Human Resources Development Fund (HRDF) is conducting a “Jom Guna Levi” briefing specially catered for our registered employers on training grant applications. We are committed to assist employers of Small & Medium Enterprises to effectively utilise their levy in order to continuously enhance the knowledge and skills on enhancing their business.

PROGRAMME AGENDA

8.30 am - 9.00 am
Arrival and Registration of Participants (Networking)

9.00 am – 10.45 am
• Welcoming Remarks
• Introduction to HRDF
• Levy and PSMB Act 2001
• Briefing on HRDF Training Grant Schemes

10.45 am - 11.00 am
Morning Break

11.00 am - 1.00 pm
Briefing on HRDF Training Grant Schemes

1.00 pm - 2.00 pm
Lunch Break

2.00 pm - 3.30 pm
• Hands-on ETRIS System
  How to submit grant application
  How to submit claims application

3.30 pm – 3.45 pm
Evening Break

3.45 pm - 5.00 pm
• Case Study
• Q&A session

5.00 pm
End of Programme

The organiser reserves the right to make any changes without prior notice.

A. GENERAL INFORMATION

Company Reg. No.: .................................................................
Contact Person: ........................................................................................................
Company Name: ...................................................................................................
Telephone No.: ........................................  Mobile Phone: ....................................................  Fax No.: .......................................  E-Mail: .........................................

B. DETAILS OF THE PARTICIPANT(s)

<table>
<thead>
<tr>
<th>No.</th>
<th>Participant(s) Details</th>
<th>E-Mail</th>
<th>Gender</th>
<th>Distance to Training Venue</th>
<th>Meal Preference</th>
</tr>
</thead>
</table>
| 1.  | Name: ________________________
    | I/C No. / Passport No.: ________________________
    | Designation: ________________________ | | | |
|     | □ Male                   | □ Female  | □ < 70 km | □ Vegetable
|     |                          |          | □ > 70 km | □ Non-Vegetarian |
|     |                          |          | (one way) | |
| 2.  | Name: ________________________
    | I/C No. / Passport No.: ________________________
    | Designation: ________________________ | | | |
|     | □ Male                   | □ Female  | □ < 70 km | □ Vegetable
|     |                          |          | □ > 70 km | □ Non-Vegetarian |
|     |                          |          | (one way) | |

*Please tick the appropriate box (✓)

To REGISTER, please email the form to mohamadafiq@hrdf.com.my

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or visit www.hrdf.com.my