PEMBANGUNAN SUMBER MANUSIA BERHAD (PSMB)

TRAINING PROVIDER REGISTRATION UNIT

USER GUIDELINE

IMPORTANT NOTE :

1. **Applicants are required to fill up all columns in the application form especially the one with ASTERISKS SYMBOL (*).**

2. **All payments MUST use E-SLIP form (to be generated from system).**

3. **Applicants need to submit applications before making their payments. Payments can only be made UPON receiving the pre-approval email from PSMB officer.** However for E-Directory application, applicants need to make payment before submit E-Directory application.

4. **Training Provider Renewal : Training Providers registered under category A, B or B(HO) that fulfil all requirements for registration may continue for renewal with PSMB without having to submit the re-registration application.**

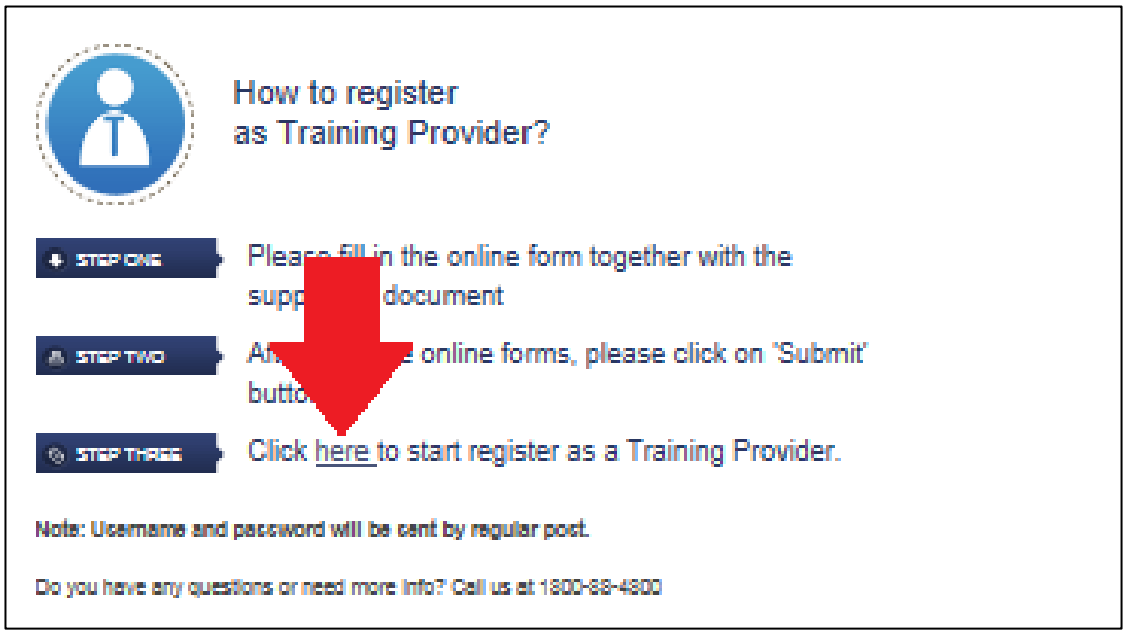
5. **Training Provider Re-Registration : Training Providers registered under category A, B, B(HO) or C that do not fulfil the requirements, need first to fulfil all requirements before submission for Re-registration. (Please refer to the Training Provider Circular No. 4/2014).**

PART 1 :
NEW TRAINING PROVIDER REGISTRATION

Applicants may submit their applications to register as Training Provider through **eTRiS** at our website http://www.hrdf.com.my and the steps are as described below:

STEP 1: Click the ***"Register With Us"*** icon.

STEP 2: At the "***REGISTRATION***" page, please scroll down to ***"How to register as Training Provider?"*** and click on the arrow shown below.



STEP 3: On the next page, explanation on how to complete the form are as follows:

1) Ownership and Organization Type:

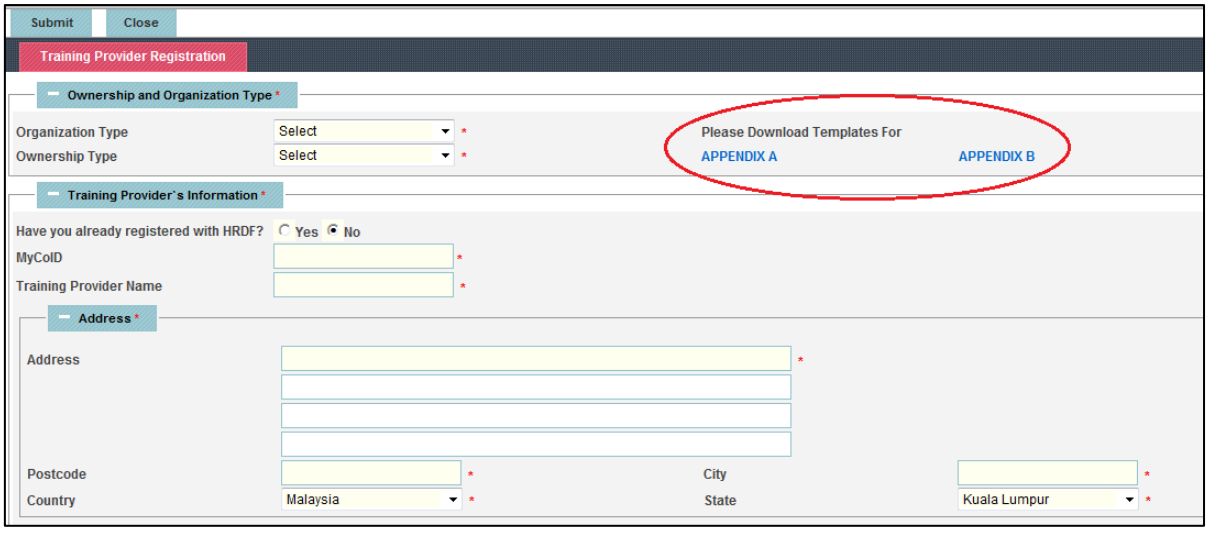
a) **Association / Industry-based Training Centre:**
(Association / Non-Government Organisation (NGO) / Non-profit Company / Public Education Institution)

b) **Berhad (Bhd.) / Sendirian Berhad (Sdn. Bhd.):**
(Company type with Berhad (Bhd.) or Sendirian Berhad (Sdn. Bhd.))

c) **Semi Government / Government:**
(Government Agency / Body (Please provide Certificate of Government agency if you are registering as Government Training Provider)

d) **Limited Liability Partnership (LLP):**
(Company type with Limited Liability Partnership (LLP))

2) Please download and fill up the templates for **Appendix A (Training Provider Competency)** and **Appendix B (List of Training Programme)** *(At least one (1) programme)*



3) Training Provider`s Information :
(Note: MyCOID is your ROC Company and need to fill up without dash (-) or spacebar e.g.: 122345V, LLP122345LGN, etc.)

(Explanation on how to complete the questions are as follows :)

a. Have you already registered with HRDF?
   i. If YES, please choose question ***3) b.***
   ii. If NO, please fill up your MyCOID

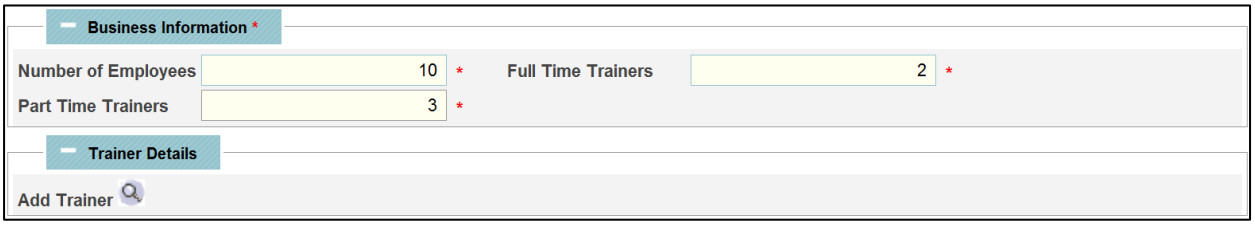
b. Do you want to register with new MyCOID?
   i. If YES, please fill up your new MyCOID and Old MyCOID
   ii. If NO, please fill up your MyCOID

c. Address :
(Your business address)

d. Personal Contact :
   i. Office Telephone :
   ii. Office Email :

4) Officer In-Charge:
(We advise you to give more than just one name)

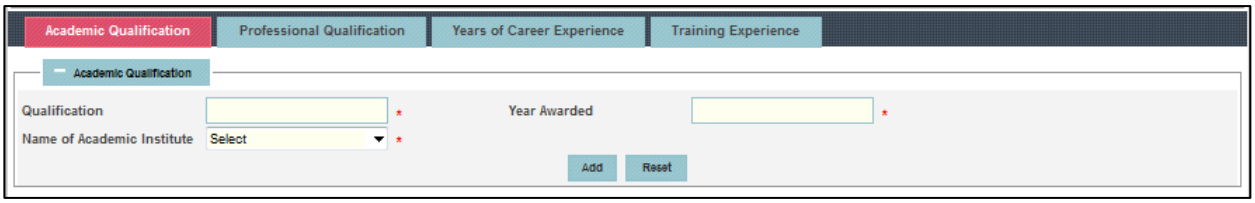
a. Full name :
b. Identity Card (IC) Number :
c. Designation :
d. Phone Number :
e. Email :



5) Business Information → add trainer
(Full time or part time trainer must be the same with the information given earlier)

a. Trainer Status :
b. TTT Certification/Exemption No. :
(Kindly fill up the IC/Passport column before completing this part)
c. Name :
d. Nationality :
e. IC/Passport No. :
f. Race :
g. Mobile Number :
h. Email :

(Please fill up below information with at least one (1) information for every section)



i. Academic Qualification :
ii. Professional Qualification :
iii. Years of Career Experience :
iv. Training Experience :

6) Company Board of Directors:
(Refer to SSM Form 49 and MUST key-in all members' information as per below)

a. Full name :
b. Nationality :
c. Identity Card (IC) Number :
d. Designation :
e. Address (home @ office) :
f. Phone Number :
g. Email :

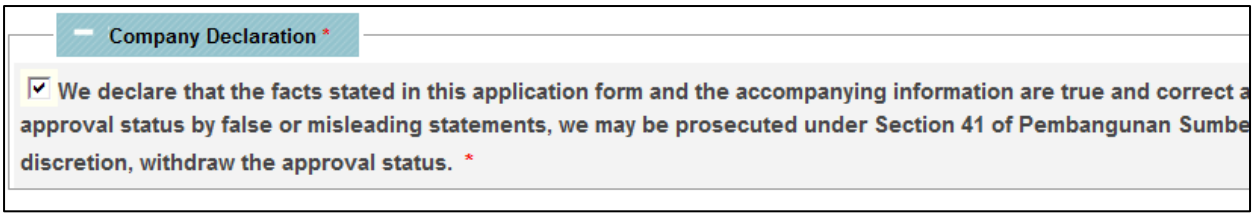
7) Attachment:
(Please up-load below documents)

a. Company registration forms under the Suruhanjaya Syarikat Malaysia (SSM) *(Form 9, 24, 49) / (Form 8, 49)*.
b. Company's tenancy agreement / ownership of property together with stamping for verification of company premise.
c. Memorandum and Article of Association (MAA) *(Note: One of the clauses in the MAA document needs to state that the company's business activity includes "**training or consultancy services**").*
d. Appendix A.
e. Appendix B (List of Training Programme) *(At least one (1) programme)*.

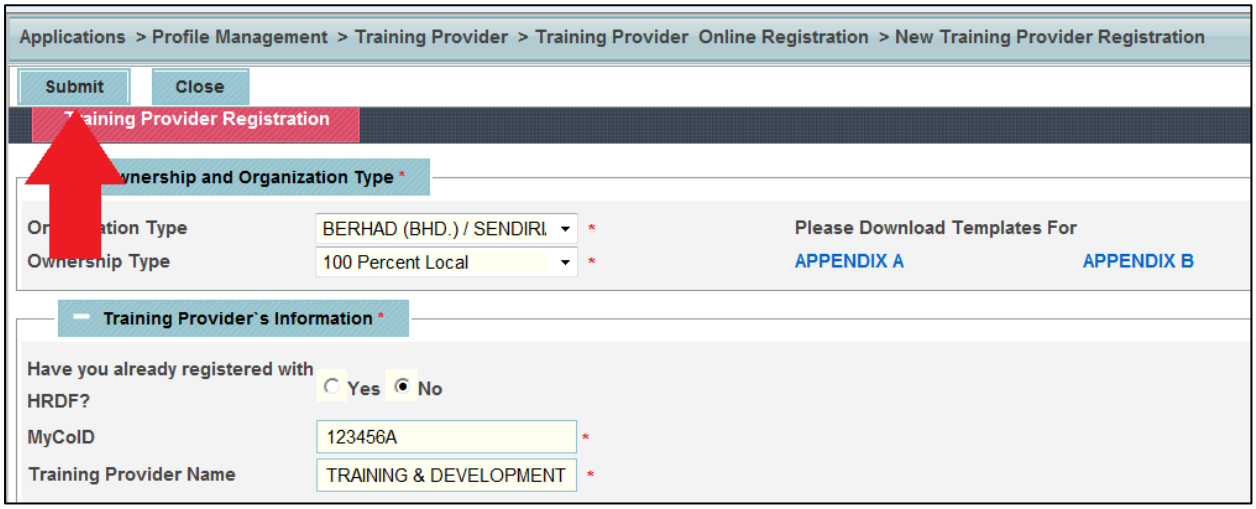
8) Company Owner Declaration:
(Refer to the one member of the Company Board of Directors)

a. Full name :
b. Nationality :
c. Identity Card (IC) Number :
d. Designation :
e. Address (home @ office) :
f. Phone Number :
g. Email :

9) Company Declaration:
*(Please tick **(√)** if you agree with the declaration)*



STEP 4: Once all information has been completed, click **Submit**
(On the top left side of the page)



PART 2 :

RENEWAL OF TRAINING PROVIDER REGISTRATION

Important Note :

1) The TPIS user name and password are no longer valid. Applicants are required to obtain new **eTRiS** username and password.

2) For new applicants or for those whom are yet to obtain the username and password (if any), you are required to write in officially to PSMB **IT and Multimedia Department** to request for a copy of the TPIS Username and password. Email the letter to ithelpdesk@hrdf.com.my or fax to 03-20964945.

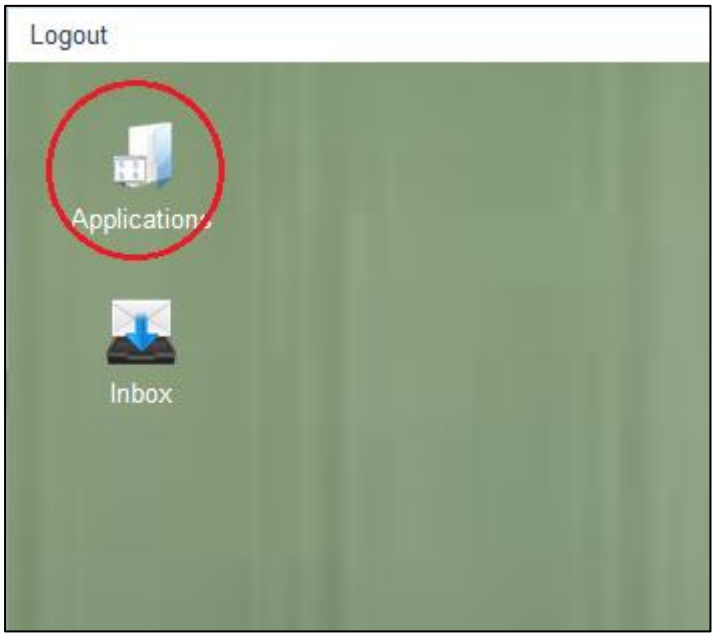
3) Training Providers registered under category A, B or B(HO) that fulfil all requirements for registration may continue for renewal with PSMB without having to submit the re-registration application.

Applicants may submit their applications to renewal as Training Provider through **eTRiS** at our website http://www.hrdf.com.my and the steps are as described below:

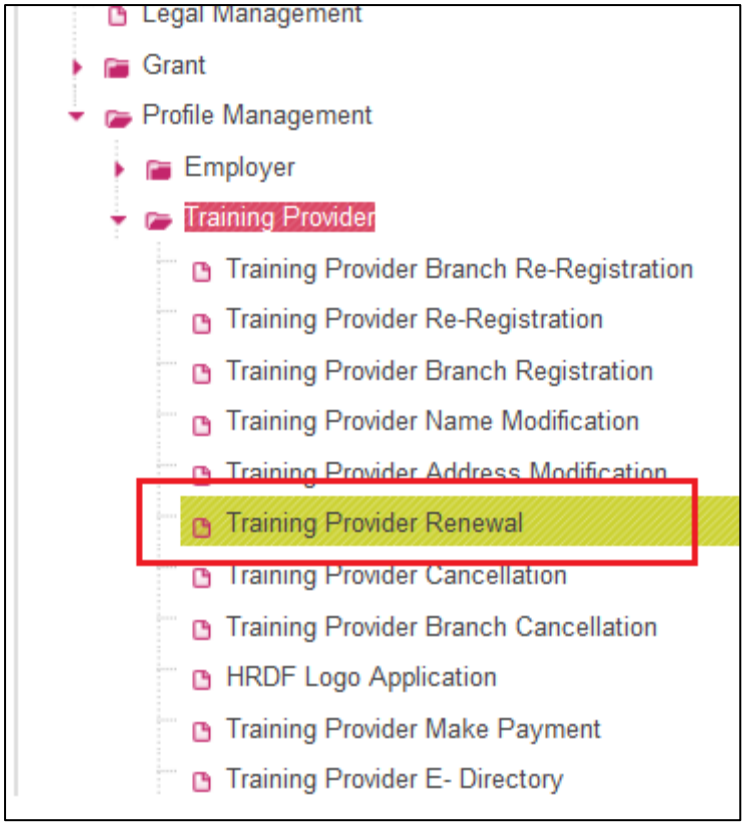
STEP 1: Log into the **eTRiS** system through http://www.hrdf.com.my

STEP 2: Applicants need to **LOGIN** and choose the **eTRiS** button as shown below

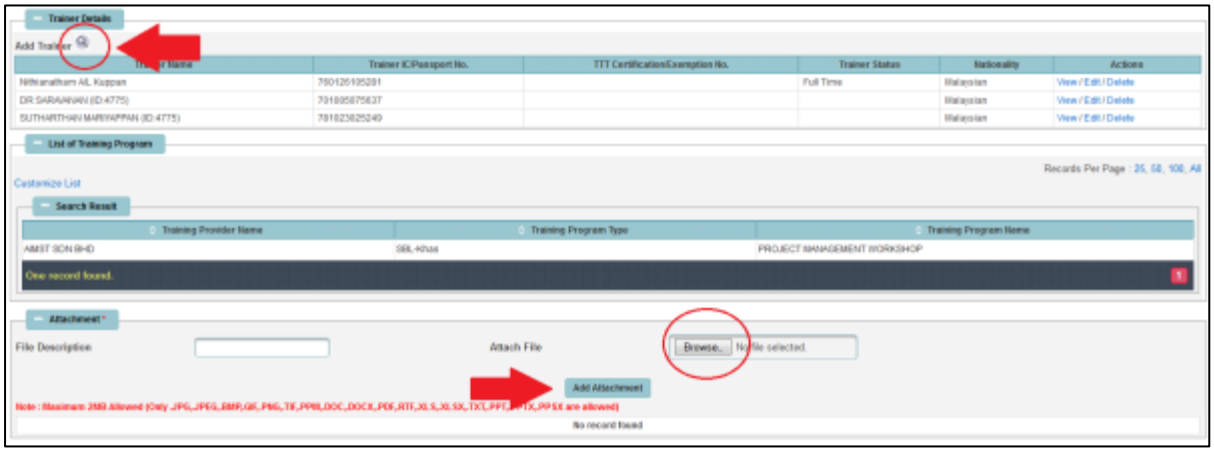
STEP 3: In the next page, please choose the **Application** icon



STEP 4: Select **"Profile Management" → "Training Provider" → "Training Provider Renewal"**

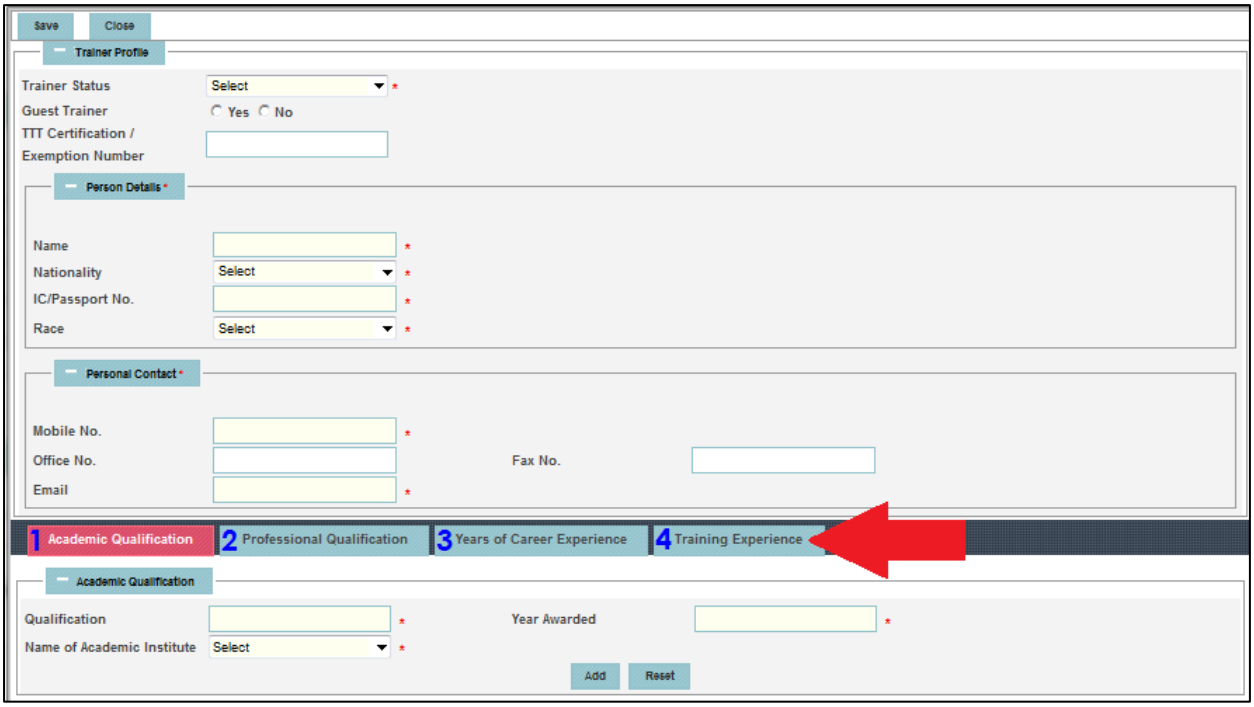


STEP 5: You may add/edit/delete your trainer(s).
(At least you must have one (1) trainer)



STEP 6: To add trainer(s), please fill up below information with at least one **(1)** information for every section.

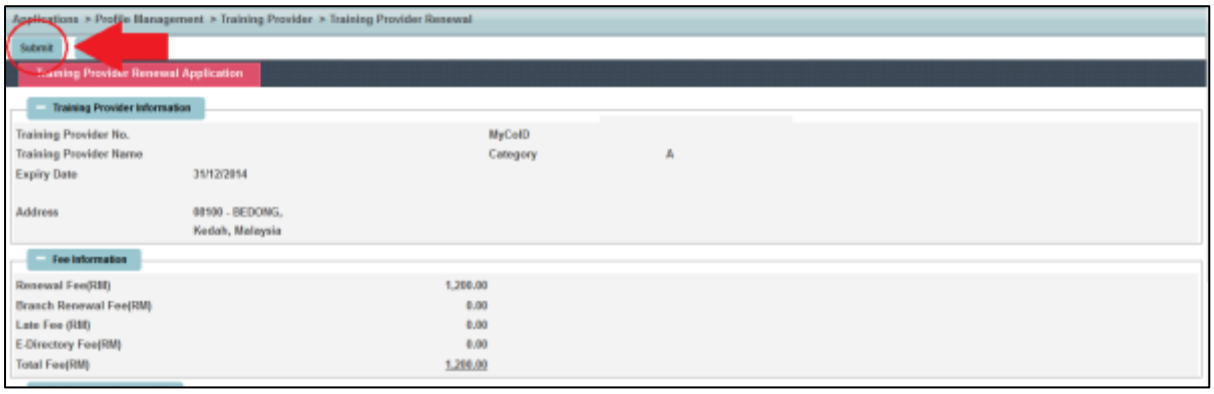
i. Academic Qualification :
ii. Professional Qualification :
iii. Years of Career Experience :
iv. Training Experience :



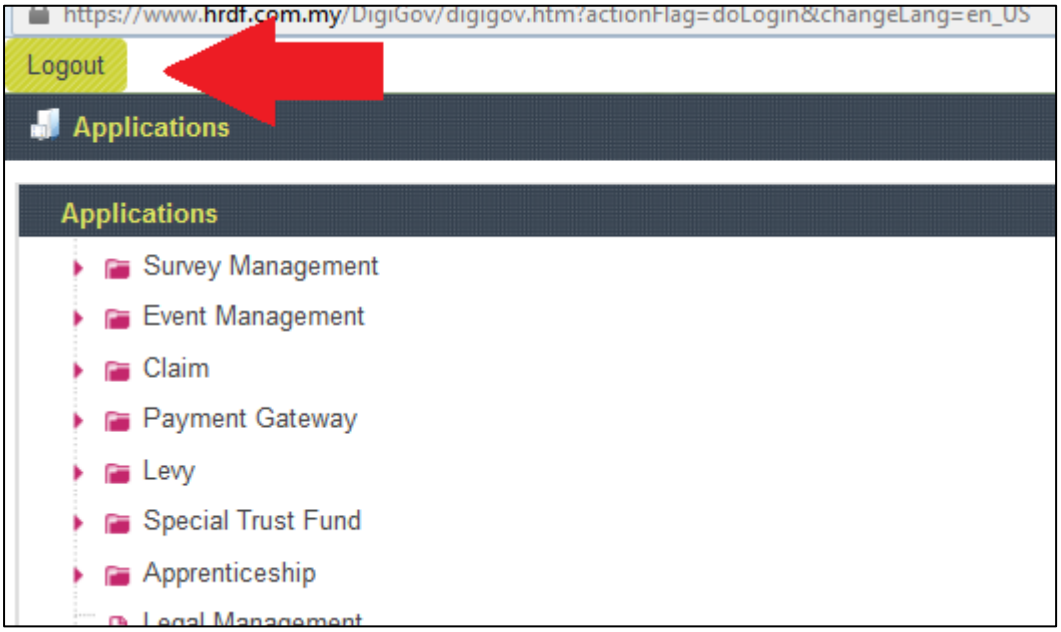
STEP 7: The next step will require you to upload the relevant document(s). For this purpose, you need to prepare the document(s) as follow:

a. Train the Trainer Certificate / Exemption Certificate / Letter of TT Exemption

STEP 8: Once all information has been completed, click **Submit**
(On the top left side of the page)



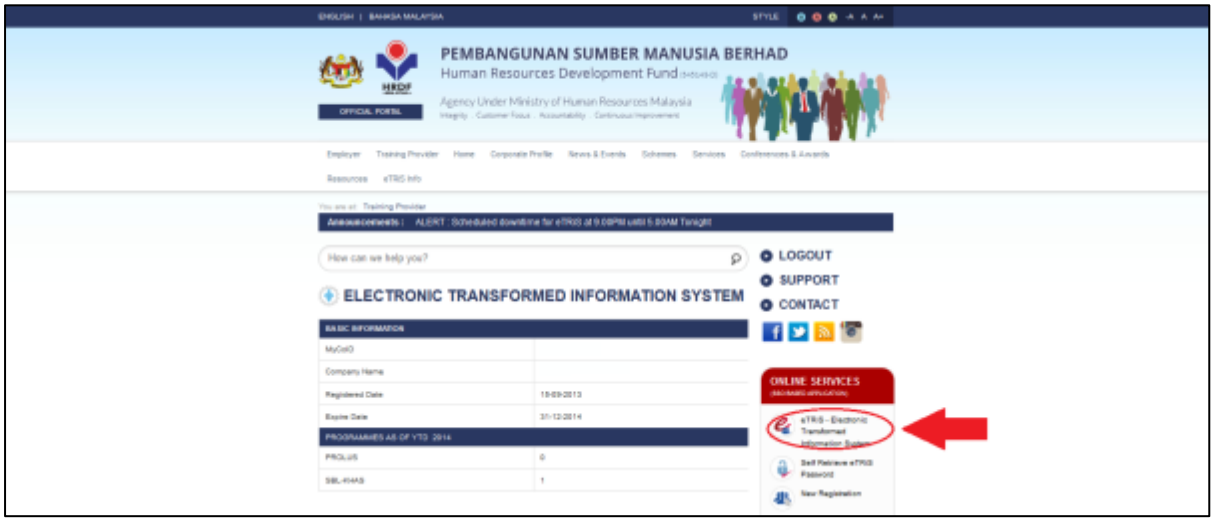
STEP 9: You have now successfully submitted your renewal form. Please log out of the TPIS system.



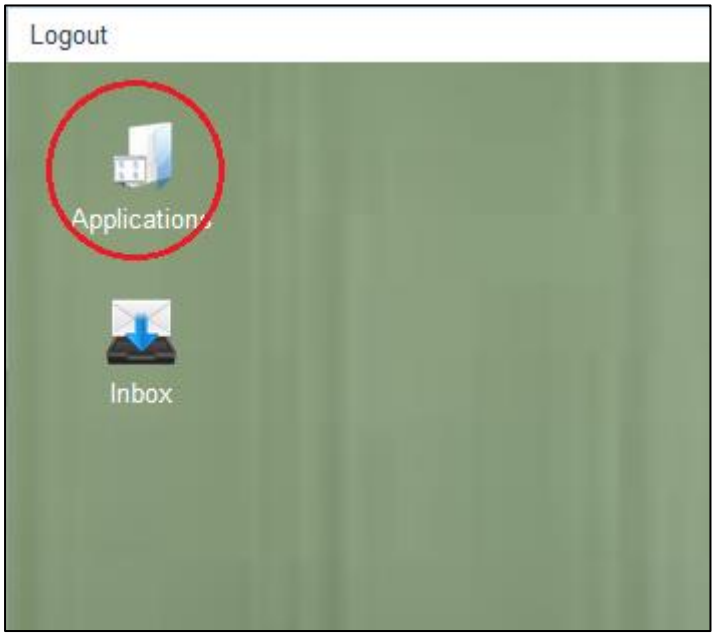
PART 3 :
TRAINING PROVIDER RE-REGISTRATION

STEP 1: Log into the **eTRiS** system through http://www.hrdf.com.my

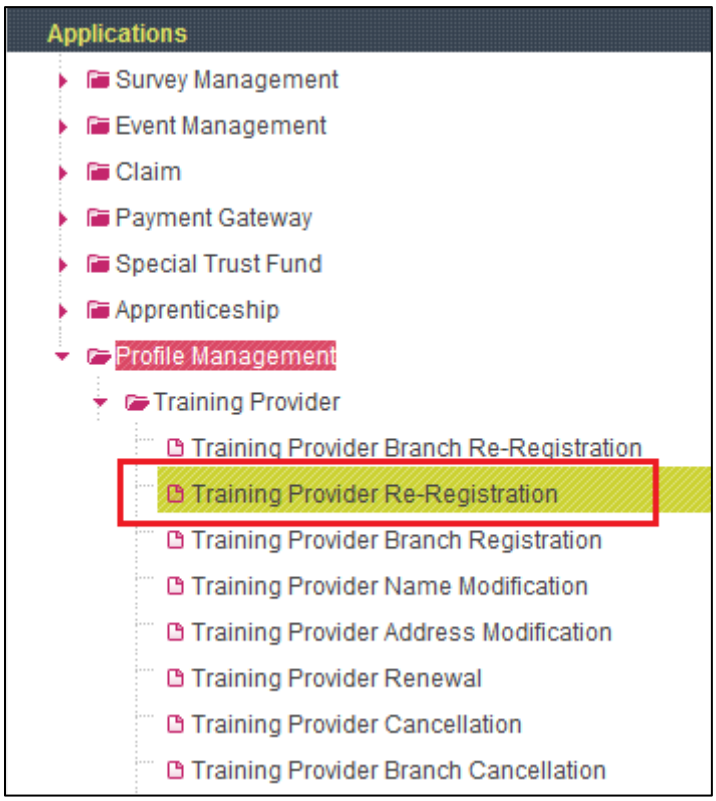
STEP 2: Applicants need to **LOGIN** and choose the **eTRiS** button as shown below



STEP 3: In the next page, please choose the **Application** icon



STEP 4: Select **"Profile Management" → "Training Provider" → "Training Provider Re-Registration"**



STEP 5: On the next page, explanation on how to complete the form are as follows:

1) Ownership and Organization Type:

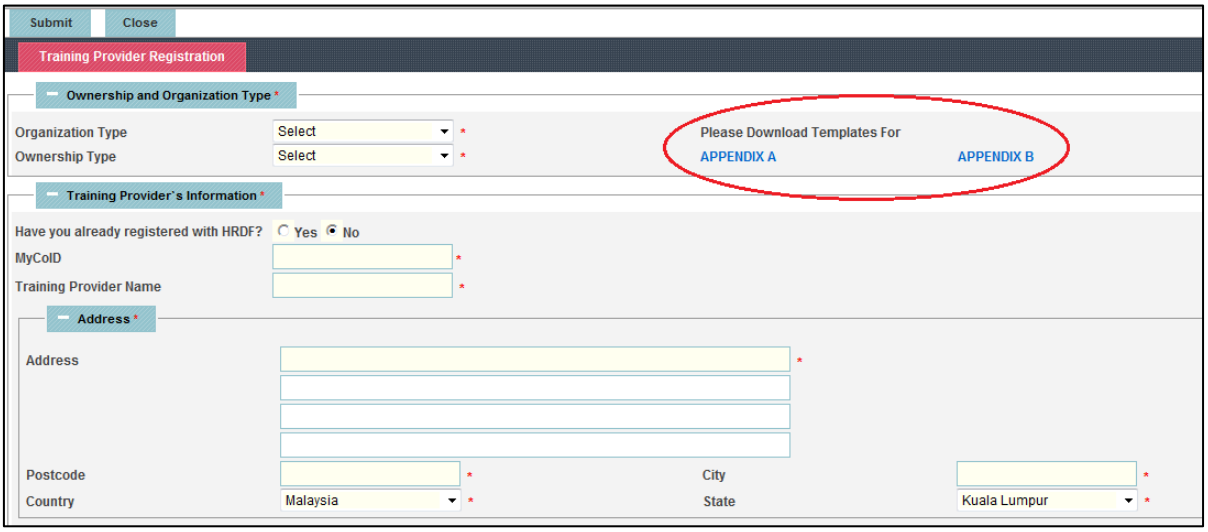
a) **Association / Industry-based Training Centre**:
(Association / Non-Government Organisation (NGO) / Non-profit Company / Public Education Institution)

b) **Berhad (Bhd.) / Sendirian Berhad (Sdn. Bhd.)**:
(Company type with Berhad (Bhd.) or Sendirian Berhad (Sdn. Bhd.))

c) **Semi Government / Government**:
(Government Agency / Body (Please provide Certificate of Government agency if you are registering as Government Training Provider)

d) **Limited Liability Partnership (LLP)**:
(Company type with Limited Liability Partnership (LLP))

2) Please download and fill up the templates for **Appendix A (Training Provider Competency)** and **Appendix B (List of Training Programme)** *(At least one **(1)** programme)*



3) Training Provider`s Information:
(Note: MyCOID is your ROC Company and need to fill up without dash (-) or spacebar e.g.: 122345V, LLP122345LGN, etc.)

(Explanation on how to complete the questions are as follows :)

a. Have you already registered with HRDF?
i. If YES, please choose question **3) b.**
ii. If NO, please fill up your MyCOID

b. Do you want to register with new MyCOID?
i. If YES, please fill up your new MyCOID and Old MyCOID
ii. If NO, please fill up your MyCOID

c. Address:
(Your business address)

d. Personal Contact:
i. Office Telephone:
ii. Office Email:

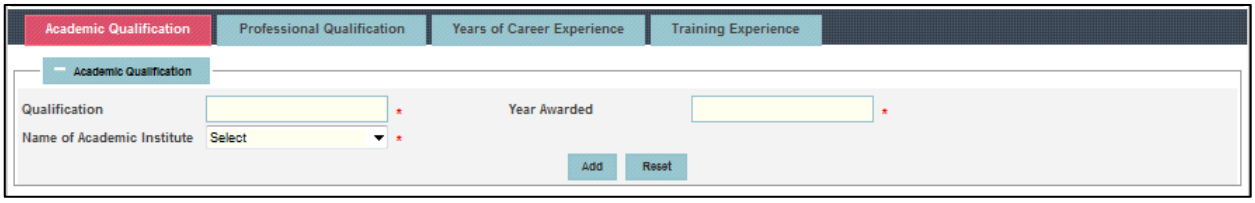
4) Officer In-Charge:
(We advise you to give more than just one name)

a. Full name:
b. Identity Card (IC) Number:
c. Designation:
d. Phone Number:
e. Email:

5) Business Information → add trainer 
(Full time or part time trainer must be the same with the information given earlier)

a. Trainer Status:
b. TTT Certification/Exemption No. :
(Kindly fill up the IC/Passport column before completing this part)
c. Name:
d. Nationality:
e. IC/Passport No. :
f. Race:
g. Mobile Number:
h. Email:

*(Please fill up below information with at least one **(1)** information for every section)*



i. Academic Qualification:
ii. Professional Qualification:
iii. Years of Career Experience:
iv. Training Experience:

6) Company Board of Directors:
(Refer to SSM Form 49 and MUST key-in all members' information as per below)

a. Full name:
b. Nationality:
c. Identity Card (IC) Number:
d. Designation:
e. Address (home @ office):
f. Phone Number:
g. Email:

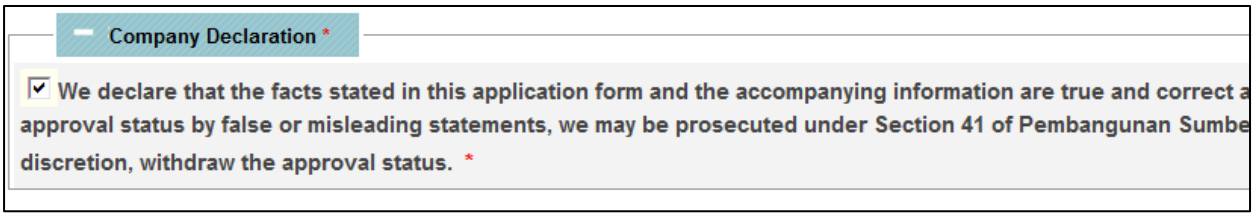
7) **Attachment**:
(Please up-load below documents)

a. Company registration forms under the Suruhanjaya Syarikat Malaysia (SSM) (Form 9, 24, 49) / (Form 8, 49).
b. Company's tenancy agreement / ownership of property together with stamping for verification of company premise.
c. Memorandum and Article of Association (MAA) (Note: One of the clauses in the MAA document needs to state that the company's business activity includes **"training or consultancy services")**.
d. Appendix A.
e. Appendix B (List of Training Programme) (At least one (1) programme).

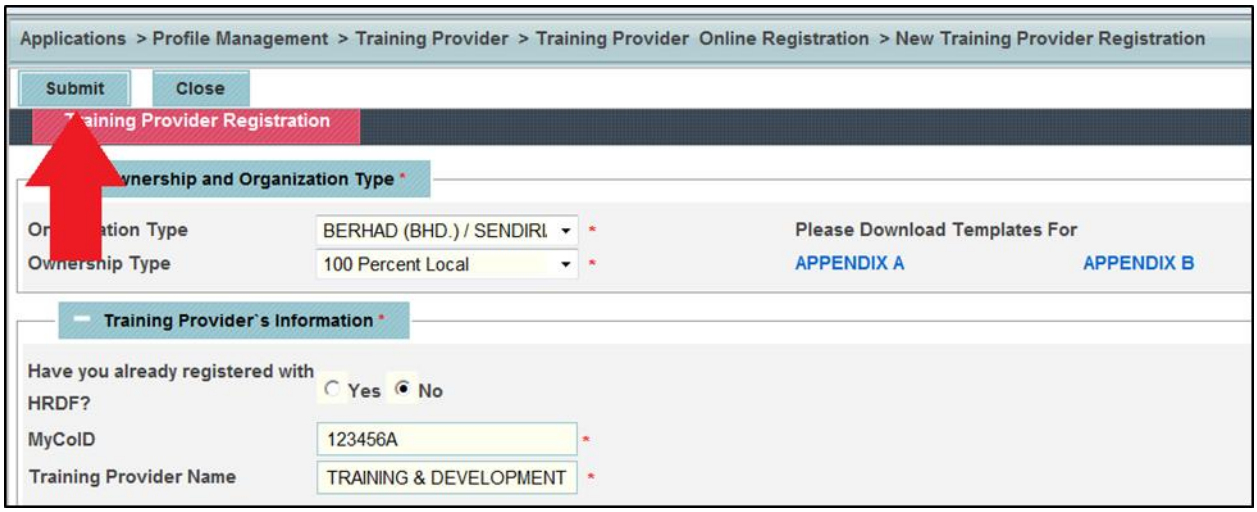
8) Company Owner Declaration:
(Refer to the one member of the Company Board of Directors)

a. Full name:
b. Nationality:
c. Identity Card (IC) Number:
d. Designation:
e. Address (home @ office):
f. Phone Number:
g. Email:

9) Company Declaration:
*(Please tick **(√)** if you agree with the declaration)*



STEP 5: Once all information has been completed, click **Submit**
(On the top left side of the page)



PART 4 :
MAKING THE PAYMENT

Important Note:

Applicants need to submit their applications before doing the payment. Payment can be made UPON receiving the pre-approval email PSMB officer. Except for E-Directory application, user need to make payment before submit E-Directory application.

A. NEW TRAINING PROVIDER REGISTRATION

STEP 1: For new Training Provider, together with the **pre-approval mail** from PMSB officer, you will also receive **Application ID, amount to be paid** and link to do the payment details. As an alternative, you may also copy this link, http://www.hrdf.com.my/wps/portal/PSMB/MainEN/Services/Online-Services/payment to get E-the SLIP.

Dear Sir/Madam,

Please be informed that your application to register as Training Provider has been approved.

The details of your application are as follows:

Company Name : 881025 H ACTIVE ACOUSTIC ENGINEERING SDN BHD

Category: Default

Application ID: TP10001234

Officer Incharge: LOW KENG FATT

Received Date : 14/10/2014

Payment Type: Registration Fee

Transaction Reference No. : TP10001234

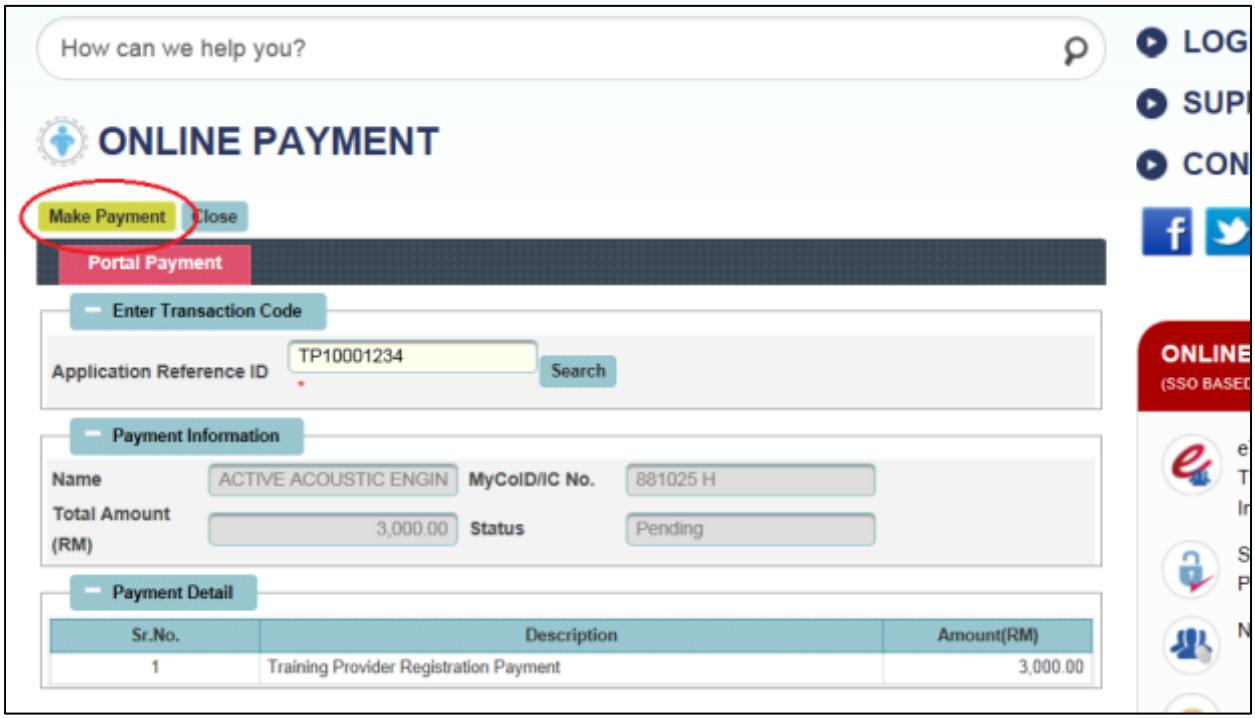
Registration amount to be paid: 3000.0

You are required to pay the registration fee and the application will be rejected automatically after 60 days.
Please use the above information when you make payment.
Please login at PSMB website to make the payment (http://www.hrdf.com.my/wps/portal/PSMB/MainEN/Services/Online-Services/payment)

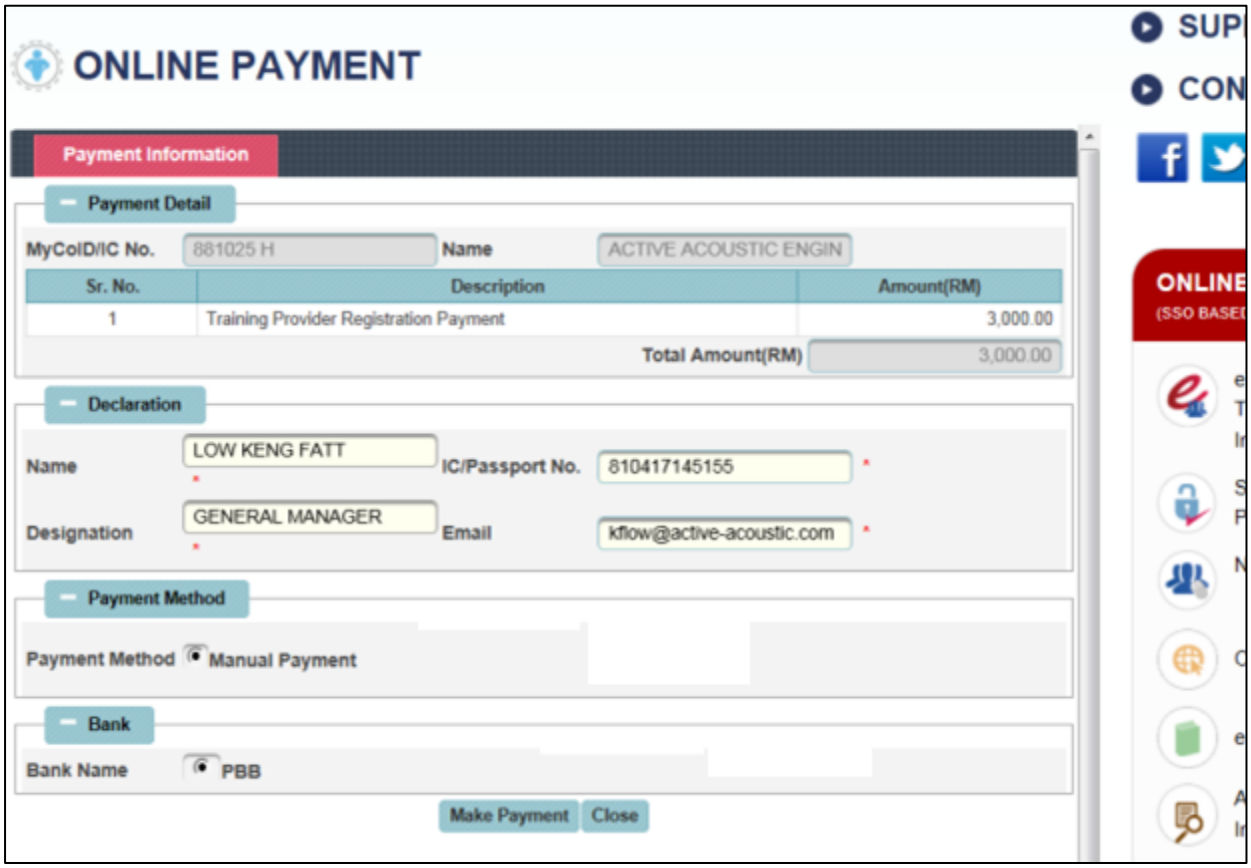
STEP 2: The link above will lead you to below online page:

Note : Fill-in your Application ID by refering to the pre-approval mail that you have receive and click **Search**.

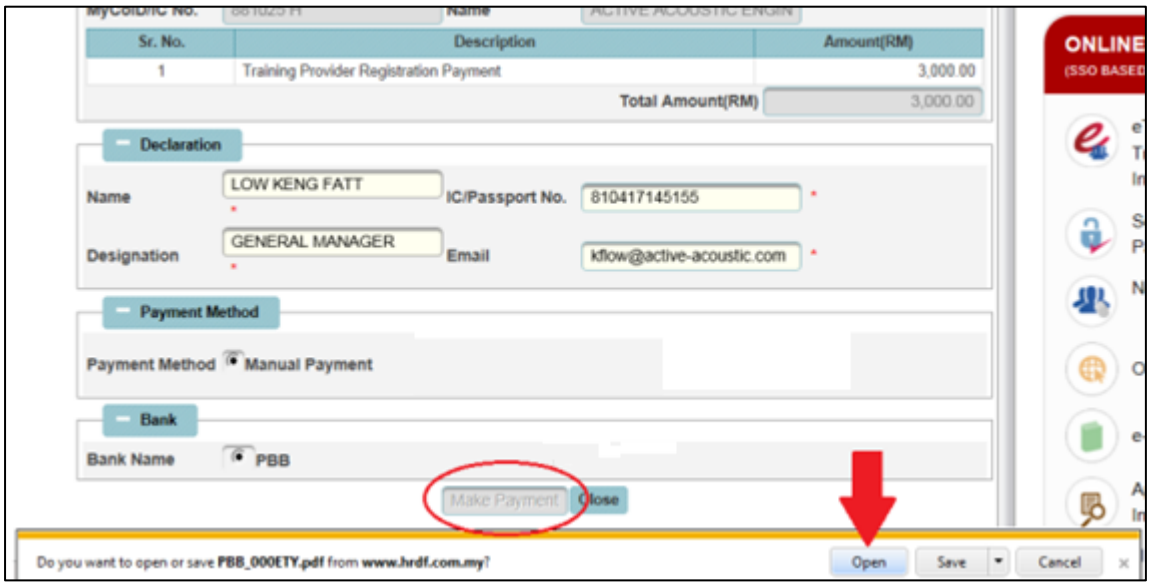
STEP 3: On the next page, please click **"Make Payment"** icon.



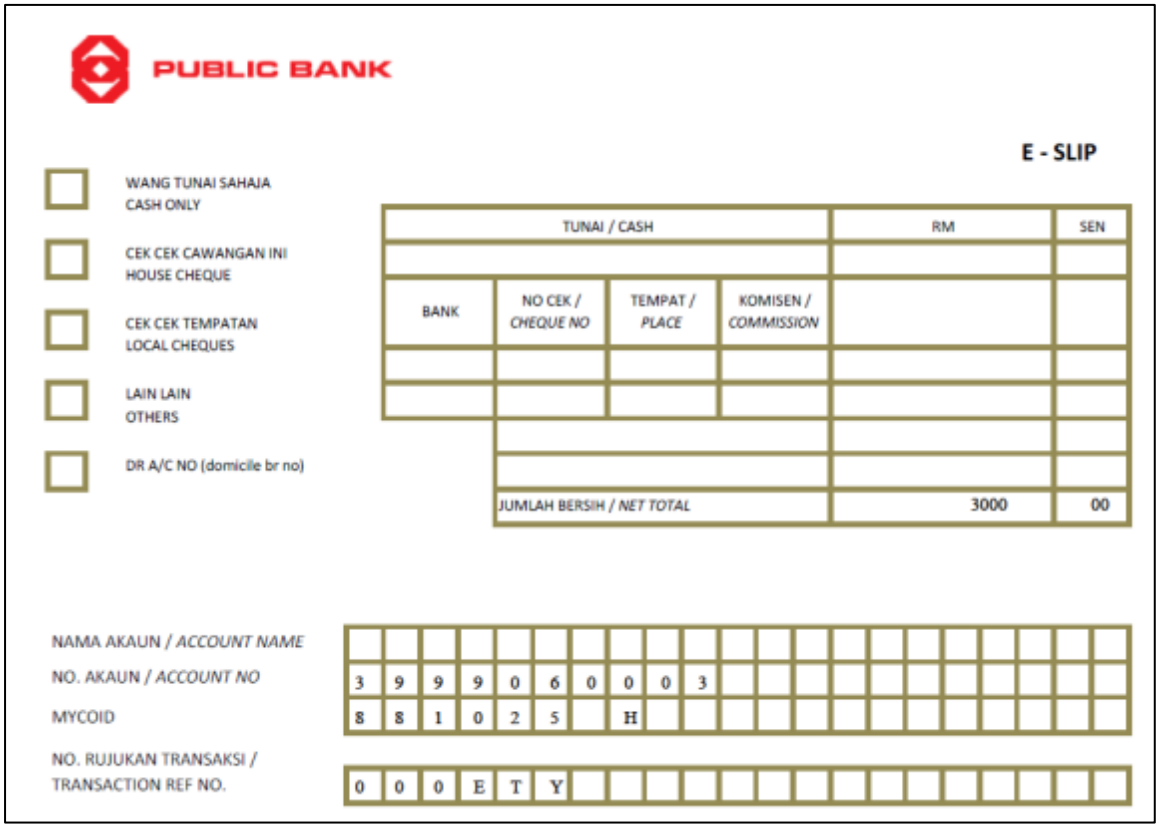
STEP 4: Once you have clicked the **"Make Payment"** icon, a new section will appear. In this section, you need to fill up the **"Declaration"** section. For this particular section, only the **Owner / Authorised Person In-Charge / Member of the Board of Directors**, may complete the information.



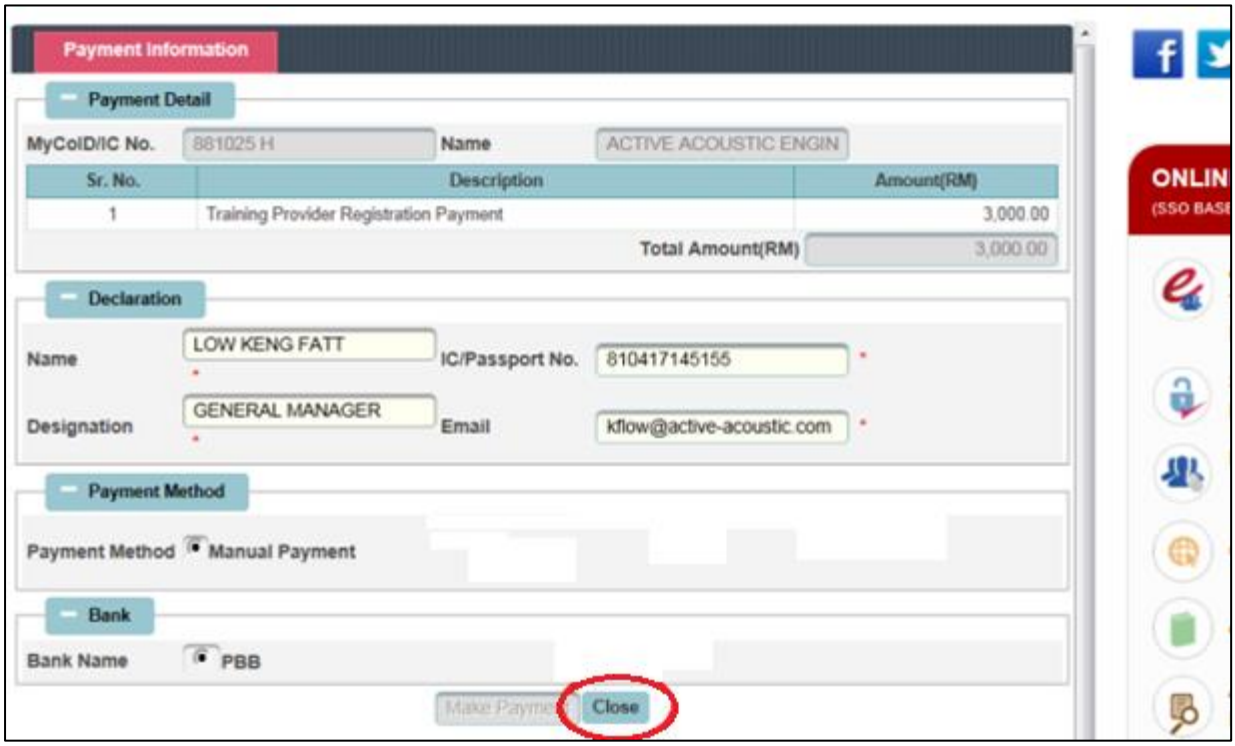
STEP 5: Once you have clicked the **"Make Payment"** icon below the Declaration Section, a pop-up collumn will appear to prompt you to either **"Open"** or **"Save"** the payment slip. At this stage, please choose to open the document.



STEP 6: Once the **"Open"** button is chosen, the E-SLIP will appear. Please print the E-SLIP and make your payment at any Public Bank counter.



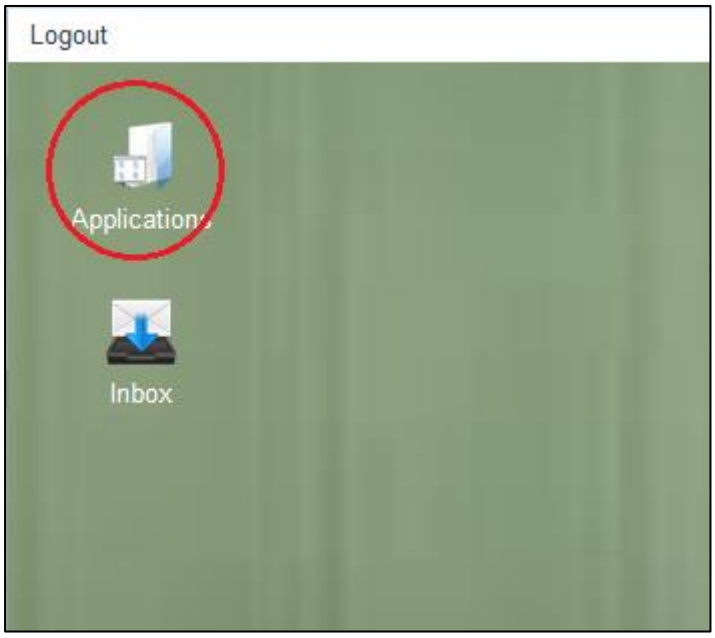
STEP 7: Once completed, you may click **"Close"** button and log out from the system. Kindly be informed that it will take 24 hours (working day) to activate the application status.



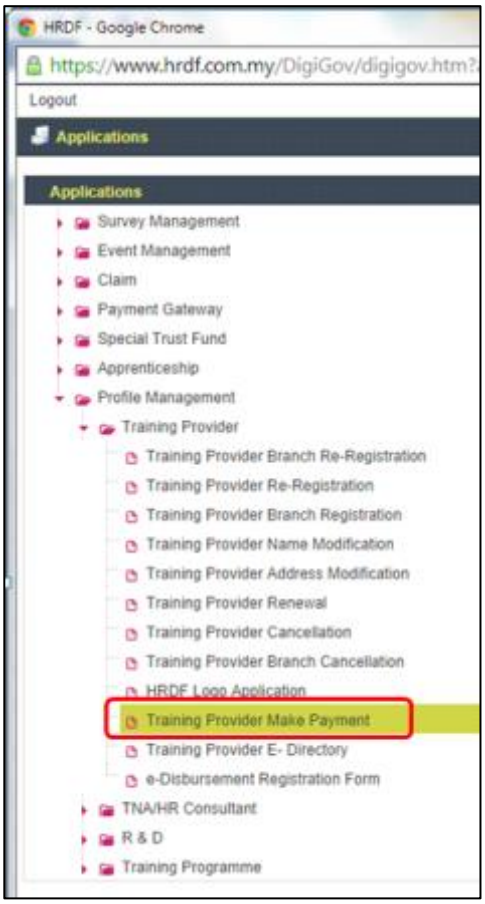
B. <u>EXISTING TRAINING PROVIDER</u>

STEP 1: For existing Training Providers, once you have obtain the pre-approval mail from PMSB officer, you need to **login** and choose **eTRiS** as shown below.

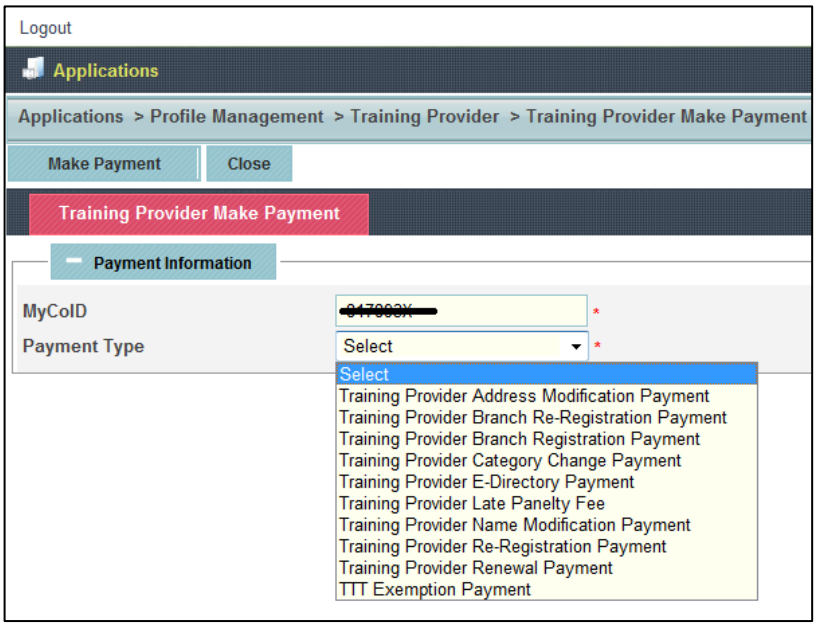
STEP 2: In the next page, please choose the **Application** icon



STEP 3: Select **"Profile Management" → "Training Provider" → "Training Provider Make Payment"**

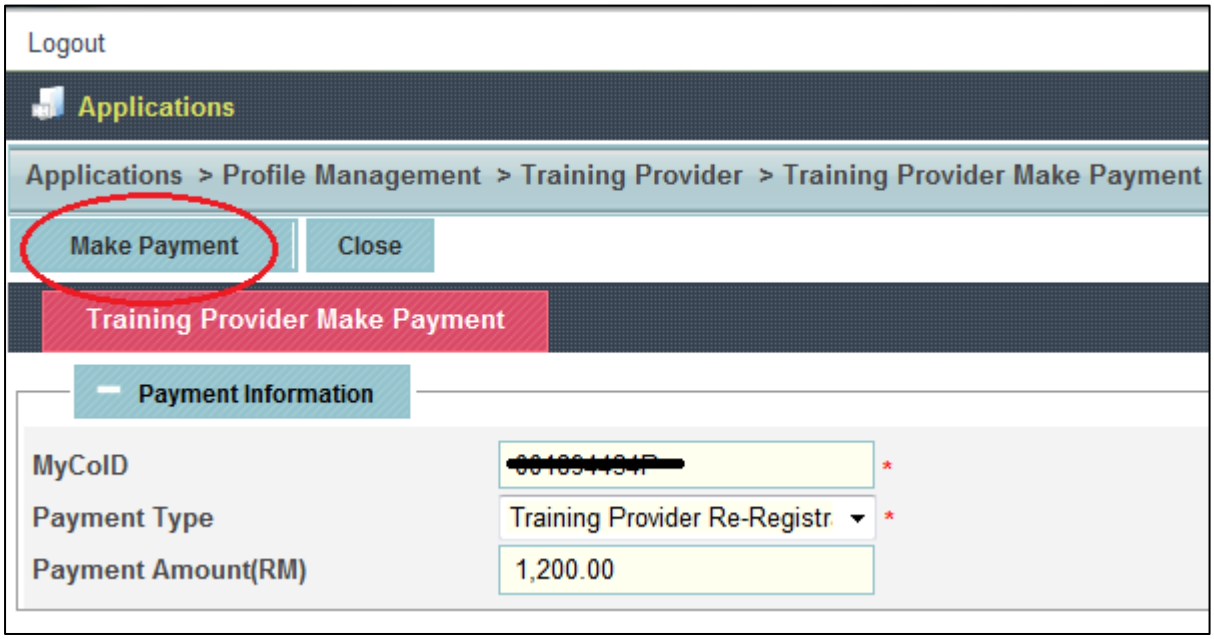


STEP 4: On the **"Make Payment"** page, please select your payment type based on your application.

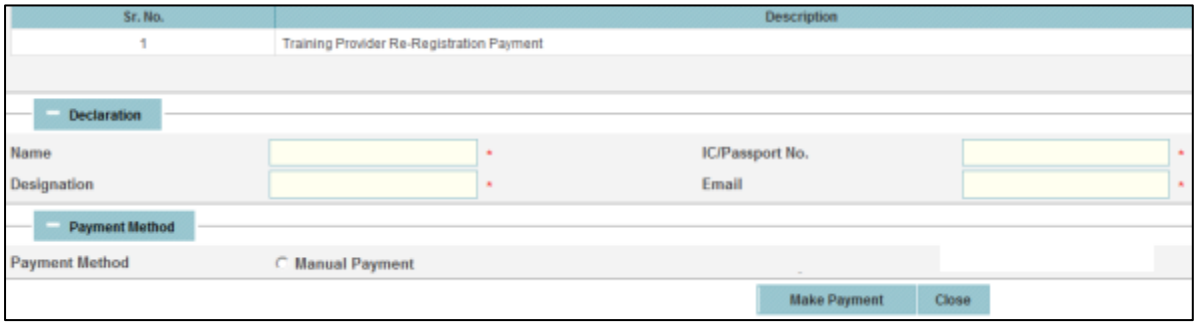


STEP 5: Sample details to do payment as shown below:

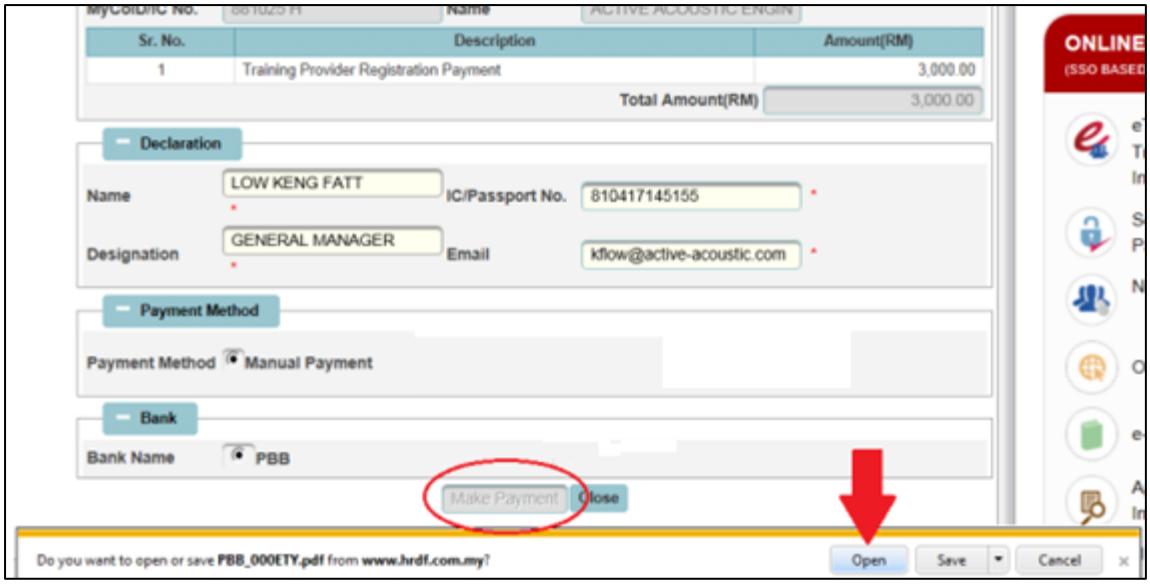
To make payment for "**Re-registration",** please choose **"Training Provider Re-Registration"** at the **Payment Type**. System will appear the amount need to be paid and please click **"Make Payment"** icon.



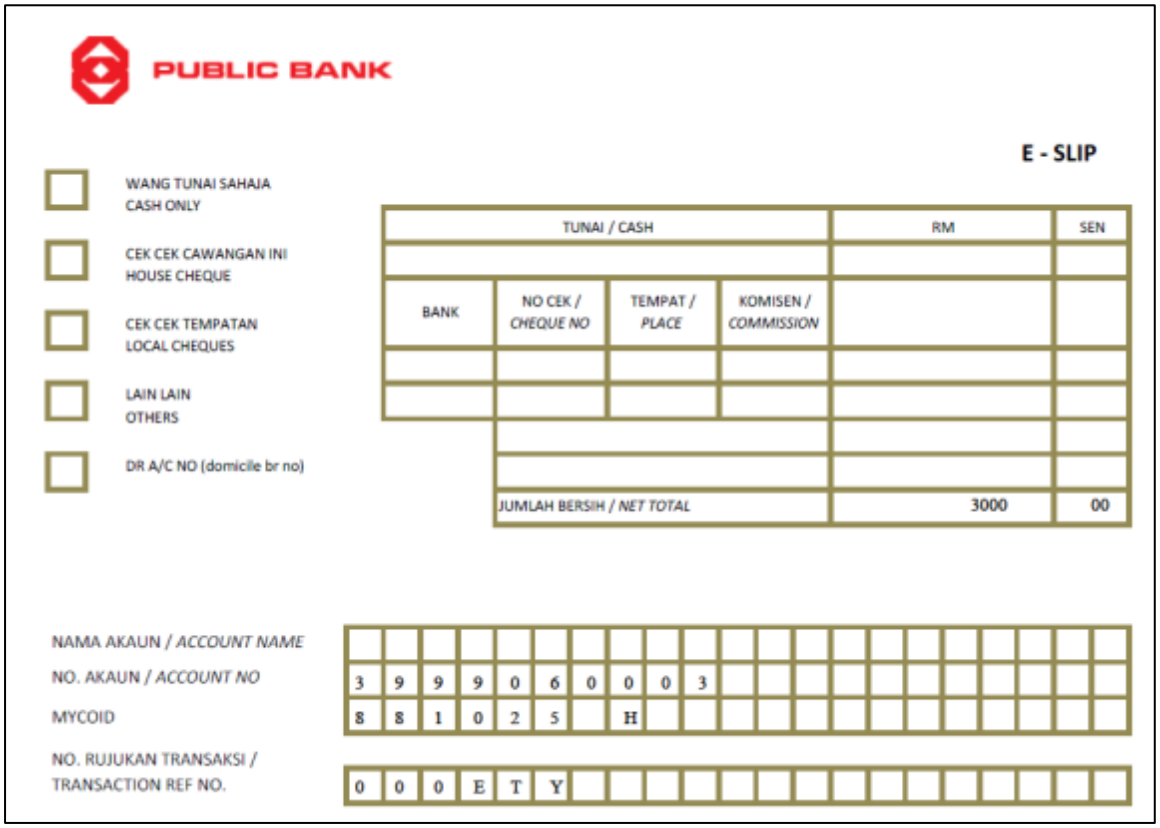
STEP 6: Once you have clicked the **"Make Payment"** icon, a new section will appear. In this section, you need to fill up the **"Declaration"** section. For this particular section, only the **Owner / Authorised Person In-Charge / Member of the Board of Directors**, may complete the information.



STEP 7: Once you have clicked the **"Make Payment"** icon below the Declaration Section, a pop-up collumn will appear to prompt you to either **"Open"** or **"Save"** the payment slip. At this stage, please choose to open the document.



STEP 8: Once the **"Open"** button is chosen, the E-SLIP will appear. Please print the E-SLIP and make your payment at any Public Bank counter.



STEP 9: Once completed, you may click **"Close"** button and log out from the system. Kindly be informed that it will take 24 hours (working day) to activate the application status.