



STEP TO APPLY GRANT

HRD CORP CLAIMABLE COURSES (SBL- KHAS) SCHEME

FOR PUBLIC TRAINING

via Employer's e-TRiS

Important Note for HRD Corp Grant Applicants

Upon confirming with the ALT X Committee that you intend to claim your participation using the HRD Corp Grant, you will receive a proposal from the event organizer/trainer company – eLearningMinds Group Sdn. Bhd.

Once you have reviewed and accepted the proposal, please liaise directly with your company's HRD Corp PIC (Person-In-Charge) who manages your organization's grant application and submission process.

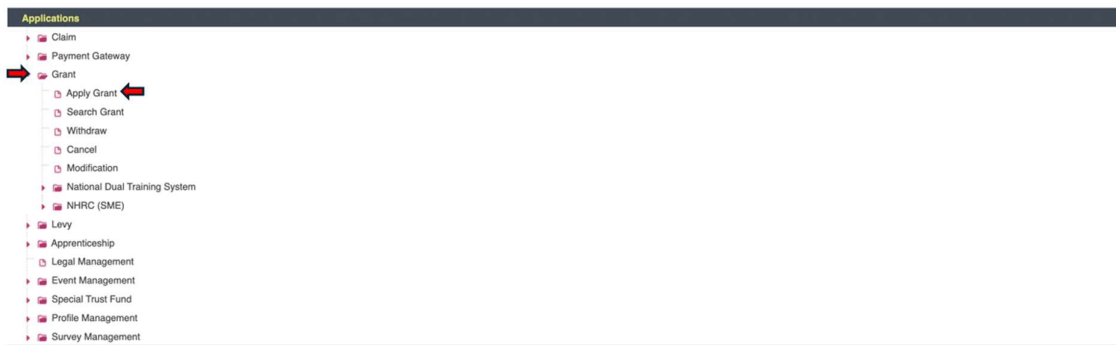
This guide outlines the general steps for HRD Corp grant application and serves to assist you in coordinating the necessary documentation and approvals with your internal HRD Corp PIC.



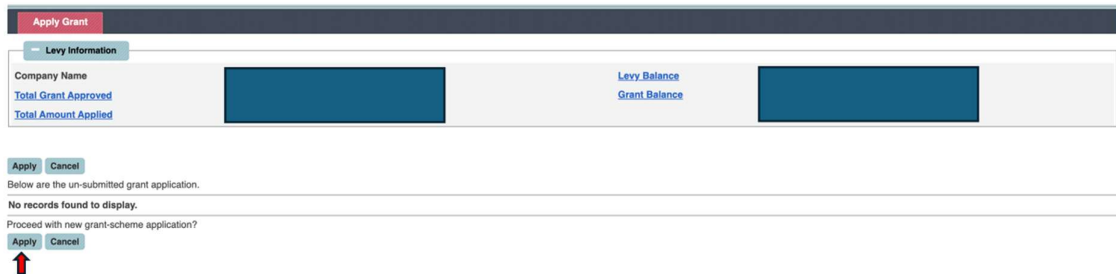
1. Login to Employer's e-TRiS. Click Applications



2. Click Grant, then click Apply Grant



3. Click Apply





4. Choose a Scheme Code and select HRD Corp Claimable Courses. Then, click Apply

Apply New Grant

Levy Information

Company Name [Redacted] Levy Balance [Redacted]
 Total Grant Approved [Redacted] Grant Balance [Redacted]
 Total Amount Applied [Redacted]

Apply New Grant

Scheme Code: HRD Corp Claimable Co [Preview Application Forms](#)
☐ This is Appeal Case

5. Select your Immediate Officer and click “Next”.

Levy Information

Company Name [Redacted] Levy Balance [Redacted]
 Total Grant Approved [Redacted] Grant Balance [Redacted]
 Total Amount Applied [Redacted]
 Scheme Name [Redacted]

Employer's Profile

MyCoID: 1074743T(HQ) Immediate Officer: Other
 Company Name [Redacted] Email: info@upskillingminds.com

6. Enter training provider's COID, click “Check” button, then click “Next”
 (MyCOID: 1074743T)

Registered Training Provider Details

MyCoID: 1074743T
 Training Provider Name: eLEARNINGMINDS GROUP Post Code: 47100
 Address: C-02-10, PAVILION, JALAN PUTERI 7/13, BANDAR PUTERI, KUALA LUMPUR, SELANGOR State: Selangor
 Officer Telephone Number: 60380667862 Officer to be Contacted: [Redacted]
 Email: info@elearningminds.com

7. i. Select a training program from the list. Key-in all required details.
 ii. Put in the program detail (i.e. training date & hours)
 iii. Click the “Search” button and look up the trainer's name. Click “Add”, then click “Next”.

Course Details

Course Title: 10001578396 - Asia Lear Relevancy of Training: Attendance at ALT-X 2025 will provide the employee with updated knowledge and practical insights on applying digital learning technologies in corporate training. The learning outcomes are directly relevant to improving our organization's training programs, supporting employee development, and aligning with business needs for more effective and scalable learning solutions.
 Description: Asia Learn Tech Exchange (ALT-X) 2025 is a professional conference focused on workplace learning and development technologies. The event will be held on 18 November 2025 at the AICB Centre of Excellence, Kuala Lumpur, and will feature expert speakers, case studies, and discussions on digital learning strategies, AI tools, and blended training approaches.
 Type of Retraining and Skills Upgrading: Digitalisation
 HRDCorp Focus Area: Not Applicable

Programme Details

Type of Training: Public
 Commencement of Programme: Start Date: 18/11/2025 End Date: 18/11/2025
 Total Hours Per Training: 7.00 *Note: User define for information only.
 No. of Full Days: 1 * (Based on 7 hours per day)
 No. of Half Days: 0 * (Based on 4 hours per day)
 No. of < Half Days: 0 Hours: 0.00 * (Based on < 4 hours a day)
 Total Training Days: 1 *Note: Total of Full Day + Half Day + < Half Day.
 No. of Month: [Redacted] *Note: mandatory if Training Type is "Development Programme".
 Total Hours Per Trainee: 7

External Trainer

Name: [Redacted] Citizenship: Select
 IC No./Passport No.: [Redacted] Distance to Training Location: Select
 Overseas Trainer: ☐ Yes ☒ No

Trainer Type	Name	IC No./Passport No.	Citizenship	Distance to Training Location
External Trainer	Loh Lih Fu	89051005413	Malaysian	Less 100 km

HRDC programme details:

Company Name: eLearningMinds Group Sdn Bhd
 Course Name: Asia Learn Tech Exchange (ALT-X) 2025: Designing Learning That Transforms
 Course Serial No: 10001578396
 Total Hours: 7.0
 Trainers Name: Loh Lih Fu

Suggested description: Asia Learn Tech Exchange (ALT-X) 2025 is a professional conference focused on workplace learning and development technologies. The event will be held on 18 November 2025 at the AICB Centre of Excellence, Kuala Lumpur, and will feature expert speakers, case studies, and discussions on digital learning strategies, AI tools, and blended training approaches.

Suggested Relevancy of Training: Attendance at ALT-X 2025 will provide the employee with updated knowledge and practical insights on applying digital learning technologies in corporate training. The learning outcomes are directly relevant to improving our organization's training programs, supporting employee development, and aligning with business needs for more effective and scalable learning solutions.



8. Key in the Training Location and click “Next”.

Back Save Next Cancel

Details of Training

Training Location: Local
 Please Specify Full Address: Tan Sri Azman Hashim Auditorium, AICB, Kuala Lumpur
 State: Kuala Lumpur
 No. of Travel Days: ☐ 1 Day ☒ Not Applicable

Back Save Next Cancel

9. Select the Level of Certification.

Choose **NO** for “Practical/ Hands-on /TVET?”. Then, click “Next”.

Back Save Next Cancel

Level of Certification

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

Back Save Next Cancel

10. Click “Add Batch” button, then click “Save”.

Back Save Next Cancel

Trainee Information by Batch

Batch No.: 2
 Training Schedule: Start Date: 18/11/2025 End Date: 18/11/2025
 Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	18/11/2025	18/11/2025	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1										

Back Save Next Cancel

11. Click add “Trainee Details”.

Back Save Next Cancel

Trainee Information by Batch

Batch No.: 2
 Training Schedule: Start Date: 18/11/2025 End Date: 18/11/2025
 Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	18/11/2025	18/11/2025	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1										

Back Save Next Cancel

12. Key in all required details. Click “Add”.

Save Close

Trainee Details

Trainer Detail Per Batch

Note: Select the Trainer for this batch.

Select Trainer	Trainer Name	IC No./Passport No.	Trainer Type
☒	Loh Lin Fu	69951005413	External Trainer

One record found.

Data Entry Mode

Data Entry Mode: ☒ Manual ☐ Excel

Trainee Details

IC No.:
 Name: BEE JIA SHENG
 Gender: Male
 Race: Chinese
 Academic Qualification: Degree
 Trainee Designation: Executive
 HQ/Branch: ELEARNINGMINDS GRI
 Note: If your branch is not listed, please update your profile to add the branch details.
 Distance to Training Location: Less 100 km

Update Trainee Details

Add Reset

Repeat Step 12 if more than 1 participant.

13. If all participants details are completed, click **“Next”**.

Back Save Next Cancel

Trainee Information by Batch

Batch No. 2

Start Date 18/11/2025 End Date 18/11/2025

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	18/11/2025	18/11/2025	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 100 km	More or Equal 100 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
1	1	0	1	0	0	0	1	0	0	0

Back Save Next Cancel

14. Key in the course fees and allowance details (if any), then click **“Save”**.

Levy Information

Company Name: ELEARNINGMIND'S GROUP SDN. BHD.

Total Grant Approved: RM 4,674.38

Total Amount Applied: RM 0.00

Scheme Name: HRD Corp Claimable Courses

Levy Balance: RM 3,493.26

Grant Balance: RM 9,336.96

Back Save Next Cancel

Estimated Cost

Type of Training: Public

Training Location: Local

Upfront Payment to Training Provider: ☒ Percentage % ☐ Amount (RM)

30.00 269.62

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	YUR : Course Fee	Not Applicable	899.4000	Per Day	1.0	1	Pax	Not Applicable	899.40
Trainee	TKP : Trainee Air Fare	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Allowance	< 100 KM		Per Day	1.0	1	Pax	Not Applicable	
Trainee	Trainee Allowance	>= 100 KM		Per Day	1.0	0	Pax	Not Applicable	
Total Requested Amount(RM):									899.40

Note : Grant Total for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

Back Save Next Cancel

15. Select Upfront Payment to Training Provider and key in the 30% percentage (refer to the Proposal prepared for you). Then, click **“Save”** and **“Next”**.

Levy Information

Company Name: ELEARNINGMIND'S GROUP SDN. BHD.

Total Grant Approved: RM 4,674.38

Total Amount Applied: RM 0.00

Scheme Name: HRD Corp Claimable Courses

Levy Balance: RM 3,493.26

Grant Balance: RM 9,336.96

Back Save Next Cancel

Estimated Cost

Type of Training: Public

Training Location: Local

Upfront Payment to Training Provider: ☒ Percentage % ☐ Amount (RM)

30.00 269.62

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	YUR : Course Fee	Not Applicable	899.4000	Per Day	1.0	1	Pax	Not Applicable	899.40
Trainee	TKP : Trainee Air Fare	Not Applicable		Not Applicable			Not Applicable	Not Applicable	
Trainee	Trainee Allowance	< 100 KM		Per Day	1.0	1	Pax	Not Applicable	
Trainee	Trainee Allowance	>= 100 KM		Per Day	1.0	0	Pax	Not Applicable	
Total Requested Amount(RM):									899.40

Note : Grant Total for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

Back Save Next Cancel

Upfront Payment to Training Provider: The Training Provider may request for a maximum upfront payment of 30%, based on the total approved course fee. This is subject to consent from Registered Employers.



16. Click “OK”.

Logout

etris.hrdcorp.gov.my says
Upfront Payment of RM269.82 will be paid to the Training Provider once this Grant is Approved. Click OK, to proceed or Cancel to revise the amount.

Last Login 29 Sep, 2025 3:30 pm Welcome ELEARINGMINDS GROUP SDN. BHD., Monday 3:43 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training

Levy Information

Company Name: ELEARINGMINDS GROUP SDN. BHD.
Total Grant Approved: RM 4,674.38
Total Amount Applied: RM 0.00
Scheme Name: HRD Corp Claimable Courses

RM 3,493.26
RM 9,330.96

OK Cancel

Back Save Next Cancel

Estimated Cost

Type of Training: Public
Training Location: Local
Upfront Payment to Training Provider: ☒ Percentage % ☐ Amount (RM)
30.00 269.82

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	YUR : Course Fee	Not Applicable	899.4000 *	Per Day	1.0 *	1 *	Pax	Not Applicable	899.40
Trainee	TKP : Trainee Air Fare	Not Applicable	Not Applicable	Not Applicable	1.0 *	1 *	Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM	Not Applicable	Per Day	1.0 *	1 *	Pax	Not Applicable	0.00
Trainee	Trainee Allowance	>= 100 KM	Not Applicable	Per Day	1.0 *	0 *	Pax	Not Applicable	0.00
Total Requested Amount(RM):									899.40

Note : Grant Total for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

Back Save Next Cancel

17. Complete the declaration form and select the desired officer.

18. Add all the required documents, then click “Add Attachment”. Then, click “Save” and “Submit Application”.

Back Save Submit Application Cancel

Acknowledgement & Declaration of Employer

☒ I agree that the training fee amounting to RM 629.52 to be claimed by (i) Name of the Training Provider: ELEARINGMINDS GROUP (ii) Registration No. of Training Provider: 10747437 (iii) Registration No. of Programme: 10001570398 for course title/programme: Asia Learn Tech Exchange I that will be conducted from 18/11/2025 to 18/11/2025 and to be debited from our account by Pembangunan Sumber Manusia Berhad. ☐ I declare that all expenses incurred during this training will be borne by our company. ☒ I agree that the Upfront Payment of RM 269.82 to be paid to the Training Provider upon Approval of this training grant.

☒ I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. ☐ I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/delisted 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).

I/We hereby agree that the CONDITIONAL APPROVAL for this application is subject to our declaration that we have attached the required relevant supporting documents i.e. Course Content with schedule, Trainer's Profile and Quotation/document indicating fee in the online application.

We declare that all information submitted through this online application is at all times true, accurate, correct, updated, complete and complies with the HRD Corp Allowable Cost Matrix and other relevant terms and conditions as PSMB may deem fit.

Any discrepancy or non-compliance found during Claim submission may result in the payment to be withheld until they are resolved or will be rejected on a case-to-case basis. In the event that PSMB rejects the claim, PSMB shall not be liable and/or held responsible for any cost, losses or damages suffered by the employer or training provider or any other party.

Name: [Redacted]
Designation: [Redacted]
Email: [Redacted]
IC No.: [Redacted]
Date: 29/09/2025

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
• Micro Credential Acknowledgement Letter

Attachment

File Description: [Redacted] Attach File: [Redacted] Choose File: Genasium_...20202025.pdf

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
Genasium_Asia LearnTech Exchange (ALTX)_22002025	Genasium_Asia LearnTech Exchange (ALTX)_22002025.pdf	Remove / View

Add Attachment

Back Save Submit Application Cancel