

**ICT2.0@HRDF**

# HRDF System: User Guide for TTT Exemption

User Manual – Version 1.0



**Mesiniaga**

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# TTT Exemption

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## Section 1 Application for TTT Exemption

### *1.1 Open the TTT Exemption Application*

**Step 1:** Navigate to Application→ Profile Management→R&D→TTT Exemption.

**Step 2:** Open the TTT Exemption application. Fill the all the require information in the form below.

Applications > Profile Management > R & D > TTT Exemption > TTT Exemption

Submit Close

**Application For TTT Exemption**

**TTT Exemption Criteria Selection**

Application Type  \* Criteria  \*  
Guideline For Criteria Selection

**Trainers Background**

**Person Details \***

Name  \*  
Nationality  \*  
IC No.  \* Designation  \*

**Present Address \***

Address  \*  
 \*  
 \*  
 \*  
Postcode  \* City  \*  
Country  \* State  \*

**Personal Contact \***

Mobile No.  \*  
Office No.  \* Fax No.  \*  
Email  \*

**Trainers Academic Qualification**

Qualification Name  \* Name Of University / College  \*  
Year Awarded  \*

Add Reset

| Qualification Name | Name Of University / College    | Year Awarded | Actions                              |
|--------------------|---------------------------------|--------------|--------------------------------------|
| Diploma            | Kolej komuniti mertajam         | 1990         | <a href="#">View / Edit / Delete</a> |
| Bachelor Degree    | Asian tourism institute sdn bhd | 1995         | <a href="#">View / Edit / Delete</a> |

**Trainers Professional Certification**

Professional Certification  \* Certification Body  \*  
Year Awarded  \*

Add Reset

| Professional Certification | Certification Body | Year Awarded | Actions                              |
|----------------------------|--------------------|--------------|--------------------------------------|
| Wordpress Admin            | Wordpress          | 2001         | <a href="#">View / Edit / Delete</a> |

**Short Courses Attended**

Programme Name  \* Duration ( In Days)  \*

Add Reset

| Programme Name         | Duration ( In Days) | Actions                              |
|------------------------|---------------------|--------------------------------------|
| Liferay Admin Training | 3.00                | <a href="#">View / Edit / Delete</a> |

**Experience**

Year of Experience In Training  \* Current Occupation  \*

**Attachment**

File Description  Attach File  Browse...  
Add Attachment

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

**Step 2:** Fill in the **TTT Exemption Criteria Selection** section by choose the Application Type and Criteria.

**TTT Exemption Criteria Selection**

Application Type  \* Criteria  \*  
Guideline For Criteria Selection

**Step 3:** Fill in the information in **Trainer Background** section by fill in the information for Person Details, Present Address and Personal Contact.

Trainers Background

Person Details \*

Name

Mikel \*

Nationality

Malaysian \*

IC/Passport No.

102938475609 \*

Designation

Mr \*

Present Address \*

Address

No 99, Jalan Rasa Kasih 5/1, \*

Bandar Tun Hussein Onn,

Postcode

43200 \*

City

Cheras \*

Country

Malaysia \*

State

Kuala Lumpur \*

Personal Contact \*

Mobile No.

6012345678 \*

Office No.

6033838333 \*

Fax No.

1234484844 \*

Email

mikel@gmail.com \*

**Step 4:** In Trainer Academic Qualification, fill in the details of Qualification Name, Year Awarded and Name of University/College. Click 'Add' button to add the information in the table.

Trainers Academic Qualification

Qualification Name

Name Of University / College

Select \*

Year Awarded

Add

Reset

| Qualification Name | Name Of University / College | Year Awarded | Actions                              |
|--------------------|------------------------------|--------------|--------------------------------------|
| Joomla             | Kolej rifa                   | 2000         | <a href="#">View / Edit / Delete</a> |

**Step 5:** In Trainer Professional Certification, fill in the details of Professional Certification, Year Awarded and Certification Body. Click 'Add' button to add the information in the table.

Trainers Professional Certification

Professional Certification

Certification Body

Year Awarded

Add

Reset

| Professional Certification          | Certification Body | Year Awarded | Actions                              |
|-------------------------------------|--------------------|--------------|--------------------------------------|
| Microsoft Cer in Project Management | Microsoft          | 2000         | <a href="#">View / Edit / Delete</a> |

**Step 6:** In Short Courses Attended, fill in the details of Programme Name and Duration. Click 'Add' button to add the information in the table.

Short Courses Attended

Programme Name
Duration ( In Days)
Add
Reset

| Programme Name       | Duration ( In Days) | Actions                              |
|----------------------|---------------------|--------------------------------------|
| Kursus IT Management | 22.00               | <a href="#">View / Edit / Delete</a> |

**Step 7:** Fill in the information at Experience section (optional).

Experience

Year of Experience In Training
3.00
Current Occupation
IT Consultant

**Step 8:** In 'Experience in Conducting Corporate Training', fill in the details of Course Title, Date, Venue, Name of Client, Contact Person and Telephone No. Click 'Add' button to add the information in the table.

Experience in Conducting Corporate Training

Course Title
Date
Venue
Name Of Client
Contact Person
Telephone No
Add
Reset

| Course Title   | Date       | Venue | Name Of Client | Contact Person | Telephone No | Actions                              |
|----------------|------------|-------|----------------|----------------|--------------|--------------------------------------|
| Kursus Website | 12/08/2011 | PSMB  | Mesiniaga      | Amir           | 60123123122  | <a href="#">View / Edit / Delete</a> |

**Step 9:** In Attachment section, fill in the File Description and upload the file you want to attach by clicking 'Browse' button. Click 'Add Attachment' button to add the information and attach file in the table.

Attachment

File Description
Attach File
Browse...
Add Attachment

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

| Description | File Name      | Actions                       |
|-------------|----------------|-------------------------------|
| Resume      | TTT Report.jpg | <a href="#">Remove / View</a> |

**Step 10: After fill in all the information in TTT Exemption, the form will look like this. To submit the application, click 'Submit' button at the top left of the form.**

Logout Last Login 04 Aug, 2014 1:56 pm Welcome BESI APAC SDN BHD , Monday 2:18

Applications > HRDF Management > R & D > TTT Exemption > TTT Exemption

**Submit** **Close**

**TTT Exemption**

**TTT Exemption Criteria Selection**

Application Type: Training Provider \* Criteria: Select \*  
Guideline For Criteria Selection

**Trainers Background**

**Person Details \***

Name: Mikel \*  
Nationality: Malaysian \*  
IC/Passport No.: 102938475690 \*  
Designation: Mr \*

**Present Address \***

Address: No 99, Jalan Rasa Kasih 5/1, \*  
Bandar Tun Hussein Onn \*  
Postcode: 43200 \* City: Cheras \*  
Country: Malaysia \* State: Kuala Lumpur \*

**Personal Contact \***

Mobile No.: 601234123 \*  
Office No.: 601231232 \*  
Email: mikel@gmail.com \*  
Fax No.: 121232132123

**Trainers Academic Qualification**

Qualification Name: \* Name Of University / College: Select \*  
Year Awarded: \*

Add Reset

| Qualification Name | Name Of University / College | Year Awarded | Actions              |
|--------------------|------------------------------|--------------|----------------------|
| Joomla             | Kolej rifa                   | 2000         | View / Edit / Delete |

**Trainers Professional Certification**

Professional Certification: \* Certification Body: \*  
Year Awarded: \*

Add Reset

| Professional Certification   | Certification Body | Year Awarded | Actions              |
|------------------------------|--------------------|--------------|----------------------|
| Microsoft Project Management | Microsoft          | 2000         | View / Edit / Delete |

**Short Courses Attended**

Programme Name: \* Duration ( In Days): \*  
Add Reset

| Programme Name       | Duration ( In Days) | Actions              |
|----------------------|---------------------|----------------------|
| Kursus IT Management | 22.00               | View / Edit / Delete |

**Experience**

Year of Experience In Training: 3.00 \* Current Occupation: IT Consultant \*

**Experience in Conducting Corporate Training**

Course Title: \* Date: \*  
Venue: \* Name Of Client: \*  
Contact Person: \* Telephone No: \*

Add Reset

| Course Title   | Date       | Venue | Name Of Client | Contact Person | Telephone No | Actions              |
|----------------|------------|-------|----------------|----------------|--------------|----------------------|
| Kursus Website | 01/08/2013 | PSMB  | Mesiniaga      | Amir           | 6098012232   | View / Edit / Delete |

**Attachment**

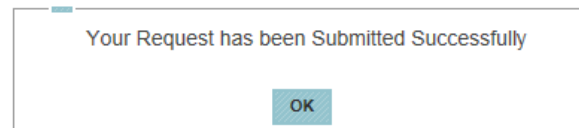
File Description: Attach File: Browse...  
Add Attachment

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

| Description | File Name       | Actions       |
|-------------|-----------------|---------------|
| Resume      | TTT Report1.jpg | Remove / View |



**Step 11:** After successful submission, success message will appear. After click 'OK' button, it will redirect to Portal Payment page. Click 'Make Payment' button to proceed payment.



Logout Last Login 04 Aug, 2014 1:56 pm Welcome BESI APAC SDN BHD, Monday 2:37 pm

Applications

Payment Gateway > Payment Information

Make Payment Close

Enter Transaction Code

Application Reference ID TTT10001911

Payment Information

Name BESI APAC SDN BHD MyCoID/IC No. 206981D

Total Amount(RM) 300.00 Status Pending

Payment Detail

| Sr.No | Description                                                             | Amount(RM) |
|-------|-------------------------------------------------------------------------|------------|
| 1     | TTT Exemption Fee for Mikel : 102938475690, mikel@gmail.com, 601234123. | 300.00     |

**Step 12:** Fill in the all the information before make a payment. Click 'Make Payment' button below the form to proceed the payment.

Applications

Payment information

Payment Detail

MyCoID/IC No. 206981D Name BESI APAC SDN BHD

| Sr No.           | Description                                                             | Amount(RM) |
|------------------|-------------------------------------------------------------------------|------------|
| 1                | TTT Exemption Fee for Mikel : 102938475690, mikel@gmail.com, 601234123. | 300.00     |
| Total Amount(RM) |                                                                         | 300.00     |

Declaration

Name Mikel \* IC/Passport No. 120381230981320 \*

Designation Mr \* Email mikel@gmail.com x \*

Payment Method

Payment Method ☒ Manual Payment ☐ Online Payment

Bank

Bank Name ☐ PBB ☒ RHB

Make Payment Close

Once after click 'Make Payment' button, the page will prompt a message to open/save pdf file which contains payment details. The payment transaction will be approve by officer in charge.

**Applications**

**Payment information**

**Payment Detail**

MyCoID/IC No.  Name

| Sr No.                  | Description                                                             | Amount(RM)    |
|-------------------------|-------------------------------------------------------------------------|---------------|
| 1                       | TTT Exemption Fee for Mikel : 102938475690, mikel@gmail.com, 601234123. | 300.00        |
| <b>Total Amount(RM)</b> |                                                                         | <b>300.00</b> |

**Declaration**

Name  \* IC/Passport No.  \*

Designation  \* Email  \*

**Payment Method**

Payment Method ☒ Manual Payment ☐ Online Payment

**Bank**

Bank Name ☐ PBB ☒ RHB

Do you want to open or save RHB\_AAAD79.pdf from 10.0.2.33?

**Step 13:** After the payment success, the application will be forward to PSMB staff for approval. The status can be check in the list at Outbox

Logout Last Login 04 Aug, 2014 3:11 pm Welcome BESI APAC SDN BHD , Monday 3:21 pm

**Workflow**

**Work List** **Record Room**

**Work List**

| Sr.No | Subject                             | File Number                          | Description                                                   | To Officer                            | Send Date        | Assigned To           | Office      | Status   |
|-------|-------------------------------------|--------------------------------------|---------------------------------------------------------------|---------------------------------------|------------------|-----------------------|-------------|----------|
| 1     | TTT Exemption                       | <a href="#">2014/1/270/10/26726</a>  | TTT Exemption                                                 | R & D Officer                         | 04/08/2014 15:18 | R & D Officer         | PSMB Office | Pending  |
| 2     | Cancel Training Programme           | <a href="#">2014/1/440/10/26724</a>  | Request for Programme Cancellation                            | PSMB_Officer                          | 04/08/2014 14:49 | PSMB_Officer          | PSMB Office | Pending  |
| 3     | Verify New Training(Apprenticeship) | <a href="#">2014/1/332/10/26712</a>  | Apprenticeship - Create New Training - 206981D                | nabillah                              | 04/08/2014 13:00 | ghazali               | PSMB Office | Approved |
| 4     | Register for Training Programme     | <a href="#">2014/206981D/10324</a>   | Register For Training Programme                               | Norizan Bi Musa                       | 04/08/2014 12:08 | Norizan Bi Musa       | PSMB Office | Approved |
| 5     | Verify Change Of Sponsoring Detail  | <a href="#">2014/1/331/10/26722</a>  | Apprenticeship - Change Of Sponsoring Employer - Pranav       | Group Job                             | 04/08/2014 11:20 | BESI APAC SDN BHD     | PSMB Office | Created  |
| 6     | Online Claim Submission-STF         | <a href="#">C206981ASE_14_001946</a> | ASET - Prog2 - Payment Session 1 - 27 Jun 2014 to 26 Jul 2014 | Wan Samsu Isam Bin Othman @ Wan Stafa | 03/08/2014 19:06 | Nur Azila Binti Alimi | PSMB Office | Pending  |
| 7     | Register for Training Programme     | <a href="#">2014/206981D/10324</a>   | Register For Training Programme                               | Norizan Bi Musa                       | 03/08/2014 18:03 | Norizan Bi Musa       | PSMB Office | Approved |
| 8     | Online Claim Submission-STF         | <a href="#">C206981ASE_14_001946</a> | ASET - Prog2 - Payment Session 1 - 27 Jun 2014 to 26 Jul 2014 | Wan Samsu Isam Bin Othman @ Wan Stafa | 03/08/2014 19:06 | Nur Azila Binti Alimi | PSMB Office | Pending  |