

HRD CORP Customer Journey

Find out the customer journey as our registered employer and all the procedures involved for your seamless and hassle-free journey as follows:

Step 01 : Levy Payment

Step 02 : Grant Application

Step 03 : Claim Application

CUSTOMER JOURNEY FOR HRD CORP REGISTERED EMPLOYER

START

New Employer

(Process within 7 working days)

- Approval letter will be sent via email followed by another email from hrdsystem@hrdcorp.gov.my on the User ID and Password to log into the e-TRiS system.

STEP 1

Levy Payment

Levy payment to be made before or by 15th of every month

- Upon registration approval, a notification email will be sent to the employer stating the liability date for the levy payment.
- Payment to be made through e-TRiS System – Generate Form 2 E-slip
- Levy payment can be made through:
 - FPX
 - JOMPAY
 - Manual payment (bank counter)

STEP 2

Grant Application

- Grant application by a newly registered employer is applicable after one month of levy contribution.
- Employer is advised to apply grant for approval 7 days prior to the training commencement date.
- Approval to be obtained before the training commencement date.

STEP 3

Claim Application

- Training claim submission must be made within six (6) months after the training completion.
- Claim for course fee to be made by the training provider upon completion of the training programme. (HRD Corp Claimable Course Scheme)
- For other schemes (OJT/CBT - Software purchase), employer must ensure their claim submission enclosed with complete supporting documents.
- Employer to submit their claim application for allowances, after the submission of claim for course fee has been made by the training provider.

OUR INITIATIVES

Various activities for registered employers

Engagement Session	Self Learning Platform	Detailed and Hands-on Training
<ul style="list-style-type: none"> HRD Corp Insights Industrial Expert Circle Exchange Session Personalised Consultation Corporate Workshop Industrial Visit Training Preview 	<ul style="list-style-type: none"> HRD Corp Support Centre Newsletter (via email blast on monthly basis) for registered employer. 	<ul style="list-style-type: none"> HRD Corp Workshop (Chargable)

