

TRAINING PROVIDERS CIRCULAR NO. 5/2014

PAYMENT METHOD UNDER THE NEW ELECTRONIC TRANSFORMED INFORMATION SYSTEM (eTRIS)

1.0 PURPOSE

- 1.1 The purpose of this circular is to inform training providers on the online payment method under the new Electronic Transformed Information System (eTRIS).

2.0 BACKGROUND

- 2.1 To further enhance its delivery system, PSMB has implemented the Electronic Transformed Information System (eTRIS) on 15th September 2014 and from thereafter all transactions between PSMB and training providers will be done through online.
- 2.2 To perform the online transactions, training providers are required to access to PSMB's website at www.hrdf.com.my under the item 'Electronic Transformed Information System (eTRIS)'.
- 2.3 Registered training providers are advised to regularly check their eTRIS online accounts for the status of their applications. Training providers should not rely entirely on email because there is possibility that the notification email may not reach the recipients due to various circumstances.

3.0 METHOD OF PAYMENT

- 3.1 Training providers are required to make payment after they have obtained the pre-approval from PSMB officer for any of below transactions:
 - i. New application as training provider;
 - ii. Re-register application as training provider;

- iii. Renewal of Certificate of Training Provider Registration;
 - iv. Change of Company Address of Training Provider; and
 - v. Change of company name.
- 3.2 The notification of pre-approval will be sent through email. It will contain details of Payment Amount, Application Identity (ID) and Payment Link/URL. The steps to print the e-Slip are as follows:
- i) Click the Payment Link/URL.
 - ii) Key in the Application ID and click “Make Payment” button.
 - iii) Fill up the Declaration information.
 - iii) Payment Method area, choose “manual payment”.
 - iv) Click Public Bank.
 - iv) Click “Make Payment” button and download the e-Slip.
 - v) Print the e-Slip and pay at any Public Bank counters.

All payments must be made using the e-Slip that was generated by the system.

- 3.3. For below transactions, payment must be made once the training providers have obtained the e-Slip **after they submitted the application through eTRIS.**
- i. Registrations of New Training Programmes under The SBL-Khas Scheme;
 - ii. Renewal of New Training Programmes under The SBL-Khas Scheme; and
 - iii. Exemption for TTT trainer.
- 3.4 Effective from 15th September 2014, any payment using the “Lampiran F” will no longer be accepted.
- 3.5 Training providers whom have made payment using the “Lampiran F” may request for refund by submitting the request for refund letter before or on 31st March 2015.
- 3.6 The payment receipt for (3.1) and (3.3) must be kept available for future reference.

4.0 CLOSING

- 4.1 The eTRIS user guide is available online at PSMB portal (www.hrdf.com.my).
- 4.2 Training providers are advised to contact or send email to PSMB if the status of their registrations still pending 3 days after the payment have being made.
- 4.3 For clarification and assistance, please feel free to contact our hotline at 1-800-88-4800 or email our support team at support@hrdf.com.my.

Thank you.

“HRDF – SHAPING PEOPLE”
“PEKERJA PEMANGKIN TRANSFORMASI NEGARA”

Yours sincerely,

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