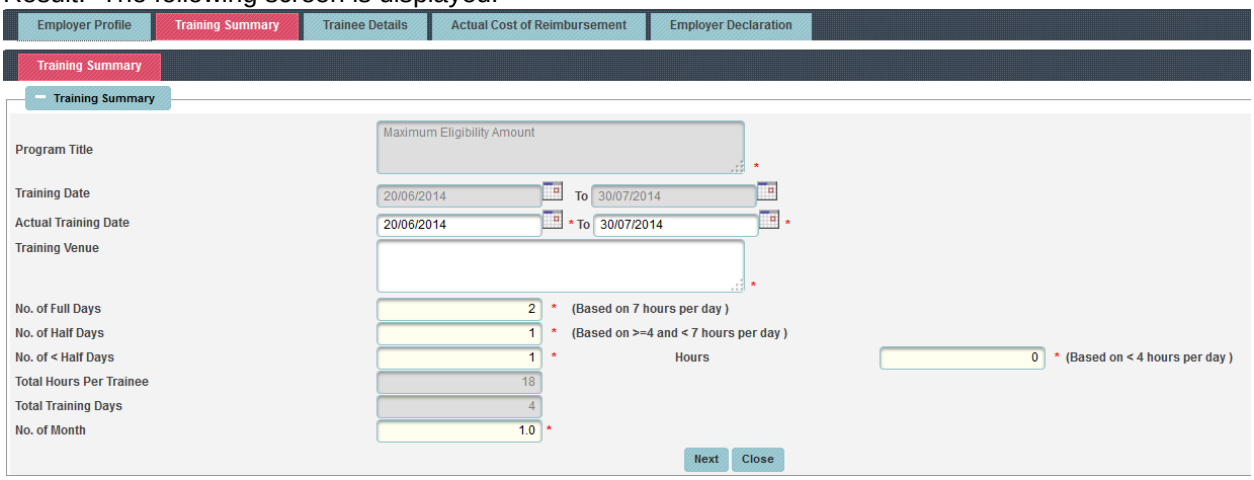
Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.
Result: The above screen is displayed.
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

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:

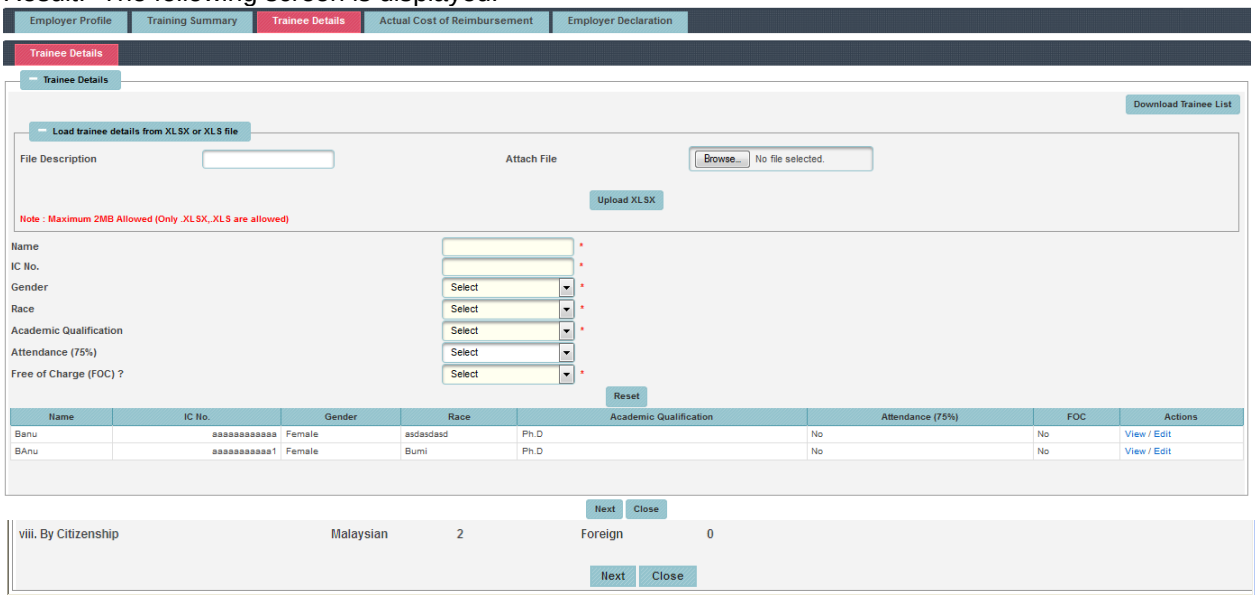


Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:

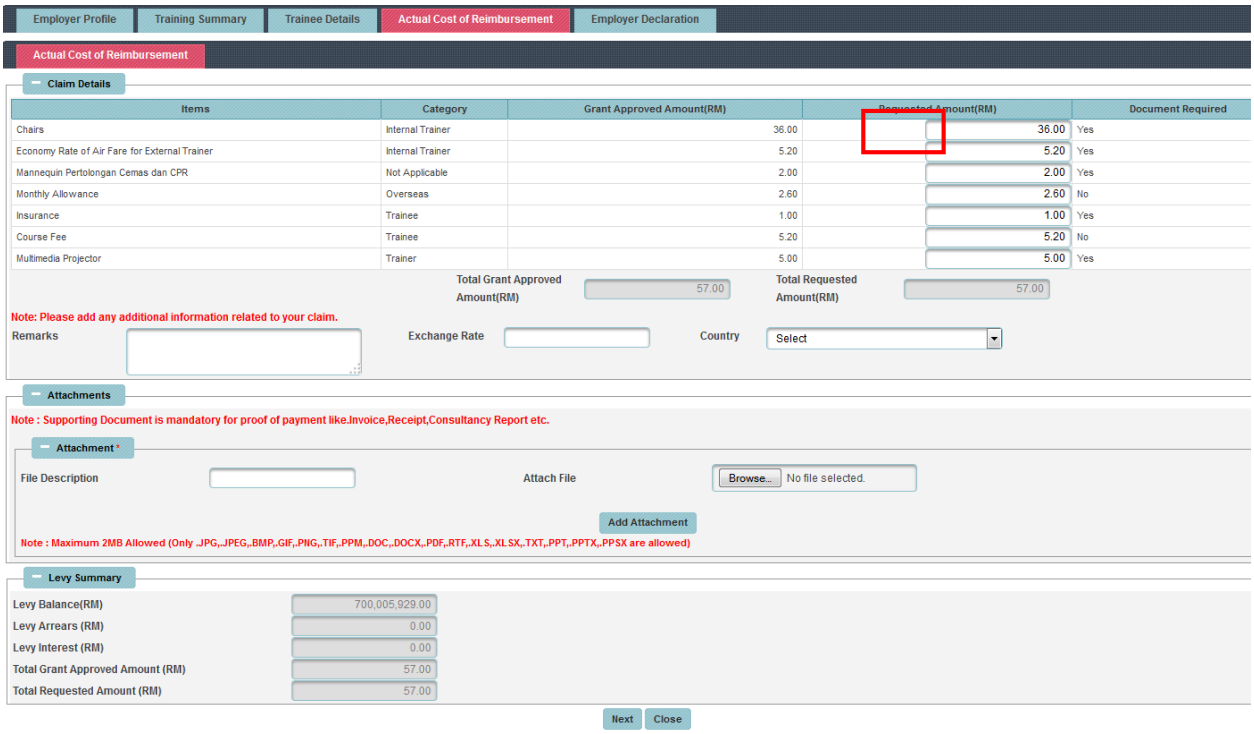


Step 5: Fill in the form then click 'Add' button.
Result: The training summary is added to the form.

Step 6: Click 'next' button.
Result: The following screen is displayed:

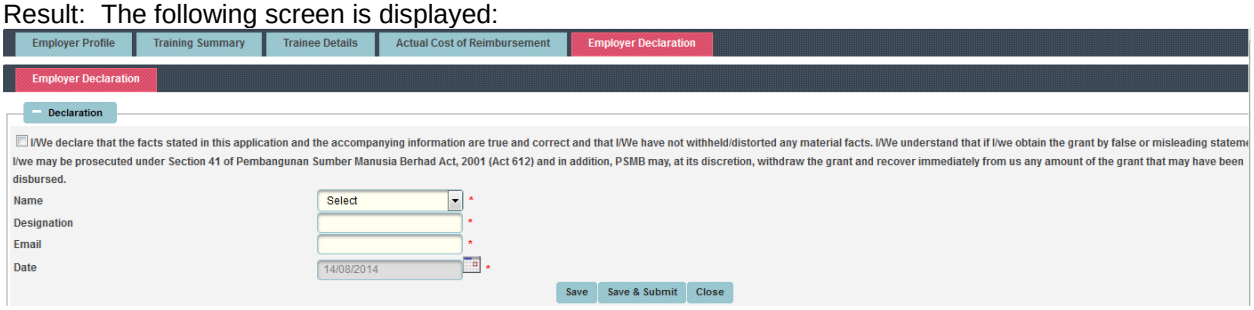


Step 7: Fill in the details, then click 'Next' button.
Result: The following screen is displayed:

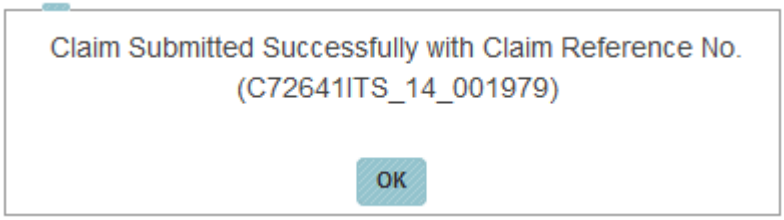


Step 8: Enter the claim amount then click 'Next'.

Step 9: Click 'Next' button.
Result: The following screen is displayed:

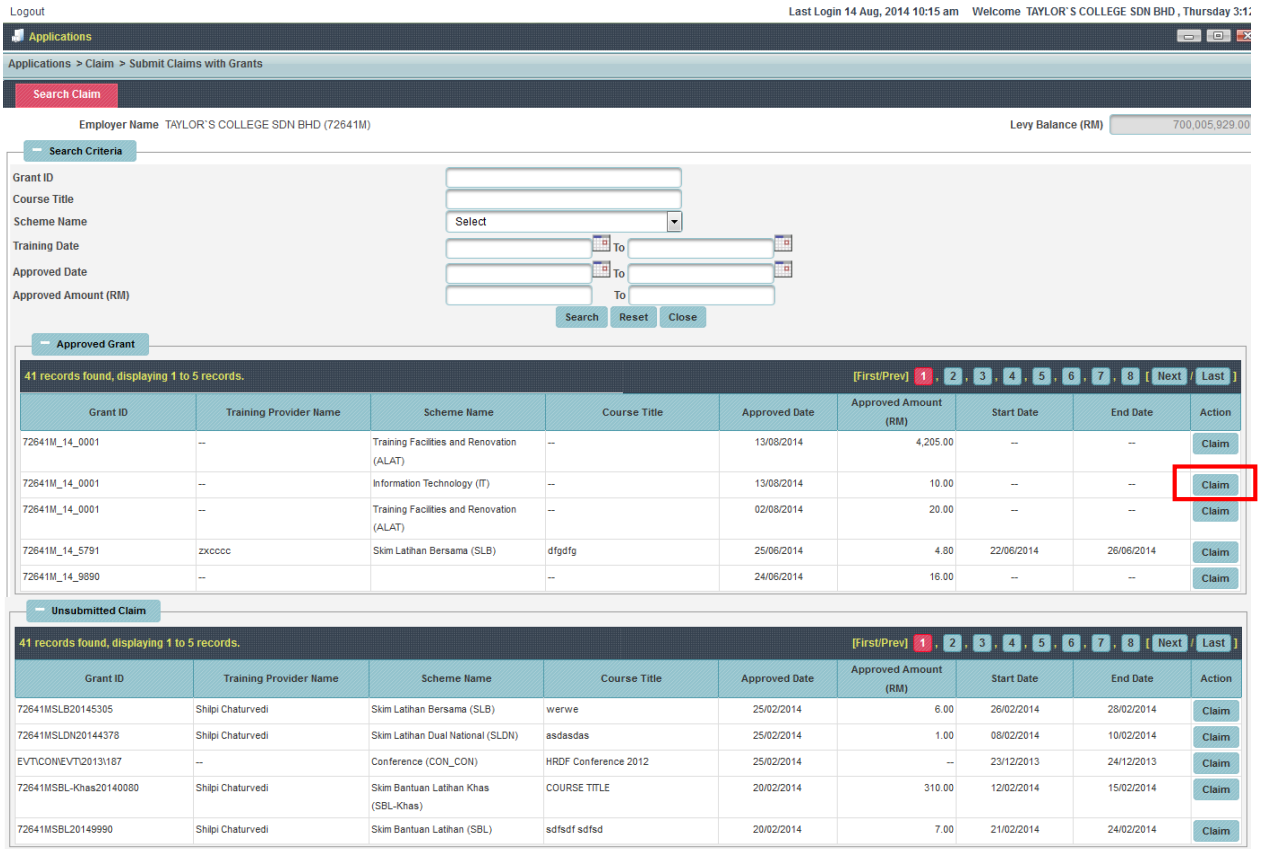


Step 10: Fill in the declaration then click 'Save & Submit'.
Result: The following message is displayed:



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).

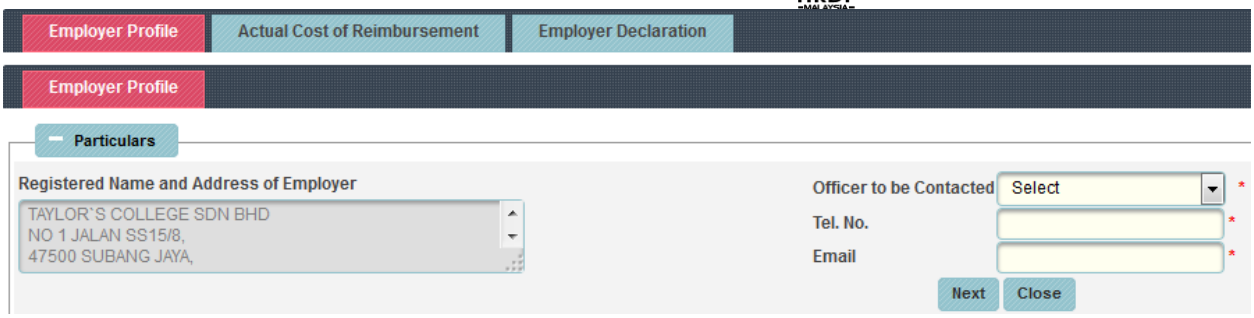


Follow the steps below to submit claims for IT:

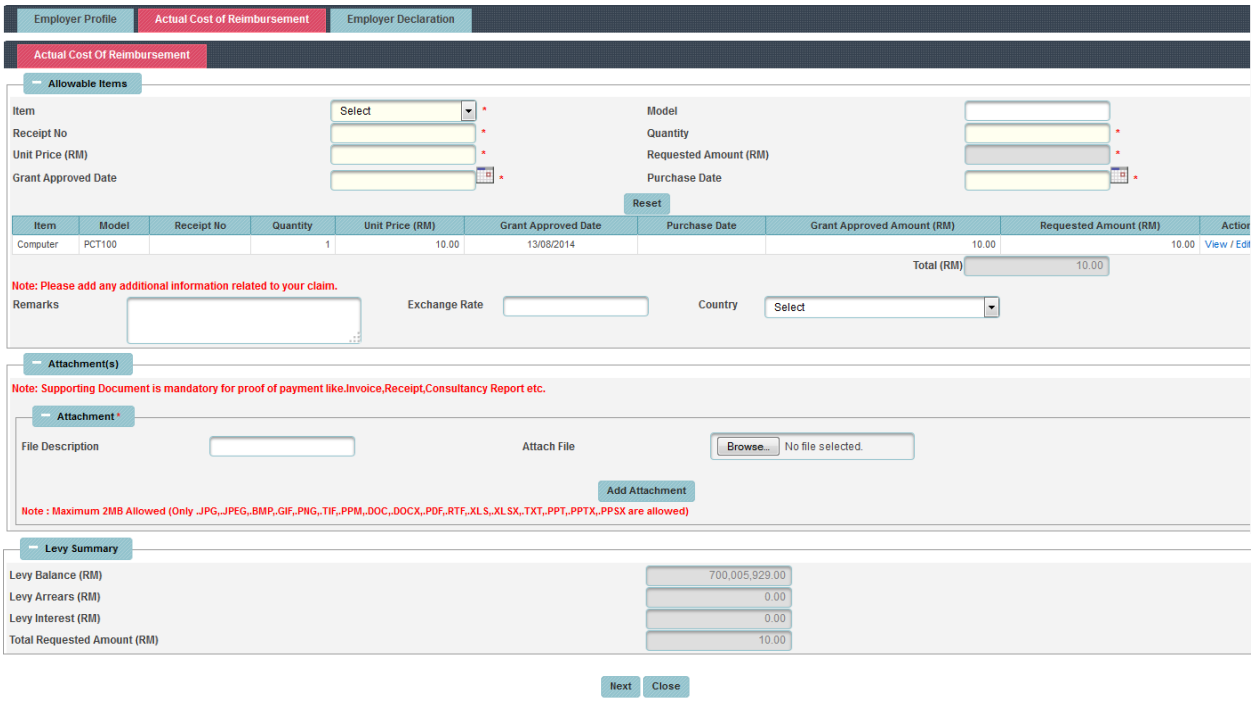
Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.
Result: The above screen is displayed.
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

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.

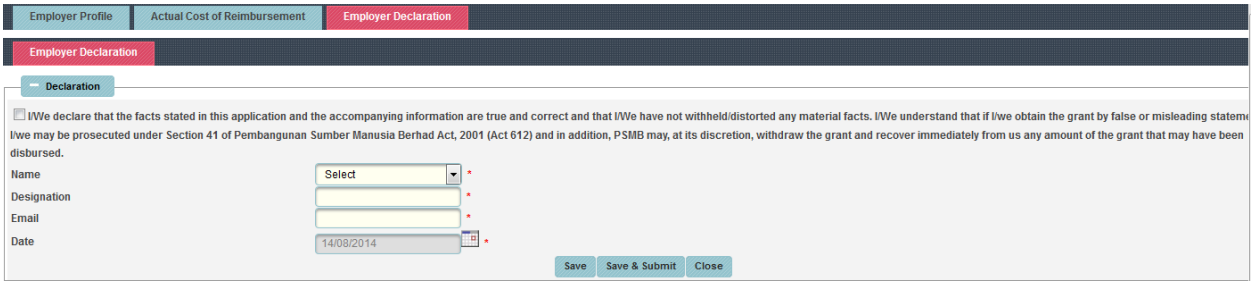
Step 3: Click 'Claim' button.
Result: The following screen is displayed:



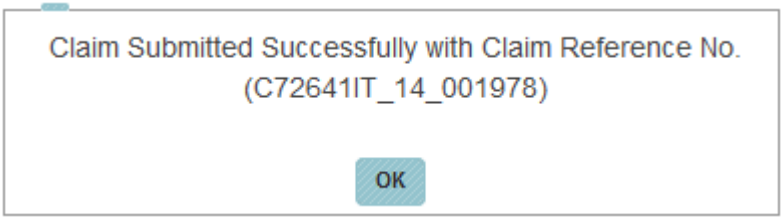
Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:



Step 5: Click 'Edit' to edit the claim details, if necessary, then click 'Next' button.
Result: The following screen is displayed:

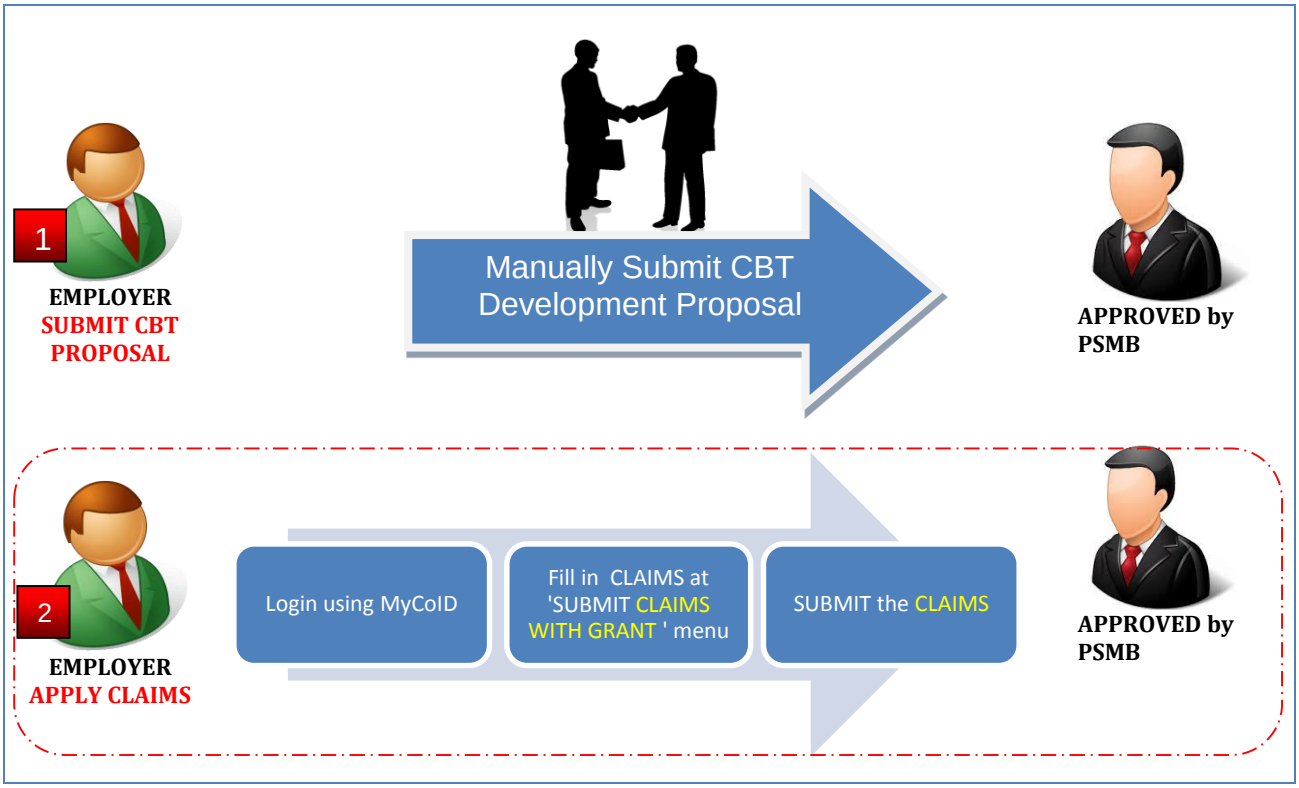


Step 6: Click on 'Save & Submit' button to proceed.
Result: The following screen is displayed:



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

Last Login 15 Aug, 2014 6:40 pm Welcome TAYLOR'S COLLEGE SDN BHD , Friday 6:50

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. [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_2033	--	Computer Based Training (Development) (CBT)	Project Management	15/08/2014	1,000.00	15/08/2014	15/08/2014	Claim
72641MSLB20141971	--	Skim Latihan 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 Latihan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Latihan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim
72641MSLB20141968	--	Skim Latihan 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
72641MSBL201421655	--	Skim Bantuan Latihan (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,

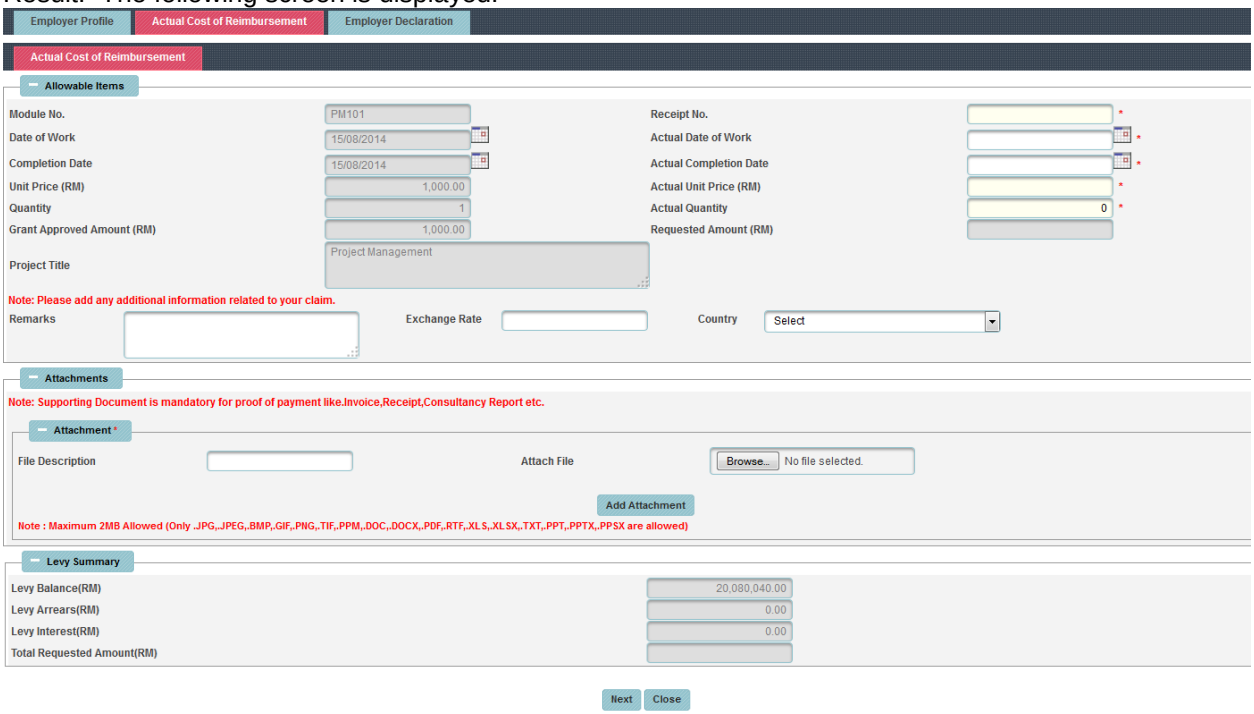
Officer to be Contacted Select *

Tel. No. *

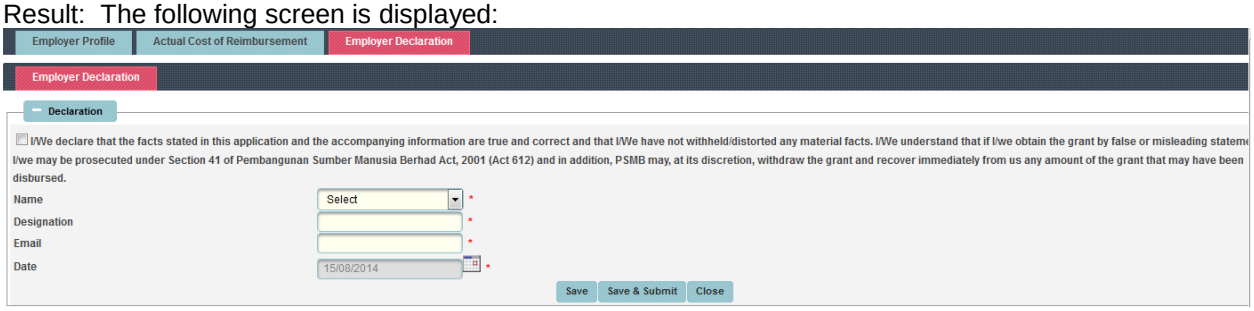
Email *

Next Close

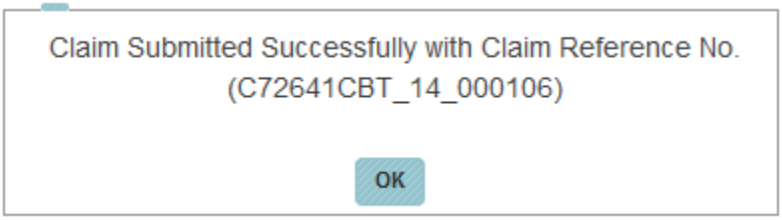
Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:



Step 5: Update the claim details, if necessary, then click 'Next' button.
Result: The following screen is displayed:



Step 6: Fill in the declaration section then click 'Save & Submit'.
Result: The following message is displayed:

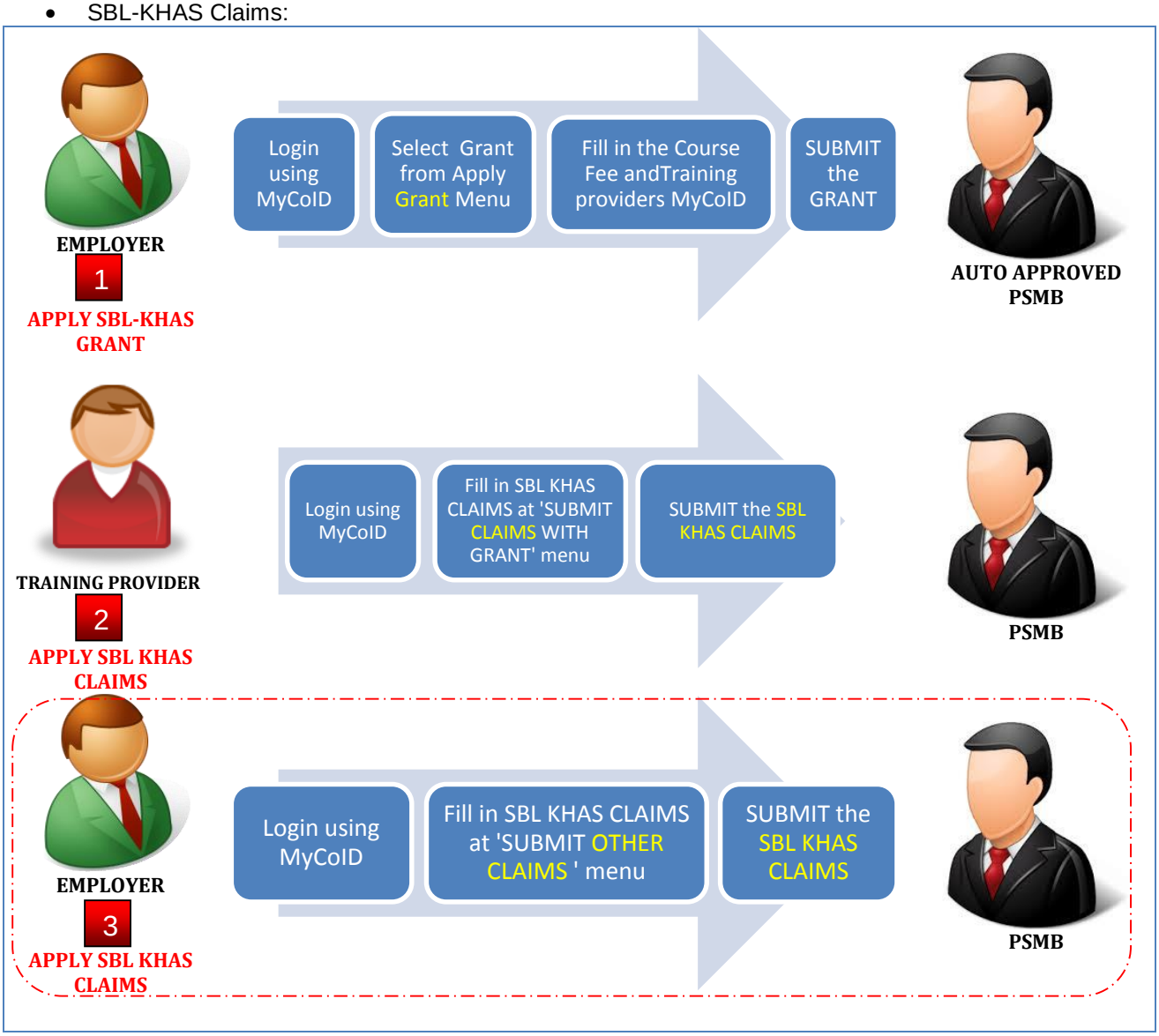


3.8 *SBL KHAS – Submit Claims*

Prerequisite: Grant is already approved.
Training Provider needs to submit claims first before the employer.

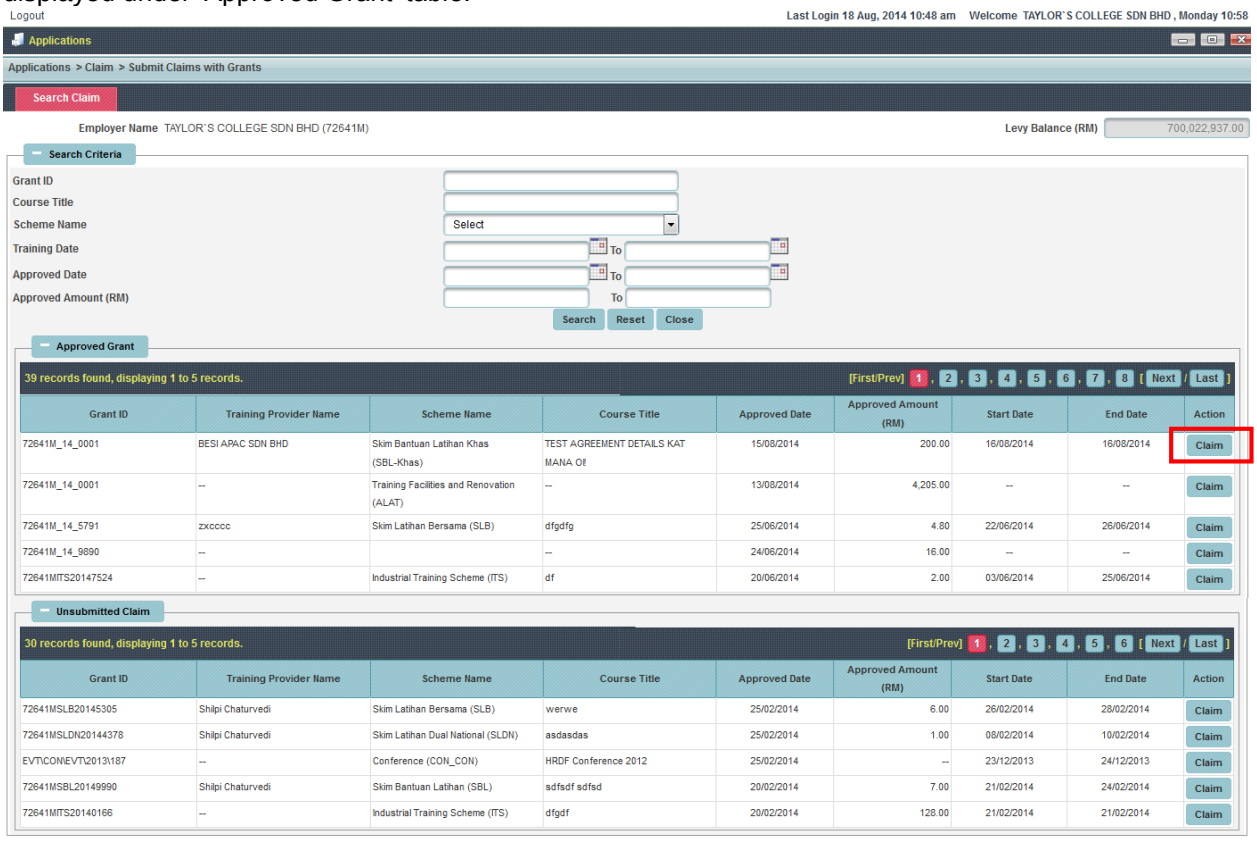
Flow Diagram for the following:

- SBL-KHAS Claims:



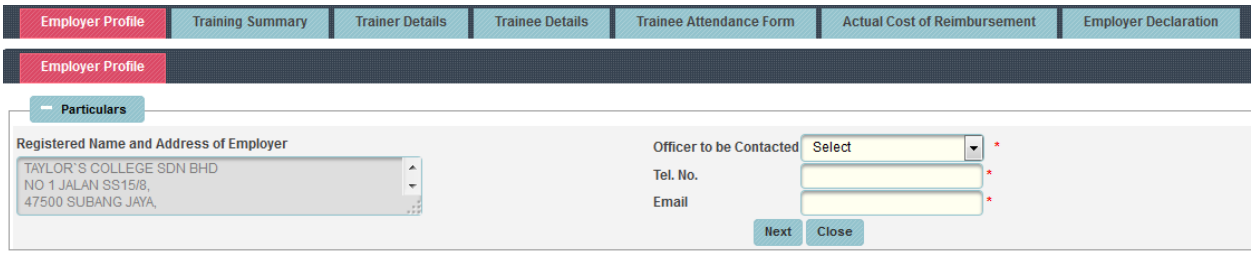
Follow the steps below to submit SBL Khas claims:

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.

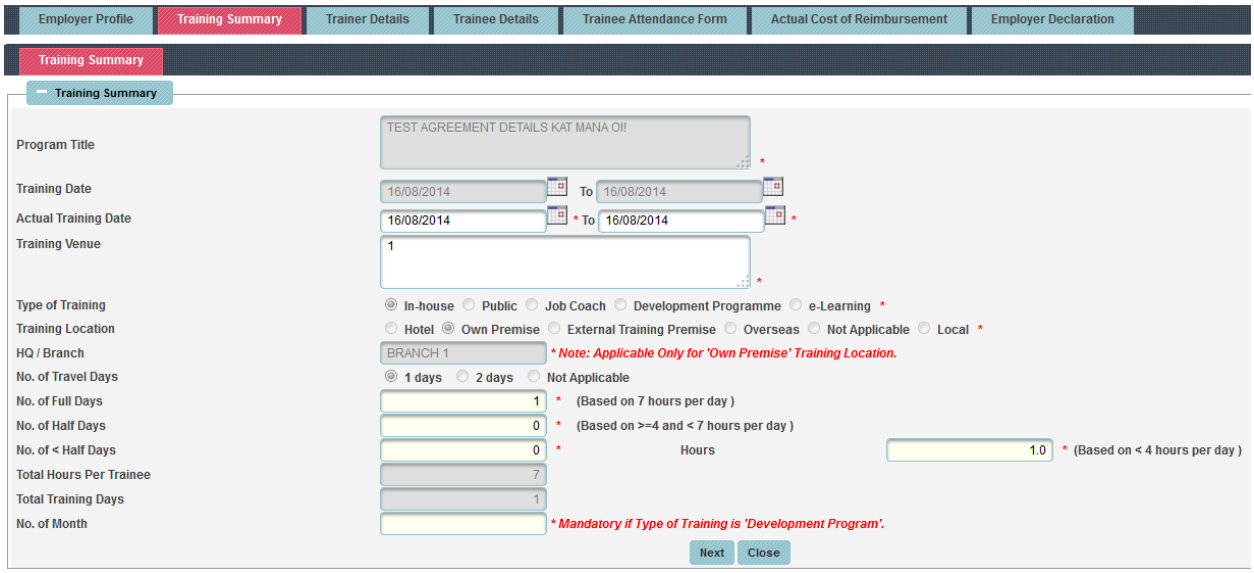


Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.
Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

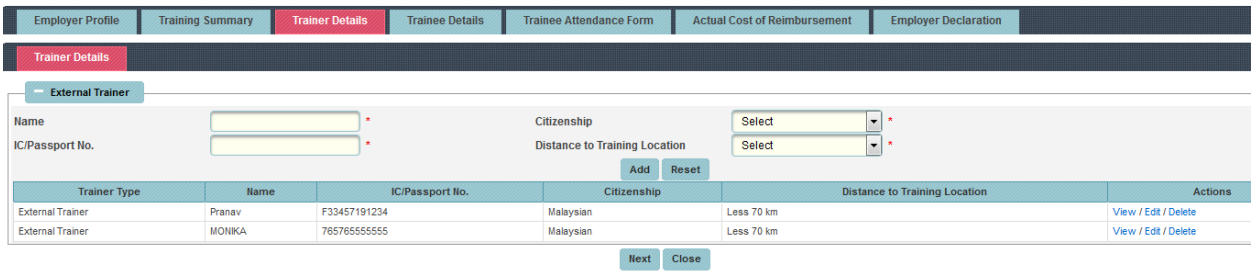
Step 3: Click 'Claim' button.
Result: The following screen is displayed:



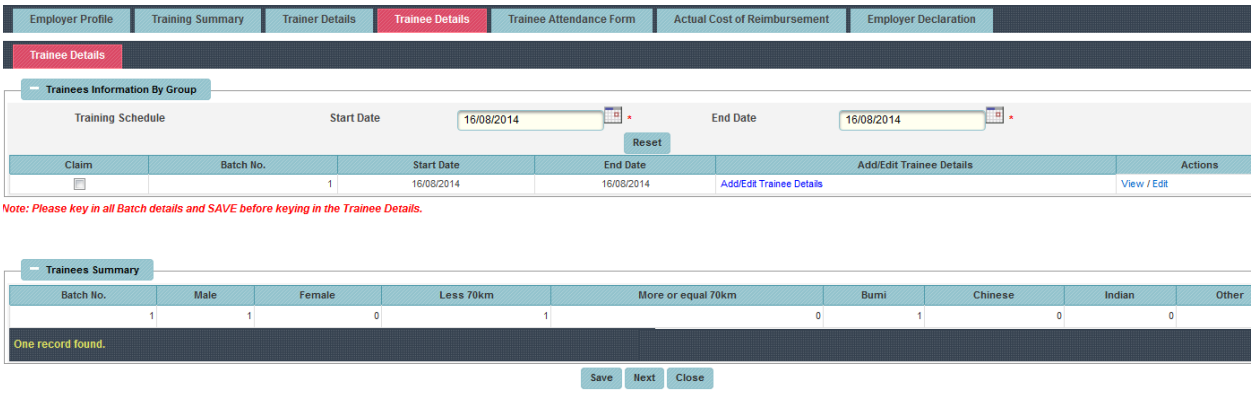
Step 4: Select the officer to be contacted then click 'Next'.
Result: The following screen is displayed.



Step 5: Click 'Next' after viewing the training summary.
Result: The following screen is displayed:

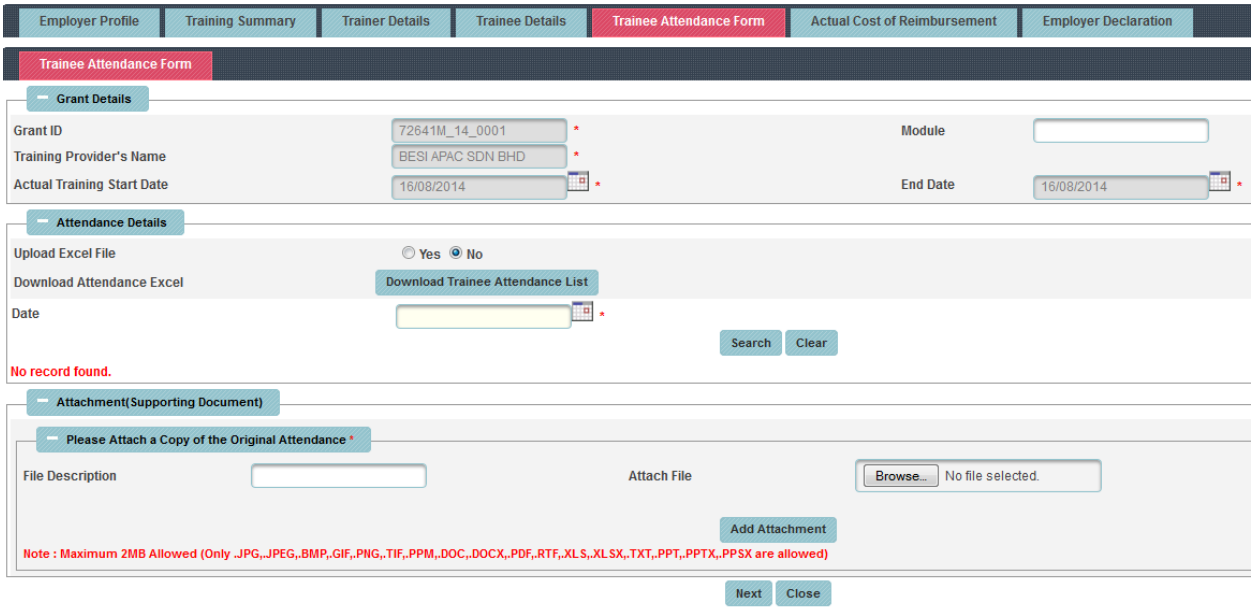


Step 6: View the details then click 'Next'.
Result: The following screen is displayed.

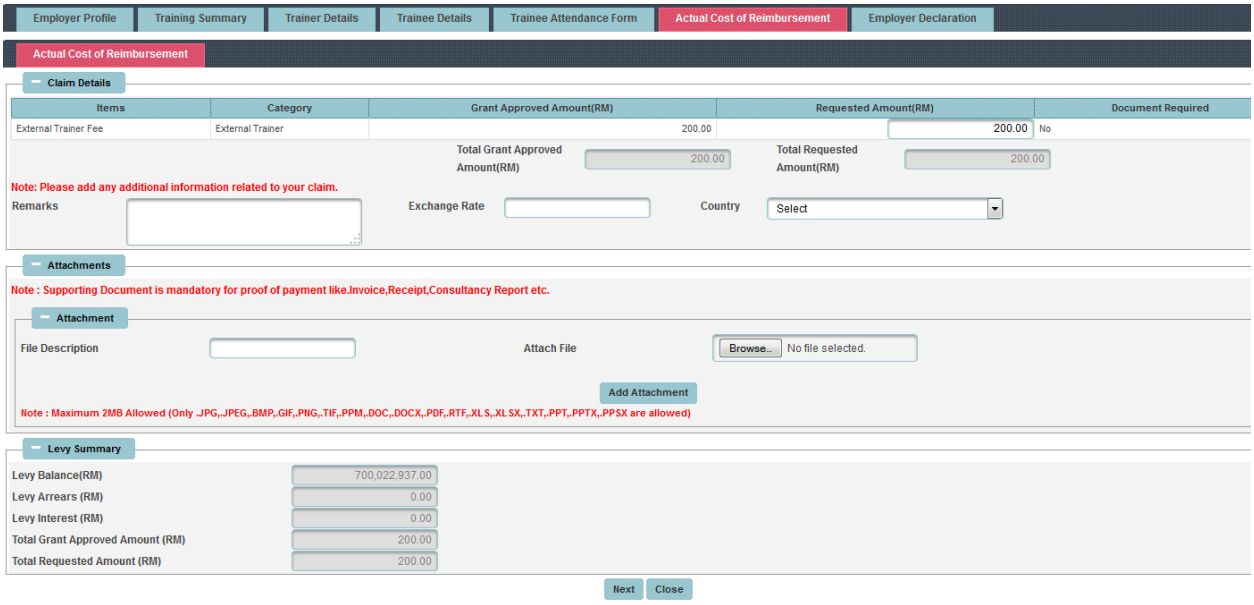


Step 7: View the details then click 'Next'.
Result: The following screen is displayed.

.

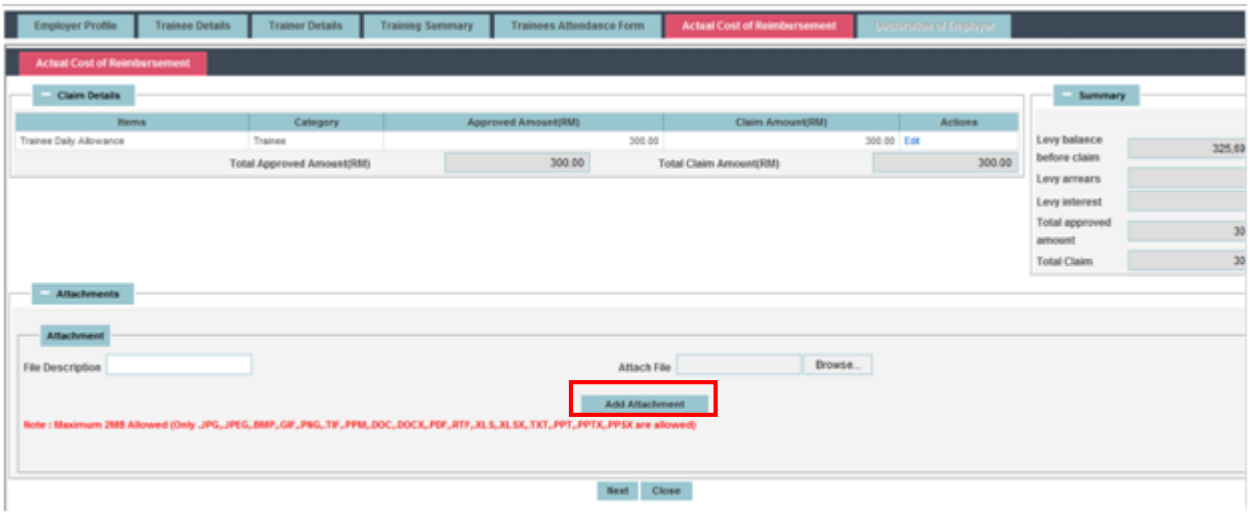


Step 8: Fill in the attendance form then click 'Next'.
Result: The following screen is displayed:



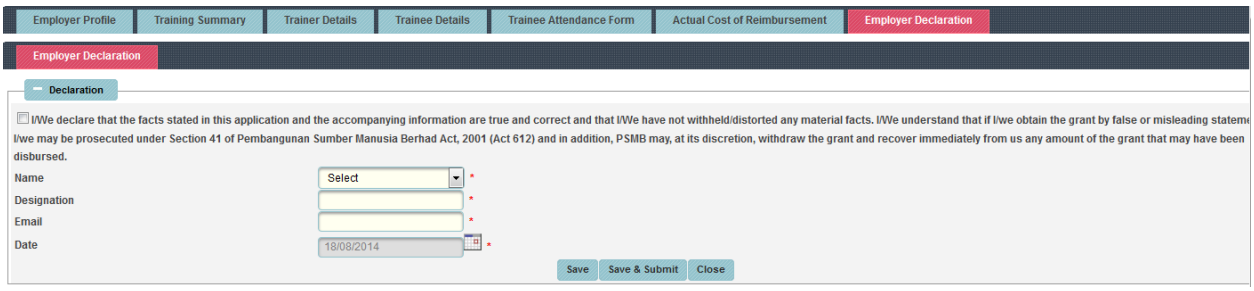
Step 9: Fill in the actual cost of reimbursement then enter the claim amount.

Step 10: Fill in the file description then click 'Browse' to locate file for attachment.

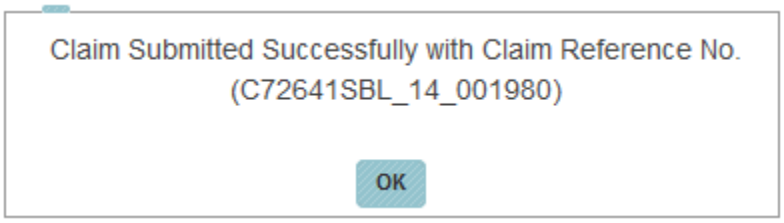


Step 11: Click 'Add Attachment' to attach the file.
Result: The softcopy of the file will be attached.

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

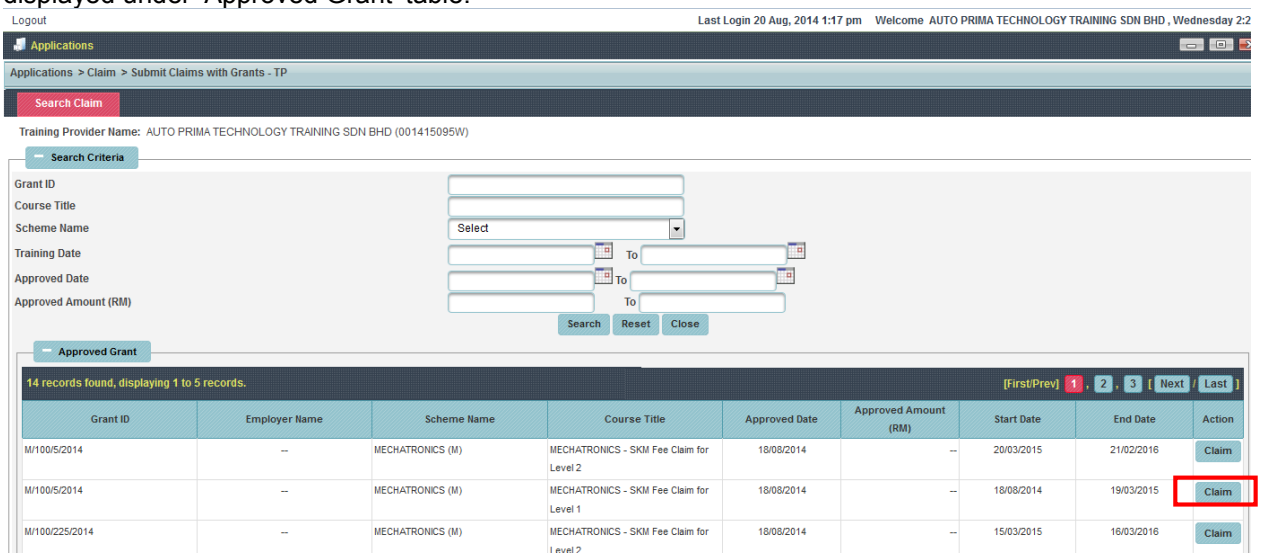
4.1 *Apprenticeship – Submit Claims*

Prerequisite:

- Apprenticeship grant had been approved.
- Training had been conducted.
- Training Provider had submitted and finalized the apprenticeship attendance.

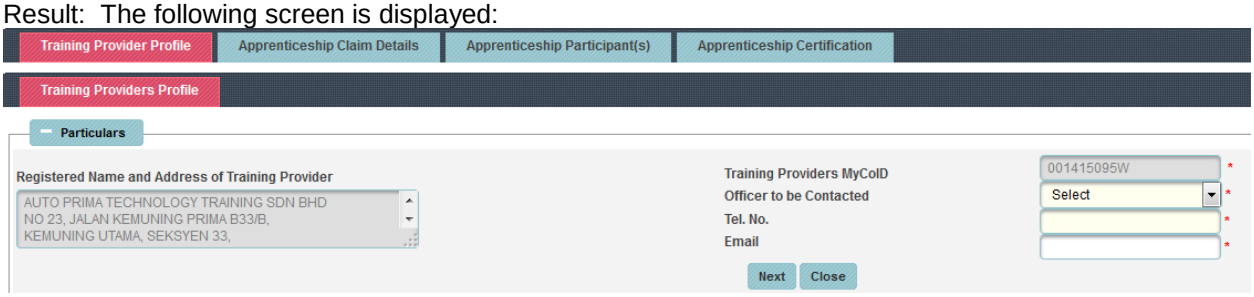
Follow the steps below to submit claims for Apprenticeship.

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.

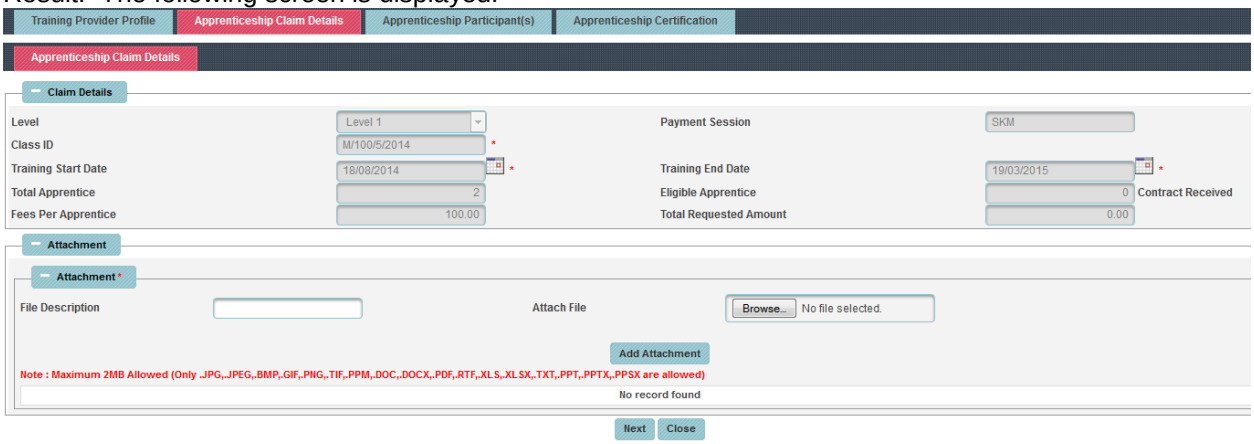


Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.
Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.
Result: The following screen is displayed:

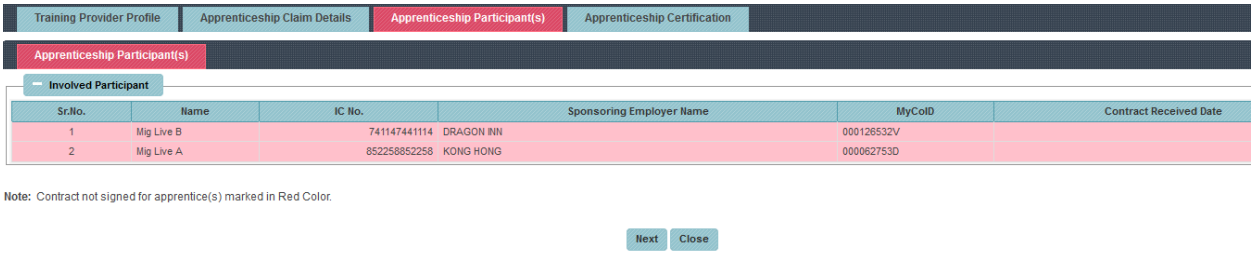


Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:

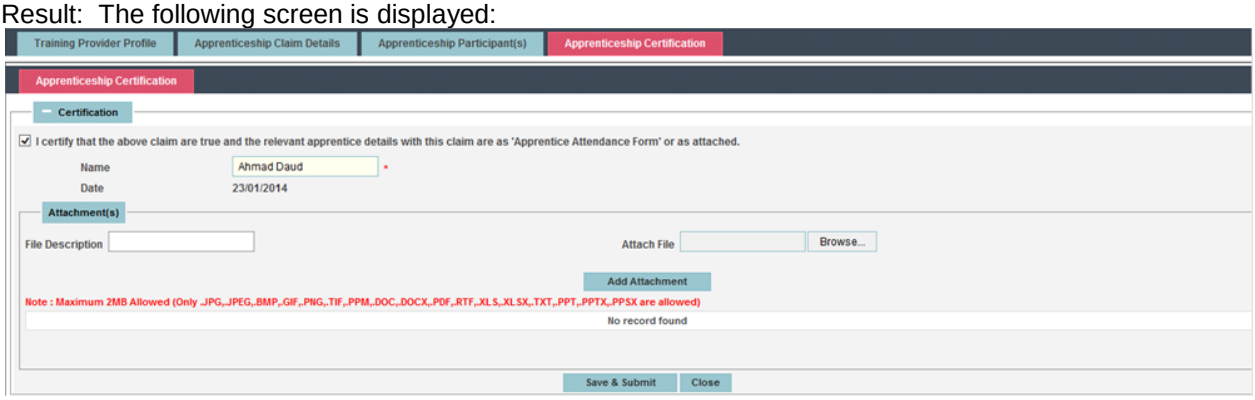


Step 5: Fill in the claim details.

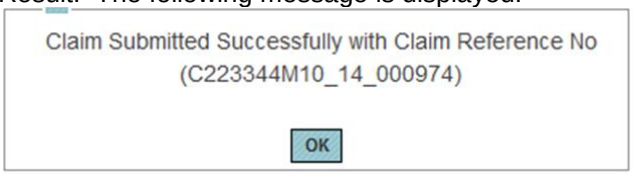
Step 6: Click 'next' button.
Result: The following screen is displayed:



Step 7: Click 'Next'.
Result: The following screen is displayed:



Step 8: Fill in the declaration then click 'Save & Submit'.
Result: The following message is displayed:



Section 5 Submit Claims for Event

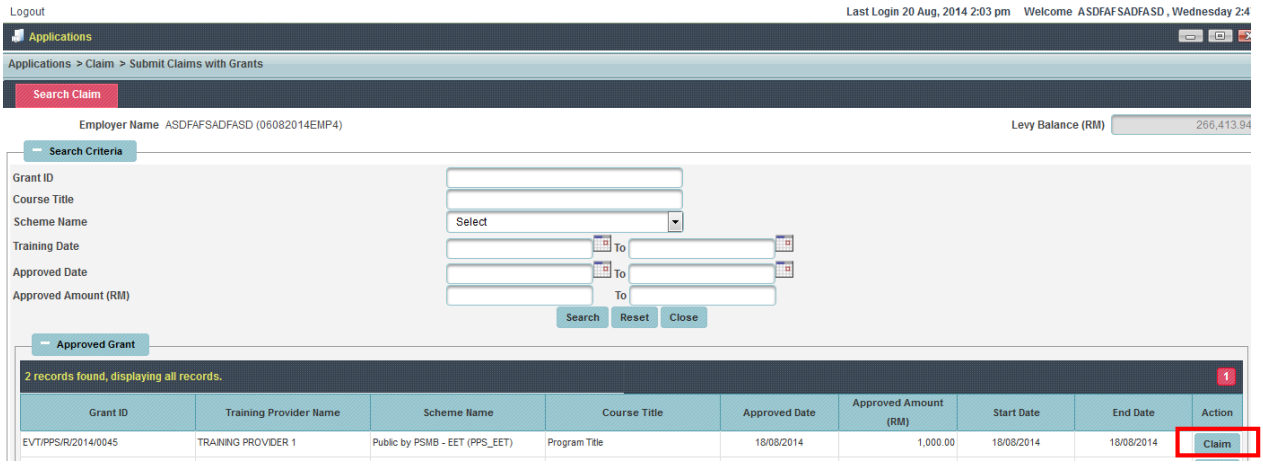
5.1 *Event – Submit Claims*

Prerequisite:

- Event had been approved.
- Training had been conducted.
- Employer or Training Provider had submitted and finalized the trainees' attendance.

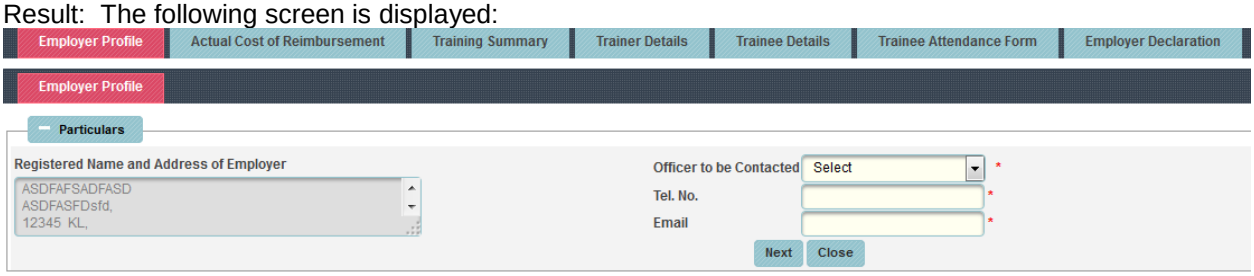
Follow the steps below to submit claims for Event.

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.

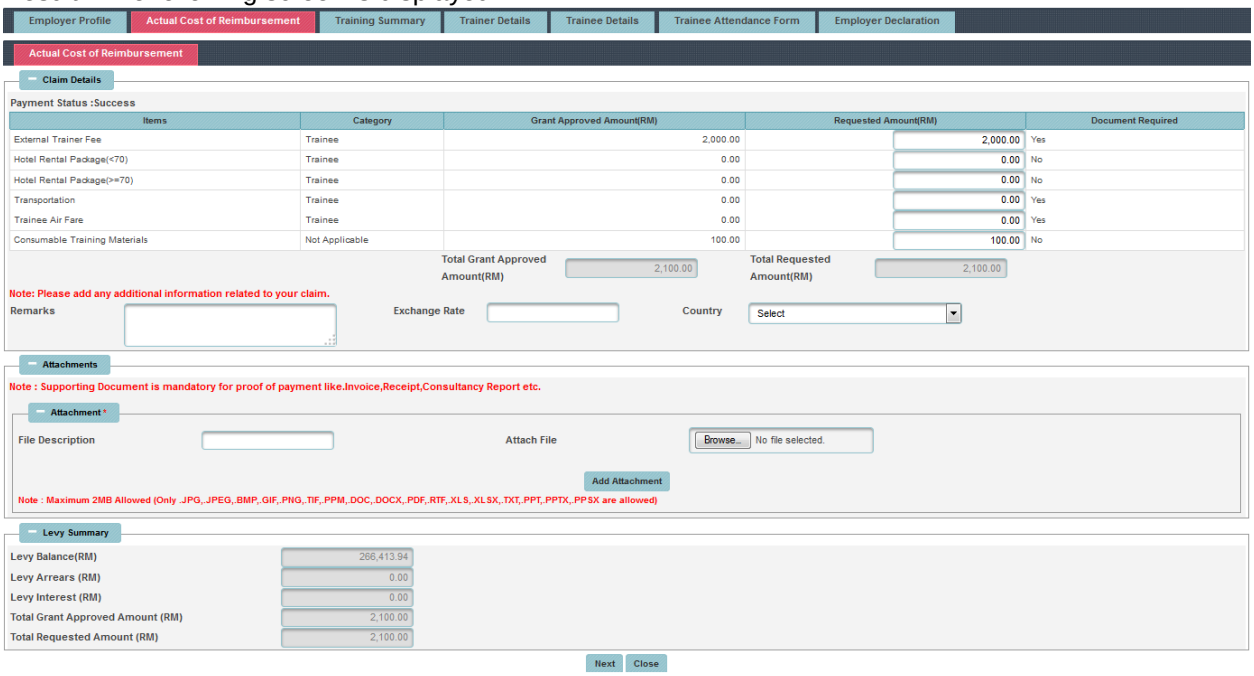


Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.
Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.
Result: The following screen is displayed:

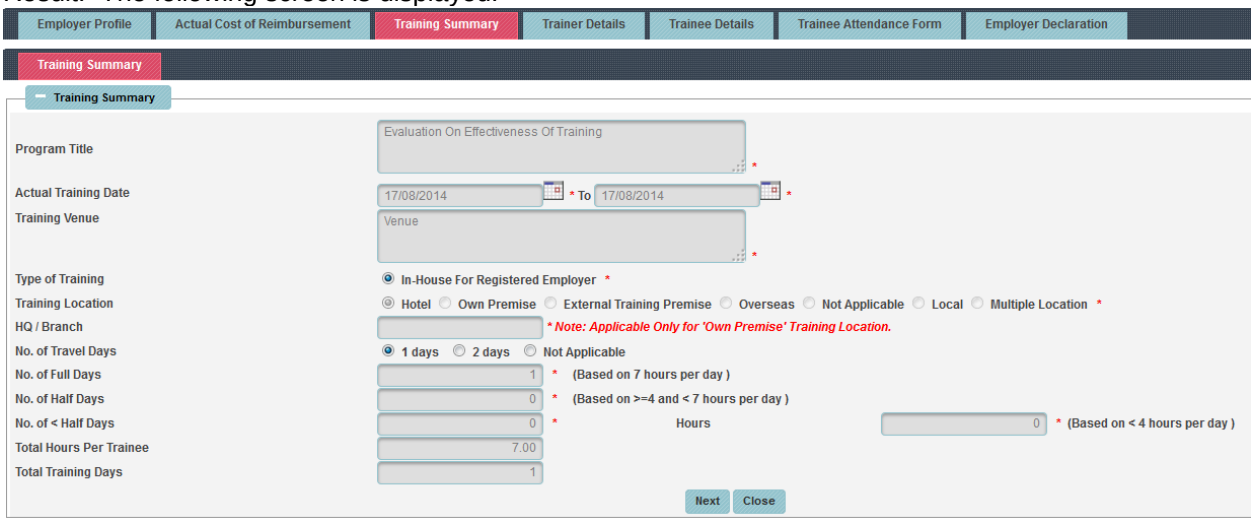


Step 4: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:

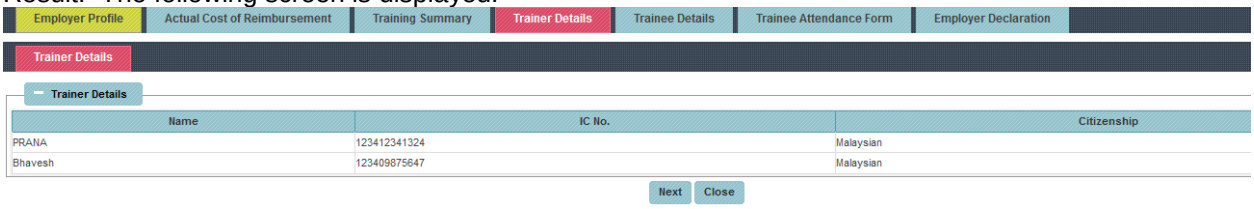


Step 5: Fill in the claim details .

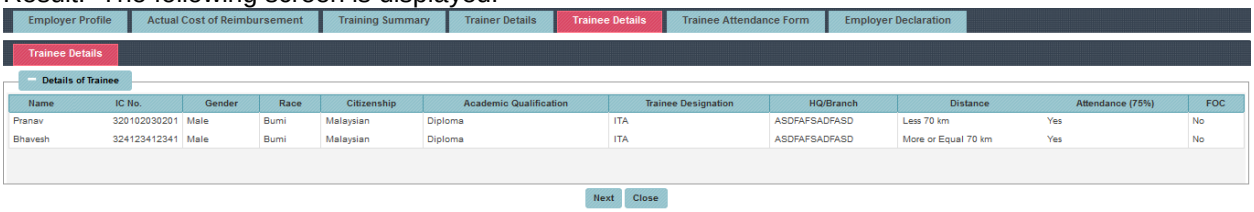
Step 6: Click 'next' button.
Result: The following screen is displayed:



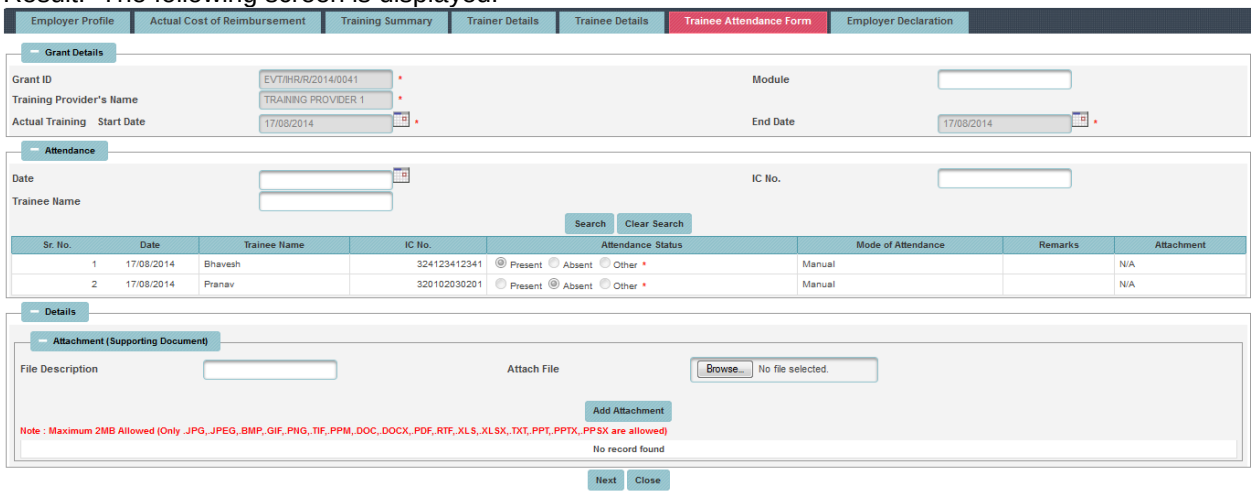
Step 7: Click 'Next'.
Result: The following screen is displayed:



Step 8: Click 'Next'.
Result: The following screen is displayed.

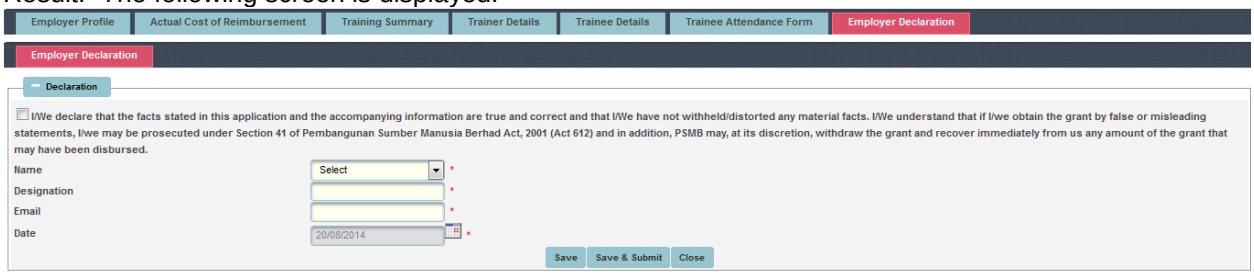


Step 9: Click 'Next'.
Result: The following screen is displayed.

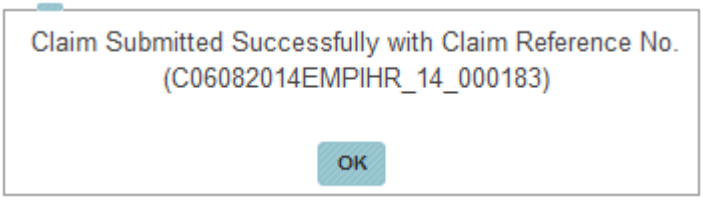


Step 10: Update the trainee attendance.

Step 11: Click 'Next'
Result: The following screen is displayed:



Step 12: Fill in the employer declaration then click 'Save & Submit'.
Result: The following message is displayed:

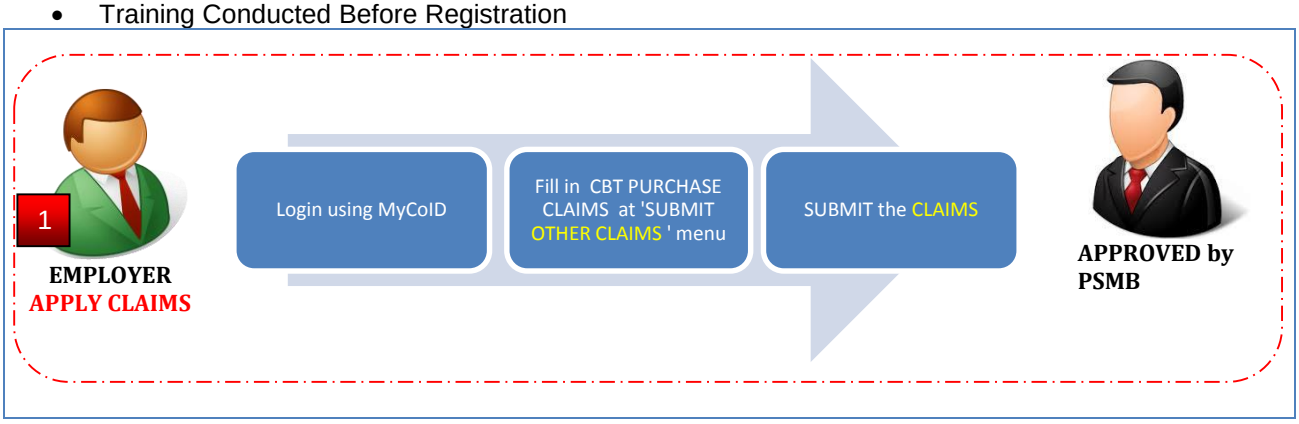


Section 6 Direct Reimbursement Claims

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

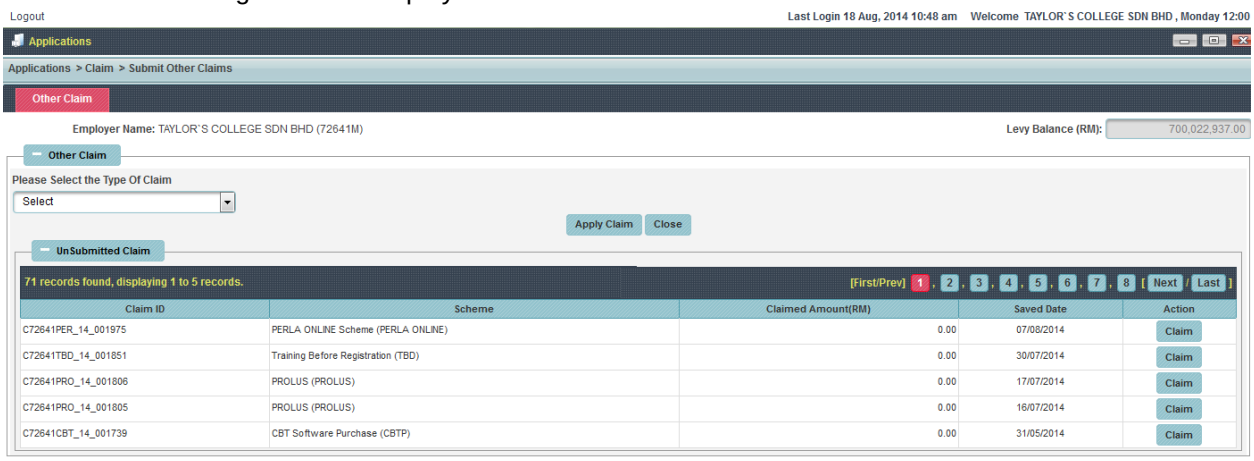


6.2 *CBT Purchase – Direct Reimbursement Claims*

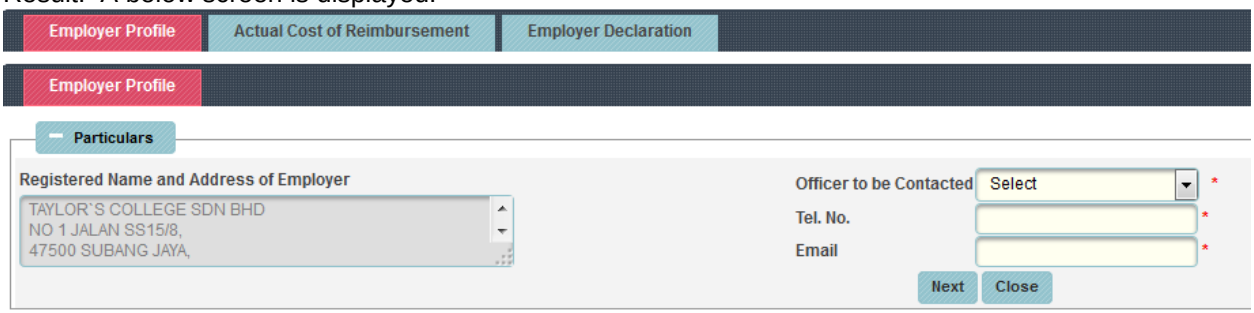
Prerequisite: Employer may submit direct claims for CBT purchase. Employer will receive notification from PSMB to submit CBT claims, if the employer is eligible for this type of claim.

This section will guide you on how to submit direct claims for CBT purchase.

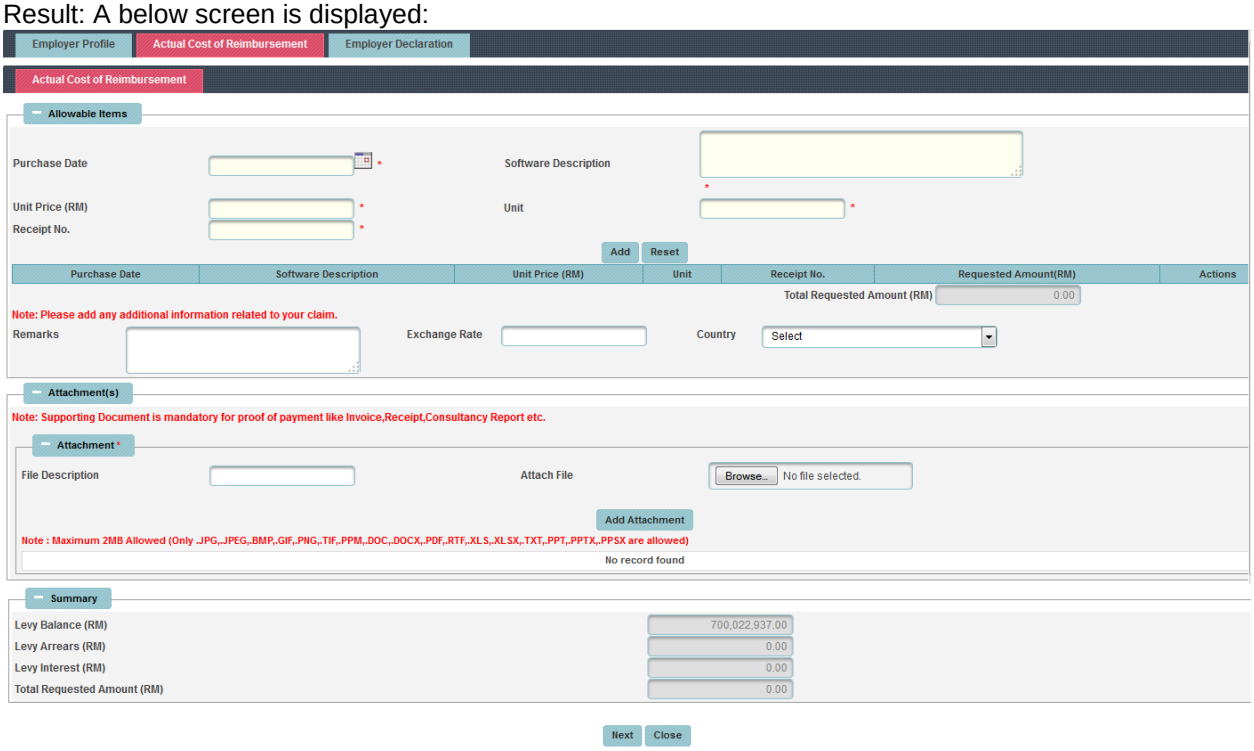
Step 1: Select from menu 'Claim' > 'Submit Other Claims'.
Result: The following screen is displayed.



Step 2: Select claim type 'CBT Software Purchase' from the dropdown list then click 'Apply Claim' button.
Result: A below screen is displayed:

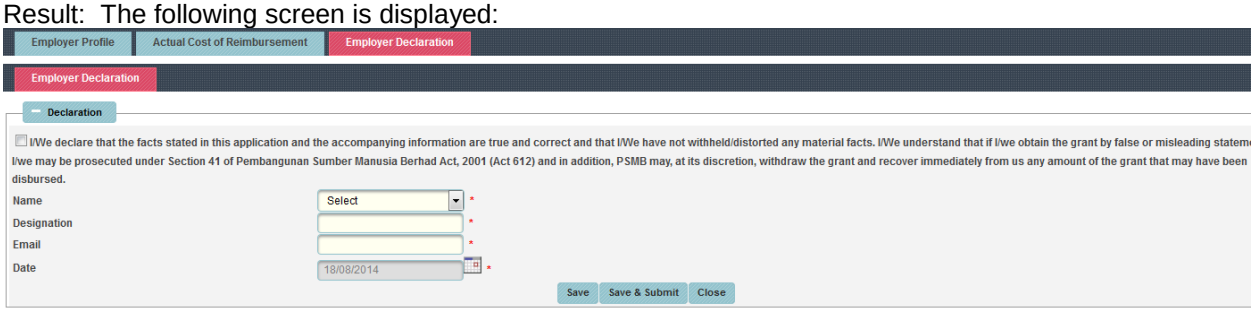


Step 2: Select the officer's name then click on 'Next' button to proceed.
Result: A below screen is displayed:

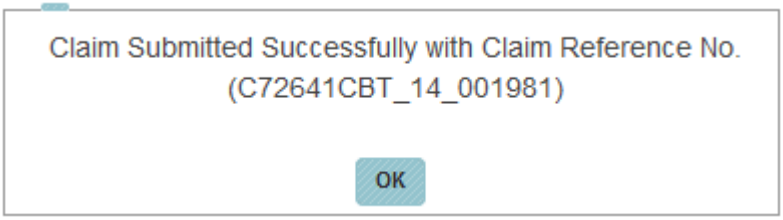


Step 3: Key-in the allowable items then click 'Add'.
Result: The allowable item is added.

Step 4: Add an attachment then click 'Next'.
Result: The following screen is displayed:



Step 5: Fill up the form then click on 'Save & Submit' button to proceed.
Result: The following message is displayed:

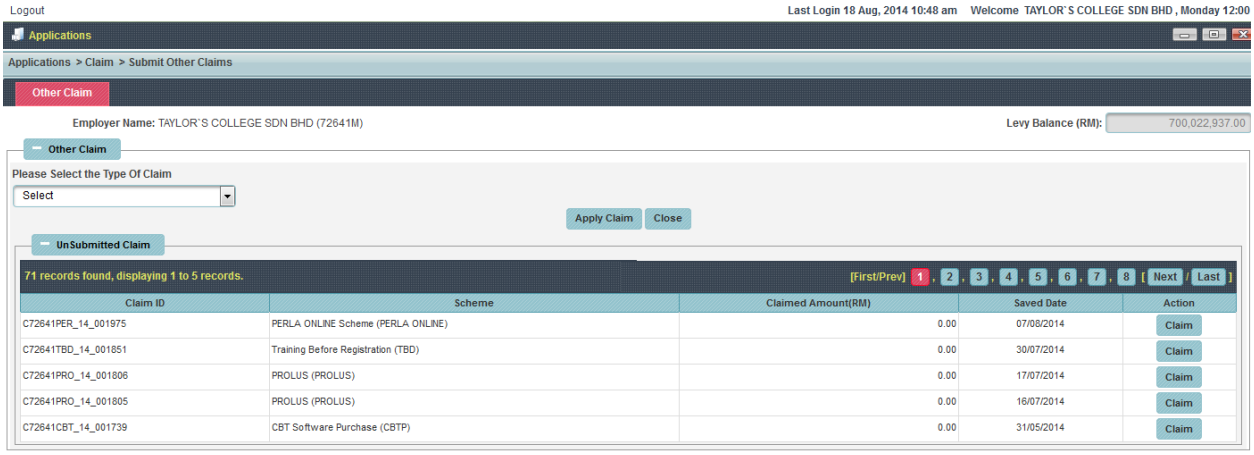


6.3 *Training Before Registration – Direct Reimbursement Claims*

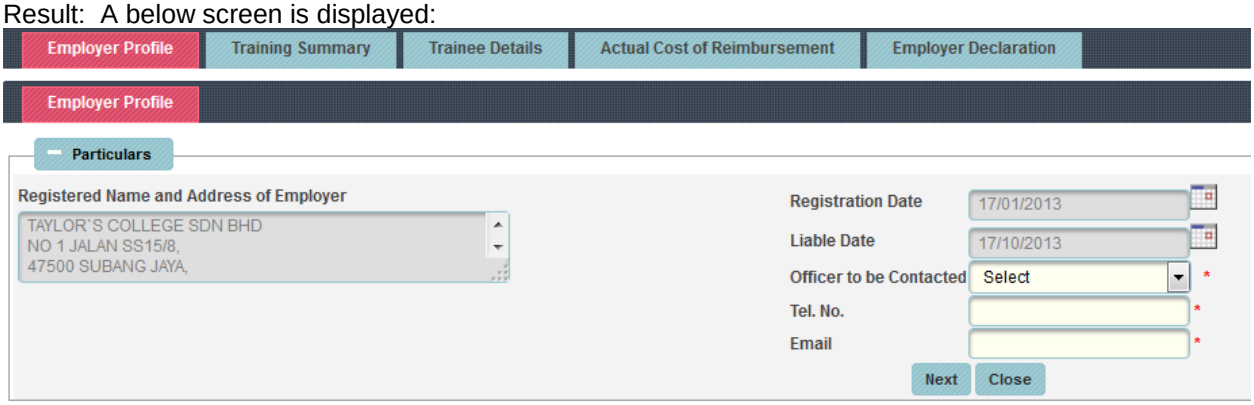
Prerequisite: Newly registered employer is allowed to apply claims for training which had occurred prior to the employer's registration with PSMB.

This section will guide you on how to submit direct claims for Training before Registration.

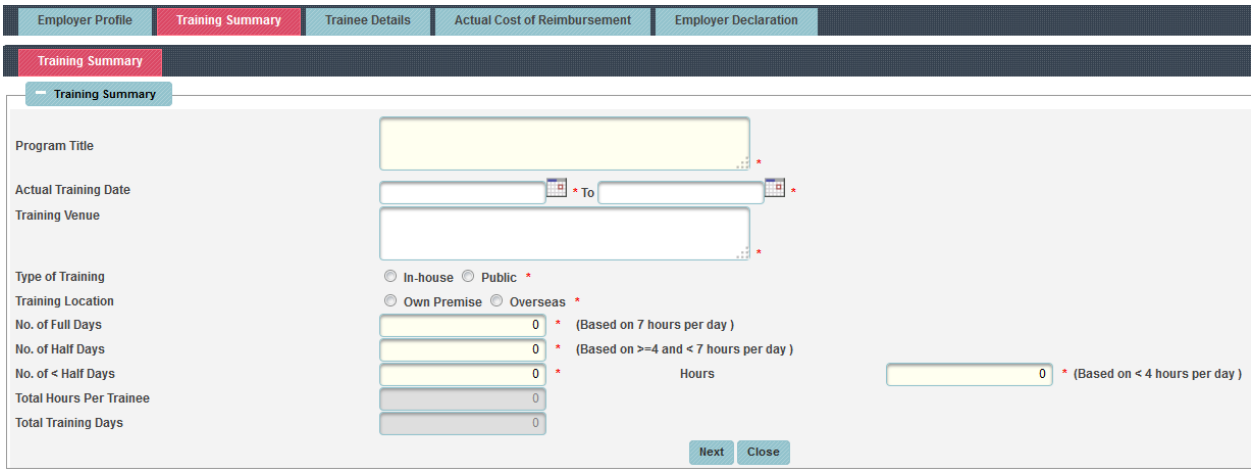
Step 1: Select from menu 'Claim' > 'Submit other Claims'.
Result: The following screen is displayed.



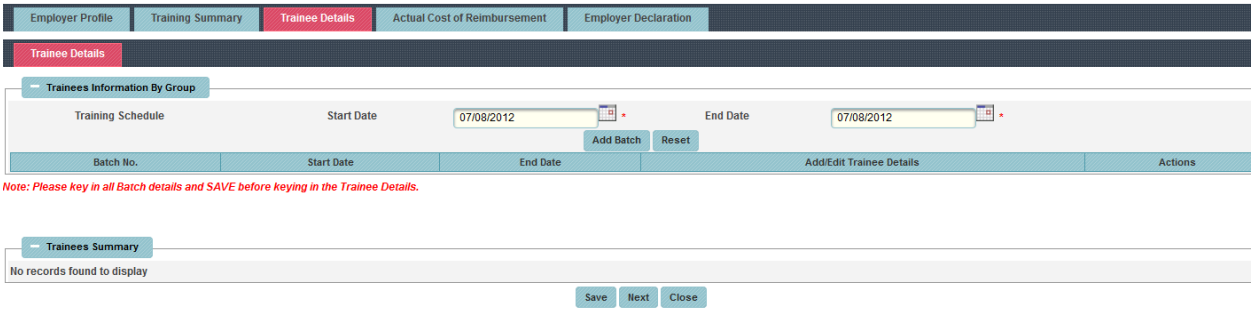
Step 2: Select claim type 'Training conducted before registration' from the dropdown list then click 'Apply Claim'.
Result: A below screen is displayed:



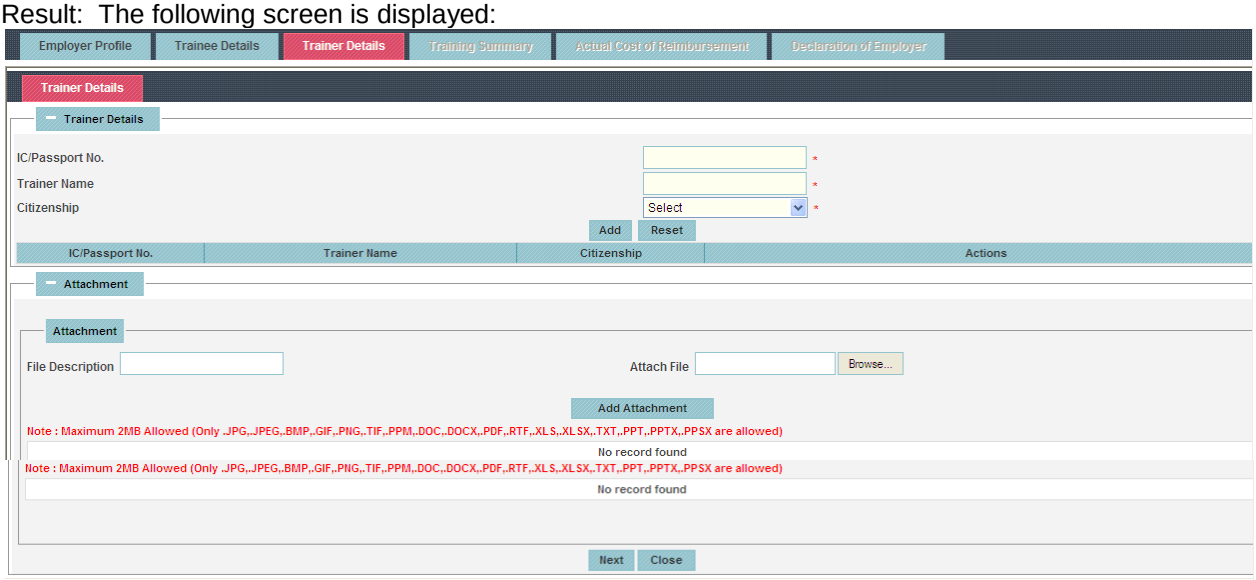
Step 3: Select the Officer's name then click 'Next' button.
Result: The following screen is displayed:



Step 4: Fill in the form then click 'Next' button.
Result: The following screen is displayed:

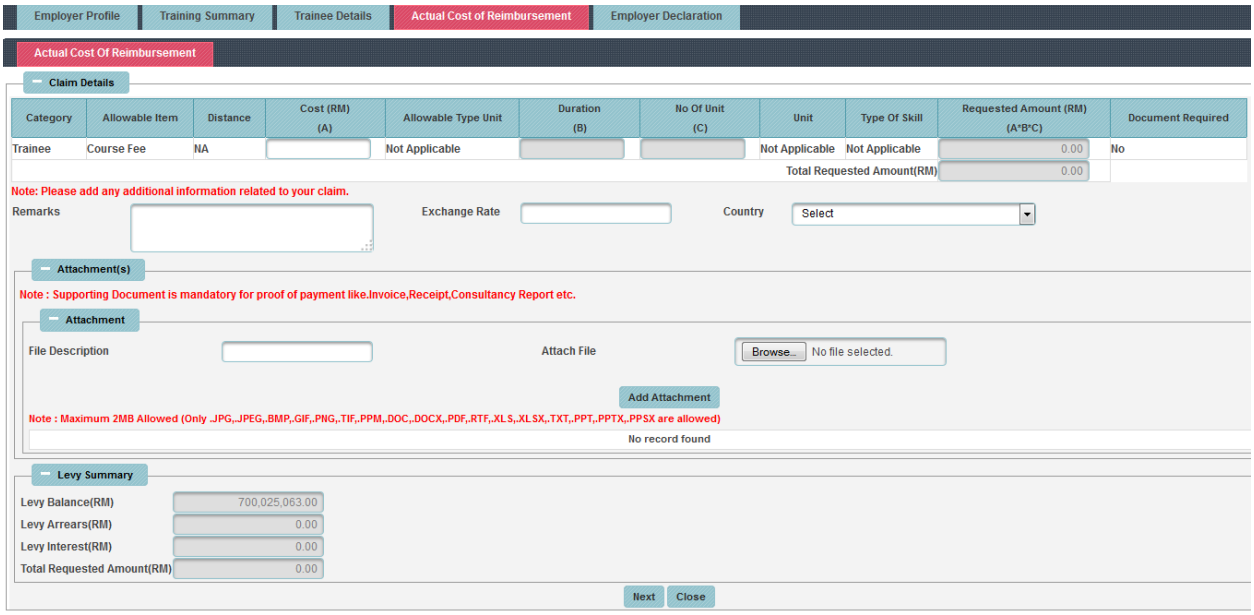


Step 5: Click 'next' button.
Result: The following screen is displayed:

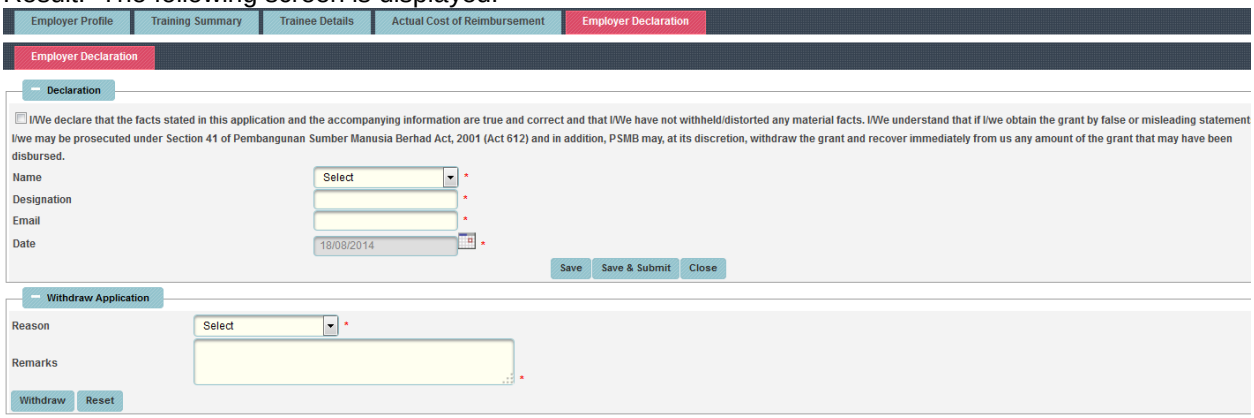


Step 6: Enter the trainee's then click 'Add' button.

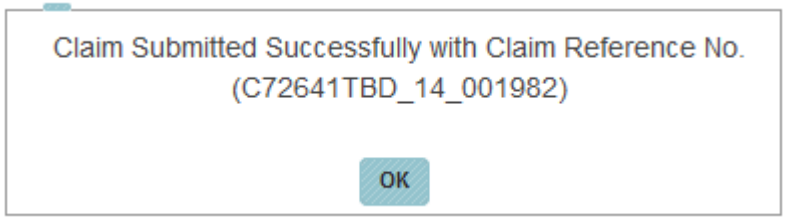
Step 7: Click 'next' button.
Result: The following screen is displayed:



Step 8: Enter the actual cost of reimbursement then click 'Next'.
Result: The following screen is displayed:



Step 9: Fill in the declaration section then click on 'Save & Submit' button to proceed.
Result: The following message is displayed:

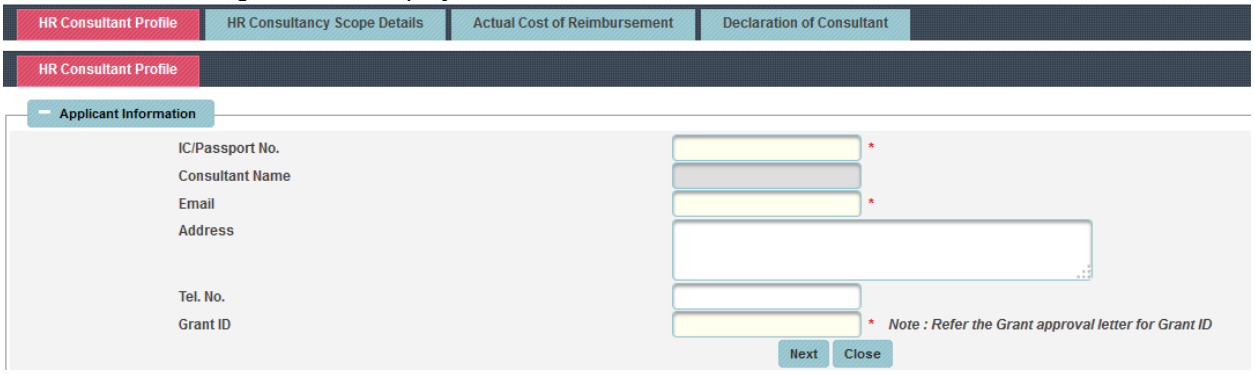


Section 7 HR Consultancy and Advisory Claims

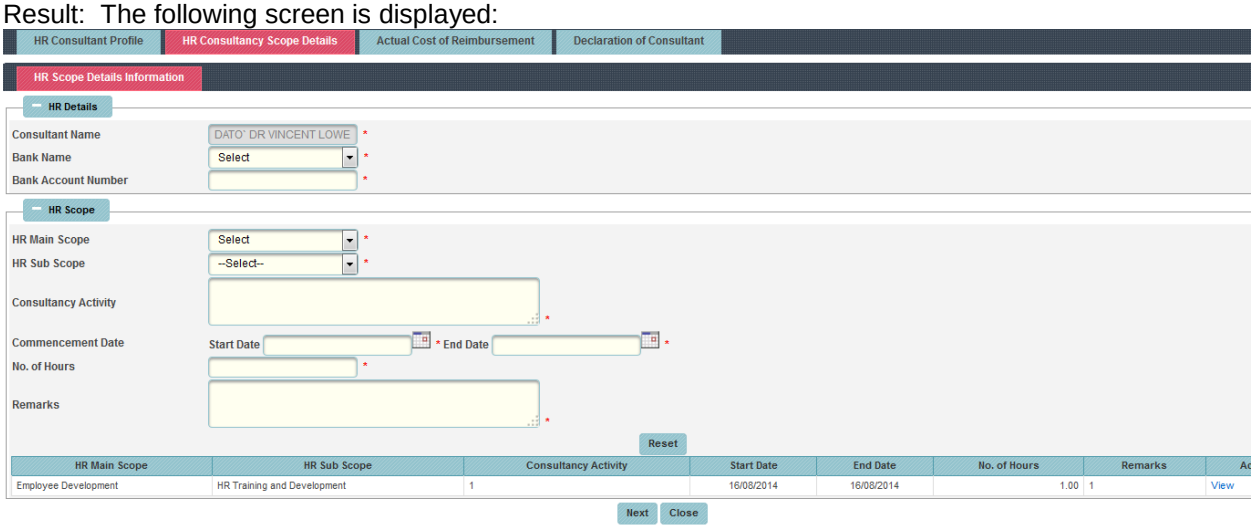
7.1 *NHRC Claims*

Follow the steps below to submit NHRC claims:

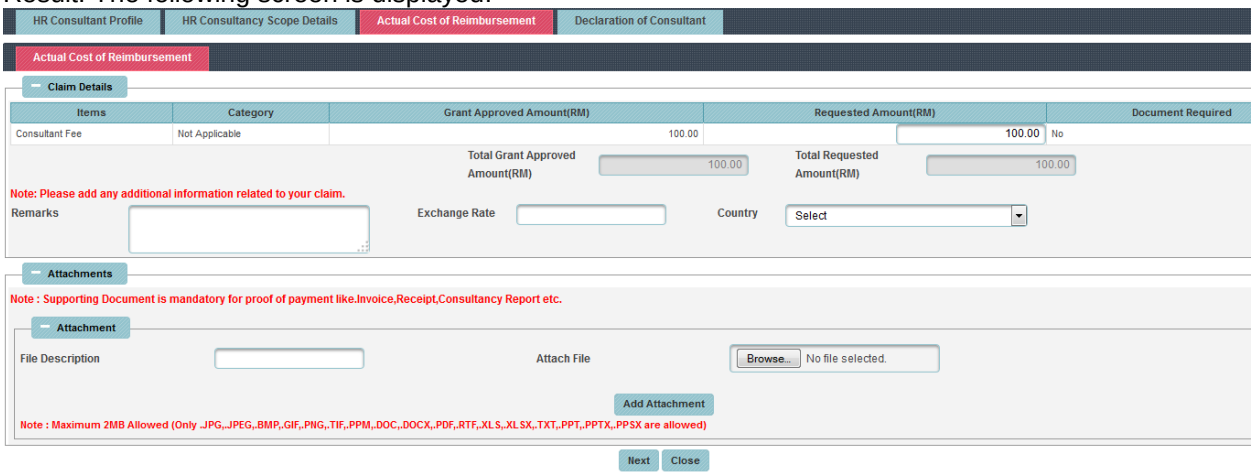
Step 1: From the portal, select from menu ‘HR Consultant’ > ’TNA/HR Consultant Claim Application’.
Result: The following screen is displayed.



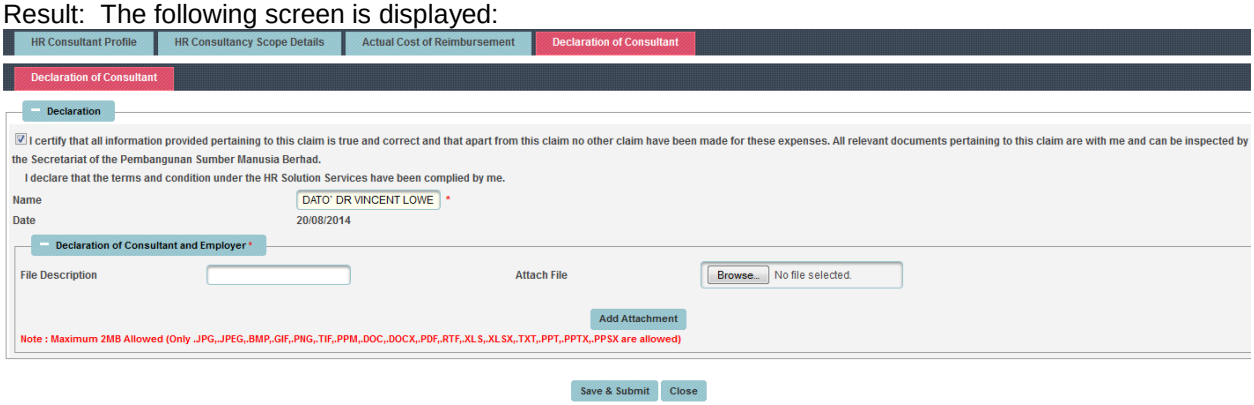
Step 2: Enter the HR Consultant Profile details and click ‘Next’ button.
Result: The following screen is displayed:



Step 3: Update the details then click on 'Next' button to proceed.
Result: The following screen is displayed:

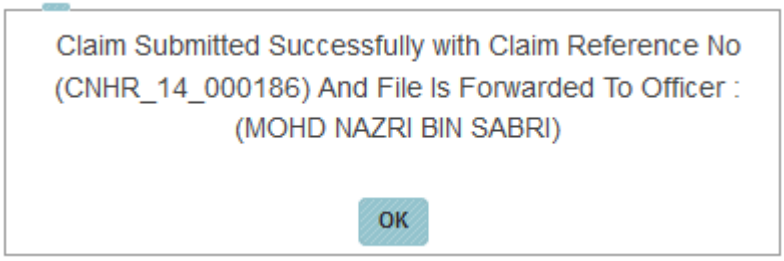


Step 4: Update the details then click 'Next'.
Result: The following screen is displayed:



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:



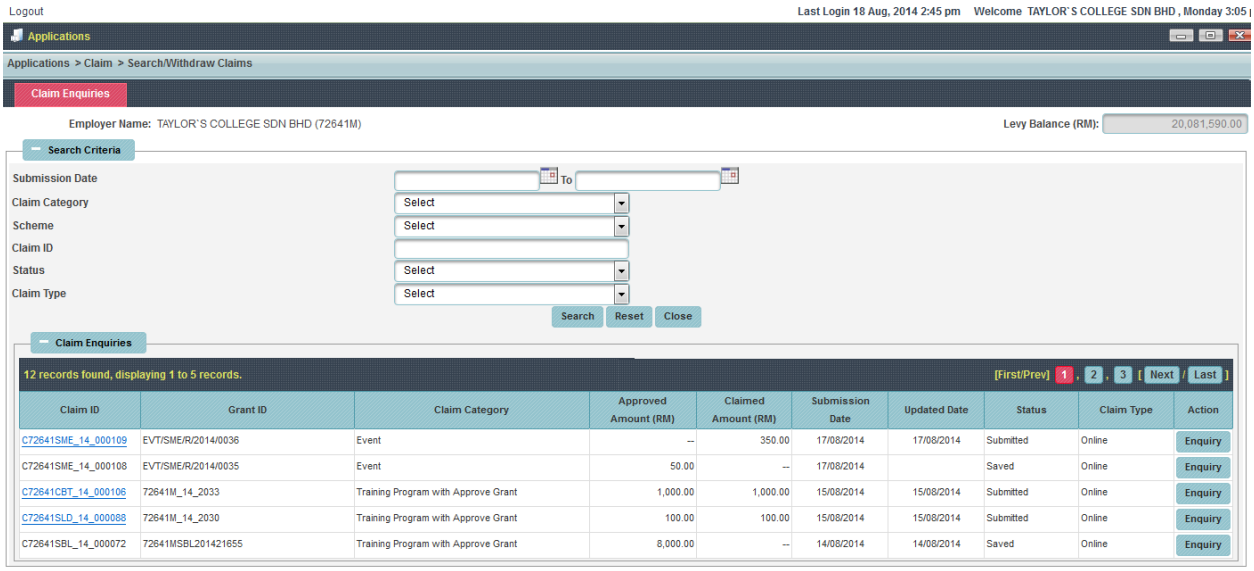
Section 8 Search/Withdraw Claims

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.



EVENT MODULE

Section 1 Event Overview

1.1 *General Event Functions*

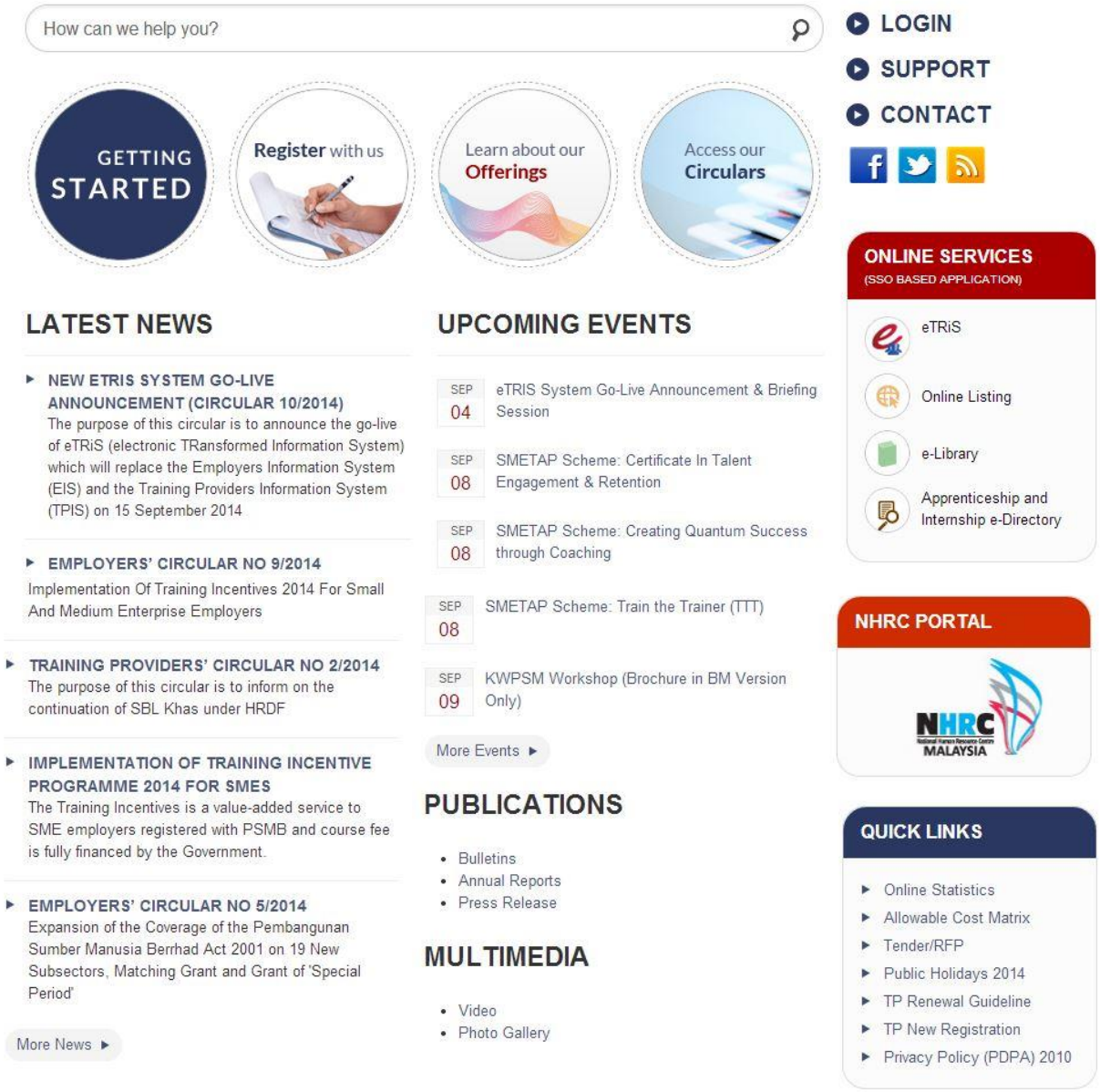
Below are the related functions:

Section 2 Submit Event Registration from Employers Application

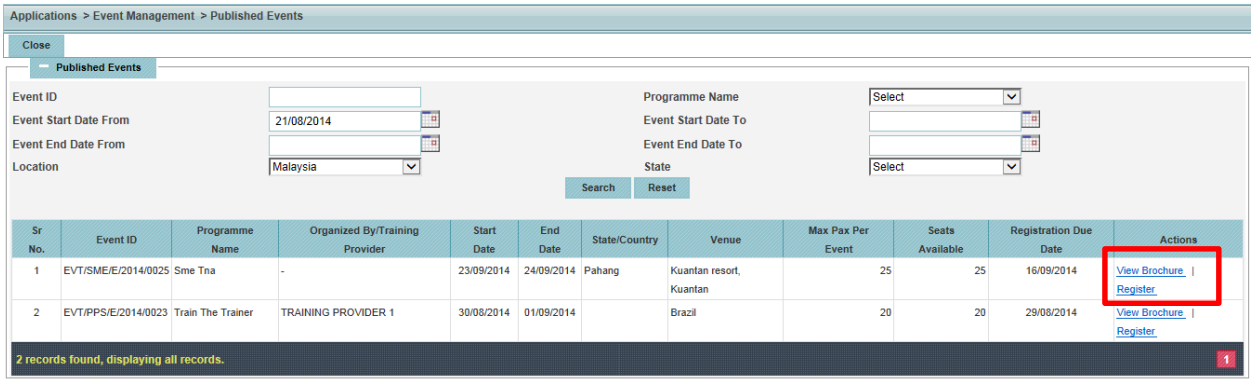
2.1 *Submit Event Registration from Employers Application*

Follow the steps below to process Submit Event Registration from Employers Application:

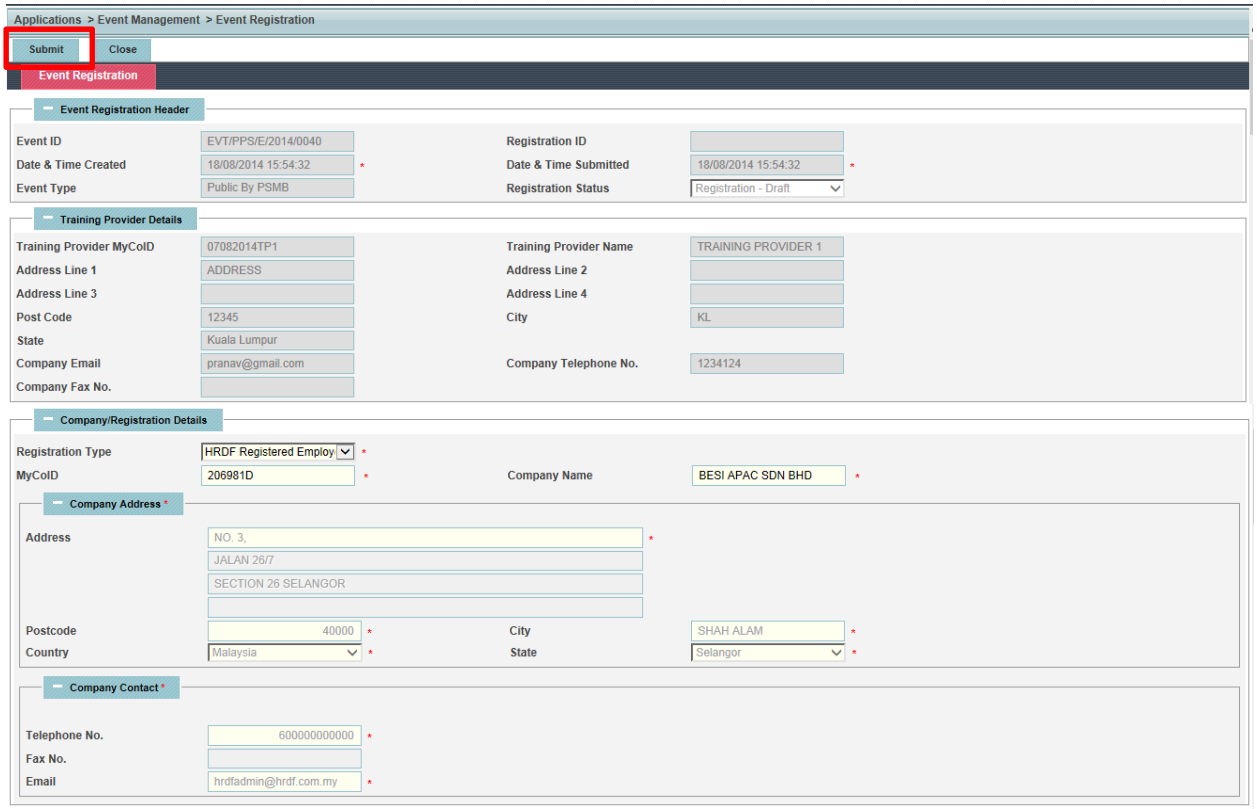
Step 1: Open Portal PSMB.Select from menu 'Upcoming Events'.

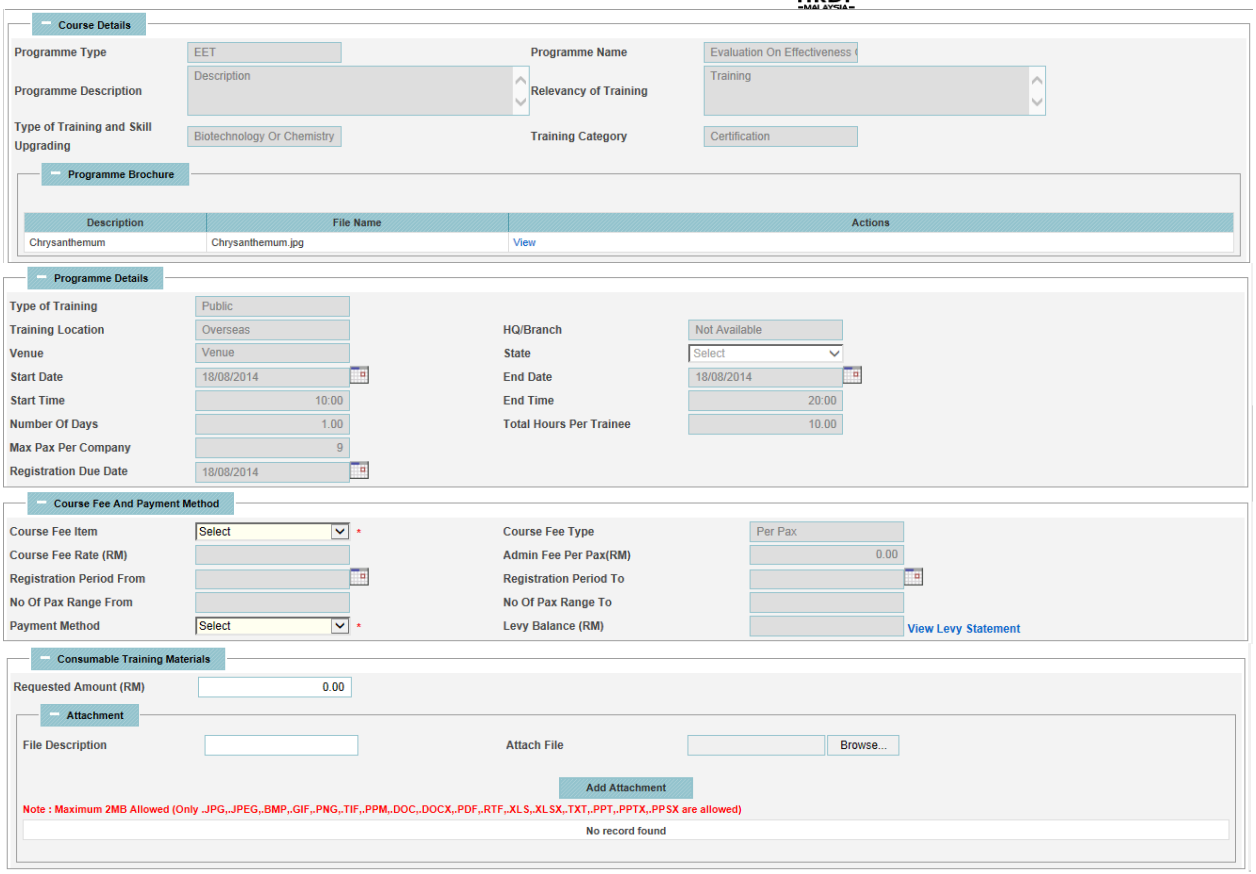


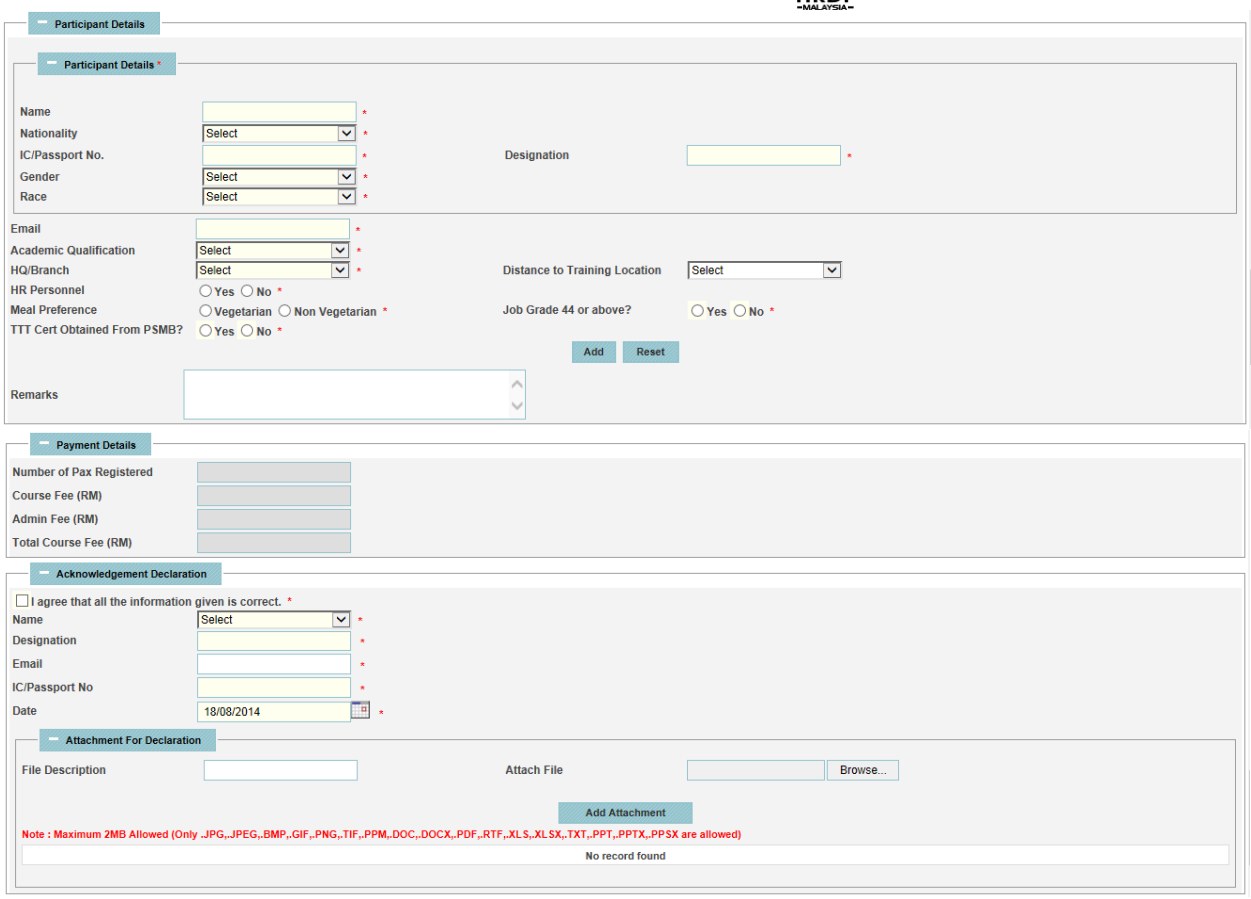
Step 2: Click on 'Register (highlighted in red).
Result: The screen in edit mode will display as shown below.



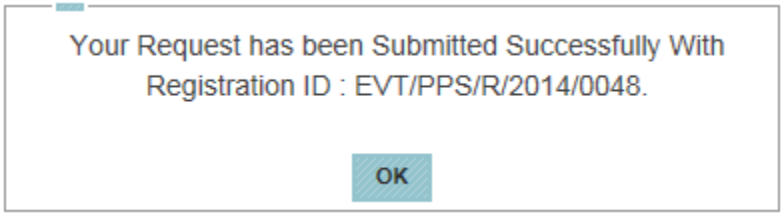
Step 3: Fill-in the form. And click 'Submit' button.
Note: Mandatory fields are mark with (*).




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
HQ/Branch
Not Available
Venue
Venue
State
Select
Start Date
18/08/2014
End Date
18/08/2014
Start Time
10:00
End Time
20:00
Number Of Days
1.00
Total Hours Per Trainee
10.00
Max Pax Per Company
9
Registration Due Date
18/08/2014
Course Fee And Payment Method
Course Fee Item
Select
Course Fee Type
Per Pax
Course Fee Rate (RM)
Admin Fee Per Pax(RM)
0.00
Registration Period From
Registration Period To
No Of Pax Range From
No Of Pax Range To
Payment Method
Select
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,.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.



Section 3 Course Fee Payment

3.1 *Course Fee Payment by Employers*

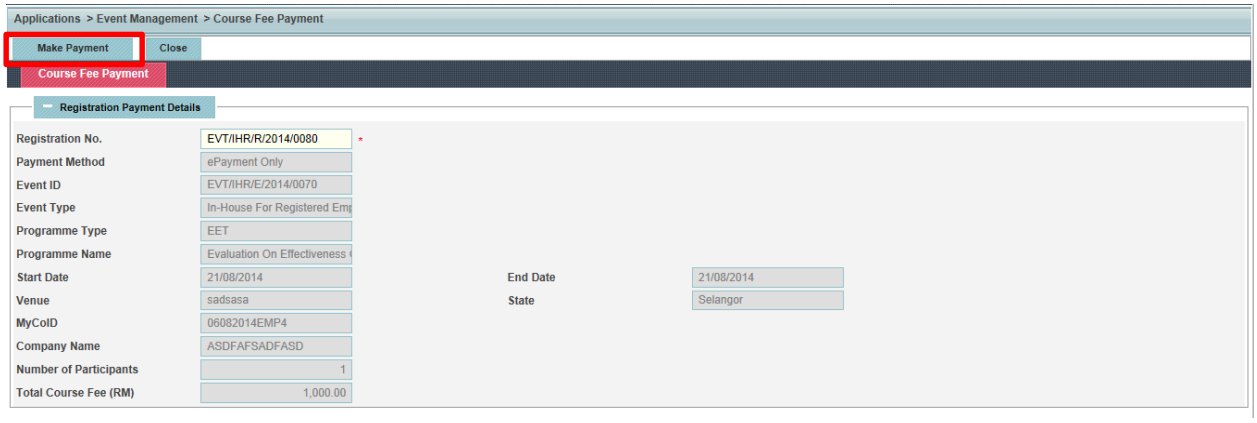
Follow the steps below to pay course fee:

Step 1: Open your email which contain your Registration ID. There will be a link to 'Make Payment'

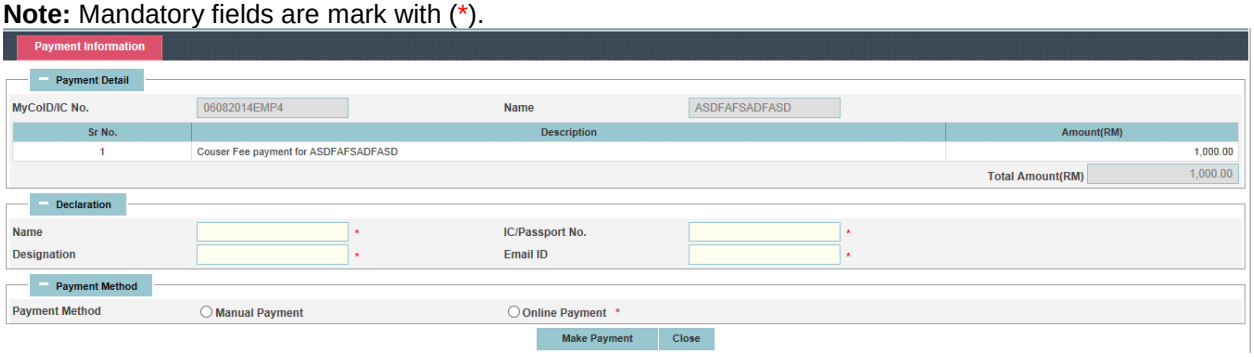
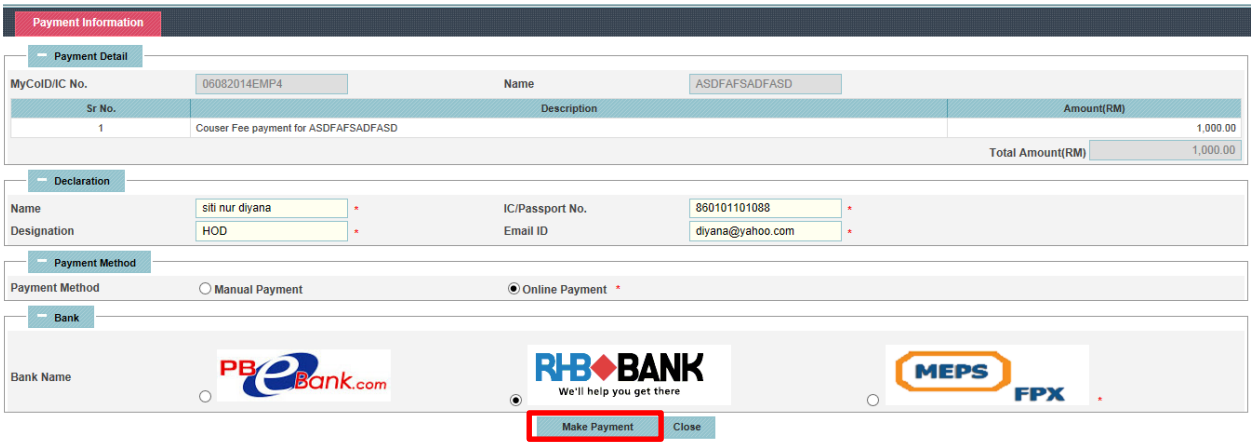
Step 2: Click on the link 'Make Payment'.

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.



Step 5: Fill-in the form.
Note: Mandatory fields are mark with (*).



Step 6: Select your payment method and click 'Make Payment' button.