

**ICT2.0@HRDF**

# HRDF System: User Guide for Claims

User Manual – Version 1.1



**Mesiniaga**

## Table of Contents

<b>SECTION 1</b>	<b>CLAIMS OVERVIEW .....</b>	<b>5</b>
<b>1.1</b>	<b>GENERAL CLAIMS FUNCTIONS.....</b>	<b>5</b>
<b>SECTION 2</b>	<b>SUBMIT CLAIMS WITH APPROVED GRANTS .....</b>	<b>7</b>
<b>2.1</b>	<b>SUBMIT CLAIMS WITH APPROVED GRANTS .....</b>	<b>7</b>
<b>SECTION 3</b>	<b>SUBMIT CLAIMS WITH APPROVED GRANT .....</b>	<b>8</b>
<b>3.1</b>	<b>SLB (SKIM LATIHAN BERSAMA) – SUBMIT CLAIM.....</b>	<b>8</b>
<b>3.2</b>	<b>SBL (SKIM BANTUAN LATIHAN) – SUBMIT CLAIM .....</b>	<b>12</b>
<b>3.3</b>	<b>TRAINING FACILITIES &amp; RENOVATION – SUBMIT CLAIM.....</b>	<b>16</b>
<b>3.4</b>	<b>SLDN – SUBMIT CLAIM .....</b>	<b>19</b>
<b>3.5</b>	<b>ITS (INDUSTRIAL TRAINING SCHEME) – SUBMIT CLAIM .....</b>	<b>23</b>
<b>3.6</b>	<b>IT (SKIM TEKNOLOGI MAKLUMAT DAN LATIHAN BERBANTU KOMPUTER) – SUBMIT CLAIMS 26</b>	
<b>3.7</b>	<b>CBT DEVELOPMENT – SUBMIT CLAIMS .....</b>	<b>28</b>
<b>3.8</b>	<b>SBL KHAS – SUBMIT CLAIMS.....</b>	<b>31</b>
<b>SECTION 4</b>	<b>SUBMIT CLAIMS FOR EVENT.....</b>	<b>36</b>
<b>4.1</b>	<b>EVENT – SUBMIT CLAIMS .....</b>	<b>36</b>
<b>SECTION 5</b>	<b>DIRECT REIMBURSEMENT CLAIMS .....</b>	<b>39</b>
<b>5.1</b>	<b>PROCESS FLOW FOR CBT PURCHASE AND TRAINING CONDUCTED BEFORE REGISTRATION 39</b>	
<b>5.2</b>	<b>CBT PURCHASE – DIRECT REIMBURSEMENT CLAIMS .....</b>	<b>39</b>
<b>5.3</b>	<b>TRAINING BEFORE REGISTRATION – DIRECT REIMBURSEMENT CLAIMS.....</b>	<b>41</b>
<b>SECTION 6</b>	<b>HR CONSULTANCY AND ADVISORY CLAIMS .....</b>	<b>44</b>
<b>6.1</b>	<b>NHRC CLAIMS .....</b>	<b>44</b>
<b>SECTION 7</b>	<b>SEARCH/WITHDRAW CLAIMS.....</b>	<b>46</b>
<b>7.1</b>	<b>SEARCH/WITHDRAW CLAIMS .....</b>	<b>46</b>





# CLAIMS MODULE

---

## Section 1 Claims Overview

### 1.1 *General Claims Functions*

Below are the types of claims and its related functions:

Employer

- Submit Claims with Grant
- Submit Other Claims



Employers can do the followings:

- Submit claims with approved grants
- Submit other claims on direct claims
- Search claims
- Request for withdrawal claims
- Return query on claims back to claim officer for approval.

Claims can be divided into two (2) categories – Submit Claims with Grants and Submit Other Claims (direct reimbursement), which described as below:

1. Submit Claims with Grants (Approved Grants) includes:

- Grant & Schemes (SBL, SBL KHAS, SLB, ITS, Purchase of Training Equipment, IT, SLDN, CBT-Development),
- HR Consultancy & Advisory (NHRC)
- Events schemes (SMETAP)
- Apprenticeship schemes (Mechatronic, Tool & Die, Wood Base Industry, IT, Sewing Industry)
- Special Trust Fund schemes (ASSET, STAR, SPICE)

2. Submit Other Claims (Direct Reimbursement or Direct Claims) include the following schemes:

- Training conducted before registration (BD),
- Computer Based Training (CBT) Purchases

Claims will not be approved if there is any submission/pending approval for the following applications:

- Levy / Interest adjustment (this cannot be approved if employer is under legal investigation or company is closed)
- Employer with Claims Complaint

## Section 2 Submit Claims with Approved Grants

### 2.1 *Submit Claims with Approved Grants*

1. Submit Claims with Grants (Approved Grants) includes:

- Grant & Schemes (SBL, SBL KHAS, SLB, ITS, Purchase of Training Equipment, IT, SLDN, CBT-Development),
- HR Consultancy & Advisory (NHRC) schemes,
- Events schemes (SMETAP)
- Apprenticeship schemes (Mechatronic, tool & Die, Wood Based Industry, IT, Sewing Industry)
- Special Trust Fund schemes (ASSET, STAR, SPICE)

Employer selects/picks the grant application to submit the claims by clicking the 'Claim' button to proceed with claims submission.

System will display the approved grants/schemes with the following details:

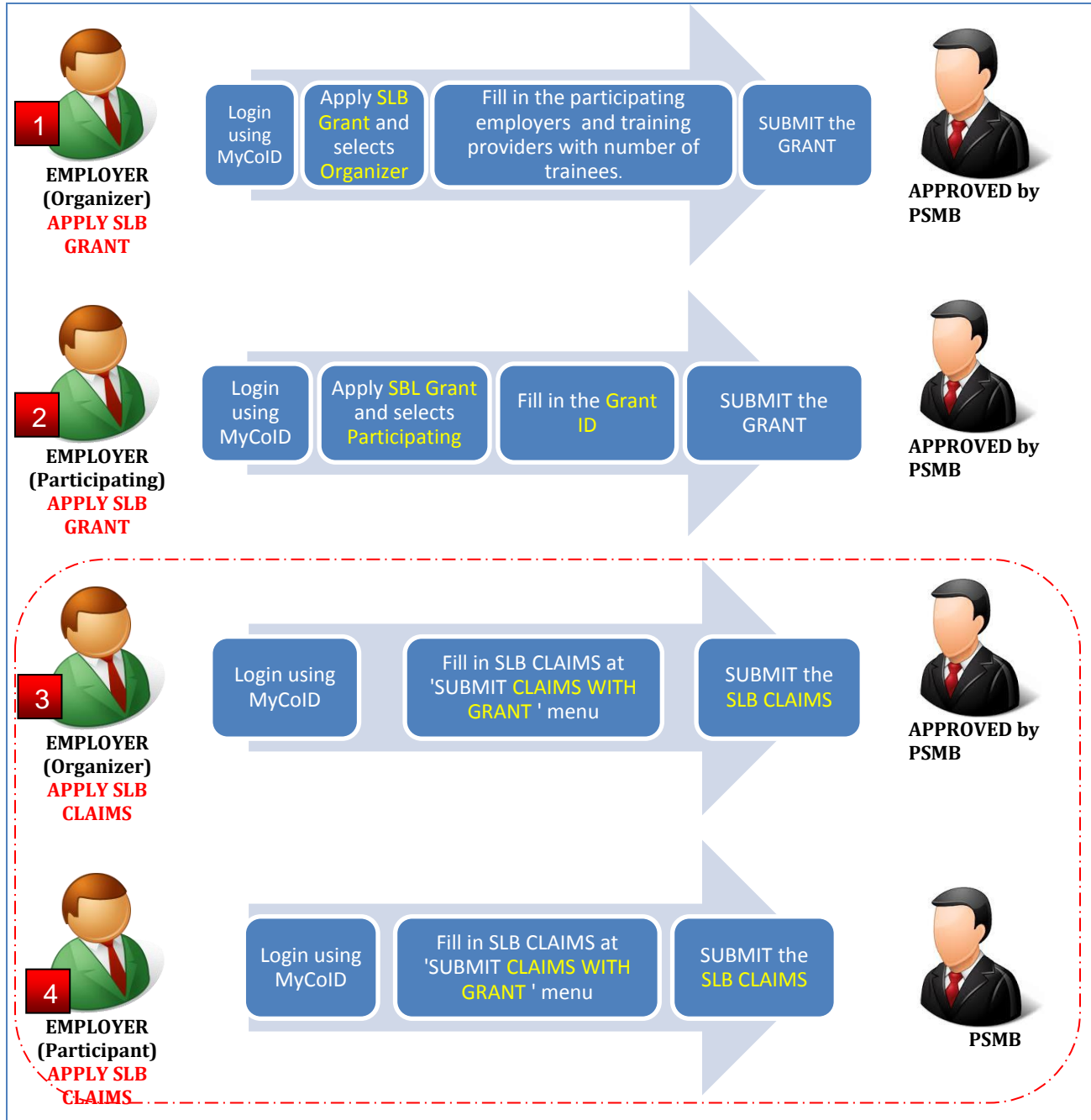
- Grant Reference Number,
- Course Title / Programme Title
- Grant Approved Date,
- Grant approved amount (RM)/ approved transaction fee (RM) / approved quotation amount (RM)/ approved training fees (RM),
- Training commencement date and training completion date.

System also will display the un-submitted claims (the saved claims) with Claims ID, Grant Reference Number, Program Title, Grant Approved Amount (RM), Claimed Requested Amount (RM) and Saved Date.

## Section 3 Submit Claims with Approved Grant

### 3.1 SLB (Skim Latihan Bersama) – Submit Claim

Below is the claim flow for SLB:





## Flow Descriptions:

All employers are required to apply the grant for the training to get approval from PSMB could reimburse the training fees with the employer's levy.

For SLB Grant, the organizer of the company is required to declare as organizer for the training when applying the grant application. In the grant application, the organizer needs to select the participating employers.

Training costs incurred will be shared equally by the participating employers based on the total number of participants. The 'organizing employer' is entitled to claim the 'allowable costs' at the rate of 100%, while other participating employers will be reimbursed based on the current rate of financial assistance. Only the 'organizing' employer is entitled to claim the cost of consumable training materials. Payment will not be made if the trainees did not attend the full training programme.

## How to claims:

Attach the relevant supporting documents: Receipt, Payment vouchers, other related documents, if any.

## Prerequisite:

- Grant is already approved, and
- Training had been conducted by validating the current date with training completion date.

This section will guide you on how to submit claims for SLB. The organizing employer must submit their claim before the participating employer can submit theirs.

Logout Last Login 13 Aug, 2014 4:21 pm Welcome TAYLOR'S COLLEGE SDN BHD, Wednesday 4:26

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,088,640.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date  To

Approved Date  To

Approved Amount (RM)

Search Reset Close

Approved Grant

12 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 [Next/Last]

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_1992	--	Information Technology (IT)	--	11/08/2014	4,000.00	--	--	Claim
72641MSLB20141972	--	Skim Lathan Bersama (SLB)	TAKING CHARGE! DEVELOPING BREAKTHROUGH H	22/05/2014	1,320.00	04/06/2014	05/06/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGI TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim

Unsubmitted Claim

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
No Record Found								

Follow the steps below to submit claims for SLB Grant

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

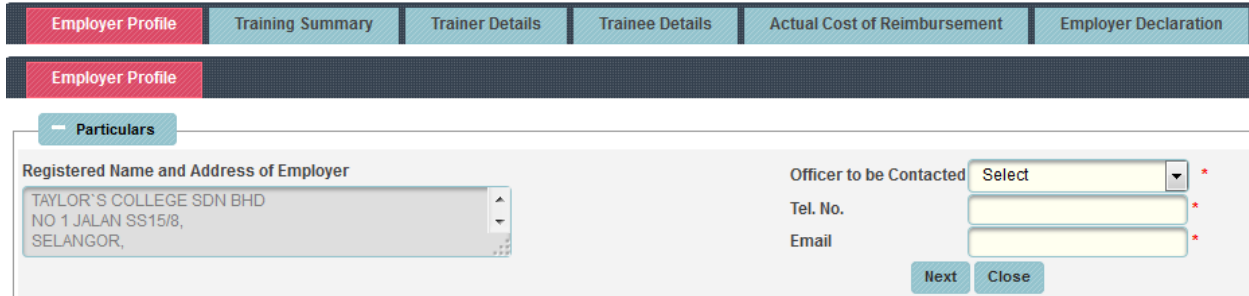
Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

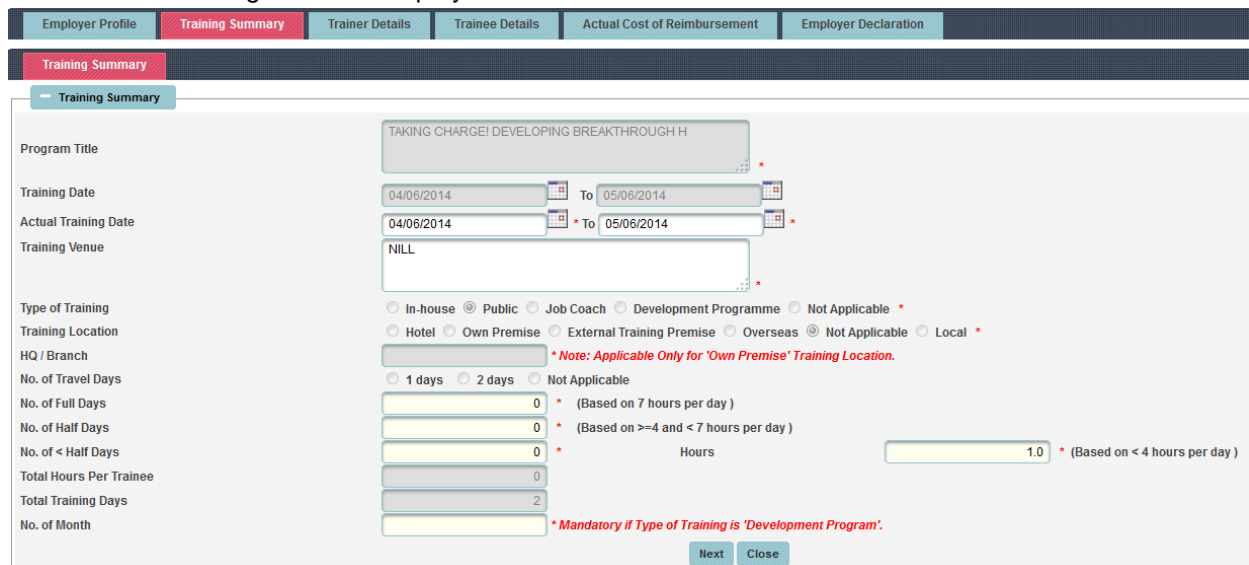
Step 3: Click 'Claim' button.

Result: The following screen is displayed:



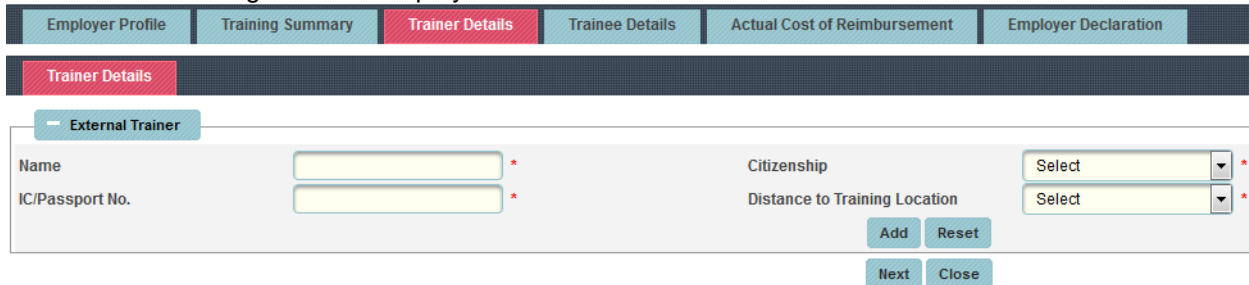
Step 4: Fill in the form then click 'next' button.

Result: The following screen is displayed:



Step 5: Click 'next' button.

Result: The following screen is displayed:



Step 6: Click 'Next'.

Result: The following screen is displayed:

Employer Profile | Training Summary | Trainer Details | **Trainee Details** | Actual Cost of Reimbursement | Employer Declaration

**Trainee Details**

Trainees Information By Group

Training Schedule Start Date: 04/06/2014 End Date: 05/06/2014

Claim	Batch No.	Start Date	End Date	Add/Edit Trainee Details	Actions
<input type="checkbox"/>	1	04/06/2014	05/06/2014	<a href="#">Add/Edit Trainee Details</a>	<a href="#">View / Edit</a>

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

Trainees Summary

Batch No.	Male	Female	Less 70km	More or equal 70km	Bumi	Chinese	Indian	Other
1	1	1	2	0	1	1	0	0

One record found.

Save Next Close

Step 7: Fill in the trainee details, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile | Training Summary | Trainer Details | Trainee Details | **Actual Cost of Reimbursement** | Employer Declaration

**Actual Cost of Reimbursement**

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Trainer Fee (=>70)	Not Applicable	720.00	720.00	
Trainee Daily Allowance (=>70)	Not Applicable	600.00	600.00	
Total Grant Approved Amount(RM)		1,320.00	Total Requested Amount(RM)	1,320.00

Note: Please add any additional information related to your claim.

Remarks:  Exchange Rate:  Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description:  Attach File:  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)

Levy Summary

Levy Balance(RM)	20,088,640.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	1,320.00
Total Requested Amount (RM)	1,320.00

Next Close

Step 8: Click 'Edit' to edit the claim detail, then click 'Next' button

Result: The following screen is displayed:

Employer Profile | Training Summary | Trainer Details | Trainee Details | Actual Cost of Reimbursement | **Employer Declaration**

**Employer Declaration**

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statement I/we 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:

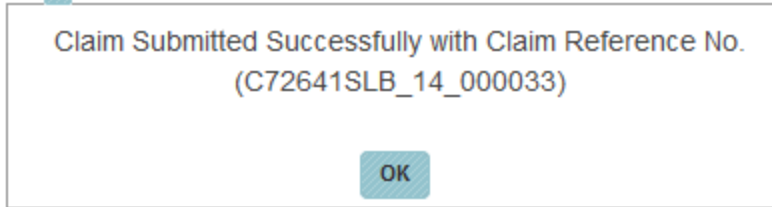
Designation:

Email:

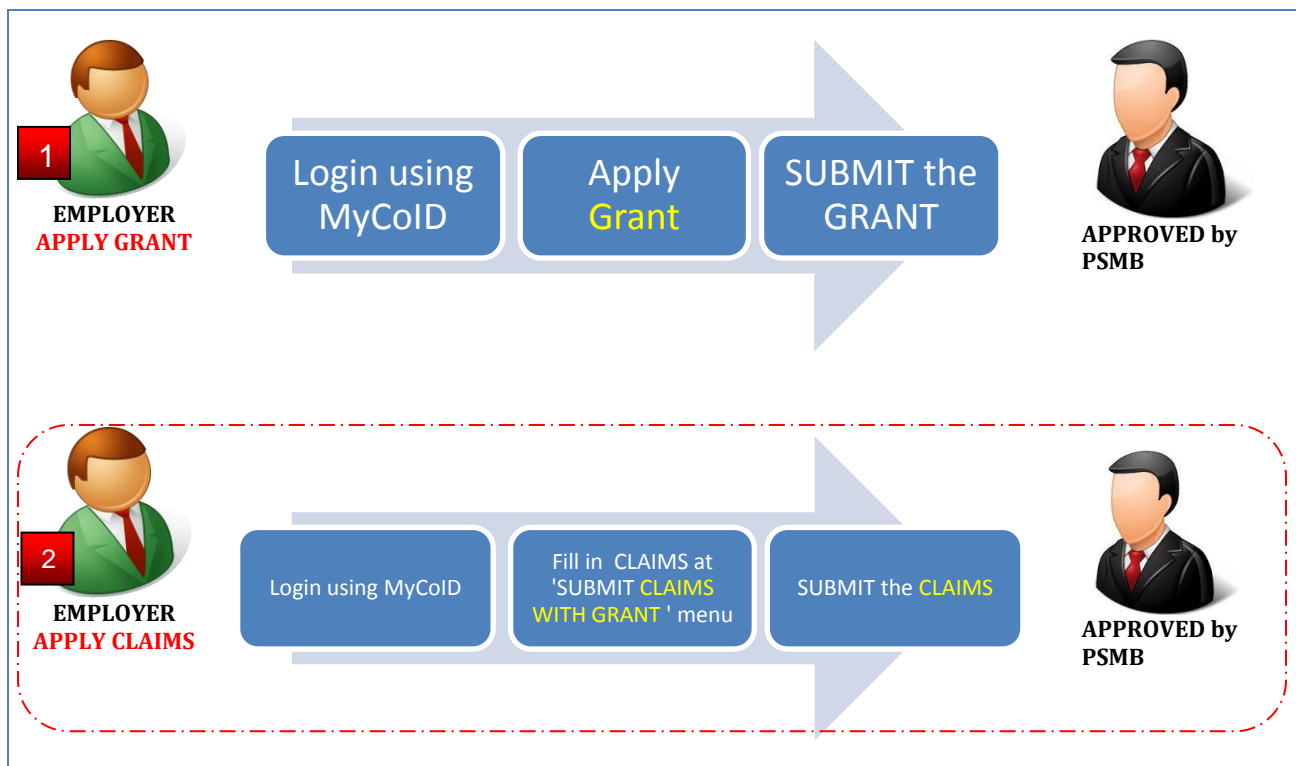
Date: 13/08/2014

Save Save & Submit Close

Step 9: Click on 'Save & Submit' button to proceed.  
Result: The following screen is displayed:



3.2 *SBL (Skim Bantuan Latihan) - Submit Claim*



This section will guide you on the claims submission, as highlighted in red in the above diagram.

**Prerequisite:** Grant is already approved.  
This section will guide you on how to submit claims for SBL.

Logout

Applications > Claim > Submit Claims with Grants

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,088,640.00

**Search Criteria**

Grant ID:

Course Title:

Scheme Name:

Training Date:  To

Approved Date:  To

Approved Amount (RM):

**Approved Grant**

11 records found, displaying 6 to 10 records.

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20141967	--	Skim Lathan Bersama (SLB)	MANAGING TIME TO MANAGE WORKPLACE PERFOR	06/05/2014	2,000.00	19/05/2014	20/05/2014	<input type="button" value="Claim"/>
72641MSLB20141966	--	Skim Lathan Bersama (SLB)	TAKING CHARGE! DEVELOPING BREAKTHROUGH H	14/04/2014	2,640.00	15/04/2014	16/04/2014	<input type="button" value="Claim"/>
72641MSLB20141965	--	Skim Lathan Bersama (SLB)	MASTERSSELF! UNDERSTAND PERSONALITY USING	24/06/2014	2,752.90	23/06/2014	24/06/2014	<input type="button" value="Claim"/>
72641MSBL201421657	--	Skim Bantuan Lathan (SBL)	EFFECTIVE ACCOUNTS ASSISTANT	09/04/2014	830.00	09/04/2014	09/04/2014	<input type="button" value="Claim"/>
72641MSBL201421656	--	Skim Bantuan Lathan (SBL)	PERFORMANCE MANAGEMENT	08/04/2014	5,400.00	08/04/2014	08/04/2014	<input type="button" value="Claim"/>

**Unsubmitted Claim**

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
No Record Found								

Follow the steps below to submit claims for SBL:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

**Employer Profile** | Training Summary | Trainer Details | Trainee Details | Actual Cost of Reimbursement | Employer Declaration

**Employer Profile**

**Particulars**

Registered Name and Address of Employer  
 TAYLOR'S COLLEGE SDN BHD  
 NO 1 JALAN SS15/8,  
 SELANGOR,

Officer to be Contacted:  \*

Tel. No.:  \*

Email:  \*

Step 4: Select the Officer's name then click 'Next' button.  
 Result: The following screen is displayed:

Step 5: Fill in the form then click 'Add' button.  
 Result: The training summary will be added.

Step 6: Click 'next' button.  
 Result: The following screen is displayed:

Step 7: Click 'Next'.  
 Result: The following screen is displayed:

Claim	Batch No.	Start Date	End Date	Add/Edit Trainee Details	Actions
<input type="checkbox"/>	1	09/04/2014	09/04/2014	<a href="#">Add/Edit Trainee Details</a>	<a href="#">View / Edit</a>

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

One record found.

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

Employer Profile | Training Summary | Trainer Details | Trainee Details | **Actual Cost of Reimbursement** | Employer Declaration

**Actual Cost of Reimbursement**

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Course Fee (=>70)	Internal Trainer	680.00	680.00	
Trainee Daily Allowance (=>70)	Internal Trainer	150.00	150.00	
Total Grant Approved Amount(RM)		830.00	Total Requested Amount(RM)	830.00

Note: Please add any additional information related to your claim.

Remarks:

Exchange Rate:  Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description:  Attach File:  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)

Levy Summary

Levy Balance(RM)	20,088,640.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	830.00
Total Requested Amount (RM)	830.00

Step 9: Click 'Next' button.

Result: The following screen is displayed:

Employer Profile | Training Summary | Trainer Details | Trainee Details | Actual Cost of Reimbursement | **Employer Declaration**

**Employer Declaration**

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld or distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statement I/we 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:

Designation:

Email:

Date:

Step 10: Click on 'Save & Submit' button to proceed.

Result: The following screen is displayed:

Claim Submitted Successfully with Claim Reference No.  
(C72641SBL\_14\_000039)



### 3.3 Training Facilities & Renovation – Submit Claim

**Prerequisite:** Grant is already approved.

This section will guide you on how to submit claims for Training Facilities & Renovation.

Logout Last Login 14 Aug, 2014 10:15 am Welcome TAYLOR'S COLLEGE SDN BHD, Thursday 3:1

Applications > Claim > Submit Claims with Grants

**Search Claim**

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

**Search Criteria**

Grant ID   
 Course Title   
 Scheme Name   
 Training Date  To   
 Approved Date  To   
 Approved Amount (RM)  To

**Approved Grant**

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	<input type="button" value="Claim"/>
72641M_14_0001	--	Information Technology (IT)	--	13/08/2014	10.00	--	--	<input type="button" value="Claim"/>
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	02/08/2014	20.00	--	--	<input type="button" value="Claim"/>
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	<input type="button" value="Claim"/>
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	<input type="button" value="Claim"/>

**Unsubmitted Claim**

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shipi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	<input type="button" value="Claim"/>
72641MSLDN20144378	Shipi Chaturvedi	Skim Lathan Dual Nasional (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	<input type="button" value="Claim"/>
EVTCONEV20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	<input type="button" value="Claim"/>
72641MSBL-Khas20140080	Shipi Chaturvedi	Skim Bantuan Lathan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	<input type="button" value="Claim"/>
72641MSBL20149990	Shipi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfdsf sdfsd	20/02/2014	7.00	21/02/2014	24/02/2014	<input type="button" value="Claim"/>

Follow the steps below to submit claims for Training Facilities & Renovation

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if you wish.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:



Employer Profile    Actual Cost of Reimbursement    Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD  
NO 1 JALAN SS15/8,  
47500 SUBANG JAYA,

Officer to be Contacted  \*

Tel. No.  \*

Email  \*

Next    Close

Step 4: Select the officer to be contacted, then click 'Next'.  
Result: The following screen is displayed.

Employer Profile    Actual Cost of Reimbursement    Employer Declaration

Actual Cost Of Reimbursement

Allowable Items

Item  \*    Model Name

Receipt No.  \*    Quantity  \*

Unit Price (RM)  \*    Requested Amount (RM)  \*

Grant Approved Date  \*    Purchase Date  \*

Reset

Item	Model Name	Receipt No.	Quantity	Unit Price (RM)	Grant Approved Date	Purchase Date	Grant Approved Amount (RM)	Requested Amount (RM)	Actions
Computer Notebook	lowo		2	10.00	02/08/2014		20.00	20.00	View / Edit

For Renovation of Training Room

Details of Renovation     Location  \*

Grant Approved Amount (RM)     Requested Amount (RM)  \*

Reset

Details of Renovation	Location	Grant Approved Amount (RM)	Requested Amount (RM)	Actions
Total Requested Amount (RM)		20.00		

Note: Please add any additional information related to your claim.

Remarks     Exchange Rate     Country

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment \*

File Description     Attach File  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)

Summary

Levy Balance (RM)

Levy Arrears (RM)

Levy Interest (RM)

Total Requested Amount (RM)

Next    Close

Step 5: Key-in the allowable item then click 'Add' button.  
Result: The allowable item is added.

Step 6: Click 'Browse' to locate a file to attach then click 'Add Attachment' button.  
Result: The attachment is added.

Step 7: Click 'Next'.  
Result: The following screen is displayed:

Employer Profile | Training Facilities | Declaration of Employer

Acknowledgement and Declaration of the Employer

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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:  Chairman  Executive Director  General Manager  Training Manager  Manager  Executive

Company: [Text Field]

Email: [Text Field]

Date: 16/01/2014

Exchange rate: [Text Field]

Country: Select

Save & Submit | Close

Step 8: Fill in the declaration then click 'Save & Submit'.  
Result: The following message is displayed:

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Employer Declaration

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements I/we 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: [Text Field]

Email: [Text Field]

Date: 14/08/2014

Save | Save & Submit | Close

Step 9: Click on 'Save & Submit' button to proceed.  
Result: The following screen is displayed:

Claim Submitted Successfully with Claim Reference No.  
(C72641ALA\_14\_001977)

OK

### 3.4 SLDN – Submit Claim

**Prerequisite:** Grant is already approved.  
This section will guide you on how to submit claims for SLDN.

Logout Last Login 15 Aug, 2014 2:54 pm Welcome TAYLOR'S COLLEGE SDN BHD, Friday 3:28

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,080,140.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date  To

Approved Date  To

Approved Amount (RM)

Search Reset Close

Approved Grant

8 records found, displaying 1 to 5 records. [First] [Prev] 1 2 [Next] [Last]

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_2030	BESI APAC SDN BHD	Skim Lathan Dual Nasional (SLDN)	PM101	14/08/2014	100.00	15/08/2014	15/08/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGITU TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim
72641MSLB20141968	--	Skim Lathan Bersama (SLB)	DISCOVER THE MARVELS OF PIVOT TABLE 2010	05/05/2014	2,340.00	28/04/2014	28/04/2014	Claim

Unsubmitted Claim

One record found. 1

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB201421655	--	Skim Bantuan Lathan (SBL)	NEURO-LINGUISTIC PROGRAMMING PRACTITIONER CERTIFICATION	25/02/2014	8,000.00	25/02/2014	05/03/2014	Claim

Follow the steps below to submit claims for SLDN:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile Trainee Details Training Summary Trainee Attendance Form Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD  
NO 1 JALAN SS15/8,  
SELANGOR.

Officer to be Contacted  \*

Tel. No.  \*

Email  \*

Next Close

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	<b>Trainee Details</b>	Training Summary	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
------------------	------------------------	------------------	-------------------------	------------------------------	----------------------

**Trainee Details**

Details of Trainee

Sr No.	Name	IC No.	Gender	Race	Academic Qualification
1	Osan	732849873483	Male	Bumiputera	Diploma

Step 5: Fill in the form then click 'Add' button.

Result: The trainee details are added to the table.

Step 6: Click 'next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	<b>Training Summary</b>	Trainee Attendance Form	Actual Cost of Reimbursement	Employer Declaration
------------------	-----------------	-------------------------	-------------------------	------------------------------	----------------------

**Training Summary**

Program Title: PM101

Claim	Level	On The Job	Off/On the Job	Start Date	End Date	Training Location
<input type="checkbox"/>	1	On The Job		15-Aug-14	15-Aug-14	1

By Gender: Male: 1 Female: 0

By Race: Bumiputera: 1 Chinese: 0 Indian: 0 Others: 0

Step 7: Fill in the actual training date and its details, then click 'Next' button.

Result: The following screen is displayed:

Employer Profile	Trainee Details	Training Summary	<b>Trainee Attendance Form</b>	Actual Cost of Reimbursement	Employer Declaration
------------------	-----------------	------------------	--------------------------------	------------------------------	----------------------

**Trainee Attendance Form**

Grant Details

Grant ID: 72641M\_14\_2030 \* Module

Training Provider's Name: BESI APAC SDN BHD \*

Actual Training Start Date: 15/08/2014 \* End Date: 15/08/2014 \*

Attendance Details

Upload Excel File:  Yes  No

Month: Select \* Year: Select \*

No. of Working Days: 0 No. of Holidays: 0

No record found.

Attachment(Supporting Document)

Please Attach a Copy of the Original Attendance \*

File Description:  Attach File:  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)

Step 8: Edit the claim details and click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Trainee Details | Training Summary | **Trainee Attendance Form** | Actual Cost of Reimbursement | Employer Declaration

**Trainee Attendance Form**

**Grant Details**

Grant ID: 72641M\_14\_2030 \*      Module:

Training Provider's Name: BESI APAC SDN BHD \*      End Date: 15/08/2014 \*

Actual Training Start Date: 15/08/2014 \*

**Attendance Details**

Upload Excel File:  Yes  No

Month:  \*      Year:  \*

No. of Working Days:       No. of Holidays:

**No record found.**

**Attachment(Supporting Document)**

**Please Attach a Copy of the Original Attendance \***

File Description:       Attach File:  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)**

Step 9: Fill in the attendance details then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Trainee Details | Training Summary | Trainee Attendance Form | **Actual Cost of Reimbursement** | Employer Declaration

**Actual Cost of Reimbursement**

**Claim Details**

Items	Trainee	Category	Grant Approved Amount(RM)	Requested Amount(RM)
Course Fee			100.00	100.00
Total Grant Approved Amount(RM)			100.00	Total Requested Amount(RM) 100.00

**Note: Please add any additional information related to your claim.**

Remarks:       Exchange Rate:       Country:

**Attachments**

**Note : Supporting Document is mandatory for proof of payment like Invoice,Receipt,Consultancy Report etc.**

**Attachment \***

File Description:       Attach File:  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)**

**Levy Summary**

Levy Balance(RM)	20,080,140.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	100.00
Total Requested Amount (RM)	100.00

Step 10: Fill in the actual cost of reimbursement then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Trainee Details | Training Summary | Trainee Attendance Form | Actual Cost of Reimbursement | **Employer Declaration**

**Employer Declaration**

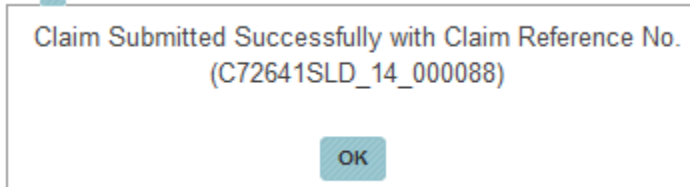
**Declaration**

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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:  \*      Designation:  \*      Email:  \*      Date: 15/08/2014 \*

Step 11: Click on 'Save & Submit' button to proceed.

Result: The following message is displayed:



### 3.5 ITS (Industrial Training Scheme) – Submit Claim

**Prerequisite:** Grant is already approved.

This section will guide you on how to submit claims for ITS (Industrial Training Scheme).

Applications > Claim > Submit Claims with Grants

**Search Claim**

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

**Search Criteria**

Grant ID:   
 Course Title:   
 Scheme Name:   
 Training Date:  To   
 Approved Date:  To   
 Approved Amount (RM):  To

**Approved Grant**

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	<input type="button" value="Claim"/>
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	<input type="button" value="Claim"/>
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	<input type="button" value="Claim"/>
72641MITS20147524	--	Industrial Training Scheme (ITS)	df	20/06/2014	2.00	03/06/2014	25/06/2014	<input type="button" value="Claim"/>
72641M_14_9866	--	Industrial Training Scheme (ITS)	asd	19/06/2014	32.00	19/06/2014	20/06/2014	<input type="button" value="Claim"/>

**Unsubmitted Claim**

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shipi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	<input type="button" value="Claim"/>
72641MSLND20144378	Shipi Chaturvedi	Skim Lathan Dual National (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	<input type="button" value="Claim"/>
EVTCONEV120131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	<input type="button" value="Claim"/>
72641MSBL-Khas20140080	Shipi Chaturvedi	Skim Bantuan Lathan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	<input type="button" value="Claim"/>
72641MSBL20149990	Shipi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfsdf sdfsdf	20/02/2014	7.00	21/02/2014	24/02/2014	<input type="button" value="Claim"/>

Follow the steps below to submit claims for ITS (Industrial Training Scheme).

**Step 1:** Select from menu 'Claim' > 'Submit Claims with Grants'.

**Result:** The above screen is displayed.

**Note:** Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

**Step 2:** Key-in the search criteria for the click on the 'Search' button, if necessary.

**Result:** The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

**Step 3:** Click 'Claim' button.

**Result:** The following screen is displayed:

**Employer Profile** | Training Summary | Trainee Details | Actual Cost of Reimbursement | Employer Declaration

**Employer Profile**

**Particulars**

Registered Name and Address of Employer  
 TAYLOR'S COLLEGE SDN BHD  
 NO 1 JALAN SS15/8,  
 47500 SUBANG JAYA,

Officer to be Contacted:  \*

Tel. No.  \*

Email  \*

Step 4: Select the Officer's name then click 'Next' button.

Result: The following screen is displayed:

Employer Profile | **Training Summary** | Trainee Details | Actual Cost of Reimbursement | Employer Declaration

**Training Summary**

Maximum Eligibility Amount

Program Title

Training Date: 20/06/2014 To 30/07/2014

Actual Training Date: 20/06/2014 To 30/07/2014

Training Venue

No. of Full Days: 2 \* (Based on 7 hours per day)

No. of Half Days: 1 \* (Based on >=4 and < 7 hours per day)

No. of < Half Days: 1 \* Hours

Total Hours Per Trainee: 18

Total Training Days: 4

No. of Month: 1.0 \* (Based on < 4 hours per day)

Next Close

Step 5: Fill in the form then click 'Add' button.

Result: The training summary is added to the form.

Step 6: Click 'next' button.

Result: The following screen is displayed:

Employer Profile | Training Summary | **Trainee Details** | Actual Cost of Reimbursement | Employer Declaration

**Trainee Details**

Download Trainee List

Load trainee details from XLSX or XLS file

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

Upload XLSX

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

Name: IC No.: Gender: Race: Academic Qualification: Attendance (75%): Free of Charge (FOC)?:

Reset

Name	IC No.	Gender	Race	Academic Qualification	Attendance (75%)	FOC	Actions
Banu	aaaaaaaaaa	Female	asdasd	Ph.D	No	No	View / Edit
BAnu	aaaaaaaaa1	Female	Bumi	Ph.D	No	No	View / Edit

viii. By Citizenship: Malaysian: 2 Foreign: 0

Next Close



Step 7: Fill in the details, then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Training Summary | Trainee Details | **Actual Cost of Reimbursement** | Employer Declaration

**Actual Cost of Reimbursement**

Claim Details

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Chairs	Internal Trainer	36.00	36.00	Yes
Economy Rate of Air Fare for External Trainer	Internal Trainer	5.20	5.20	Yes
Mannequin Pertolongan Cemas dan CPR	Not Applicable	2.00	2.00	Yes
Monthly Allowance	Overseas	2.60	2.60	No
Insurance	Trainee	1.00	1.00	Yes
Course Fee	Trainee	5.20	5.20	No
Multimedia Projector	Trainer	5.00	5.00	Yes
Total Grant Approved Amount(RM)		57.00	Total Requested Amount(RM)	57.00

Note: Please add any additional information related to your claim.

Remarks:  Exchange Rate:  Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description:  Attach File:  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)

Levy Summary

Levy Balance(RM)	700,005,929.00
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	57.00
Total Requested Amount (RM)	57.00

Step 8: Enter the claim amount then click 'Next'.

Step 9: Click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Training Summary | Trainee Details | Actual Cost of Reimbursement | **Employer Declaration**

**Employer Declaration**

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements I/we 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:  \*  
 Designation:  \*  
 Email:  \*  
 Date:  \*

Step 10: Fill in the declaration then click 'Save & Submit'.  
 Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.  
 (C72641ITS\_14\_001979)

3.6 IT (Skim Teknologi Maklumat dan Latihan Berbantu Komputer) - Submit Claims

**Prerequisite:** Grant is already approved.

This section will guide you on how to submit claims for IT (Skim Teknologi Maklumat dan Latihan Berbantu Komputer).

Logout Last Login 14 Aug, 2014 10:15 am Welcome TAYLOR'S COLLEGE SDN BHD, Thursday 3:1

Applications Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,005,929.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date  To

Approved Date  To

Approved Amount (RM)

Search Reset Close

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	Claim
72641M_14_0001	--	Information Technology (IT)	--	13/08/2014	10.00	--	--	Claim
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	02/08/2014	20.00	--	--	Claim
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	Claim
72641M_14_9890	--	--	--	24/06/2014	16.00	--	--	Claim

Unsubmitted Claim

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shilpi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	Claim
72641MSLDN20144378	Shilpi Chaturvedi	Skim Lathan Dual National (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	Claim
EVTCONIEVT20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	Claim
72641MSBL-Khas20140080	Shilpi Chaturvedi	Skim Bantuan Lathan Khas (SBL-Khas)	COURSE TITLE	20/02/2014	310.00	12/02/2014	15/02/2014	Claim
72641MSBL20149990	Shilpi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfdsf sdfsd	20/02/2014	7.00	21/02/2014	24/02/2014	Claim

Follow the steps below to submit claims for IT:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer  
 TAYLOR'S COLLEGE SDN BHD  
 NO 1 JALAN SS15/8,  
 47500 SUBANG JAYA.

Officer to be Contacted  \*

Tel. No.  \*

Email  \*

Next Close

Step 4: Select the Officer's name then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Actual Cost Of Reimbursement

Allowable Items

Item  \* Model

Receipt No  \* Quantity

Unit Price (RM)  \* Requested Amount (RM)

Grant Approved Date  \* Purchase Date

Reset

Item	Model	Receipt No	Quantity	Unit Price (RM)	Grant Approved Date	Purchase Date	Grant Approved Amount (RM)	Requested Amount (RM)	Action
Computer	PCT100		1	10.00	13/08/2014		10.00	10.00	View / Edit
							Total (RM)	10.00	

Note: Please add any additional information related to your claim.

Remarks  Exchange Rate  Country

Attachment(s)

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment \*

File Description  Attach File  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, .PPSX are allowed)

Levy Summary

Levy Balance (RM)

Levy Arrears (RM)

Levy Interest (RM)

Total Requested Amount (RM)

Next Close

Step 5: Click 'Edit' to edit the claim details, if necessary, then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | Employer Declaration

Employer Declaration

Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements I/we 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  \*

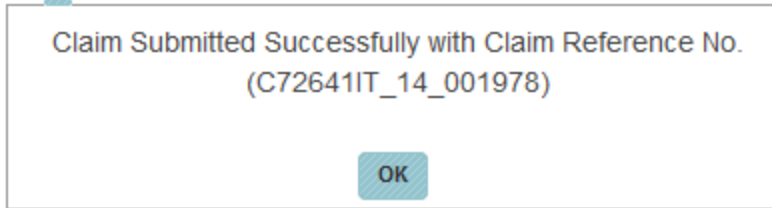
Designation  \*

Email  \*

Date  \*

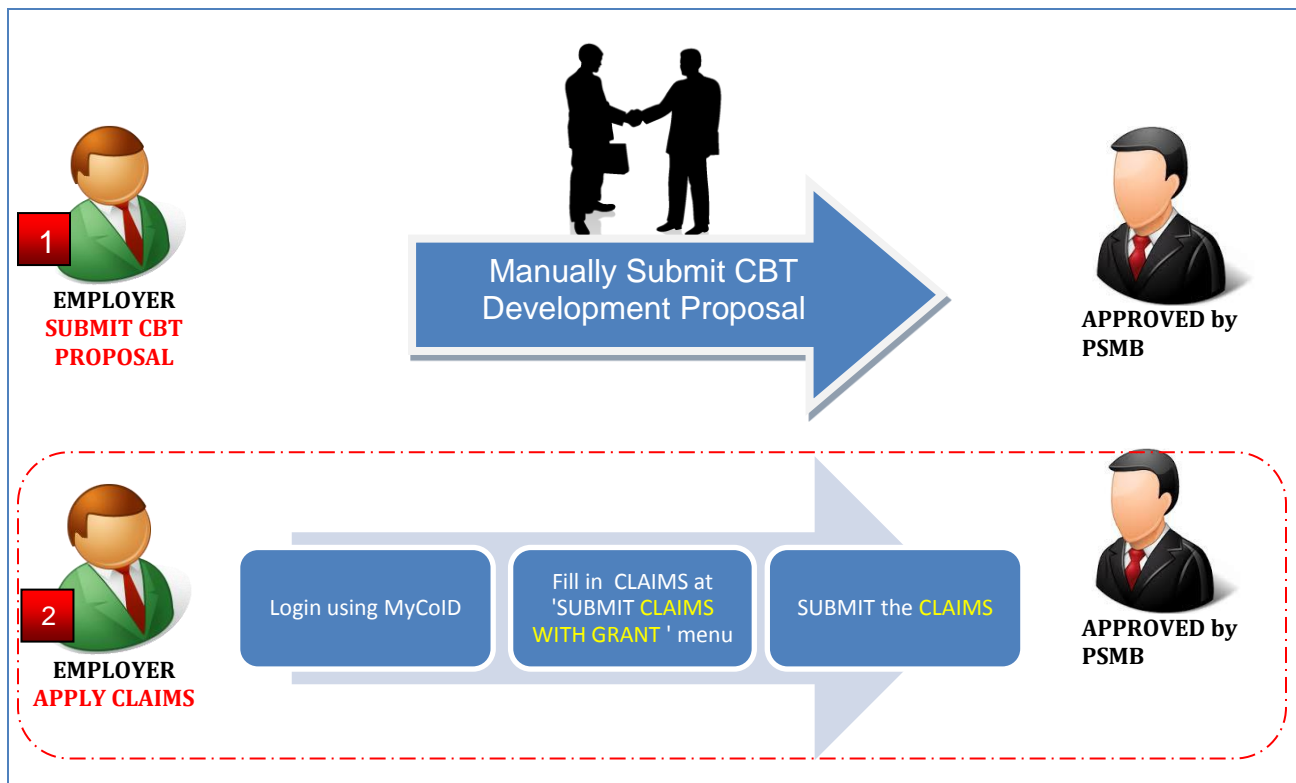
Save Save & Submit Close

Step 6: Click on 'Save & Submit' button to proceed.  
 Result: The following screen is displayed:



3.7 CBT Development - Submit Claims

Below is the claim flow for CBT Development:



Flow descriptions:

- Employers have to submit detailed proposal on the software development including purpose of development, training modules/contents, software development plans and three quotations from the vendors to develop the computer-based training software.
- Letter of Approval on the amount of financial assistance will be issued to the employers.

Logout  
 Applications  
 Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 20,080,040.00

Search Criteria

Grant ID  
 Course Title  
 Scheme Name  
 Training Date  
 Approved Date  
 Approved Amount (RM)

Search Reset Close

Approved Grant

8 records found, displaying 1 to 5 records. [First|Prev] 1 2 | Next | Last

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_2033	--	Computer Based Training (Development) (CBT)	Project Management	15/08/2014	1,000.00	15/08/2014	15/08/2014	Claim
72641MSLB20141971	--	Skim Lathan Bersama (SLB)	GETTING STARTED WITH MS EXCEL 2010 (BEGI TO INTERMEDIATE)	22/05/2014	1,470.00	22/05/2014	23/05/2014	Claim
72641MSLB20141970	--	Skim Lathan Bersama (SLB)	STAKEHOLDER MANAGEMENT	22/05/2014	2,400.00	26/05/2014	27/05/2014	Claim
72641MSLB20141969	--	Skim Lathan Bersama (SLB)	MANAGEMENT ADVANCEMENT PROGRAMME	16/05/2014	3,500.00	22/04/2014	27/06/2014	Claim
72641MSLB20141968	--	Skim Lathan Bersama (SLB)	DISCOVER THE MARVELS OF PIVOT TABLE 2010	05/05/2014	2,340.00	28/04/2014	28/04/2014	Claim

Unsubmitted Claim

One record found. 1

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSBL201421655	--	Skim Bantuan Lathan (SBL)	NEURO-LINGUISTIC PROGRAMMING PRACTITIONER CERTIFICATION	25/02/2014	8,000.00	25/02/2014	05/03/2014	Claim

Follow the steps below to submit CBT Development claims:

Step 1: Select 'Claim > Submit Claims with Grants' menu.  
 Result: The above screen is displayed:

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.  
 Result: The record is displayed under 'Approved Grant' table.

Step 3: Click 'Claim' button.  
 Result: The following screen is displayed:

Employer Profile Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer  
 TAYLOR'S COLLEGE SDN BHD  
 NO 1 JALAN SS15/8,  
 SELANGOR,

Officer to be Contacted Select \*

Tel. No. \*

Email \*

Next Close

Step 4: Select the Officer's name then click 'Next' button.  
Result: The following screen is displayed:

Step 5: Update the claim details, if necessary, then click 'Next' button.  
Result: The following screen is displayed:

Step 6: Fill in the declaration section then click 'Save & Submit'.  
Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.  
(C72641CBT\_14\_000106)

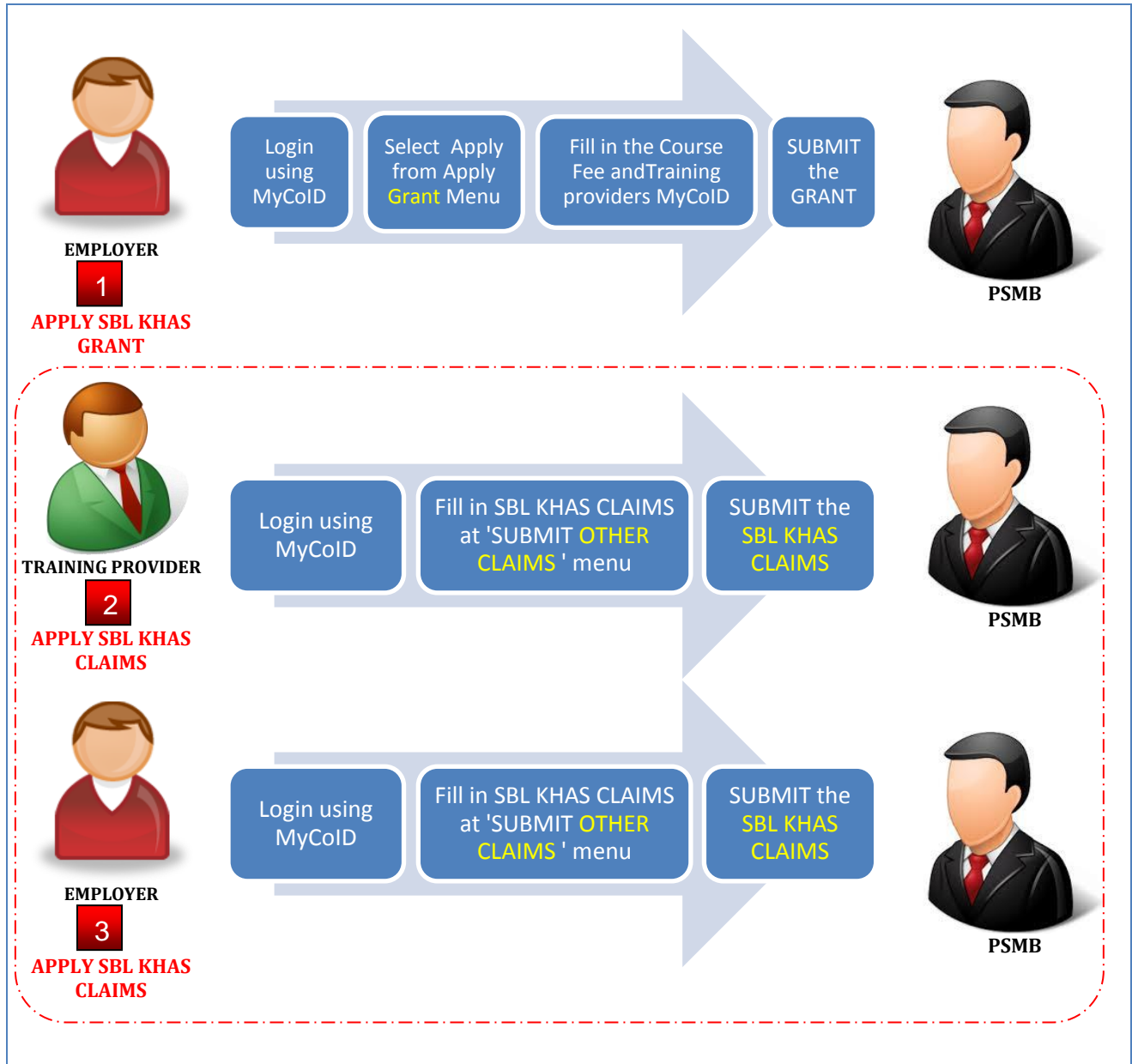
OK

3.8 *SBL KHAS – Submit Claims*

**Prerequisite:** Grant is already approved.  
Training Provider needs to submit claims first before the employer.

**Flow Diagram for the following:**

- SBL-KHAS Claims:



Follow the steps below to submit SBL Khas claims:

Step 1: Select from menu 'Claim' > 'Submit Claims with Grants'.

Result: The above screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under 'Approved Grant' table.

Logout Last Login 18 Aug, 2014 10:48 am Welcome TAYLOR'S COLLEGE SDN BHD, Monday 10:58

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM) 700,022,937.00

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date  To

Approved Date  To

Approved Amount (RM)  To

Search Reset Close

Approved Grant

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

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641M_14_0001	BESI APAC SDN BHD	Skim Bantuan Lathan Khas (SBL-Khas)	TEST AGREEMENT DETAILS KAT MANA OI	15/08/2014	200.00	16/08/2014	16/08/2014	Claim
72641M_14_0001	--	Training Facilities and Renovation (ALAT)	--	13/08/2014	4,205.00	--	--	Claim
72641M_14_5791	zxcccc	Skim Lathan Bersama (SLB)	dfgdfg	25/06/2014	4.80	22/06/2014	26/06/2014	Claim
72641M_14_9090	--	--	--	24/06/2014	16.00	--	--	Claim
72641MITS20147524	--	Industrial Training Scheme (ITS)	df	20/06/2014	2.00	03/06/2014	25/06/2014	Claim

Unsubmitted Claim

30 records found, displaying 1 to 5 records. [First|Prev] 1 2 3 4 5 6 [Next|Last]

Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
72641MSLB20145305	Shilpi Chaturvedi	Skim Lathan Bersama (SLB)	werwe	25/02/2014	6.00	26/02/2014	28/02/2014	Claim
72641MSLDN20144378	Shilpi Chaturvedi	Skim Lathan Dual National (SLDN)	asdasdas	25/02/2014	1.00	08/02/2014	10/02/2014	Claim
EVTCONEV20131187	--	Conference (CON_CON)	HRDF Conference 2012	25/02/2014	--	23/12/2013	24/12/2013	Claim
72641MSBL20149990	Shilpi Chaturvedi	Skim Bantuan Lathan (SBL)	sdfsdf sdfsdf	20/02/2014	7.00	21/02/2014	24/02/2014	Claim
72641MITS20140166	--	Industrial Training Scheme (ITS)	dfgdf	20/02/2014	128.00	21/02/2014	21/02/2014	Claim

Step 2: Key-in the search criteria for the click on the 'Search' button, if necessary.

Result: The record is displayed in either 'Approved Grant' or 'Unsubmitted Claims' table accordingly.

Step 3: Click 'Claim' button.

Result: The following screen is displayed:

Employer Profile Training Summary Trainer Details Trainee Details Trainee Attendance Form Actual Cost of Reimbursement Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

TAYLOR'S COLLEGE SDN BHD  
NO 1 JALAN SS15/8,  
47500 SUBANG JAYA,

Officer to be Contacted  \*

Tel. No.  \*

Email  \*

Next Close



Step 4: Select the officer to be contacted then click 'Next'.  
 Result: The following screen is displayed.

Employer Profile | **Training Summary** | Trainer Details | Trainee Details | Trainee Attendance Form | Actual Cost of Reimbursement | Employer Declaration

**Training Summary**

Training Summary

Program Title: TEST AGREEMENT DETAILS KAT MANA OII \*

Training Date: 16/08/2014 To 16/08/2014

Actual Training Date: 16/08/2014 To 16/08/2014 \*

Training Venue: 1 \*

Type of Training:  In-house  Public  Job Coach  Development Programme  e-Learning \*

Training Location:  Hotel  Own Premise  External Training Premise  Overseas  Not Applicable  Local \*

HQ / Branch: BRANCH 1 \*Note: Applicable Only for 'Own Premise' Training Location.

No. of Travel Days:  1 days  2 days  Not Applicable

No. of Full Days: 1 \* (Based on 7 hours per day)

No. of Half Days: 0 \* (Based on >=4 and < 7 hours per day)

No. of < Half Days: 0 \* Hours: 1.0 \* (Based on < 4 hours per day)

Total Hours Per Trainee: 7

Total Training Days: 1

No. of Month: \*Mandatory if Type of Training is 'Development Program':

Next Close

Step 5: Click 'Next' after viewing the training summary.  
 Result: The following screen is displayed:

Employer Profile | Training Summary | **Trainer Details** | Trainee Details | Trainee Attendance Form | Actual Cost of Reimbursement | Employer Declaration

**Trainer Details**

External Trainer

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

Add Reset

Trainer Type	Name	IC/Passport No.	Citizenship	Distance to Training Location	Actions
External Trainer	Pranav	F33457191234	Malaysian	Less 70 km	<a href="#">View / Edit / Delete</a>
External Trainer	MONIKA	765765555555	Malaysian	Less 70 km	<a href="#">View / Edit / Delete</a>

Next Close

Step 6: View the details then click 'Next'.  
 Result: The following screen is displayed.

Employer Profile | Training Summary | Trainer Details | **Trainee Details** | Trainee Attendance Form | Actual Cost of Reimbursement | Employer Declaration

**Trainee Details**

Trainees Information By Group

Training Schedule: Start Date: 16/08/2014 End Date: 16/08/2014

Reset

Claim	Batch No.	Start Date	End Date	Add/Edit Trainee Details	Actions
<input type="checkbox"/>	1	16/08/2014	16/08/2014	<a href="#">Add/Edit Trainee Details</a>	<a href="#">View / Edit</a>

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

Trainees Summary

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

One record found.

Save Next Close

Step 7: View the details then click 'Next'.  
Result: The following screen is displayed.

Employer Profile | Training Summary | Trainer Details | Trainee Details | **Trainee Attendance Form** | Actual Cost of Reimbursement | Employer Declaration

**Trainee Attendance Form**

**Grant Details**

Grant ID: 72641M\_14\_0001 \*      Module:

Training Provider's Name: BESI APAC SDN BHD \*      End Date: 16/08/2014 \*

Actual Training Start Date: 16/08/2014 \*

**Attendance Details**

Upload Excel File:  Yes  No

Download Attendance Excel: [Download Trainee Attendance List](#)

Date:  \*

[Search](#) [Clear](#)

**No record found.**

**Attachment(Supporting Document)**

**Please Attach a Copy of the Original Attendance \***

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)**

[Next](#) [Close](#)

Step 8: Fill in the attendance form then click 'Next'.  
Result: The following screen is displayed:

Employer Profile | Training Summary | Trainer Details | Trainee Details | Trainee Attendance Form | **Actual Cost of Reimbursement** | Employer Declaration

**Actual Cost of Reimbursement**

**Claim Details**

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
External Trainer Fee	External Trainer	200.00	200.00	No
Total Grant Approved Amount(RM)		200.00	Total Requested Amount(RM)	200.00

**Note: Please add any additional information related to your claim.**

Remarks:       Exchange Rate:       Country:

**Attachments**

**Note : Supporting Document is mandatory for proof of payment like Invoice,Receipt,Consultancy Report etc.**

**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)**

**Levy Summary**

Levy Balance(RM): 700,022,937.00

Levy Arrears (RM): 0.00

Levy Interest (RM): 0.00

Total Grant Approved Amount (RM): 200.00

Total Requested Amount (RM): 200.00

[Next](#) [Close](#)

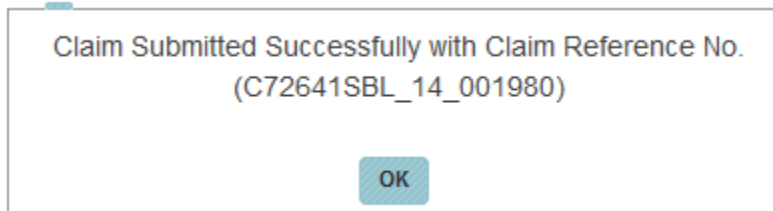
Step 9: Fill in the actual cost of reimbursement then enter the claim amount.

Step 10: Fill in the file description then click 'Browse' to locate file for attachment.

Step 11: Click 'Add Attachment' to attach the file.  
Result: The softcopy of the file will be attached.

Step 12: Click 'Next'.  
Result: The declaration screen is displayed.

Step 13: Fill in the declaration section and click 'Save & Submit'.  
Result: The following message is displayed.



# Section 4 Submit Claims for Event

## 4.1 Event – Submit Claims

**Prerequisite:**

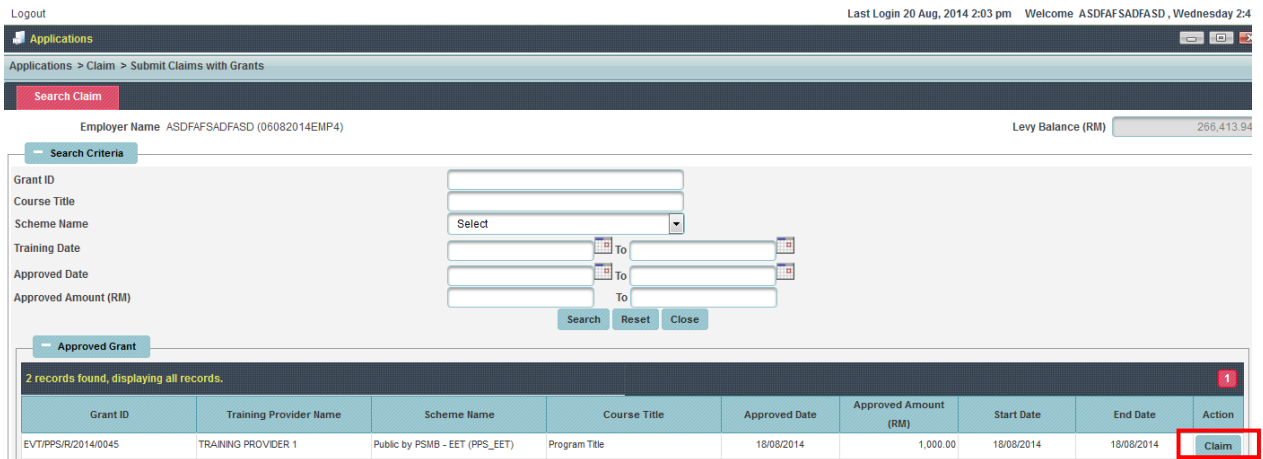
- Event had been approved.
- Training had been conducted.
- Employer or Training Provider had submitted and finalized the trainees’ attendance.

Follow the steps below to submit claims for Event.

Step 1: Select from menu ‘Claim’ > ‘Submit Claims with Grants’.

Result: The following screen is displayed.

Note: Employer can only make claims for approved grant. By default, all approved grant record is displayed under ‘Approved Grant’ table.



Logout Last Login 20 Aug, 2014 2:03 pm Welcome ASDFAFSADFASD, Wednesday 2:4

Applications > Claim > Submit Claims with Grants

Search Claim

Employer Name ASDFAFSADFASD (06082014EMP4) Levy Balance (RM) 266,413.94

Search Criteria

Grant ID

Course Title

Scheme Name

Training Date  To

Approved Date  To

Approved Amount (RM)  To

Search Reset Close

Approved Grant

2 records found, displaying all records.

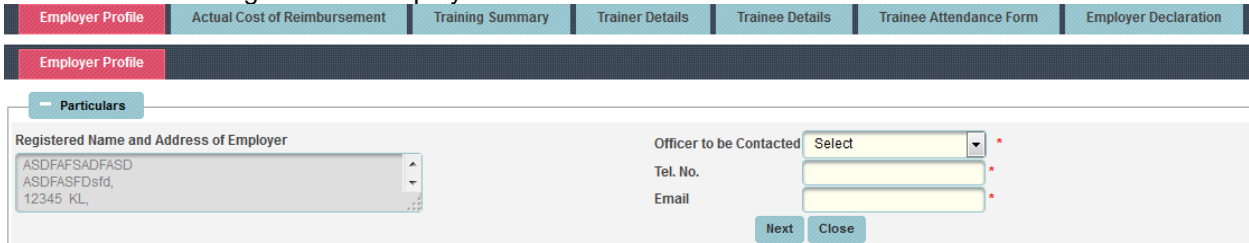
Grant ID	Training Provider Name	Scheme Name	Course Title	Approved Date	Approved Amount (RM)	Start Date	End Date	Action
EVT/PPSR/2014/0045	TRAINING PROVIDER 1	Public by PSMB - EET (PPS_EET)	Program Title	18/08/2014	1,000.00	18/08/2014	18/08/2014	Claim

Step 2: Key-in the search criteria the click on the ‘Search’ button, if necessary.

Result: The record is displayed in either ‘Approved Grant’ or ‘Unsubmitted Claims’ table accordingly.

Step 3: Click ‘Claim’ button.

Result: The following screen is displayed:



Employer Profile Actual Cost of Reimbursement Training Summary Trainer Details Trainee Details Trainee Attendance Form Employer Declaration

Employer Profile

Particulars

Registered Name and Address of Employer

ASDFAFSADFASD  
ASDFASFDsfd,  
12345 KL,

Officer to be Contacted

Tel. No.

Email

Next Close

Step 4: Select the Officer's name then click 'Next' button.  
 Result: The following screen is displayed:

Employer Profile | **Actual Cost of Reimbursement** | Training Summary | Trainer Details | Trainee Details | Trainee Attendance Form | Employer Declaration

**Actual Cost of Reimbursement**

Claim Details

Payment Status : Success

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
External Trainer Fee	Trainee	2,000.00	2,000.00	Yes
Hotel Rental Package(<70)	Trainee	0.00	0.00	No
Hotel Rental Package(>=70)	Trainee	0.00	0.00	No
Transportation	Trainee	0.00	0.00	Yes
Trainee Air Fare	Trainee	0.00	0.00	Yes
Consumable Training Materials	Not Applicable	100.00	100.00	No
		<b>Total Grant Approved Amount(RM)</b>	<b>Total Requested Amount(RM)</b>	
		2,100.00	2,100.00	

Note: Please add any additional information related to your claim.

Remarks:  Exchange Rate:  Country:

Attachments

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

Attachment

File Description:  Attach File:  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)

Levy Summary

Levy Balance (RM)	266,413.94
Levy Arrears (RM)	0.00
Levy Interest (RM)	0.00
Total Grant Approved Amount (RM)	2,100.00
Total Requested Amount (RM)	2,100.00

Next Close

Step 5: Fill in the claim details .

Step 6: Click 'next' button.  
 Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | **Training Summary** | Trainer Details | Trainee Details | Trainee Attendance Form | Employer Declaration

**Training Summary**

Training Summary

Program Title: Evaluation On Effectiveness Of Training

Actual Training Date: 17/08/2014 To 17/08/2014

Training Venue: Venue

Type of Training:  In-House For Registered Employer

Training Location:  Hotel  Own Premise  External Training Premise  Overseas  Not Applicable  Local  Multiple Location

HQ / Branch:  \*Note: Applicable Only for 'Own Premise' Training Location.

No. of Travel Days:  1 days  2 days  Not Applicable

No. of Full Days:  \* (Based on 7 hours per day)

No. of Half Days:  \* (Based on >=4 and < 7 hours per day)

No. of < Half Days:  \* (Based on < 4 hours per day)

Total Hours Per Trainee:

Total Training Days:

Next Close

Step 7: Click 'Next'.  
 Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | Training Summary | **Trainer Details** | Trainee Details | Trainee Attendance Form | Employer Declaration

**Trainer Details**

Trainer Details

Name	IC No.	Citizenship
PRANA	123412341324	Malaysian
Bhaves	123409875647	Malaysian

Next Close

Step 8: Click 'Next'.

Result: The following screen is displayed.

Employer Profile | Actual Cost of Reimbursement | Training Summary | Trainer Details | **Trainee Details** | Trainee Attendance Form | Employer Declaration

**Trainee Details**

Details of Trainee

Name	IC No.	Gender	Race	Citizenship	Academic Qualification	Trainee Designation	HQ/Branch	Distance	Attendance (75%)	FOC
Pranav	320102030201	Male	Bumi	Malaysian	Diploma	ITA	ASDFAFSADFASD	Less 70 km	Yes	No
Bhavesb	324123412341	Male	Bumi	Malaysian	Diploma	ITA	ASDFAFSADFASD	More or Equal 70 km	Yes	No

Next Close

Step 9: Click 'Next'.

Result: The following screen is displayed.

Employer Profile | Actual Cost of Reimbursement | Training Summary | Trainer Details | Trainee Details | **Trainee Attendance Form** | Employer Declaration

**Grant Details**

Grant ID: EVT/HR/R/2014/0041  
 Training Provider's Name: TRAINING PROVIDER 1  
 Actual Training Start Date: 17/08/2014  
 Module:   
 End Date: 17/08/2014

**Attendance**

Date:   
 Trainee Name:   
 IC No.:

Search Clear Search

Sr. No.	Date	Trainee Name	IC No.	Attendance Status	Mode of Attendance	Remarks	Attachment
1	17/08/2014	Bhavesb	324123412341	<input checked="" type="radio"/> Present <input type="radio"/> Absent <input type="radio"/> Other	Manual		N/A
2	17/08/2014	Pranav	320102030201	<input type="radio"/> Present <input checked="" type="radio"/> Absent <input type="radio"/> Other	Manual		N/A

**Attachment (Supporting Document)**

File Description:  Attach File:  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

Next Close

Step 10: Update the trainee attendance.

Step 11: Click 'Next'

Result: The following screen is displayed:

Employer Profile | Actual Cost of Reimbursement | Training Summary | Trainer Details | Trainee Details | Trainee Attendance Form | **Employer Declaration**

**Employer Declaration**

I/We declare that the facts stated in this application and the accompanying information are true and correct and that I/We have not withheld/distorted any material facts. I/We understand that if I/we obtain the grant by false or misleading statements, I/we 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:   
 Designation:   
 Email:   
 Date: 20/08/2014

Save Save & Submit Close

Step 12: Fill in the employer declaration then click 'Save & Submit'.

Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No.  
 (C06082014EMPIHR\_14\_000183)

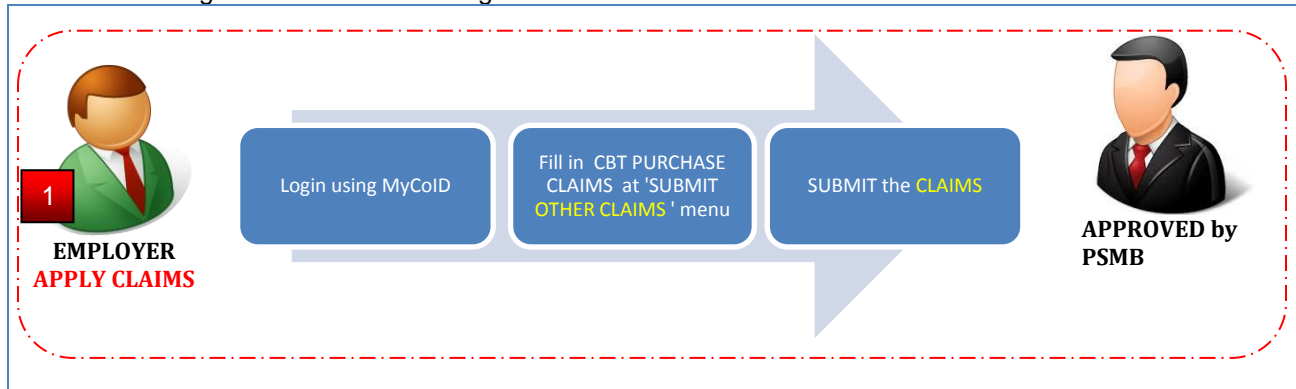
OK

# Section 5 Direct Reimbursement Claims

## 5.1 Process Flow for CBT Purchase and Training Conducted Before Registration

Below is the claim flow for direct reimbursement claims:

- CBT Purchase
- Training Conducted Before Registration



## 5.2 CBT Purchase – Direct Reimbursement Claims

**Prerequisite:** Employer may submit direct claims for CBT purchase. Employer will receive notification from PSMB to submit CBT claims, if the employer is eligible for this type of claim.

This section will guide you on how to submit direct claims for CBT purchase.

Step 1: Select from menu ‘Claim’ > ‘Submit Other Claims’.

Result: The following screen is displayed.

Logout Last Login 18 Aug, 2014 10:48 am Welcome TAYLOR'S COLLEGE SDN BHD, Monday 12:00

Applications > Claim > Submit Other Claims

**Other Claim**

Employer Name: TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM): 700,022,937.00

Other Claim

Please Select the Type Of Claim

Select

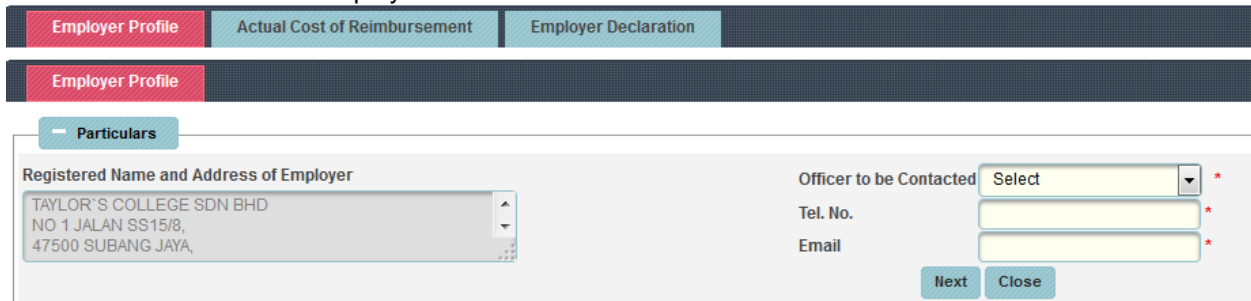
UnSubmitted Claim

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

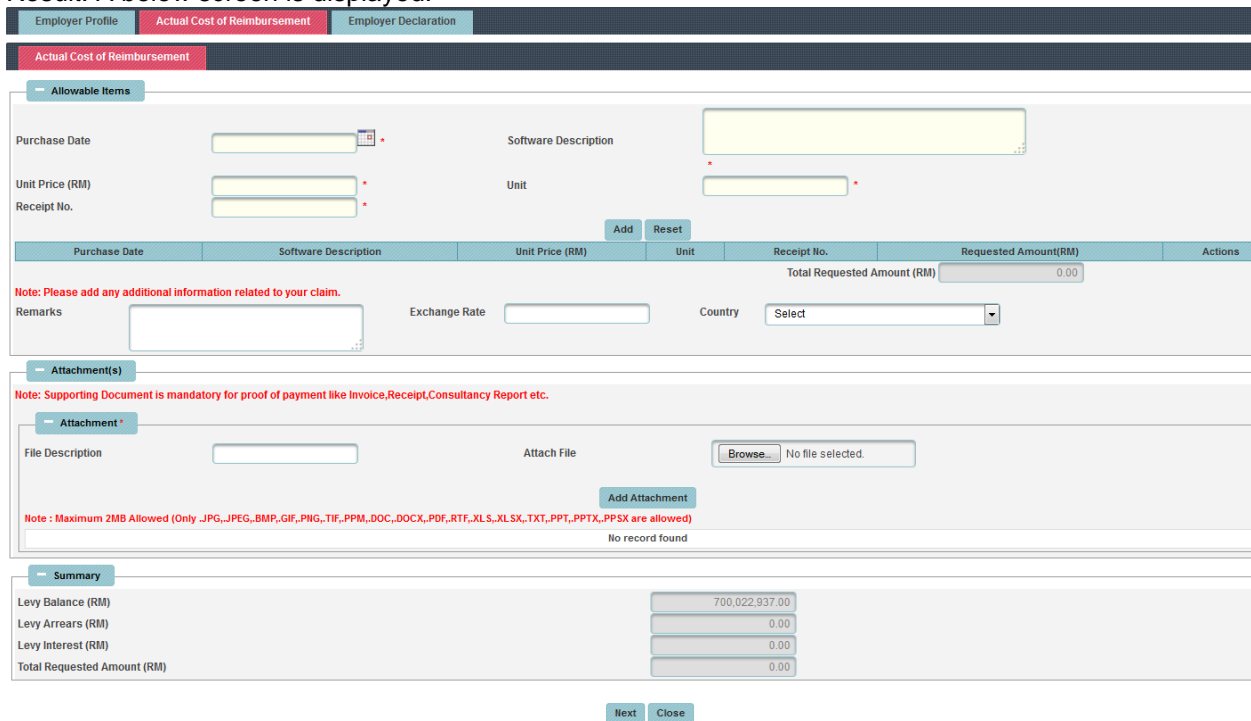
Claim ID	Scheme	Claimed Amount(RM)	Saved Date	Action
C72641PER_14_001975	PERLA ONLINE Scheme (PERLA ONLINE)	0.00	07/08/2014	<input type="button" value="Claim"/>
C72641TBD_14_001851	Training Before Registration (TBD)	0.00	30/07/2014	<input type="button" value="Claim"/>
C72641PRO_14_001806	PROLUS (PROLUS)	0.00	17/07/2014	<input type="button" value="Claim"/>
C72641PRO_14_001805	PROLUS (PROLUS)	0.00	16/07/2014	<input type="button" value="Claim"/>
C72641CBT_14_001739	CBT Software Purchase (CBTP)	0.00	31/05/2014	<input type="button" value="Claim"/>



Step 2: Select claim type 'CBT Software Purchase' from the dropdown list then click 'Apply Claim' button.  
 Result: A below screen is displayed:

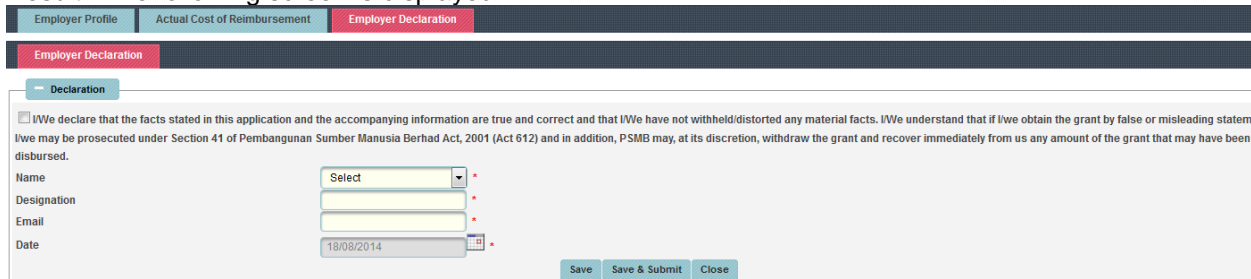


Step 2: Select the officer's name then click on 'Next' button to proceed.  
 Result: A below screen is displayed:



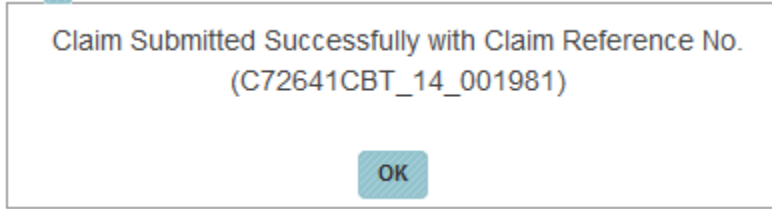
Step 3: Key-in the allowable items then click 'Add'.  
 Result: The allowable item is added.

Step 4: Add an attachment then click 'Next'.  
 Result: The following screen is displayed:





Step 5: Fill up the form then click on 'Save & Submit' button to proceed.  
 Result: The following message is displayed:

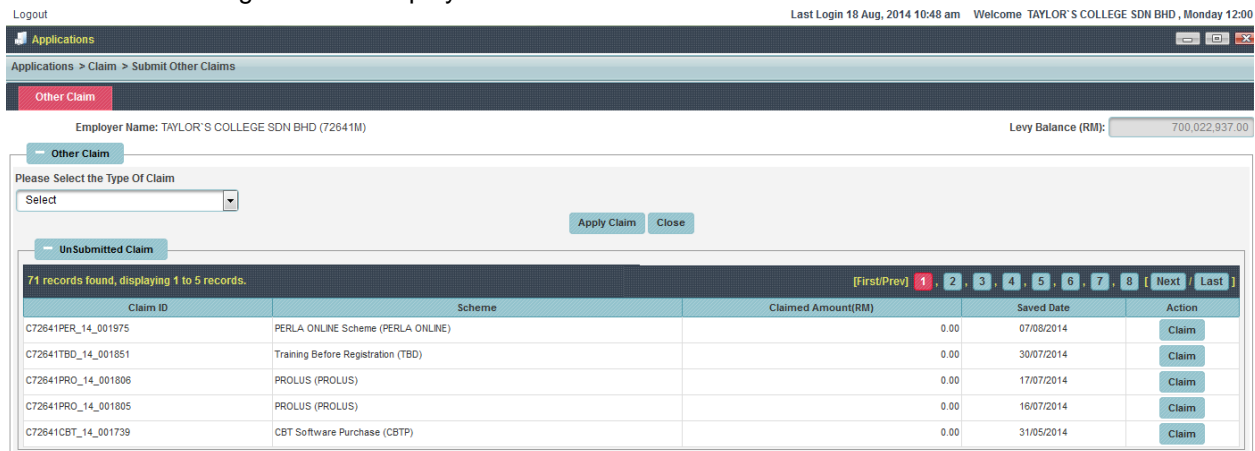


### 5.3 Training Before Registration - Direct Reimbursement Claims

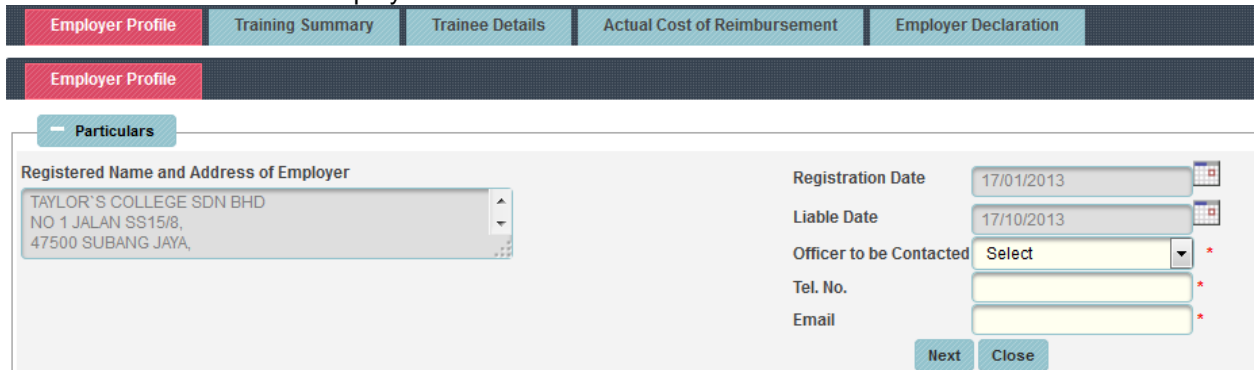
**Prerequisite:** Newly registered employer is allowed to apply claims for training which had occurred prior to the employer's registration with PSMB.

This section will guide you on how to submit direct claims for Training before Registration.

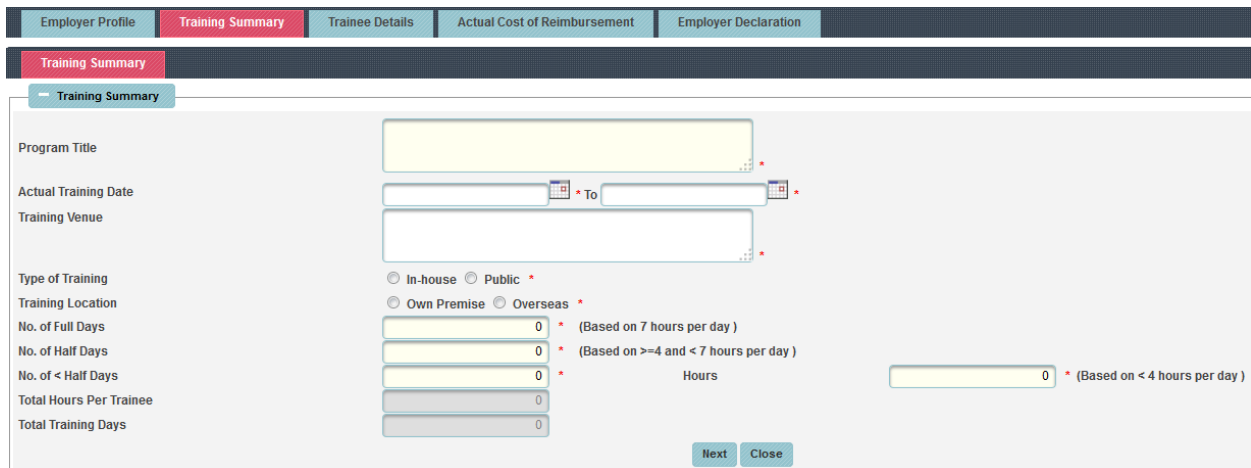
Step 1: Select from menu 'Claim' > 'Submit other Claims'.  
 Result: The following screen is displayed.



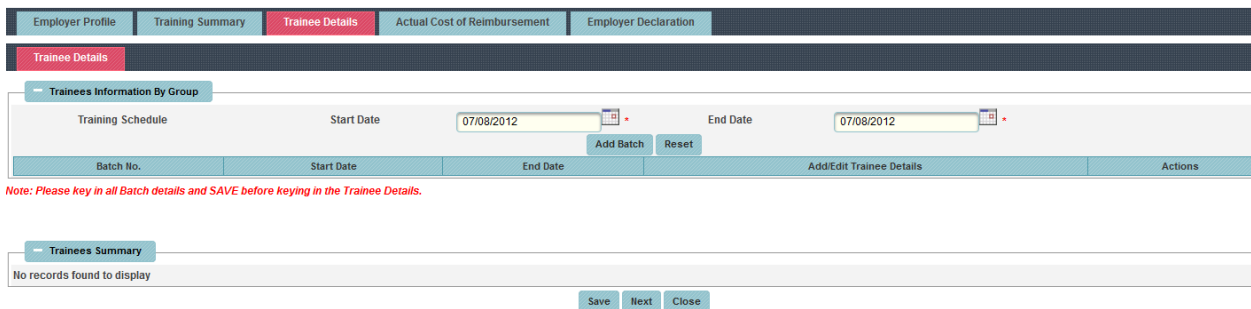
Step 2: Select claim type 'Training conducted before registration' from the dropdown list then click 'Apply Claim'.  
 Result: A below screen is displayed:



Step 3: Select the Officer's name then click 'Next' button.  
 Result: The following screen is displayed:

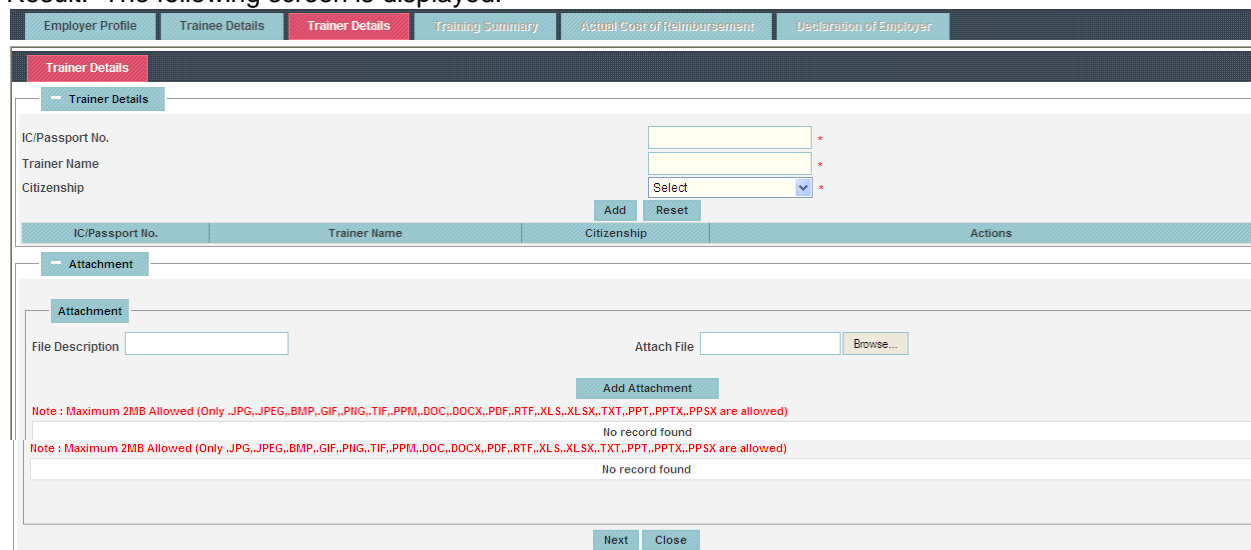


Step 4: Fill in the form then click 'Next' button.  
 Result: The following screen is displayed:



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

Step 5: Click 'next' button.  
 Result: The following screen is displayed:



*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*

*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 6: Enter the trainee’s then click ‘Add’ button.

Step 7: Click ‘next’ button.

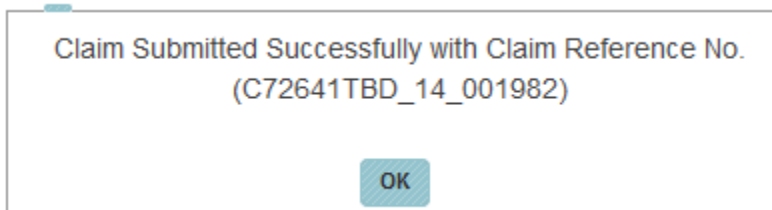
Result: The following screen is displayed:

Step 8: Enter the actual cost of reimbursement then click ‘Next’.

Result: The following screen is displayed:

Step 9: Fill in the declaration section then click on ‘Save & Submit’ button to proceed.

Result: The following message is displayed:



## Section 6 HR Consultancy and Advisory Claims

### 6.1 NHRC Claims

Follow the steps below to submit NHRC claims:

Step 1: From the portal, select from menu 'HR Consultant' > 'TNA/HR Consultant Claim Application'.  
Result: The following screen is displayed.

Step 2: Enter the HR Consultant Profile details and click 'Next' button.  
Result: The following screen is displayed:

HR Main Scope	HR Sub Scope	Consultancy Activity	Start Date	End Date	No. of Hours	Remarks	Ac
Employee Development	HR Training and Development	1	16/08/2014	16/08/2014	1.00	1	<a href="#">View</a>

Step 3: Update the details then click on 'Next' button to proceed.  
 Result: The following screen is displayed:

HR Consultant Profile | HR Consultancy Scope Details | **Actual Cost of Reimbursement** | Declaration of Consultant

**Actual Cost of Reimbursement**

**Claim Details**

Items	Category	Grant Approved Amount(RM)	Requested Amount(RM)	Document Required
Consultant Fee	Not Applicable	100.00	100.00	No
Total Grant Approved Amount(RM)		100.00	Total Requested Amount(RM)	100.00

Note: Please add any additional information related to your claim.

Remarks:

Exchange Rate:  Country:

**Attachments**

Note: Supporting Document is mandatory for proof of payment like Invoice, Receipt, Consultancy Report etc.

**Attachment**

File Description:  Attach File:  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)

Step 4: Update the details then click 'Next'.  
 Result: The following screen is displayed:

HR Consultant Profile | HR Consultancy Scope Details | Actual Cost of Reimbursement | **Declaration of Consultant**

**Declaration of Consultant**

I certify that all information provided pertaining to this claim is true and correct and that apart from this claim no other claim have been made for these expenses. All relevant documents pertaining to this claim are with me and can be inspected by the Secretariat of the Pembangunan Sumber Manusia Berhad.

I declare that the terms and condition under the HR Solution Services have been complied by me.

Name:  \*

Date:

**Declaration of Consultant and Employer\***

File Description:  Attach File:  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)

Step 6: Fill up the declaration section and attach the required document.

Step 7: Click on 'Save & Submit' button to proceed.  
 Result: The following message is displayed:

Claim Submitted Successfully with Claim Reference No  
 (CNHR\_14\_000186) And File Is Forwarded To Officer :  
 (MOHD NAZRI BIN SABRI)

# Section 7 Search/Withdraw Claims

## 7.1 Search/Withdraw Claims

**Prerequisite:**

Employer can only withdraw the unsubmitted claims. Once the claims is approved/rejected, employer can no longer request for withdrawal.

This section will guide you on how to search for claim record and withdraw claims.

Step 1: Select from menu 'Claim' > 'Search/Withdraw Claim'.

Result: The following screen is displayed.

Logout Last Login 18 Aug, 2014 2:45 pm Welcome TAYLOR'S COLLEGE SDN BHD, Monday 3:05

Applications > Claim > Search/Withdraw Claims

**Claim Enquiries**

Employer Name: TAYLOR'S COLLEGE SDN BHD (72641M) Levy Balance (RM): 20,081,590.00

**Search Criteria**

Submission Date:  To

Claim Category:

Scheme:

Claim ID:

Status:

Claim Type:

**Claim Enquiries**

12 records found, displaying 1 to 5 records. [First/Prev] 1 2 3 [Next/Last]

Claim ID	Grant ID	Claim Category	Approved Amount (RM)	Claimed Amount (RM)	Submission Date	Updated Date	Status	Claim Type	Action
<a href="#">C72641SME_14_000109</a>	EVT/SME/R/2014/0036	Event	--	350.00	17/08/2014	17/08/2014	Submitted	Online	<input type="button" value="Enquiry"/>
<a href="#">C72641SME_14_000108</a>	EVT/SME/R/2014/0035	Event	50.00	--	17/08/2014		Saved	Online	<input type="button" value="Enquiry"/>
<a href="#">C72641CBT_14_000106</a>	72641M_14_2033	Training Program with Approve Grant	1,000.00	1,000.00	15/08/2014	15/08/2014	Submitted	Online	<input type="button" value="Enquiry"/>
<a href="#">C72641SLD_14_000088</a>	72641M_14_2030	Training Program with Approve Grant	100.00	100.00	15/08/2014	15/08/2014	Submitted	Online	<input type="button" value="Enquiry"/>
<a href="#">C72641SBL_14_000072</a>	72641MSBL201421655	Training Program with Approve Grant	8,000.00	--	14/08/2014	14/08/2014	Saved	Online	<input type="button" value="Enquiry"/>