

First Come, First Served Basis  
**FREE ADMISSION**



# JOM GUNA LEVI

27 February 2020 (Thursday) | 8.30 am - 5.00 pm

Wisma HRDF, Kuala Lumpur

## JOIN US NOW!

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)**

No.	Participant(s) Details	E-Mail	Gender	Distance to Training Venue	Meal Preference
1.	Name : ..... I/C No. / Passport No. : ..... Designation : .....		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> < 70 km <input type="checkbox"/> > 70 km (one way)	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
2.	Name : ..... I/C No. / Passport No. : ..... Designation : .....		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> < 70 km <input type="checkbox"/> > 70 km (one way)	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian

• Please tick the appropriate box (✓)

To REGISTER, please email the form to [mohamadafiq@hrdf.com.my](mailto:mohamadafiq@hrdf.com.my)

For more info, please contact:-  
 03 2096 4951 (Mohamad Afiq) | [mohamadafiq@hrdf.com.my](mailto:mohamadafiq@hrdf.com.my)  
 or visit [www.hrdf.com.my](http://www.hrdf.com.my)

Follow us at

