

HRDF Grant Application Helper

SBL Scheme

Purpose: (i) To submit grant application under SBL Scheme





Employer needs to apply grant at least **one (1) day** before the commencement of training.



Application must be submitted with supporting documents, i.e; quotation/invoice, trainer profile and schedule/course content.

- (1) Login to Employer's eTRiS account
- (2) Click **Application**



(3) Click Grant on the left side under Work List

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page header includes a "Logout" link, the text "Last Login 06 Feb, 2020 9:18 am Welcom", and the date "Thursday 2:51 pm". A navigation bar labeled "Applications" is visible. Below it, a list of application categories is shown, with "Grant" highlighted in yellow. A mouse cursor is pointing at the "Grant" item. The list includes: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, and Profile Management. The footer contains the text "Applications Your Session will expire within 119 minute(s) and 53 second(s). PROD_4.9.0" and a "Powered by DigiGov" logo.

(4) Click **Apply Grant** on the left side under Work List

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications". The main content area displays a list of application categories under the heading "Applications". The categories are: Survey Management, Event Management, Claim, Payment Gateway, Levy, Special Trust Fund, Apprenticeship, Legal Management, Grant, National Dual Training System, NHRC (SME), and Profile Management. The "Grant" category is expanded, and its sub-items are: Apply Grant, Search Grant, Withdraw, Cancel, and Modification. The "Apply Grant" sub-item is highlighted with a yellow background, and a hand cursor is pointing at it. The footer of the page contains the text: "Applications | Your Session will expire within 119 minute(s) and 40 second(s). | PROD_4.9.0 | DigiGov".

(5) Click Apply on the left side

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcom , Thursday 2:54 pm

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		

Apply Cancel

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply Cancel

Applications | Your Session will expire within 119 minute(s) and 34 second(s). | PROD_4.9.0 | DigiGov

(6) Click the Scheme Code and select **SBL : Skim Bantuan latihan** and click Apply

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications" and the breadcrumb is "Applications > Grant > Apply Grant". There is a "Logout" link and a "Last Login 06 Feb, 2020 9:18 am" message. The main content area has a "Levy Information" section with a table:

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		

Below this is the "Apply New Grant" section. It contains a "Scheme Code" dropdown menu with "SBL : Skim Bantuan Lati" selected. To the right of the dropdown is a link "* Preview Application Forms". Below the dropdown is a checkbox labeled "This is Appeal Case" which is unchecked. At the bottom of this section are "Apply" and "Cancel" buttons. A hand cursor is pointing at the dropdown menu.

(7) Select your Immediate Officer and click Next

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "Applications" and the user is logged in. The navigation menu includes "Employer's Profile", "Training Provider's Profile", "Programme Details", "Details of Training", "Level of Certification", "Summary of Trainees", "Estimated Cost for Training Scheme", and "Acknowledgement".

The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Buttons: Save, Next, Cancel

The "Employer's Profile" section contains the following fields:

- MyCoID: [Redacted]
- Company Name: [Redacted]
- Immediate Officer: Select *
- Email: [Redacted] *

Buttons: Save, Next, Cancel

A hand cursor is pointing at the "Select" dropdown menu for the Immediate Officer field.

(8) Select the Training Provider details as appropriate and click Next

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
Logout Last Login 06 Feb, 2020 9:18 am Welco , Thursday 3:16 pm

Applications

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

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Registered Training Provider Details

MyCoID: KERAJAAN0148 * Search Check History Data

Training Provider Name: JABATAN TENAGA MANUS Post Code: 62502

Address: ARAS 6, BLOK D4, PARCEL D, PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN, PUTRAJAYA, 62500 W. PERSEKUTUAN State: Kuala Lumpur

Officer Telephone Number: 88865000 Officer to be Contacted:

Email: zeti.kasman@gmail.com

Non Registered Training Provider Details

Training Provider: Individual Vendor Association Non Government Organization(NGO) Government Overseas * Reset History Data

Training Provider Name: *

Address: *

Post Code: * State: Select *

Officer Telephone Number: * Officer to be Contacted: *

javascript:doLogout('/DigiGov') Applications Your Session will expire within 119 minute(s) and 10 second(s). PROD_4.9.0 DigiGov

(9) Please key in all required details and click Next

The screenshot shows the HRDF DigiGov application form. The browser address bar is etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin. The page title is "HRDF - Google Chrome". The user is logged in, with the last login on 06 Feb, 2020 at 9:18 am. The current time is Thursday 3:30 pm. The form is divided into three main sections: Levy Information, Course Details, and Programme Details. The Levy Information section includes fields for Company Name, Total Grant Approved, Total Amount Applied, and Scheme Name. The Course Details section includes fields for Course Title, Description, Relevancy of Training, and Type of Retraining and Skills Upgrading. The Programme Details section includes fields for Type of Training, Commencement of Programme (Start Date and End Date), Total Hours Per Trainee, and other details. Three red callout boxes provide instructions: 1. "Note : Exact title as per brochure/ quotation" points to the Course Title field. 2. "Note: Explain why participant should attend the training; the relation to their task or career development etc." points to the Relevancy of Training field. 3. "Note : Explain the background and objective of this training." points to the Description field. The bottom of the page shows a footer with "Applications | Your Session will expire within 118 minute(s) and 32 second(s) | PROD_4.9.0 | Powered by DigiGov".

Note : Exact title as per brochure/ quotation

Note: Explain why participant should attend the training; the relation to their task or career development etc.

Note : Explain the background and objective of this training.

(10) Please key in Training Location as appropriate and click Next

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "HRDF - Google Chrome". The user is logged in, with the last login time being "06 Feb, 2020 9:18 am". The current date and time are "Thursday 3:34 pm".

The application is titled "Applications" and is currently on the "Details of Training" tab. The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Below the Levy Information, there are buttons for "Back", "Save", "Next", and "Cancel". The "Details of Training" section contains the following fields:

- Training Location: Own Premise *
- HQ/Branch: HQ *
- Please Specify Full Address: abcde *
- State: Kuala Lumpur *
- No. of Travel Days: 1 Day Not Applicable *

At the bottom of the form, there are buttons for "Back", "Save", "Next", and "Cancel". A hand cursor is pointing to the "Next" button.

At the bottom of the page, there is a footer with the text "Applications | Your Session will expire within 119 minute(s) and 33 second(s). | PROD_4.9.0 | Powered by DigiGov".

(11) Please select level of Certification as appropriate and click Next

The screenshot shows a web browser window with the URL `etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin`. The page title is "HRDF - Google Chrome". The user is logged in, with the last login on 06 Feb, 2020 at 9:18 am. The current date and time are Thursday 3:38 pm. The page has a navigation menu with tabs: "Employer's Profile", "Training Provider's Profile", "Programme Details", "Details of Training", "Level of Certification" (highlighted in red), "Summary of Trainees", "Estimated Cost for Training Scheme", and "Acknowledgement".

The "Levy Information" section displays the following data:

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

The "Level of Certification" section contains the following form fields:

- Level of Certification: Certificate Of Attendance *
- Practical/Hands-On/TVET? Yes No *

Buttons for "Back", "Save", "Next", and "Cancel" are present below the form fields. A mouse cursor is pointing at the "Next" button.

At the bottom of the page, there is a footer with the text: "Applications Your Session will expire within 118 minute(s) and 57 second(s). PROD_4.9.0 DigiGov".

(12) Please follow the note and key in the trainee's details.

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 3:49 pm

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

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

Trainee Information by Batch

Batch No. *
 Training Schedule Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
<p>Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.</p>				

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
<p>Back Save Next Cancel</p>										

Applications Your Session will expire within 119 minute(s) and 9 second(s). PROD_4.9.0 DigiGov

(12.1) Click Add Batch button and click Save

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welco Thursday 3:55 pm

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 Summary of Trainees |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

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

Trainee Information by Batch

Batch No. *
 Training Schedule Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	-	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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[Back](#) [Save](#) [Next](#) [Cancel](#)

Applications Your Session will expire within 113 minute(s) and 5 second(s) PROD_4.9.0

(12.2) Click Add Trainee Details

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 4:05 pm

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 [Estimated Cost for Training Scheme](#) |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
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Back Save Next Cancel

Applications Your Session will expire within 118 minute(s) and 53 second(s). PROD_4.9.0



(12.3) Please key in all required details and click Add

The screenshot displays the HRDF DigiGov interface for adding trainee details. The main window shows a form titled "Trainee Details" with the following sections and fields:

- Trainer Detail Per Batch:** A message states "No records found to display."
- Data Entry Mode:** Radio buttons for "Manual" (selected) and "Excel".
- Trainee Details:** A form with the following fields:
 - IC No. (text input, required)
 - Name (text input, required)
 - Gender (dropdown menu, required)
 - Race (dropdown menu, required)
 - Academic Qualification (dropdown menu, required)
 - Trainee Designation (dropdown menu, required)
 - HQ/Branch (dropdown menu, required)
 - Distance to Training (dropdown menu, required)
 - Location (text input, required)

At the bottom of the form, there are "Add" and "Reset" buttons. A mouse cursor is positioned over the "Add" button. A red note at the bottom of the form reads: "Note: If your branch is not listed, please update your profile to add the branch details."

(12.4) Click Add if you have more than one participant, next click Save

The screenshot shows the HRDF DigiGov interface. A mouse cursor is pointing at the 'Add' button in the 'Trainee Details' section. The interface includes a sidebar with navigation options like 'Applications', 'Details of Training', 'Levy Information', 'Company Name', 'Total Grant Application', 'Total Amount Applied', and 'Scheme Name'. The main content area has a 'Trainee Details' form with fields for IC No., Name, Gender, Race, Academic Qualification, Trainee Designation, HQ/Branch, and Distance to Training Location. A table below the form displays one participant record.

No	Name	IC No.	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance to Training Location	Actions
1	ABCdsfsdfs	123456789123	Male	Malay	Degree	Manager		Less 70 km	View / Edit / Delete

(12.5) Click Next

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welcc , Thursday 4:34 pm

Applications

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

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

Back Save Next Cancel

Trainee Information by Batch

Batch No. *

Training Schedule Start Date * End Date *

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	08/02/2020	09/02/2020	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

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

Back Save Next Cancel

Applications | Your Session will expire within 117 minute(s) and 25 second(s). | PROD_4.9.0 | Powered By



(13) Please key in the Course fee and allowance details as appropriate and click Next

HRDF - Google Chrome
 etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin
 Logout Last Login 06 Feb, 2020 9:18 am Welcom Thursday 4:37 pm

Applications

[Details of Training](#) |
 [Level of Certification](#) |
 [Summary of Trainees](#) |
 Estimated Cost for Training Scheme |
 [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
Scheme Name	SBL		

[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	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Not Applicable	<input type="text"/>
External Trainer	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Soft	<input type="text"/>
External Trainer	YPL : External Trainer Fee	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 1 *	Group	Technical	<input type="text"/>
External Trainer	EMPL : Meal Allowance for External Trainer	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 0 *	Trainer	Not Applicable	<input type="text"/>
External Trainer	EHPL : Daily Allowance for External	Not Applicable	<input type="text"/> *	Per Day	<input type="text"/> 2.0 *	<input type="text"/> 0 *	Trainer	Not Applicable	<input type="text"/>

[Applications](#) | Your Session will expire within 119 minute(s) and 26 second(s). | PROD_4.9.0 |

(14) Please complete the declaration part and select grant officer

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcor Thursday 4:48 pm

Applications

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

Levy Information

Company Name		Levy Balance	RM 71,685.14
Total Grant Approved	RM 702,944.04	Grant Balance	RM 97,102.88
Total Amount Applied	RM 10,700.00		
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.

I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name *

Designation

Email

IC No.

Date 06/02/2020

Supporting Documents

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

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV / CA

javascript:doLogout('/DigiGov')

Applications | Your Session will expire within 112 minute(s) and 37 second(s) | PROD_4.9.0 | Powered by DigiGov

(14.1) Please Add Attachment (all required documents), click Save and click Submit Application

HRDF - Google Chrome
etris.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin

Logout Last Login 06 Feb, 2020 9:18 am Welcome hursday 4:57 pm

Applications

grant that may have been disbursed.
 * I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name: Other * Other Officer Name: abcde *
Designation: Executive *
Email: abcde@yahoo.com *
IC No.: 123456789123 *
Date: 06/02/2020

Supporting Documents

*Preferred file type/format is pdf file.
Supporting Documents Checklist.
• Course Fee Quotation/Information
• Course Content (CC) / Time table
• Trainer's CV (CV)
• Consumable Materials
• Hotel Quotation

Attachment *

File Description: [] Attach File: Choose File Training Pro...0-04-16).pdf

Add Attachment

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

Description	Actions
Training Program - APR-32 (2020-04-16)	Remove / View

Back Save Submit Application

Applications Your Session will expire within 103 minute(s) and 17 second(s). PROD_4.9.0 DigiGov



Grant Officer will evaluate the request of new grant application. Should there be a query on the application to request for more information, the status will be updated at the employer screen and will be notified via email and inbox.