



GUIDANCE ON CLAIM APPLICATION

The purpose of this guidance is to smooth out the claim submission processes.

1. Why claim application has been queried by HRDF?

Main reasons of claim being queried as below:-

1.1 Supporting document attached is not complete

a) No receipt attached.

Employer need to attach official receipt of the course fee as proof of payment.

b) The complete receipt must have:

- Training Provider company name and address
- Employer company name and address
- Program title and program date
- Total amount

c) For SLB Scheme, no Cost Breakdown Letter attached.

Employer need to attach the Cost Breakdown Letter follow the PSMB format.

d) For SBL-Khas, supporting document needed :

- PSMB_SBL-KHAS_JD_14
- PSMB_SBL-KHAS_T3_01 for attendance
- Invoice issue to Pembangunan Sumber Manusia Berhad

1.2 Incomplete Information

a) The program title in receipt is not written in full.

Employer need to attach the invoice or trainee certificate

b) The program title and date in receipt is different as at application grant.

Employer need to attach the invoice or trainee certificate.

c) Trainee name in receipt or invoice is different as at application grant.

Employer need to verify and update the actual attended trainee name in the system.

d) For SBL-Khas scheme

- The declaration part in SBL-Khas JD 14 form and attendance T3 form must be signed by level Manager and above.
- The attendance T3 form must be prepared on daily basis and signed by trainee on each day of training day.

ENDS