ICT2.0@HRDF

HRDF System:
User Guide for Grant

User Manual – Version 1.1

HRDF MALAYSIA

ICT2.0 @HRDF
RELIABILITY BEYOND TECHNOLOGY

Mesiniaga

HRDF: USER GUIDE

Table of Contents

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:

EMPLOYER

Login using MyCoID

Apply Grant:
* Choose Scheme/Grant type
*Fill in the online form.
*Attach supporting documents

Submit application online

PSMB
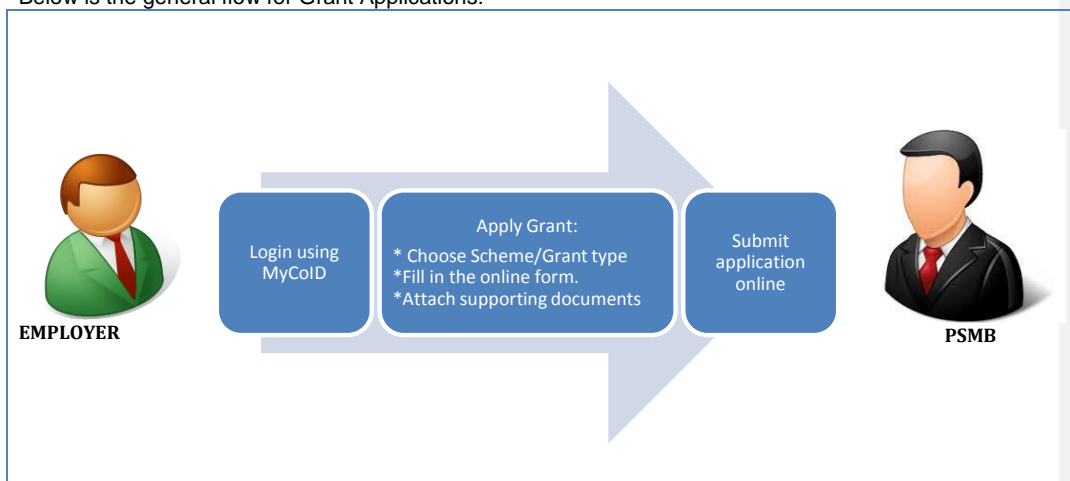
1.2 *Grant/ Scheme Types Overview*

Below is the list of Grant/Scheme Types:

Scheme	Description
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

Comment [WU1]: Why is this bigger than the rest of the other sections?

Section 2 Grant Application with Scheme Code: IT

2.1 *IT Grant Application Flow*

Below is the general flow for IT Grant Application:
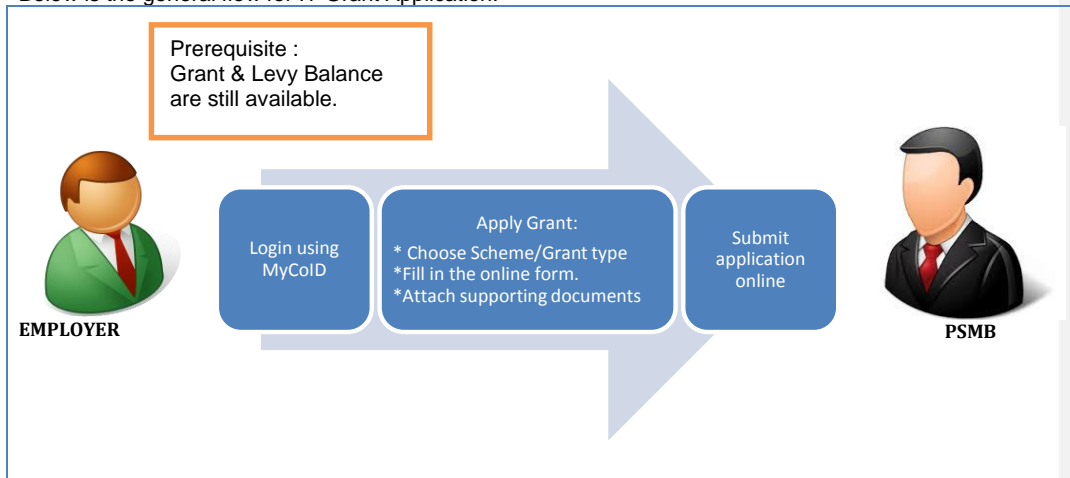
2.2 *Grant Application with Scheme Code: IT*

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 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]

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** | CAT/IT Programmes Conducted (for Past One(1) Year | CAT/IT Programmes to be Conducted | Estimated Cost for IT | Vendor Details | Acknowledgement & Declaration of Em >

Levy Information

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

* Max eligibility amount is subject to the Levy balance

Save **Next** **Cancel**

Employer's Profile

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

Save **Next** **Cancel**

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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 (*).

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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.

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

Levy Information

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

* Max eligibility amount is subject to the Levy balance

Back   Save   Submit Application   Cancel

Acknowledgement & Declaration of Employer

☐ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

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

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

File Description		Attach File		Browse...

Add Attachment

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

No record found

Back   Save   Submit Application   Cancel

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

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

OK

Section 3   Grant Application with Scheme Code: ITS

3.1 *ITS Grant Application Flow*

Below is the general flow for ITS Grant Application:
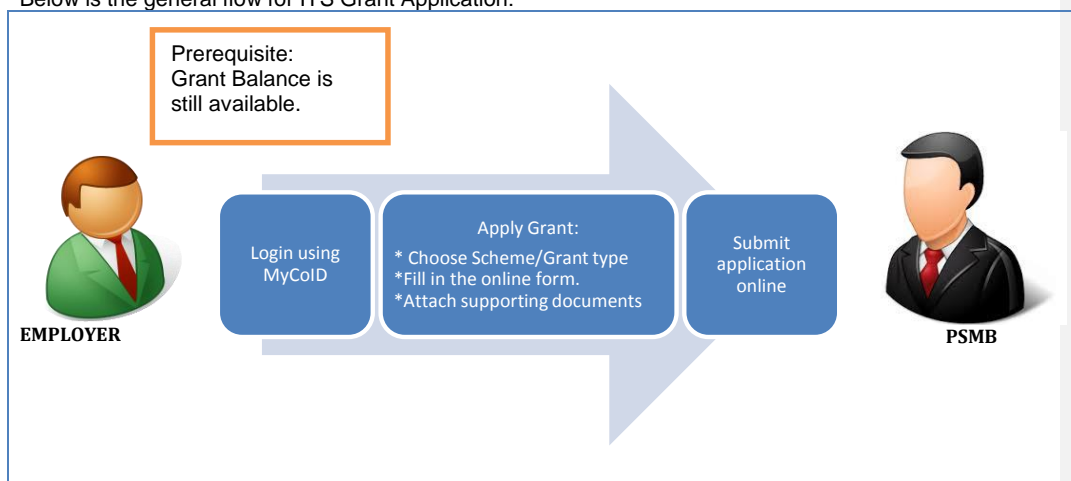
3.2 *Grant Application with Scheme Code : ITS*

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

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

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

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.

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

Back   Save   Next   Cancel

Details of Supervisor

Type of Supervisor	○ From Employer ○ From University/College/Training Institute *		
Name	*	Designation	*

Add   Reset

Type of Supervisor	Name	Designation	Actions
From Employer	Liana	Executive	View / Edit / Delete
From Employer	Leong	Executive	View / Edit / Delete
From University/College/Training Institute	Mak Neng	Executive	View / Edit / Delete

Back   Save   Next   Cancel

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

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

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

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

Back   Save   Next   Cancel

Course Details

Course Title	101 PM	Level of Certification	SKM *
Description			
University/College/Training Institute	Kolej islam kelantan *		
Public/Private	Private *		

Programme Details

Type of Training	○ Not Applicable *
Commencement of Programme	Start Date 02/08/2014 * End Date 17/09/2014 *
Total Hours Per Training	8.00 * *Note: User define for information only
No. of Full Days	6 * (Based on 7 hours per day)
No. of Half Days	2 * (Based on 4 hours per day)
No. of < Half Days	1 * Hours 2.00 * (Based on < 4 hours a day)
Total Training Days	9 * *Note: Total of Full Day + Half Day + < Half Day
No. of Month	1.0 *
Total Hours Per Trainee	52 *
Level	☑ Level-1 ☐ Level-2 ☐ Level-3 ☐ Level-4 ☐ Level-5 *

Back   Save   Next   Cancel

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

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

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

— 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

Back   Save   Next   Cancel

— Details of Trainee

IC No.	[ ] *
Name	[ ] *
Gender	Select ▼ *
Race	Select ▼ *
Academic Qualification	Select ▼ *

Add   Reset

IC No.	Name	Gender	Race	Academic Qualification	Actions
740300331112	Juliana	Female	Bumi	Ph.D	View / Edit / Delete
844993093030	Fuad	Male	Bumi	Diploma	View / Edit / Delete

Back   Save   Next   Cancel

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

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

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

— 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

Back   Save   Next   Cancel

— Estimated Cost

Type of Training : Not Applicable
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Internal Trainer	Chairs	Not Applicable	1.00 *	Per Hour	52.0 *	2 *	Pax	Not Applicable	104.00
Internal Trainer	Economy Rate of Air Fare for External Trainer	Not Applicable	*	Per Session	7.4 *	2 *	Pax	Technical	
Not Applicable	Mannequin Pertolongan Cemas dan CPR	Not Applicable	*	Per Month	1.0 *	2 *	Pax	Not Applicable	
Overseas	Monthly Allowance	Not Applicable	*	Per Time	7.4 *		Not Applicable	Soft	
Trainee	Insurance	Not Applicable	*	Not Applicable	*		Not Applicable	Not Applicable	
Trainee	Course Fee	Not Applicable	*	Per Day	7.0 *	2 *	Pax	Not Applicable	
Trainer	Multimedia Projector	Not Applicable	*	Per Day	7.0 *	2 *	Pax	Technical	
								Total Amount(RM):	104.00

Back   Save   Next   Cancel

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.

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

OK

Section 4   SME Grant/Scheme Application - OJT

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

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

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

Apply Grant

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

Apply **Cancel**

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	07/08/2014	OJT	PM101	Not Submitted	1,600.00	05/08/2014	Edit Delete
2	72641M_14_0001	07/08/2014	IT	Past Year course 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 'Apply' at Employer Landing Page.

Apply New Grant

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

Apply New Grant		
	Scheme Code	---Select--- ▼ * Preview Application Forms
		☐ This is Appeal Case
		Apply **Cancel**

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

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

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

Save **Next** **Cancel**

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

Save **Next** **Cancel**

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	Grant Balance	RM 699,605,903.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16
Scheme Name	OJT		

Back   Save   Next   Cancel

Programme Details

Type of Training	◉ In-house ○ Public ○ Development Programme *
Course Title	PM101 *
Course Description	Project Management *
Commencement of Programme	Start Date 06/08/2014 * End Date 13/08/2014 *
Relevancy of Training	PM100 *

Total Training Hours   8.00 *

External Trainer

Name	*	Citizenship	Select *
IC No./Passport No.	*	Distance to Training Location	Select *

Add   Reset

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

Back   Save   Next   Cancel

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16
Scheme Name	OJT		

Back   Save   Next   Cancel

Details of Trainee

IC No.	*	Academic Qualification	Select *
		Note: If Academic Qualification is not listed, please select 'Other' from drop down.	
Name	*	Distance to Training Location	Select *
Gender	Select *	HQ/Branch	Select *
Designation	Select *		
Race	Select *		
Remarks			

Add   Reset

Name	IC No.	Gender	Designation	Race	Academic Qualification	Remarks	Distance to Training Location	HQ/Branch	Actions
Jogata	738229222222	Male	Executive	Bumi	Diploma		Less 70 km	TAYLOR'S COLLEGE SDN BHD	View / Edit / Delete

Back   Save   Next   Cancel

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16
Scheme Name	OJT		

Back Save Next Cancel

Estimated Cost

Type of Training : In-house
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Internal Trainer	Lain-lain Peralatan	Not Applicable	100.00 *	Per Time	8.0 *	1 *	Pax	Technical	800.00
Overseas	Daily Allowance for Trainer from Sabah and Sarawak	< 200 KM	*	Per Hour	8.0 *	0 *	Trainer	Soft	
Overseas	Daily Allowance for Trainer from Sabah and Sarawak	>= 200 KM	*	Per Hour	8.0 *	0 *	Trainer	Soft	
Trainee	Daily Allowance for Internal Trainer	Not Applicable	*	Per Day	*	1 *	Pax	Technical	
								Total Amount(RM):	800.00

Back Save Next Cancel

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,605,903.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	Grant Officer's Email	hafez@hrdf.com
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 287,238.16
Scheme Name	OJT		

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.	638389292929	*
Date	07/08/2014	

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

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

Add Attachment

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

Description	File Name	Actions
Test	test.txt	Remove / View

Back Save Submit Application Cancel

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

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

OK

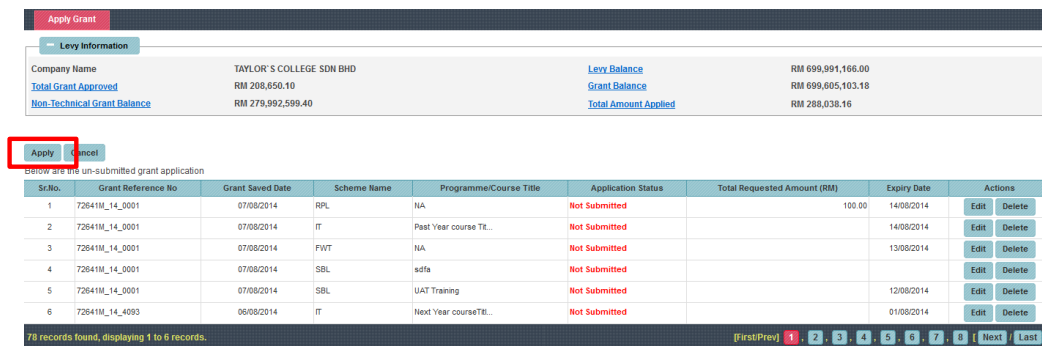# Section 5   Grant/Scheme Application – RPL IOSCM

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.

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

Levy Information

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

Save   Next   Cancel

Employer's Profile

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

Step 4: Click 'Next' at Employer's Profile Screen and Recognition Body screen will be displayed.

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

Levy Information

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

Back   Save   Next   Cancel

Recognition Body

Recognition Body	IOSCM	Institute of Supply Chain Management, UK

Back   Save   Next   Cancel

Step 5: Select 'IOSCM' in Recognition Body field and click 'Next'. In Trainee Details tab, select 'Excel' data entry mode to bulk upload Trainee Details.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

Data Entry Mode	○ Manual ● Excel Template For Upload Trainee Details	Recognition Body	Institute of Supply Chain Management, UK

Attachment

Load a List of Participant From Excel File

File Description		Attach File	Browse...

Upload Trainee Details Excel

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

No record found

Details of Trainee

IC No.		Name	
Gender	Select	ROA Level	Select
Unit	Select		
Designation	Select		
Actual Fee(RM)			
Race	Select		
Latest Academic Qualification	Select		

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

Add   Reset

IC No.	Name	Gender	ROA Level	Unit	Designation	Actual Fee(RM)	Race	Latest Academic Qualification	Actions

Total Fees(RM)   0.00

Back   Save   Next   Cancel

Step 6: Clicking 'Template to Upload Trainee Details' will prompt the following download screen.

What do you want to do with Template For Upload
Trainee Details(IOSCM).xls?

Size: 6.50 KB
From: 10.0.3.15

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Step 7: Save and open the template file with Microsoft Excel.

	A	B	C	D	E	F	G	H
1	Name	IC No.	Gender	Level	Unit	Designation	Race	Latest Academic Qualification
2								
3								
4								
5								
6								
7								
8								
9								
10								

Step 8: Fill-in the details accordingly to each of the columns and save the document.
For 'Gender', 'Level', 'Unit', 'Designation', 'Race' and 'Latest Academic Qualification' columns, the user will choose the data provided in the respective column's dropdown menu.

Step 9: Click 'Browse' to select the saved document and click 'Upload Trainee Details Excel' button to upload the document.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

| Data Entry Mode | ○ Manual ◉ Excel | Template For Upload Trainee Details | Recognition Body | Institute of Supply Chain Management, UK |

Attachment

Load a List of Participant From Excel File

| File Description | | Attach File | | Browse... |

Upload Trainee Details Excel

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

No record found

Details of Trainee

IC No.		*	Name		*
Gender	Select	*	ROA Level	Select	*
Unit	Select	*			
Designation	Select	*			
Actual Fee(RM)					
Race	Select	*			
Latest Academic Qualification	Select	*			

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

Add   Reset

IC No.	Name	Gender	ROA Level	Unit	Designation	Actual Fee(RM)	Race	Latest Academic Qualification	Actions

Total Fees(RM)   0.00

Back   Save   Next   Cancel

Step 10: Upon successful upload, the excel data will be populated into the following table.

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

Levy Information

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

Back Save Next Cancel

Data Entry Mode

Data Entry Mode	● Manual ○ Excel	Recognition Body	Institute of Supply Chain Management, UK

Details of Trainee

IC No.	[ ] *	Name	[ ] *
Gender	Select ▼ *	ROA Level	Select ▼ *
Unit	Select ▼ *		
Designation	Select ▼ *		
Actual Fee(RM)	[ ]		
Race	Select ▼ *		
Latest Academic Qualification	Select ▼ *		

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

Add   Reset

IC No.	Name	Gender	ROA Level	Unit	Designation	Actual Fee(RM)	Race	Latest Academic Qualification	Actions
748838439484	Ahmad Daud	Male	Level 2	Unit 1	Administrative & Support Staff	4,020.00	Bumi	Masters	Delete
743288938432	Zuhaimi	Male	Level 2	Unit 2	Technician	4,290.00	Bumi	Diploma	Delete

Total Fees(RM) 8,310.00

Back Save Next Cancel

Step 11: To continue data entry in the next screen, click 'Next' at Trainee Details Screen.

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

Levy Information

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

Back Save Next Cancel

Estimated Cost

Recognition Body	IOSCM : Institute of Supply Chain Management, UK	Total Fees(RM)	8,310.00

Back Save Next Cancel

Step 12: Click 'Next' at Estimated Cost Screen.

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

Back   Save   Submit Application   Cancel

Acknowledgement & Declaration of Employer

☑ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name	Akanksha ▼	*
Designation	Executive Clerk	*
Email	akanksha@test.com	*
IC No.	737828282229	*
Date	07/08/2014	

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

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

Add Attachment

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

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

Back   Save   Submit Application   Cancel

Step 13: Click Submit Application at Acknowledgement and Declaration of Employer Screen.

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

OK

Section 6   Grant/Scheme Application – RPL JPK

6.1 *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.

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

Levy Information

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

Save   Next   Cancel

Employer's Profile

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

Step 4: Click 'Next' at Employer's Profile Screen and Recognition Body screen will be displayed.

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

Levy Information

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

Back   Save   Next   Cancel

Recognition Body

Recognition Body	JPK	Jabatan Pembagunan Kemahiran

Back   Save   Next   Cancel

Step 5: Select 'JPK' in Recognition Body field and click 'Next'. In Trainee Details tab, select 'Excel' data entry mode to bulk upload Trainee Details.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

Data Entry Mode	○ Manual ◉ Excel Template To Upload Trainee Details	Recognition Body	Jabatan Pembangunan Kemahiran

Load Trainee Details by Excel File

Load a List of Participant From Excel File

File Description		Attach File		Browse...

Upload Trainee Details Excel

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

No record found

Trainee Details

IC No.		*	Name		*
Gender	Select	*			
Race	Select	*			
Latest Academic Qualification	Select	*			
Designation	Select	*			
Level	☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 *	Programme Code		*	
Actual Fee(RM)	0.00				

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

Add   Reset

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

Total Fee(RM)	0.00

Back   Save   Next   Cancel

Step 6: Clicking 'Template to Upload Trainee Details' will prompt the following download screen.

What do you want to do with Template To Upload
Trainee Details(JPK).xls?

Size: 4.50 KB
From: 10.0.3.15

→ Open
    The file won't be saved automatically.

→ Save

→ Save as

Step 7: Save and open the template file with Microsoft Excel.

	A	B	C	D	E	F	G	H
1	Name	IC No.	Gender	Programme Code	Designation	Race	Latest Academic Qualification	Level
2								
3								
4								
5								
6								
7								
8								
9								
10								

Step 8: Fill-in the details accordingly to each of the columns and save the document.
For 'Gender', 'Designation', 'Race' and 'Latest Academic Qualification' columns, the user will choose the data provided in the respective column's dropdown menu.
For 'Level' column, the user has to fill-in one of the following values: Level 1, Level 2, Level 3, Level 4 or Level 5.

Step 9: Click 'Browse' to select the saved document and click 'Upload Trainee Details Excel' button to upload the document.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

Data Entry Mode	○ Manual ◉ Excel	Template To Upload Trainee Details	Recognition Body	Jabatan Pembangunan Kemahiran

Load Trainee Details by Excel File

Load a List of Participant From Excel File

File Description		Attach File		Browse...

Upload Trainee Details Excel

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

No record found

Trainee Details

IC No.		*	Name		*
Gender	Select	*			
Race	Select	*			
Latest Academic Qualification	Select	*			
Designation	Select	*			
Level	☐Level 1 ☐Level 2 ☐Level 3 ☐Level 4 ☐Level 5	*	Programme Code		*
Actual Fee(RM)	0.00				

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

Add   Reset

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

Total Fee(RM)   0.00

Back   Save   Next   Cancel

Step 10: Upon successful upload, the excel data will be populated into the following table.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

| Data Entry Mode | ● Manual ○ Excel | Recognition Body | Jabatan Pembangunan Kemahiran |

Trainee Details

IC No.		Name	
Gender	Select		
Race	Select		
Latest Academic Qualification	Select		
Designation	Select		
Level	☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5	Programme Code	
Actual Fee(RM)	0.00		

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

Add   Reset

IC No.	Name	Gender	Programme Code	Designation	Actual Fee(RM)	Race	Latest Academic Qualification	Level	Actions
748838439484	Ahmad Daud	Male	1	Executive	300.00	Bumi	Degree	Level 1	Delete
743288938432	Zuhaimi	Male	1	Supervisor	300.00	Bumi	Degree	Level 1	Delete

Total Fee(RM)   600.00

Back   Save   Next   Cancel

Step 11: To continue data entry in the next screen, click 'Next' at Trainee Details Screen.

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

Levy Information

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

Back   Save   Next   Cancel

Estimated Cost

| Recognition Body | JPK : Jabatan Pembagunan Kemahiran | Total Fees(RM) | 100.00 |

Back   Save   Next   Cancel

Step 12: Click 'Next' at Estimated Cost Screen.

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

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

☑ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name	Akanksha	*
Designation	Executive Clerk	*
Email	akanksha@test.com	*
IC No.	737828282229	*
Date	07/08/2014	

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

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

Add Attachment

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

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

Back Save Submit Application Cancel

Step 13: Click Submit Application at Acknowledgement and Declaration of Employer Screen.

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

OK

Section 7 Grant/Scheme Application – RPL UOB

7.1 *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 and Recognition Body screen will be displayed.

Step 5: Select 'UOB' in Recognition Body field and click 'Next'. In Trainee Details tab, select 'Excel' data entry mode to bulk upload Trainee Details.

Step 6: Clicking 'Template to Upload Trainee Details' will prompt the following download screen.

What do you want to do with Template To Upload
Trainee Details(UOB).xls?

Size: 4.50 KB
From: 10.0.3.15

→ **Open**
The file won't be saved automatically.

→ **Save**

→ **Save as**

Step 7: Save and open the template file with Microsoft Excel.

	A	B	C	D	E	F	G	H
1	Name	IC No.	Programme Code	Gender	Designation	Race	Latest Academic Qualification	Level
2								
3								
4								
5								
6								
7								
8								
9								

Step 8: Fill-in the details accordingly to each of the columns and save the document.
For 'Gender', 'Designation', 'Race', 'Latest Academic Qualification' and Level columns, the user will choose the data provided in the respective column's dropdown menu.
For 'Level' column, the user has to fill-in one of the following values: Level 1, Level 2, Level 3, Level 4 or Level 5.

Step 9: Click 'Browse' to select the saved document and click 'Upload Trainee Details Excel' button to upload the document.

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

Levy Information

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

Back | Save | Next | Cancel

Data Entry Mode

Data Entry Mode	○ Manual ● Excel	Template To Upload Trainee Details	Recognition Body	University of Ballarat, Australia

Attachment

Load a List of Participant From Excel File

File Description		Attach File		Browse...

Upload Trainee Details Excel

Note : Maximum 2MB Allowed (Only .XLSX,.XLS are allowed)

No record found

Trainee Details

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

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

Add | Reset

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

Total Fee(RM)	0.00

Back | Save | Next | Cancel

Step 10: Upon successful upload, the excel data will be populated into the following table.

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

Levy Information

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

Back   Save   Next   Cancel

Data Entry Mode

Data Entry Mode	◉ Manual ○ Excel		Recognition Body	University of Ballarat, Australia

Trainee Details

IC No.	[____] *	Name	[____] *
Gender	Select ⌄ *	Level	Select ⌄ *
Designation	Select ⌄ *		
Actual Fee(RM)	[____]	Programme Code	[____] *
Race	Select ⌄ *		
Latest Academic Qualification	Select ⌄ *		

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

Add   Reset

IC No.	Name	Gender	Level	Designation	Actual Fee(RM)	Programme Code	Race	Latest Academic Qualification	Actions
748838439484	Ahmad Daud	Male	Level 2	Administrative & Support Staff	1,300.00	1	Bumi	Diploma	Delete
743288938432	Zuhaimi	Male	Level 2	Manager	1,300.00	1	Bumi	Diploma	Delete

Total Fee(RM)   2,600.00

Back   Save   Next   Cancel

Step 11: To continue data entry in the next screen, click 'Next' at Trainee Details Screen.

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

Levy Information

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

Back   Save   Next   Cancel

Estimated Cost

Recognition Body	UOB : University of Ballarat, Australia	Total Fees(RM)	2,600.00

Back   Save   Next   Cancel

Step 12: Click 'Next' at Estimated Cost Screen.

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

Back   Save   Submit Application   Cancel

Acknowledgement & Declaration of Employer

☑ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name	Akanksha	*
Designation	Executive Clerk	*
Email	akanksha@test.com	*
IC No.	737828282229	*
Date	07/08/2014	

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

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

Add Attachment

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

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

Back   Save   Submit Application   Cancel

Step 13: Click Submit Application at Acknowledgement and Declaration of Employer Screen.

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

OK

Section 8 Grant Application with Scheme Code: SBL

8.1 *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:

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

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			

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

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

Levy Information

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

Back Save Next Cancel

Registered Training Provider Details

MyCoID	206981D	* Search Check		
Training Provider Name	BESI APAC SDN BHD	Post Code	45454	
Address	UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS,	State	Labuan	
Officer Telephone Number	123456	Officer to be Contacted		
Email	abc@abc.com			

Non Registered Training Provider Details

Training Provider	○ Individual ○ Vendor ○ Association ○ Non Government Organization(NGO) ○ Government *		
Training Provider Name	*		
Address	*		
Post Code	*	State	Select ▼ *
Officer Telephone Number	*	Officer to be Contacted	*
Email	*		

Back Save Next Cancel

HRDF: USER GUIDE

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

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

Levy Information

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

Back   Save   Next   Cancel

Course Details

Course Title	PM101	**Relevancy of Training**	PM100
Description	Project Management	**Type of Retraining and Skills Upgrading**	Engineering

Programme Details

Type of Training	⦿ In-house ◯ Public ◯ Job Coach ◯ Development Programme ◯ e-Learning *
Commencement of Programme	Start Date 06/08/2014 * End Date 09/09/2014 *
Total Hours Per Training	12.00 * *Note: User define for information only*
No. of Full Days	1 * (Based on 7 hours per day)
No. of Half Days	2 * (Based on 4 hours per day)
No. of < Half Days	1 * Hours 3.00 * (Based on < 4 hours a day)
Total Training Days	4 * *Note: Total of Full Day + Half Day + < Half Day*
No. of Month	1.0 *Note: mandatory if Training Type is "Development Programme"*
Total Hours Per Trainee	18.00 *

Internal Trainer

Name	*
IC No./Passport No.	*
Citizenship	Select *
Distance to Training Location	Select *
HQ/Branch	Select *

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

Add   Reset

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

External Trainer

Name	* Search
IC No./Passport No.	*
Citizenship	Select *
Distance to Training Location	Select *
Overseas Trainer	◯ Yes ◯ No *

Add   Reset

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

Back   Save   Next   Cancel

HRDF: USER GUIDE

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

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

Levy Information

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

Back Save Next Cancel

Details of Training

Training Location	External Training Premi: ▾ *
Please Specify Full Address	11 Jalan Ambi *
State	Penang ▾ *
No of Travel Days	⦿ 1 Day ○ Not Applicable *

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Level of Certification

Level of Certification	Skm (Jpk) ▾ *
Certification Level	☐ Level 1 ☐ Level 2 ☑ Level 3 ☐ Level 4 ☐ Level 5 *

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Trainee Information by Batch

Batch No.	2 *
Training Schedule	Start Date 06/08/2014 📅 * End Date 09/09/2014 📅 *

Add Batch Reset

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

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

Summary of Trainees

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

One record found.   1

Supporting Documents

Trainee Information	Attach File Browse... No file selected.

Add Attachment

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

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

Back Save Next Cancel

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Step 9: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 10: Then click 'Save' button. Add/Edit Trainee details option will be available.

Step 11: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

| Save | Close |

Trainee Details

Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found.　　　　　　　　　　　　　　　　　　　　　　　　　**1**

Trainee Details

IC No.	[ ] *
Name	[ ] *
Gender	Select ▼ *
Race	Select ▼ *
Academic Qualification	Select ▼ *

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

Trainee Designation	Select ▼ *
HQ/Branch	Select ▼ *

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

Distance to Training Location	Select ▼ *

| Add | Reset |

Step 12: Click 'Next' at Summary of Trainees Screen.

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

Levy Information

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

| Back | Save | Next | Cancel |

Estimated Cost

Type of Training : In-house
Training Location : External Training Premise

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Internal Trainer	Training Place Rental	< 70 KM	150.00 *	Per Day	2.5 *	1 *	Pax	Not Applicable	375.00
Internal Trainer	Training Place Rental	>= 70 KM		Per Day	2.5 *	0 *	Pax	Not Applicable	
Internal Trainer	Economy Rate of Air Fare for Internal Trainer	Not Applicable	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Internal Trainer	Transportation	Not Applicable	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Internal Trainer	Training Place Rental	< 70 KM	*	Per Day	2.5 *	1 *	Pax	Not Applicable	
Internal Trainer	Training Place Rental	>= 70 KM	*	Per Day	2.5 *	0 *	Pax	Not Applicable	
Internal Trainer	Transportation	< 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Internal Trainer	Transportation	>= 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Internal Trainer	Internal Trainer Daily Allowance	< 70 KM	*	Per Day	3.5 *	1 *	Pax	Not Applicable	
Internal Trainer	Internal Trainer Daily Allowance	>= 70 KM	*	Per Day	3.5 *	0 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM	*	Per Day	3.5 *	1 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM	*	Per Day	3.5 *	0 *	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM	*	Per Day	3.5 *	1 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM	*	Per Day	3.5 *	0 *	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
								Total Amount(RM):	375.00

| Back | Save | Next | Cancel |

Step 13: 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 14: 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**

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

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

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

Apply Grant

Levy Information

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

Apply **Cancel**

Below are the un-submitted grant application

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

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

Proceed with new grant-scheme application?

Apply **Cancel**

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

Apply New Grant

Levy Information

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

Apply New Grant

Scheme Code   ---Select---   ▼ * Preview Application Forms

☐ This is Appeal Case

Apply **Cancel**

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

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

Levy Information

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

Save **Next** **Cancel**

Employer's Profile

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

Save **Next** **Cancel**

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

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

Levy Information

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

Back   Save   Next   Cancel

Registered Training Provider Details

MyCoID	206981D * Search Check		
Training Provider Name	BESI APAC SDN BHD	Post Code	45454
Address	UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS,	State	Labuan
Officer Telephone Number	123456	Officer to be Contacted	
Email	abc@abc.com		

Non Registered Training Provider Details

Training Provider	○ Individual ○ Vendor ○ Association ○ Non Government Organization(NGO) ○ Government *
Training Provider Name	*
Address	*
Post Code	* State Select *
Officer Telephone Number	* Officer to be Contacted
Email	*

Back   Save   Next   Cancel

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

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

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

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

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

Levy Information

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

Back   Save   Next   Cancel

Course Details

Course Title	PM101	Relevancy of Training	PM100
Description	Project Management	Type of Retraining and Skills Upgrading	Engineering *

Programme Details

Type of Training	○ In-house ○ Public ○ Job Coach ○ Development Programme ○ e-Learning *
Commencement of Programme	Start Date 06/08/2014 * End Date 09/09/2014 *
Total Hours Per Training	12.00 * *Note: User define for information only
No. of Full Days	1 * (Based on 7 hours per day)
No. of Half Days	2 * (Based on 4 hours per day)
No. of < Half Days	1 * Hours 3.00 * (Based on < 4 hours a day)
Total Training Days	4 * *Note: Total of Full Day + Half Day + < Half Day
No. of Month	1.0 *Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee	18.00 *

Internal Trainer

Name			Citizenship	Select ▼ *
IC No./Passport No.			Distance to Training Location	Select ▼ *
			HQ/Branch	Select ▼ *
				*Note: If your branch is not listed , please update your profile to add the branch details.

Add   Reset

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

External Trainer

Name		* Search	Citizenship	Select ▼ *
IC No./Passport No.		*	Distance to Training Location	Select ▼ *
			Overseas Trainer	○ Yes ○ No *

Add   Reset

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

Back   Save   Next   Cancel

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

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

Levy Information

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

Back   Save   Next   Cancel

Course Details

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

Programme Details

Type of Training	○ In-house ○ Public ● Job Coach ○ Development Programme ○ e-Learning *
Commencement of Programme	Start Date [____] * End Date [____] *
Total Hours Per Training	0.00 *Note: User define for information only
No. of Full Days	* (Based on 7 hours per day)
No. of Half Days	* (Based on 4 hours per day)
No. of < Half Days	* Hours 0.00 * (Based on < 4 hours a day)
Total Training Days	* *Note: Total of Full Day + Half Day + < Half Day
No. of Month	*Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee	*

External Trainer

Name		* Search	Citizenship	Select ▼ *
IC No./Passport No.		*	Distance to Training Location	Select ▼ *
			Overseas Trainer	○ Yes ○ No *

Add   Reset

Back   Save   Next   Cancel

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

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

Levy Information

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

Back   Save   Next   Cancel

Details of Training

Please Specify Full Address	*
State	Select ▼ *
No of Travel Days	○ 1 Day ○ Not Applicable *

Back   Save   Next   Cancel

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Step 11: Click 'Next'

Result: The following screen is displayed.

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

— Levy Information

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

Back   Save   Next   Cancel

— Level of Certification

Level of Certification	Select ▾ *

Back   Save   Next   Cancel

Step 12: Click 'Next.

Result: The following screen is displayed.

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

— Levy Information

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

Back   Save   Next   Cancel

— Trainee Information by Batch

Batch No.   1 *

Training Schedule   Start Date 07/08/2014   * End Date 03/09/2014   *

Add Batch   Reset

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

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

— Summary of Trainees

No records found to display

— Supporting Documents

Trainee Information		Attach File	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)

Back   Save   Next   Cancel

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Step 13: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 14: Then click 'Save' button. Add/Edit Trainee details option will be available.

Step 15: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

| Save | Close |

Trainee Details

— Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found. **1**

— Trainee Details

IC No.	[ ]	*
Name	[ ]	*
Gender	Select ▼	*
Race	Select ▼	*
Academic Qualification	Select ▼	*

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

Trainee Designation	Select ▼	*
HQ/Branch	Select ▼	*

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

Distance to Training Location	Select ▼	*

| Add | Reset |

Step 16: Fill in the Summary of Trainees then click 'Next'.
Result: The following screen is displayed.

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

— Levy Information

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

| Back | Save | Next | Cancel |

— Estimated Cost

Type of Training : Job Coach
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
External Trainer	Meal Allowance for External Trainer	Not Applicable	[ ]*	Per Day	3.5*	1*	Pax	Not Applicable	[ ]
External Trainer	Daily Allowance for Overseas Trainer	< 70 KM	[ ]*	Per Day	3.5*	1*	Pax	Not Applicable	[ ]
External Trainer	Daily Allowance for Overseas Trainer	>= 70 KM	[ ]*	Per Day	3.5*	0*	Pax	Not Applicable	[ ]
External Trainer	Economy Rate of Air Fare for External Trainer	< 70 KM	[ ]*	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
External Trainer	Economy Rate of Air Fare for External Trainer	>= 70 KM	[ ]*	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
Trainee	Trainee Daily Allowance	< 70 KM	[ ]*	Per Day	3.5*	1*	Pax	Not Applicable	[ ]
Trainee	Trainee Daily Allowance	>= 70 KM	[ ]*	Per Day	3.5*	0*	Pax	Not Applicable	[ ]
Trainee	Trainee Air Fare	< 70 KM	[ ]*	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
Trainee	Trainee Air Fare	>= 70 KM	[ ]*	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
Trainer	External Trainer Fee	Not Applicable	[ ]*	Per Hour	25.0*	*	Not Applicable	Not Applicable	[ ]
Trainer	External Trainer Fee	Not Applicable	[ ]*	Not Applicable	*	*	Not Applicable	Not Applicable	[ ]
								Total Amount(RM):	[ ]

| Back | Save | Next | Cancel |

Step 17: Fill in the allowable items then click 'Next'.
Result: The following screen is displayed.

Step 18: Fill in the declaration section.

Step 19: Attach a file by filling in the file description then click 'Browse'.
Result: The following screen is displayed.
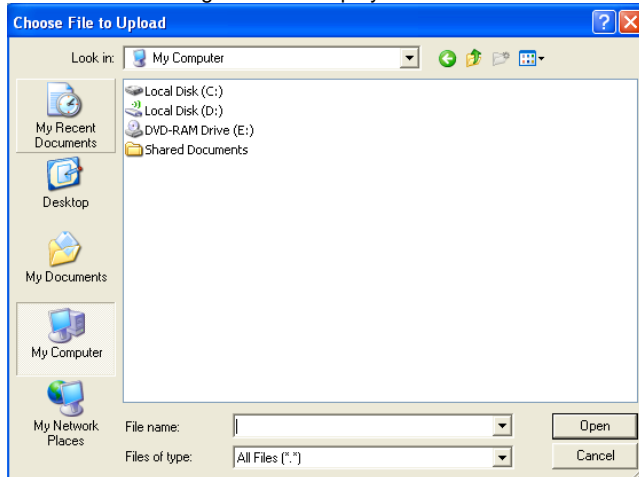
Step 20: Locate the file then once found click 'Open'.
Result: The file path is displayed next to 'Browse' button.

Step 21: Click 'Add Attachment'.
Result: The file is attached.

Step 22: Click 'Submit Application'.
The following screen is displayed.

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

OK

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

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

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

Apply Grant

Levy Information

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

Apply Cancel

Below are the un-submitted grant application

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

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

Proceed with new grant-scheme application?
Apply   Cancel

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

Apply New Grant

Levy Information

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

Apply New Grant

Scheme Code   ---Select---   ▼ * Preview Application Forms

☐ This is Appeal Case

Apply   Cancel

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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.

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

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

Levy Information

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

Back Save Next Cancel

Course Details

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

Programme Details

Type of Training	○ In-house ○ Public ○ Job Coach ● Development Programme ○ e-Learning *
Commencement of Programme	Start Date [ ] * End Date [ ] *
Total Hours Per Training	0.00 * *Note: User define for information only
Programme Duration	○ Full Time ○ Part Time * *Note: mandatory if Training Type is "Development Programme"
No. of Full Days	* (Based on 7 hours per day)
No. of Half Days	* (Based on 4 hours per day)
No. of < Half Days	* Hours 0.00 * (Based on < 4 hours a day)
Total Training Days	* *Note: Total of Full Day + Half Day + < Half Day
No. of Month	* *Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee	*

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Details of Training

Please Specify Full Address	
State	Select *
No of Travel Days	○ 1 Day ○ Not Applicable *

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Level of Certification

Level of Certification	Select *

Back Save Next Cancel

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

Step 12: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 13: Then click 'Save' button. Add/Edit Trainee details option will be available.

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

Levy Information

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

Back   Save   Next   Cancel

Trainee Information by Batch

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

Add Batch   Reset

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

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

Summary of Trainees

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

One record found.   1

Supporting Documents

Trainee Information		Attach File	Browse... No file selected.

Add Attachment

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

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

Step 14: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

Save   Close

Trainee Details

Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found.   1

Trainee Details

IC No.	[ ] *
Name	[ ] *
Gender	Select ▼ *
Race	Select ▼ *
Academic Qualification	Select ▼ *

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

Trainee Designation	Select ▼ *
HQ/Branch	Select ▼ *

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

Distance to Training Location	Select ▼ *

Add   Reset

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

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

Levy Information

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

Back Save Next Cancel

Estimated Cost

Type of Training : Development Programme
Training Location : Local

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Not Applicable	Trainee Air Fare	Not Applicable	100.00 *	Not Applicable			Not Applicable	Not Applicable	100.00
Trainee	Course Fee	Not Applicable	50.00 *	Per Day	8.5 *	3 *	Pax	Not Applicable	1,275.00
Trainee	Trainee Monthly Allowance	Not Applicable	*	Per Month	1.0 *	1 *	Pax	Not Applicable	0.00
Trainee	Thesis Allowance	Not Applicable	*	Not Applicable	*	*	Not Applicable	Not Applicable	
								Total Amount(RM):	1,375.00

Back Save Next Cancel

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

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

Levy Information

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

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

☐ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

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

Supporting Documents

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

Attachment *

| File Description | | Attach File | Browse... test.txt |

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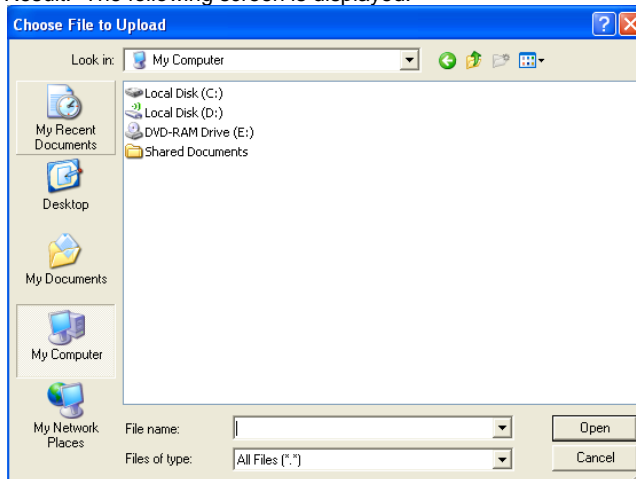
Step 18: Attach a file by filling in the file description then click 'Browse'.
Result: The following screen is displayed.

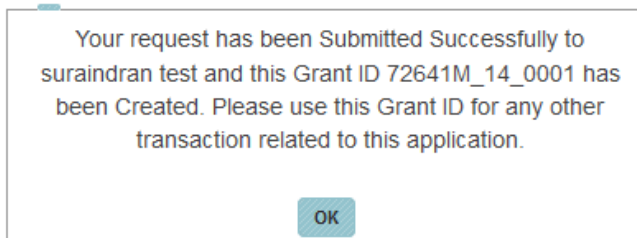Step 19: Locate the file then once found click 'Open'.
Result: The file path is displayed next to 'Browse' button.

Step 20: Click 'Add Attachment'.
Result: The file is attached.

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

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

OK

8.4 *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.

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

Levy Information

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

Back Save Next Cancel

Registered Training Provider Details

MyCoID	206981D	Search Check		
Training Provider Name	BESI APAC SDN BHD	Post Code		45454
Address	UNIT D3-06-01, SOLARIS DUTAMAS, NO 1, JALAN DUTAMAS,	State	Labuan	
Officer Telephone Number	123456	Officer to be Contacted		
Email	abc@abc.com			

Non Registered Training Provider Details

Training Provider	○ Individual ○ Vendor ○ Association ○ Non Government Organization(NGO) ○ Government *	
Training Provider Name		*
Address		*
Post Code	*	State	Select	*
Officer Telephone Number	*	Officer to be Contacted		*
Email	*			

Back Save Next Cancel

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

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

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

Step 8: Click 'Next' and select 'e-Learning' for the type of training.
Result: The following screen is displayed.

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

Levy Information

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

Back Save Next Cancel

Course Details

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

Programme Details

Type of Training	○ In-house ○ Public ○ Job Coach ○ Development Programme ● e-Learning *	
Commencement of Programme	Start Date [ ] * End Date [ ] *	
Total Hours Per Training	0.00	* *Note: User define for information only
No. of Full Days		* (Based on 7 hours per day)
No. of Half Days		* (Based on 4 hours per day)
No. of < Half Days		* Hours 0.00 * (Based on < 4 hours a day)
Total Training Days		* *Note: Total of Full Day + Half Day + < Half Day
No. of Month		*Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee		*

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Details of Training

Please Specify Full Address	[text box] *
State	Select ▼ *
No of Travel Days	○ 1 Day ○ Not Applicable *

Back Save Next Cancel

Step 10: Click 'Next'
Result: The following screen is displayed.

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

Levy Information

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

Back Save Next Cancel

Level of Certification

Level of Certification	Select ▼ *

Back Save Next Cancel

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

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

Levy Information

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

Back Save Next Cancel

Trainee Information by Batch

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

Add Batch Reset

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

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

Summary of Trainees

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

One record found.   1

Supporting Documents

Trainee Information	[text box]
Attach File	Browse... No file selected.

Add Attachment

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

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

Back Save Next Cancel

Step 12: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 13: Then click 'Save' button. Add/Edit Trainee details option will be available.

Step 14: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

Save	Close

Trainee Details

Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found. **1**

Trainee Details

IC No.	[ ]	*
Name	[ ]	*
Gender	Select ▾	*
Race	Select ▾	*
Academic Qualification	Select ▾	*

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

Trainee Designation	Select ▾	*
HQ/Branch	Select ▾	*

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

Distance to Training Location	Select ▾	*

Add	Reset

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,603,447.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 293,946.16
Scheme Name	SBL		

Back	Save	Next	Cancel

Estimated Cost

Type of Training : e-Learning
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	Course Fee	Not Applicable	[ ] *	Per Day	3.0 *	1 *	Pax	Not Applicable	[ ]
								Total Amount(RM):	0.00

Back	Save	Next	Cancel

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

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

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,995,418.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,603,447.18
Grant Officer's Name	suraindran test	Grant Officer's Email	suraindran@hrdf.com
Non-Technical Grant Balance	RM 279,994,300.20	Total Amount Applied	RM 293,946.16
Scheme Name	SBL		

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	11/08/2014

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)

No record found

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.

Choose File to Upload

Look in: My Computer

Local Disk (C:)
Local Disk (D:)
DVD-RAM Drive (E:)
Shared Documents

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name: [   ]   Open
Files of type: All Files (*.*)   Cancel

Step 19: Locate the file then once found click 'Open'.
Result: The file path is displayed next to 'Browse' button.

Step 20: Click 'Add Attachment'.
Result: The file is attached.

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

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

OK

Section 9   Grant Application with Scheme Code: SBL -Khas

9.1 *Grant Application with Scheme Code : SBL-Khas*
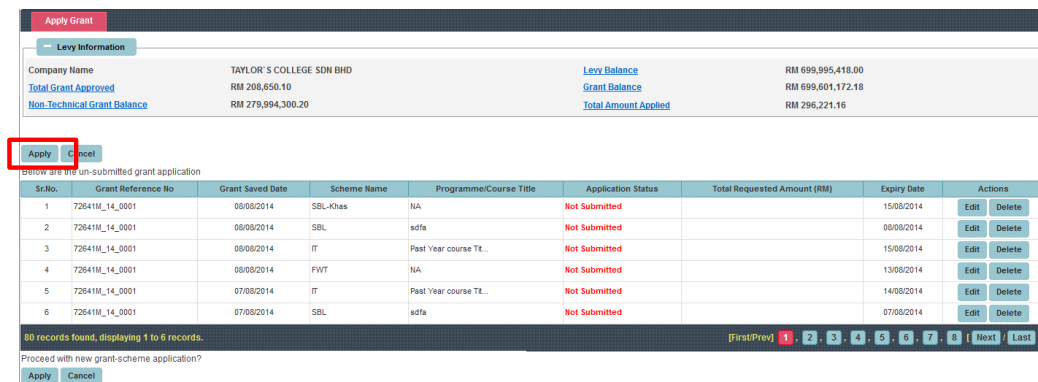
Prerequisite:
- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.
- Grant and Levy balance is sufficient.
- Employer has no outstanding arrears and interest.
  Note: System will reserve the levy for the course fee to be paid to Training Provider.

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

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

Apply Grant

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

Apply   Cancel

Below are the un-submitted grant application

Sr.No.	Grant Reference No	Grant Saved Date	Scheme Name	Programme/Course Title	Application Status	Total Requested Amount (RM)	Expiry Date	Actions
1	72641M_14_0001	08/08/2014	SBL-Khas	NA	Not Submitted		15/08/2014	Edit Delete
2	72641M_14_0001	08/08/2014	SBL	sdfa	Not Submitted		08/08/2014	Edit Delete
3	72641M_14_0001	08/08/2014	IT	Past Year course Tit...	Not Submitted		15/08/2014	Edit Delete
4	72641M_14_0001	08/08/2014	FWT	NA	Not Submitted		13/08/2014	Edit Delete
5	72641M_14_0001	07/08/2014	IT	Past Year course Tit...	Not Submitted		14/08/2014	Edit Delete
6	72641M_14_0001	07/08/2014	SBL	sdfa	Not Submitted		07/08/2014	Edit Delete
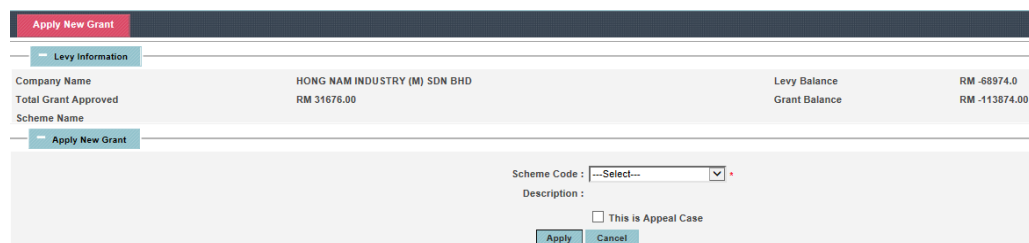
80 records found, displaying 1 to 6 records.   [First/Prev] 1 . 2 . 3 . 4 . 5 . 6 . 7 . 8 [Next / Last]

Proceed with new grant-scheme application?
Apply   Cancel

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

Apply New Grant

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

Apply New Grant

Scheme Code : ---Select--- ▼ *
Description :
☐ This is Appeal Case
Apply   Cancel

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

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 (*).

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

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

Levy Information

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

Back   Save   Next   Cancel

Level of Certification

| Level of Certification | Select ▼ * |

Back   Save   Next   Cancel

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

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

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

Levy Information

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

Back   Save   Next   Cancel

Trainee Information by Batch

| Batch No. | 2 * |
| Training Schedule | Start Date 06/08/2014 📅 * End Date 09/09/2014 📅 * |

Add Batch   Reset

| Batch No. | Training Schedule Start Date | Training Schedule End Date | Add/Edit Trainee Details | Actions |
| 1 | | | | |

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

Summary of Trainees

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

One record found.   1

Supporting Documents

| Trainee Information | | Attach File | Browse... No file selected. |

Add Attachment

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

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

Back   Save   Next   Cancel

Step 14: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 15: Then click 'Save' button. Add/Edit Trainee details option will be available.

Step 16: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

| Save | Close |

Trainee Details

Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found.   1

Trainee Details

IC No.	[ ]	*
Name	[ ]	*
Gender	Select ▼	*
Race	Select ▼	*
Academic Qualification	Select ▼	*

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

Trainee Designation	Select ▼	*
HQ/Branch	Select ▼	*

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

Distance to Training Location	Select ▼	*

| Add | Reset |

Step 17: Click on the 'Next' button.
Result: The screen (Estimated Cost for Training Scheme) below is displayed.

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

Levy Information

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

| Back | Save | Next | Cancel |

Estimated Cost

Type of Training : In-house
Training Location : External Training Premise

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Internal Trainer	Training Place Rental	< 70 KM	[ ] *	Per Day	3.0 *	1 *	Pax	Not Applicable	[ ]
Internal Trainer	Training Place Rental	>= 70 KM	[ ] *	Per Day	3.0 *	0 *	Pax	Not Applicable	[ ]
Trainee	Trainee Daily Allowance	< 70 KM	[ ] *	Per Day	4.0 *	1 *	Pax	Not Applicable	[ ]
Trainee	Trainee Daily Allowance	>= 70 KM	[ ] *	Per Day	4.0 *	0 *	Pax	Not Applicable	[ ]
								Total Amount(RM):	0.00

| Back | Save | Next | Cancel |

Step 18: Fill-in the 'Estimated Cost for Training Scheme' form.
Note: Mandatory fields are mark with (*).

Step 19: Click on the 'Next' button.
Result: The screen (Acknowledgement & Declaration of Employer) below is displayed.

Step 20: Fill-in the 'Acknowledgement & Declaration of Employer' form and click on the 'Submit Application' button.
Note: Mandatory fields are mark with (*).
Result: A message 'Grant Submitted Successfully' is prompted out as shown below.

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

OK

Section 10 Grant Application with Scheme Code : SLB

10.1 *SLB Grant Application Flow*
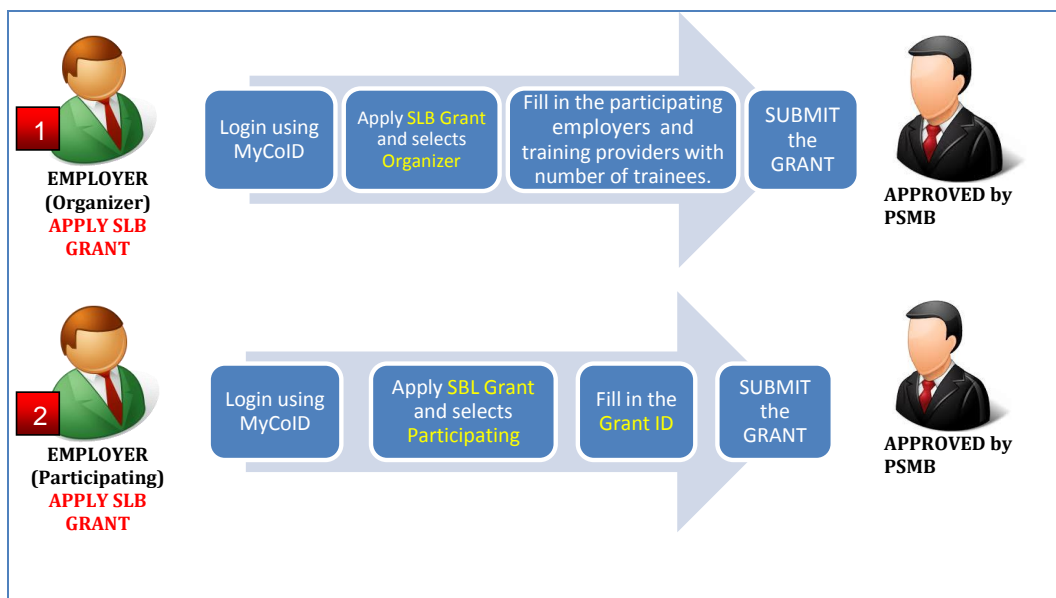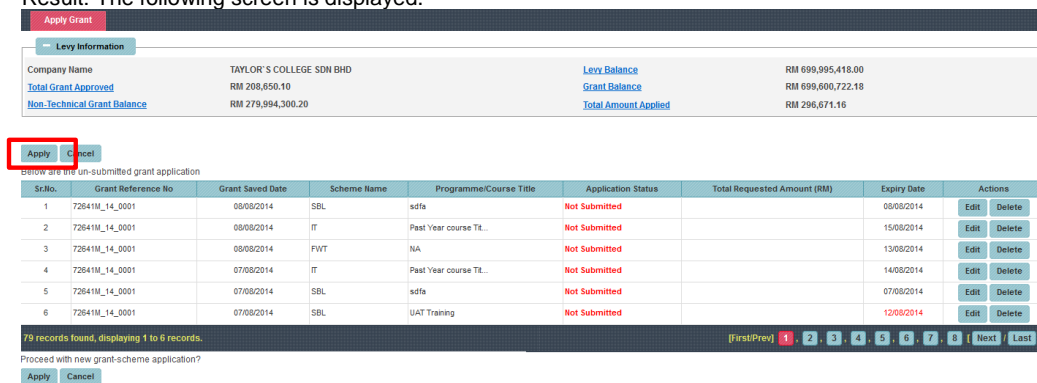
SLB Rule:
- The 'organizing employer' is eligible to apply for the allowable cost on the consumable materials as well as the Internal Trainer Allowance should the trainer is its employee, while other participating employers' will claim on other allowable cost as per stated on current stipulated rate 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.

10.2 *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.

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

Levy Information

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

Back Save Next Cancel

Course Details

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

Programme Details

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

Details of Participating Employer

MyCoID	[ ] * Search
Company Name	[ ]
No of Participants	[ ] *

Add Reset

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

Details of Participating Non Register Employer

MyCoID	[ ] *
Company Name	[ ] *
Address	[ ] *

Add Reset

Back Save Next Cancel

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

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

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

Levy Information

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

Back Save Next Cancel

Details of Training

Training Location	Select *
Please Specify Full Address	[ ] *
State	Select *
No of Travel Days	○ 1 Day ○ Not Applicable *

Back Save Next Cancel

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

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Step 13: Click next button.
Result: Screen display as shown below

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

Levy Information

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

Back   Save   Next   Cancel

Level of Certification

Level of Certification   Select ▼ *

Back   Save   Next   Cancel

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

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

Levy Information

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

Back   Save   Next   Cancel

Trainee Information by Batch

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

Add Batch   Reset

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

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

Summary of Trainees

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

One record found.   1

Supporting Documents

Trainee Information | Attach File   Browse... No file selected.

Add Attachment

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

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

Back   Save   Next   Cancel

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Step 15: Update Trainee Information by Batch details and click 'Add Batch' button.

Step 16: Then click 'Save' button. Add/Edit Trainee details option will be available.

Step 17: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding.

| Save | Close |

Trainee Details

Trainer Detail Per Batch

*Note:Select the Trainer for this batch

Select Trainer	Trainer Name	IC/Passport No	Trainer Type
☑	ANil	676767676767	External Trainer

One record found. **1**

Trainee Details

IC No.		*
Name		*
Gender	Select	*
Race	Select	*
Academic Qualification	Select	*

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

Trainee Designation	Select	*
HQ/Branch	Select	*

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

Distance to Training Location	Select	*

| Add | Reset |

Step 18: Complete the form.
Note: Mandatory fields are mark with (*).

Step 19: Click next button.
Result: Screen display as shown below.

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

– Levy Information

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

Back | Save | Next | Cancel

– Estimated Cost

Type of Training : In-house
Training Location : External Training Premise

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Internal Trainer	Training Place Rental	< 70 KM	50.00 *	Per Day	4.0 *	4 *	Pax	Not Applicable	800.00
Internal Trainer	Training Place Rental	>= 70 KM	*	Per Day	4.0 *	0 *	Pax	Not Applicable	
Internal Trainer	Training Place Rental	< 70 KM	*	Per Day	4.0 *	4 *	Pax	Not Applicable	
Internal Trainer	Training Place Rental	>= 70 KM	*	Per Day	4.0 *	0 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM	*	Per Day	5.0 *	4 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM	*	Per Day	5.0 *	0 *	Pax	Not Applicable	
Trainee	Trainee Air Fare	< 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Air Fare	>= 70 KM	*	Not Applicable	*	*	Not Applicable	Not Applicable	
Trainee	Trainee Daily Allowance	< 70 KM	*	Per Day	5.0 *	4 *	Pax	Not Applicable	
Trainee	Trainee Daily Allowance	>= 70 KM	*	Per Day	5.0 *	0 *	Pax	Not Applicable	
								Total Amount(RM):	800.00

Back | Save | Next | Cancel

Step 20: Click next button.
Result: The following screen is displayed:

Step 21: Check the checkbox and click Submit Application button.
Result: Message display as shown below.

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

OK

Section 11 Grant Application with Scheme Code: CBT Development
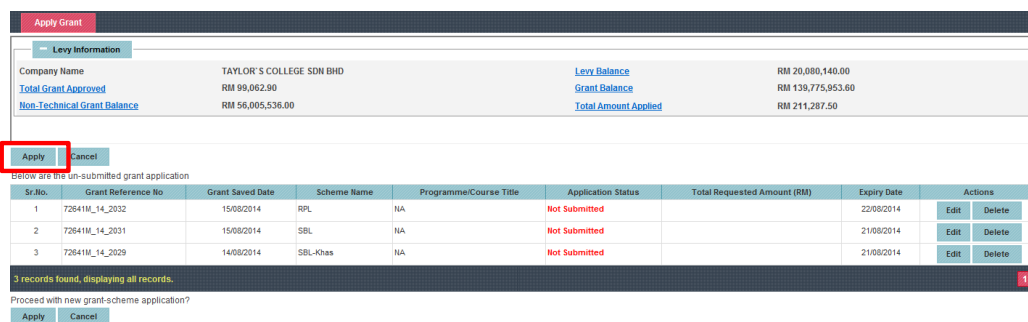
11.1	*Grant Application with Scheme Code : CBT Development*

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.

Employer's Profile	Computer Software Development Details	Acknowledgement & Declaration of Employer

Levy Information

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

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	15/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Attachment

File Description		Attach File	Browse...

Add Attachment

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

No record found

Back   Save   Submit Application   Cancel

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

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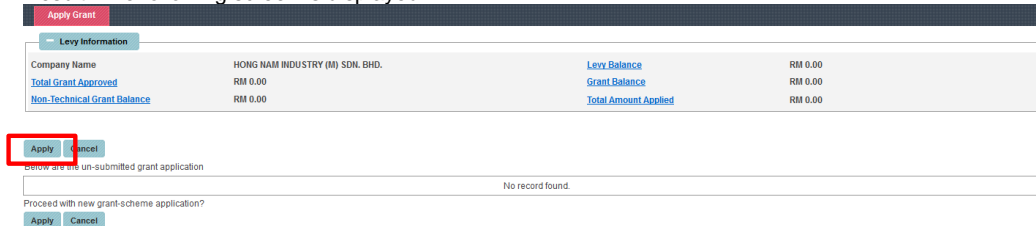
OK

11.2 Apply Grant- SLB Scheme by Participating Employer

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

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

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

Apply Cancel

Below are the un-submitted grant application
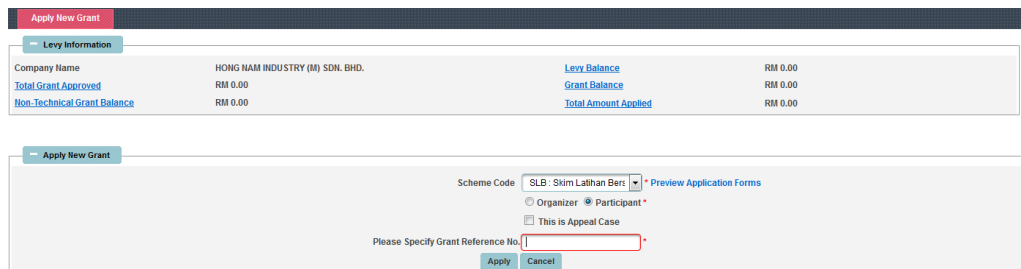
No record found.

Proceed with new grant-scheme application?
Apply Cancel

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

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

Apply New Grant

Scheme Code SLB : Skim Latihan Bers ▼ * Preview Application Forms
○ Organizer ● Participant *
☐ This is Appeal Case
Please Specify Grant Reference No. [   ] *
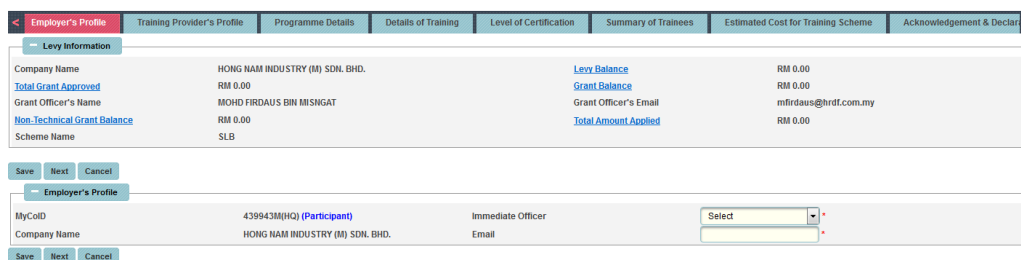
Apply Cancel

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

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

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

Save Next Cancel

Employer's Profile

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

Save Next Cancel

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

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

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 Next Cancel

Registered Training Provider Details

MyCoID	206981D *			
Training Provider Name	BESI APAC SDN BHD	Post Code	40300	
Address	PT 81-B, JALAN JITRA 26/7, HICOM INDUSTRIAL ESTATE, SEKSYEN 26,	State	Selangor	
Officer Telephone Number	60351911799	Officer to be Contacted		
Email	hr@besi.com			

Non Registered Training Provider Details

Training Provider	○ Individual ○ Vendor ○ Association ○ Non Government Organization(NGO) ○ Government *
Training Provider Name	*
Address	*
Post Code	* State Select *
Officer Telephone Number	* Officer to be Contacted *
Email	*

Back Next Cancel

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

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

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 Next Cancel

Course Details

Course Title	PM101 *	Relevancy of Training	PM100 *
Description	Project Management *	Type of Retraining and Skills Upgrading	Accounting Or Finance *

Programme Details

Type of Training	⦿ In-house ○ Public ○ Job Coach ○ Development Programme ○ Not Applicable *
Commencement of Programme	Start Date 19/08/2014 * End Date 10/09/2014 *
Total Hours Per Training	8.00 * *Note: User define for information only
No. of Full Days	1 * (Based on 7 hours per day)
No. of Half Days	2 * (Based on 4 hours per day)
No. of < Half Days	2 * Hours 2.00 * (Based on < 4 hours a day)
Total Training Days	5 * *Note: Total of Full Day + Half Day + < Half Day
No. of Month	*Note: mandatory if Training Type is "Development Programme"
Total Hours Per Trainee	19.00 *

Internal Trainer

Name	_____ *
IC No./Passport No.	_____ *

Citizenship	Select	*
Distance to Training Location	Select	*
HQ/Branch	Select	*

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

[Add] [Reset]

External Trainer

Name	_____ * [Search]
IC No./Passport No.	_____ *

Citizenship	Select	*
Distance to Training Location	Select	*
Overseas Trainer	○ Yes ○ No *

[Add] [Reset]

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

Details of Participating Employer

MyCoID	_____ * [Search]
Company Name	_____
No of Participants	_____ *

[Add] [Reset]

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

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

Details of Participating Non Register Employer

MyCoID	_____ *
Company Name	_____ *
Address	_____

[Add] [Reset]

[Back] [Next] [Cancel]

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

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

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

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] [Next] [Cancel]

Details of Training

Training Location	Own Premise *		
HQ/Branch	Branch *	Branch	TAYLOR'S COLLEGE SI *
Please Specify Full Address	12		
State	Kuala Lumpur *		
No of Travel Days	◉ 1 Day ○ Not Applicable *		

[Back] [Next] [Cancel]

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

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

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

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 Next Cancel

Level of Certification

Level of Certification	Skm (Jpk) ▾ *
Certification Level	☑ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ Level 5 *

Back Next Cancel

Step 10: Choose level of certification. 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

Trainee Information by Batch

Batch No.	2 *
Training Schedule	Start Date 19/08/2014 📅 * End Date 10/09/2014 📅 *

Add Batch Reset

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

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

Summary of Trainees

No records found to display

Supporting Documents

Trainee Information		Attach File	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)

Back Save Next Cancel

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

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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

Step 15: Check the checkbox and click Submit Application button.
Result: Message display as shown below.

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

OK

Section 12 Application for SLDN Scheme

12.1	*For Employer (Application for SLDN Scheme – Skim Latihan Dual Nasional)*
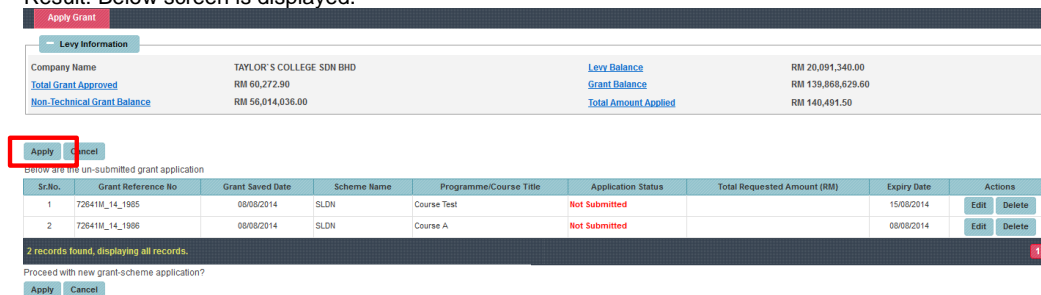
Pre-Requisite:
- Employer is registered with PSMB and active employer.
- Supporting documents are already scanned.

Follow the steps below to apply for SLDN Scheme.
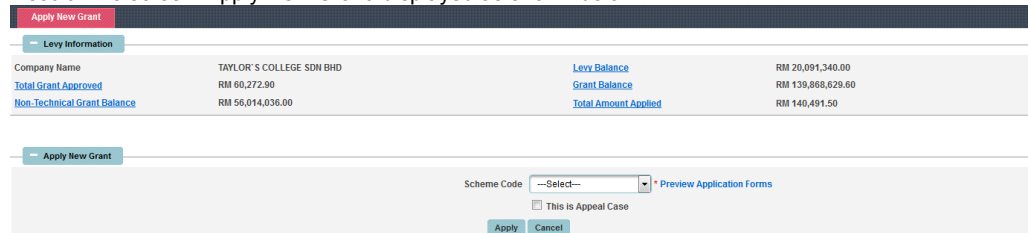
Step 1: Select from menu 'Grant' >National Dual Training System' > 'SLDN'.
Result: Below screen is displayed.
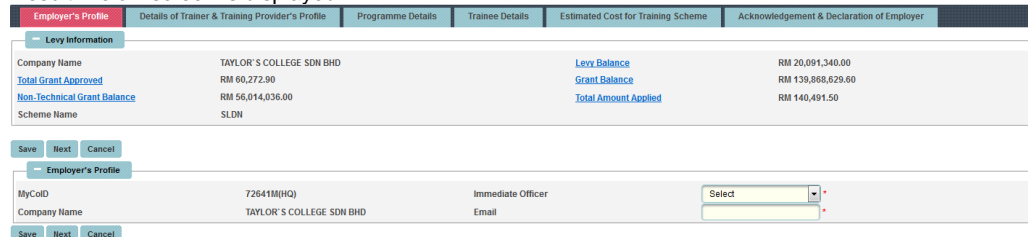
Step 2: Click 'Apply'
Result: The screen 'Apply New Grant' displayed as shown below.

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.

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

Levy Information

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

Back Save Next Cancel

Registered Training Provider Details

MyCoID		* Search Check		
Training Provider Name		Post Code	
Address		State	Select
Officer Telephone Number		Officer to be Contacted	
Email			

Non Registered Training Provider Details

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

Training Provider Name		*		
Address		*		
Post Code		*	State	Select ▼ *
Officer Telephone Number		*	Officer to be Contacted	*
Email		*		

Internal Trainer

Name		*	Citizenship	Select ▼ *
IC No./Passport No.		*	Qualification	*

Add Reset

External Trainer

Name		*	Citizenship	Select ▼ *
IC No./Passport No.		*	Qualification	*

Add Reset

Back Save Next Cancel

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

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

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

— Levy Information

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

[Back] [Save] [Next] [Cancel]

— Programme Details

Course Title	[ ] *
JPK Approval No	[ ] *

— Training Date

Off/On The Job	○ Off The Job ○ On The Job *
Training Level	[Select ▼] *
Training	Start Date [ ] 📅 * End Date [ ] 📅 *
Training Location	[ ] *

[Add] [Reset]

— Attachment

File Description	[--Select-- ▼]	Attach File	[Browse...] No file selected.

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

No record found

[Back] [Save] [Next] [Cancel]

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

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

— Levy Information

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

[Back] [Save] [Next] [Cancel]

— Details of Trainee

IC No.	[ ] *	Gender	[Select ▼] *
Name	[ ] *	Race	[Select ▼] *
Academic/Skills Qualification	[Select ▼] *		

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

Designation	[Select ▼] *

[Add] [Reset]

[Back] [Save] [Next] [Cancel]

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

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

Levy Information

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

Back   Save   Next   Cancel

Registration and Issuance of Malaysia Skill Certificate

Training Level	Select ▼ *	No. of Apprentice(s)	1 *
Certificate Fee(RM)	*	Total Certificate Fee per Apprentice(RM)	*

Add   Reset

Total Registration(RM)   0.00

Training Fees

Training Level	Select ▼ *	No. of Apprentice(s)	1 *
Training Fee Per Apprentice (RM)	*	Training Fees(RM)	*

Add   Reset

Total Training Fees(RM)   0.00

Monthly Allowance

Allowance Amount(RM)		No. of Apprentice(s)	1 *
Training Duration (Months)	0.04	Total Monthly Allowance(RM)	0.00

Insurance Coverage

Description	
Total Insurance(RM)	

Grant Total(RM)   0.00

Attachment

File Description	--Select-- ▼	Attach File	Browse... No file selected.

Add Attachment

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

No record found

Back   Save   Next   Cancel

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

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

Levy Information

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

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	12/08/2014

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist
• Course Fee Quotation (CF)
• Course Content (CC)
• Trainer's CV (CV)
• Transportation Receipt
• Consumable Materials
• All Documents

Attachment *				
File Description		Attach File	Browse... No file selected.	

Add Attachment

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

No record found

Back | Save | Submit Application | Cancel

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

Step 12: Click on the 'Submit Application' to submit the application.
Result: A message below is displayed.

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

OK

Section 13 Grant Application with scheme code: Training Facilities & Renovation

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13.1	*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.

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

Apply New Grant
Scheme Code [ALAT : Training Facilities ⌄] * Preview Application Forms
☐ This is Appeal Case
[Apply] [Cancel]

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

Employer's Profile	Estimated Cost For Training Scheme (RM)	Acknowledgement & Declaration of Employer	
Levy Information			
Company Name	TAYLOR`S COLLEGE SDN BHD	**Levy Balance**	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	**Grant Balance**	RM 699,604,356.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin	**Grant Officer's Email**	hafez@hrdf.com
Maximum Eligibility Amount	RM 33,470.98	**Total Amount Applied**	RM 3,599.00
Non-Technical Grant Balance	RM 279,992,599.40	**Total Amount Applied**	RM 288,785.16
Scheme Name	ALAT		
Note: Maximum Eligibility Amount =30% of current Current Levy Balance.			

[Save] [Next] [Cancel]

Employer's Profile			
MyCoID	72641M(HQ)	**Immediate Officer**	[Select ⌄] *
Company Name	TAYLOR`S COLLEGE SDN BHD	**Email**	[ ] *

[Save] [Next] [Cancel]

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

Employer's Profile	Estimated Cost For Training Scheme (RM)	Acknowledgement & Declaration of Employer

Levy Information

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

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

Back   Save   Next   Cancel

For Training Equipments

Allowable Item	Select ▾ *	Location Equipment	*
Model Name	*	Unit Price (RM)	*
Quantity	*	Estimated Cost For Training Scheme (RM)	0.00
Remarks			

Add   Reset

Allowable Item	Location Equipment	Model Name	Unit Price (RM)	Quantity	Estimated Cost For Training Scheme (RM)	Remarks	Actions
Overhead / Slide Projector	PSMB	T440P	1,400.00	3	4,200.00		View / Edit / Delete

For Renovation of Training Room

Details of Renovation			*
Price (RM)	*	Location	*

Add   Reset

Details of Renovation	Price (RM)	Location	Actions

Back   Save   Next   Cancel

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

Employer's Profile	Estimated Cost For Training Scheme (RM)	Acknowledgement & Declaration of Employer		
Levy Information				
Company Name	TAYLOR'S COLLEGE SDN BHD		Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10		Grant Balance	RM 699,604,356.18
Grant Officer's Name	Muhamad Hafez Bin Kamaruddin		Grant Officer's Email	hafez@hrdf.com
Maximum Eligibility Amount	RM 33,470.98		Total Amount Applied	RM 3,599.00
Non-Technical Grant Balance	RM 279,992,599.40		Total Amount Applied	RM 288,785.16
Scheme Name	ALAT			
Note: Maximum Eligibility Amount =30% of current Current Levy Balance.				

Back | Save | Submit Application | Cancel

Acknowledgement & Declaration of Employer

☐ * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name	Select ▾	*
Designation		*
Email		*
IC No.		*
Date	07/08/2014	

Supporting Documents

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

Attachment *

File Description		Attach File		Browse...

Add Attachment

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

No record found

Back | Save | Submit Application | Cancel

Step 6: Fill-in the Acknowledgement & Declaration of Employer tab then click on the 'Submit Application' button.
Note: Mandatory fields are mark with (*).
Result: A message is displayed as shown below.

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

Section 14 For SME Employer (Application for HR Consultancy & Advisory Services Scheme)

14.1 *For SME Employer : Application for HR Consultancy & Advisory Services*
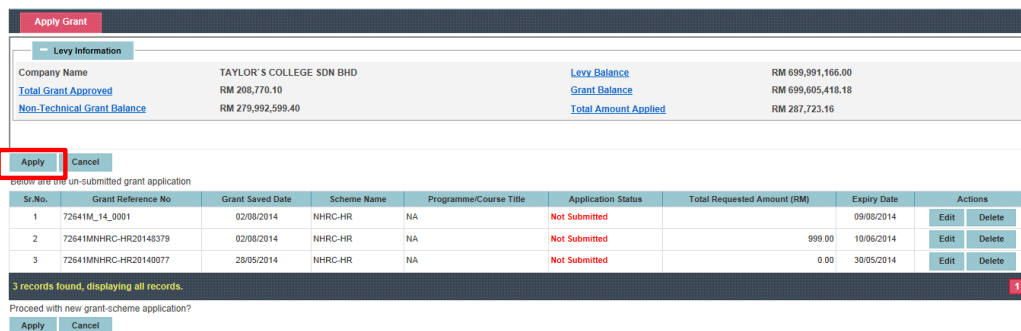
Pre-Requisite / SME NHRC rule:
- SME employers registered with PSMB are eligible to utilize up to 30% of their current HRDF levy balance to engage the services of the HR Consultants. Those with arrears of levy or unpaid interest are also eligible for the services.
- Employer is eligible to utilize up 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:

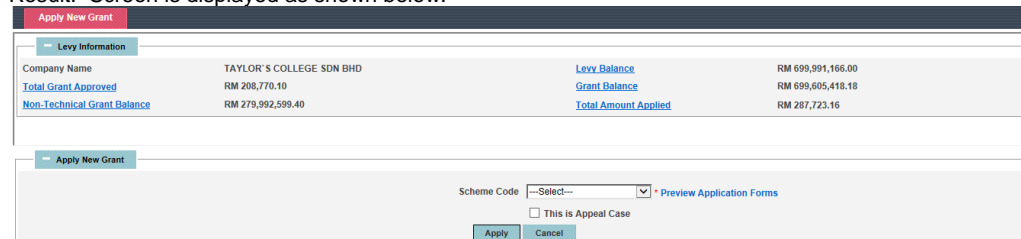| Employer's Profile	Details of HR Consultancy and Advisory Service(s)	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer	

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,770.10	**Grant Balance**	RM 699,605,418.18
Maximum Eligibility Amount	RM 1,299,252.72	**Total Amount Applied**	RM 1,585.62
Non-Technical Grant Balance	RM 279,992,599.40	**Total Amount Applied**	RM 287,723.16
Scheme Name	NHRC-HR		

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

Save   Next   Cancel

Employer's Profile

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

Save   Next   Cancel

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

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

Employer's Profile	Details of HR Consultancy and Advisory Service(s)	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer	

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	**Grant Balance**	RM 699,605,003.18
Maximum Eligibility Amount	RM 1,299,252.72	**Total Amount Applied**	RM 1,585.62
Non-Technical Grant Balance	RM 279,992,599.40	**Total Amount Applied**	RM 288,138.16
Scheme Name	NHRC-HR		

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

Back   Save   Next   Cancel

Details of HR Consultancy and Advisory Service(s)

Name of HR Consultant	Bhavesh Patel	*	Search

Details of HR Scope

HR Main Scope	Select ▾ *
HR Sub Scope	Select ▾ *
Consultancy Activity	
Commencement	Start Date ___ * End Date ___ *
No. of Hours	___ *
Remarks	

Add   Reset

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

Back   Save   Next   Cancel

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

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

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

Employer's Profile	Details of HR Consultancy and Advisory Service(s)	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,628.18
Maximum Eligibility Amount	RM 1,299,252.72	Total Amount Applied	RM 1,585.62
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,513.16
Scheme Name	NHRC-HR		

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

Back   Save   Next   Cancel

Estimated Cost

Type of Training : Not Applicable
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Not Applicable	Consultant Fee	Not Applicable	34.00	Per Hour	8.0		Not Applicable	Not Applicable	272.00
								Total Amount(RM):	272.00

Back   Save   Next   Cancel

Step 8: Key-in the details for the estimated cost.
Note: The cost amount must not exceed the allowed amount.
Result: The total amount is auto calculated base on figure in (A), (B) and (C).

Step 9: Click on 'Save' button to save the record and click 'Next' button to proceed.
Result: Below screen is displayed.

Employer's Profile	Details of HR Consultancy and Advisory Service(s)	Estimated Cost for Training Scheme	Acknowledgement & Declaration of Employer

Levy Information

Company Name	TAYLOR'S COLLEGE SDN BHD	Levy Balance	RM 699,991,166.00
Total Grant Approved	RM 208,650.10	Grant Balance	RM 699,604,628.18
Maximum Eligibility Amount	RM 1,299,252.72	Total Amount Applied	RM 1,585.62
Non-Technical Grant Balance	RM 279,992,599.40	Total Amount Applied	RM 288,513.16
Scheme Name	NHRC-HR		

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

Back   Save   Submit Application   Cancel

Acknowledgement & Declaration of Employer

☐ * a) I agree that the HR Consultancy fee amounting to RM 272.00 to be claimed by : Name of HR Consultant Bhavesh Patel and be debited from our account by Pembangunan Sumber Manusia Berhad.

☐ * b) I agree to accept this HR Solution Services subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad.

☐ * c) I declare that all expenses incurred during this consultation will be borne by our company.

I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

Name	Select	*
Email		*
Date	07/08/2014	

Supporting Documents

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

Attachment*

File Description		Attach File		Browse...

Add Attachment

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

No record found

Back   Save   Submit Application   Cancel

Step 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