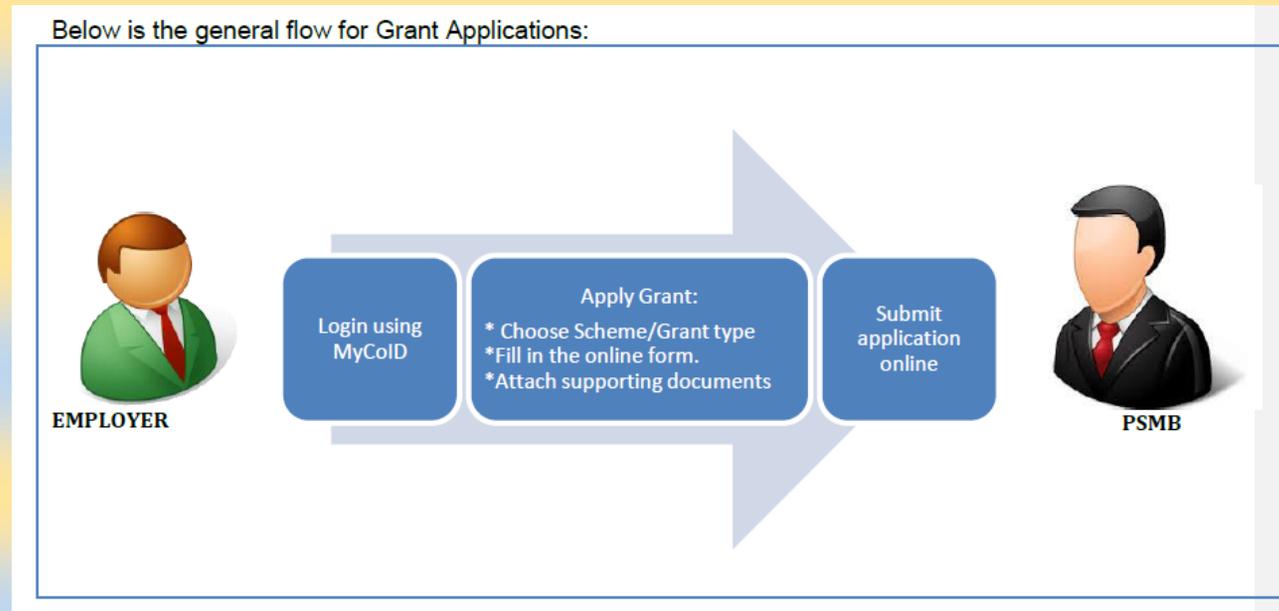


Grant Application with Scheme Code: SBL-Khas

资助申请的计划代码：特别培训援助计划（SBL-Khas）



Prerequisite: 先决条件:

1. Employer is registered with PSMB and active employer. 雇主在 PSMB 注册和时活跃雇主。
2. Supporting documents are already scanned. 文件都已经扫描。
3. Grant and Levy balance is sufficient. 补助金和征费余额足够。
4. Employer has no outstanding arrears and interest. 雇主无拖欠欠款及利息。

Note: System will reserve the levy for the course fee to be paid to Training Provider. 注意：系统将保留征费以便支付给培训提供者课程费用。

SBL KHAS is one of the schemes introduced by HRD CORP to assist our registered employers especially those with cash flow problems to train and upskill their employees in line with their operational and business requirements. **SBL KHAS** 是 HRD CORP 推出的计划之一，旨在帮助我们的注册雇主，尤其是那些有现金流问题的雇主，根据其运营和业务要求培训和提升员工技能。

HRD CORP will pay the course fee directly to the training providers by deducting the amount from the account of the employers' levy and **paying the other allowances to the employer.** The entire amount claimable is subject to the approval of each individual grant application. HRD CORP 将扣除该帐户的雇主征收的数额和支付的其他津贴雇主直接支付学费给培训机构。可索取的全部金额取决于每个单独的赠款申请的批准。

There are 2 types of claims for SBL KHAS. **Training Providers submit claims for the course fees while employers submit claims for the allowances.** SBL KHAS 有两种类型的拨款法。培训机构提交“课程费用”，而雇主提交“津贴”补助金。

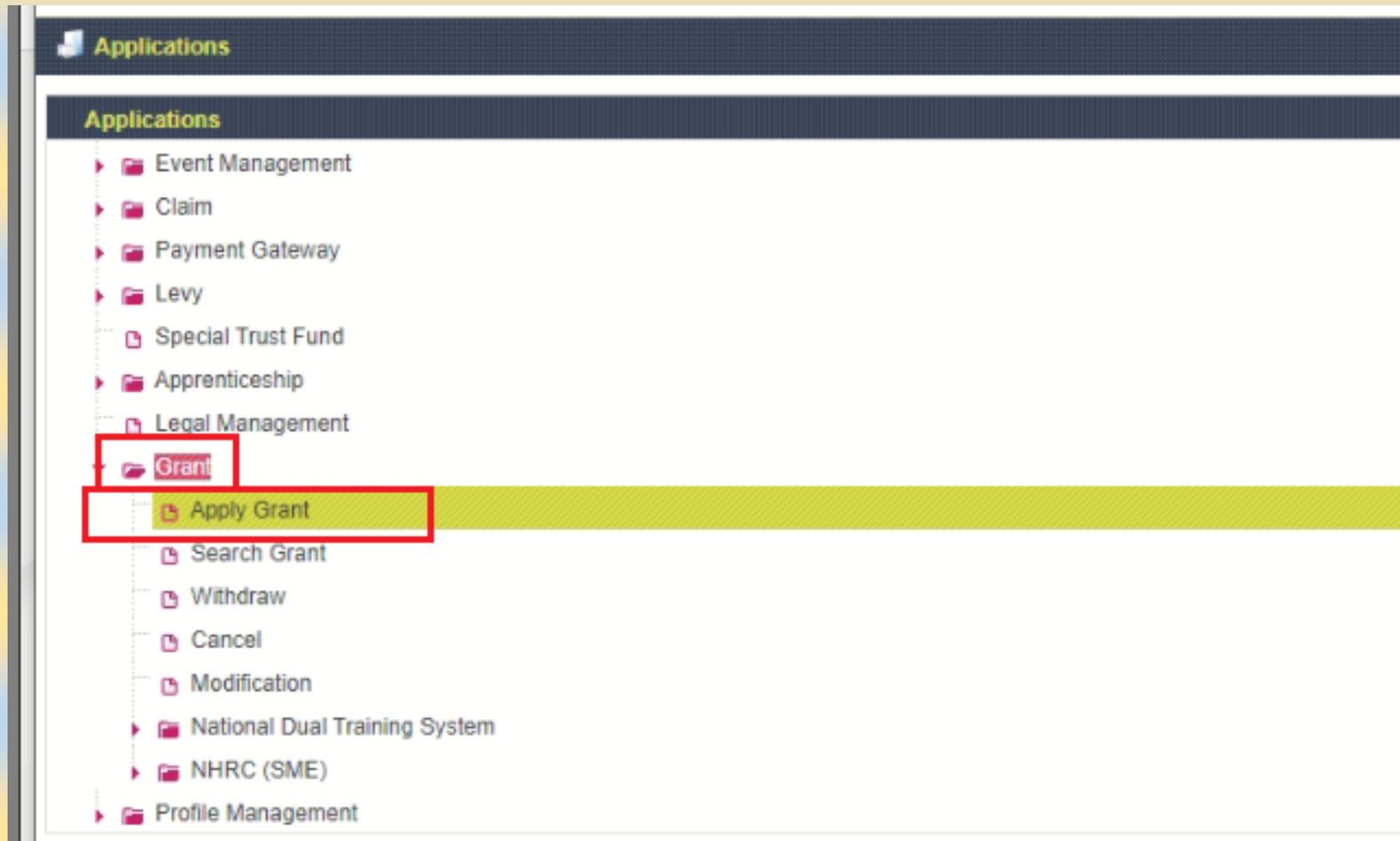
All training grant applications will be approved within 48 hours. This is provided the documents provided are complete. 所有培训补助金申请将在 48 小时内获得批准。前提是提供的文件是完整的。

Follow the steps below to register with PSMB via HRD CORP Portal.

For SBL-Khas scheme, system will display the <**Programme Title**> for the identified Training Provider that can be selected. 按照以下步骤通过 HRD Corp 网站注册。对于《特别培训援助计划 SBL-Khas》方案，系统将显示可以选择的已识别培训提供者的《课程名称》。

Step 1: Select from menu 'Grant' > 'Apply Grant (Form 1)'. 第 1 步：从菜单选择“拨款”>“申请拨款（表格 1）”。

Result: The screen below is displayed. 结果：显示以下屏幕。



Step 2: Click on the 'Apply' button. 第 2 步：单击“应用”按钮。

Result: The screen 《Apply New Grant》 below is displayed 结果：显示下面的屏幕《申请拨款》

Logout Last Login 10 Jun, 2021 12:31 pm Welco [redacted] BHD. , Tuesday 3:26 pm

Applications

Applications > Grant > Apply Grant

Apply Grant

Levy Information

Company Name	[redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78

Apply Cancel

Below are the un-submitted grant application.

No records found to display.

Proceed with new grant-scheme application?

Apply Cancel

Step 3: Fill-in the Scheme Code 'SBL-Khas' and click on 'Apply' button. 第 3 步：填写方案代码“SBL-Khas”，然后单击“应用”按钮。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Result: The screen 《Employer's Profile》 below is displayed. 结果：显示以下屏幕（雇主资料）。

The screenshot displays the 'Apply New Grant' interface. At the top, there is a red button labeled 'Apply New Grant'. Below it, a section titled 'Levy Information' shows the following data:

Company Name	[Redacted] ON. BHD.	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78

Below this, there is another 'Apply New Grant' section. The 'Scheme Code' dropdown menu is open, showing the following options:

- Select
- ALAT : Training Facilities and Renovation
- CBT : Computer Based Training (Development)
- FWT : Future Workers Training Scheme
- IT : Information Technology
- ITS : Industrial Training Scheme
- OJT : On The Job Training
- RPL : Recognition Prior Learning
- SBL : Skim Bantuan Latihan
- SBL-Khas : Skim Bantuan Latihan Khas** (highlighted)
- SLB : Skim Latihan Bersama

An orange callout box on the left side of the dropdown menu contains the text: "Scheme Code: Please choose HRD Corp Claimable Courses: Skim Bantuan Latihan Khas".

Step 4: Fill-in the 'Employer's Profile' form. 第 4 步：填写“雇主资料”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

The screenshot shows a web application interface for 'Applications'. The 'Employer's Profile' tab is active. The form is divided into two main sections:

- Levy Information:**
 - Company Name: [Redacted]
 - Total Grant Approved: RM 0.00
 - Scheme Name: SBL-Khas
 - Levy Balance: RM 8,877.50
 - Grant Balance: RM 10,880.78
- Employer's Profile:**
 - MyCoID: [Redacted]
 - Company Name: [Redacted]
 - Immediate Officer: [Redacted]
 - Email: [Redacted]

Buttons for 'Save', 'Next', and 'Cancel' are present below each section.

Step 5: Click on the 'Next' button. 第五步：点击“下一步”按钮。

Result: The screen 《Training Provider's Profile》 below is displayed. 结果：显示下面的屏幕（培训提供者的资料）。

The screenshot shows a web application interface for the 'Training Provider's Profile' section. The top navigation bar includes 'Logout', 'Last Login 15 Jun, 2021 5:03 pm', 'Welcome [redacted]', and 'Thursday 4:12 pm'. The main navigation menu has tabs for 'Employer's Profile', 'Training Provider's Profile' (selected), 'Programme Details', 'Details of Training', 'Level of Certification', 'Summary of Trainees', 'Estimated Cost for Training Scheme', and 'Acknowledge'. Below the navigation, there are two main sections: 'Levy Information' and 'Registered Training Provider Details'. The 'Levy Information' section displays a table with the following data:

Company Name	[redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Below the table are buttons for 'Back', 'Save', 'Next', and 'Cancel'. The 'Registered Training Provider Details' section contains the following fields:

- MyCoID: [input field] * [Search](#) [Check](#) [History Data](#)
- Training Provider Name: [input field]
- Address: [input field]
- Officer Telephone Number: [input field]
- Email: [input field]
- Post Code: [input field]
- State: [dropdown menu with 'Select' option]
- Officer to be Contacted: [input field]

At the bottom of this section are buttons for 'Back', 'Save', 'Next', and 'Cancel'.

Step 6: Fill-in the ‘Training Provider’s Profile’ form. 第 6 步：填写“培训提供者资料”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Applications

Employer's Profile | **Training Provider's Profile** | Programme Details | Details of Training | Level of Certification | Summary of Trainees | Estimated Cost for Training Scheme | Acknowledge

Levy Information

Company Name	[Redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Back Save Next Cancel

Registered Training Provider Details

MyCoID: 1075807P * Search Check History Data

Training Provider Name: ATC TRAINING CENTRE SI Post Code: 83000

Address: NO. 119, JALAN SUSUR PERDANA TENGAH, TAMAN BUKIT PERDANA 2, 83000 - BATU PAHAT, Johor State: Johor

Officer Telephone Number: 6074349150 Officer to be Contacted: [Redacted]

Email: info@atc.my

Back Save Next Cancel

Step 7: Click on the 'Next' button. 第七步：点击“下一步”按钮。

Result: The screen 《Programme Details》 below is displayed. 结果：显示下面的屏幕（程序详细信息）。

Back Save Next Cancel

Course Details

Please select the correct Course Title as per quotation!

Course Title: 1000181278 : E-LEARN *

Relevancy of Training: In order to let the staff prepare the accounts more efficiently. *

Description: Training how to use Million Accounting in order to prepare financial statement of the company *

Type of Retraining and Skills Upgrading: Accounting or Finance *

Step 8: Fill-in the 'Programme Details' form 第 8 步：填写“计划详情”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Programme Details

Type of Training: In-house Public Job Coach Development Programme e-Learning Coaching / Mentoring Mobile E-Learning Hybrid Remote Online Learning *

Commencement of Programme: Start Date: 21/06/2021 * End Date: 21/06/2021 *

Total Hours Per Training: 8.00 *Note: User define for information only.

No. of Full Days: 1 * (Based on 7 hours per day)

No. of Half Days: 0 * (Based on 4 hours per day)

No. of < Half Days: 0 * Hours: 0.00 * (Based on < 4 hours a day)

Total Training Days: 1 *Note: Total of Full Day + Half Day + < Half Day.

Step 9: Click on the 'Next' button. 第九步：点击“下一步”按钮。

Result: The screen 《Details of Training》 below is displayed. 结果：显示以下屏幕（培训详情）。

Logout Last Login 15 Jun, 2021 5:03 pm Welcome [redacted] Thursday 4:20 pm

Applications

Employer's Profile Training Provider's Profile Programme Details **Details of Training** Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledge

Levy Information

Company Name	[redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Back Save Next Cancel

Details of Training

Please Specify Full Address [redacted]

State Select

No. of Travel Days 1 Day Not Applicable

Back Save Next Cancel

Step 10: Fill-in the 'Details of Training' form. 第 10 步：填写“培训详情”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Logout Last Login 15 Jun, 2021 5:03 pm Welcome [Redacted], Thursday 4:17 pm

Applications

Employer's Profile Training Provider's Profile Programme Details **Details of Training** Level of Certification Summary of Trainees Estimated Cost for Training Scheme Acknowledge

Levy Information

Company Name	[Redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Back Save Next Cancel

Details of Training

Please Specify Full Address: 119 JALAN SUSUR PERDANA TENGAH TAMAN BUKIT PERDANA 2 *

State: Johor *

No. of Travel Days: 1 Day Not Applicable *

Back Save Next Cancel

Step 11: Click on the 'Next' button. 第 11 步：单击“下一步”按钮。

Result: The screen 《Level of Certification》 below is displayed.

结果：显示以下屏幕（认证级别）。

Logout Last Login 15 Jun, 2021 5:03 pm Welcome [redacted], Thursday 4:21 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training **Level of Certification** Summary of Trainees Estimated Cost for Training Scheme Acknowledge

Levy Information

Company Name	[redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Back Save Next Cancel

Level of Certification

Level of Certification *

Practical/Hands-On/TVET? Yes No *

Back Save Next Cancel

Step 12: Fill-in the ‘Level of Certification’ form. 第 12 步：填写“认证级别”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Logout Last Login 15 Jun, 2021 5:03 pm Welco [redacted] D., Thursday 4:21 pm

Applications

Employer's Profile Training Provider's Profile Programme Details Details of Training **Level of Certification** Summary of Trainees Estimated Cost for Training Scheme Acknowledge

Levy Information

Company Name	[redacted]	Levy Balance	RM 8,877.50
Total Grant Approved	RM 0.00	Grant Balance	RM 10,880.78
Scheme Name	SBL-Khas		

Back Save Next Cancel

Level of Certification

Level of Certification Certificate Of Attendance *

Practical/Hands-On/TVET? Yes No *

Back Save Next Cancel

Step 13: Click on the 'Next' button. 第 13 步：单击“下一步”按钮。

Result: The screen below is displayed. 结果：显示以下屏幕。

The screenshot displays the 'Summary of Trainees' page in the ATC Training Centre system. The page is divided into several sections:

- Levy Information:**
 - Company Name: [Redacted]
 - Total Grant Approved: RM 0.00
 - Scheme Name: SBL-Khas
 - Levy Balance: RM 8,877.50
 - Grant Balance: RM 10,880.78
- Trainee Information by Batch:**
 - Batch No.: 1
 - Training Schedule: Start Date 21/06/2021, End Date 21/06/2021
 - Buttons: Add Batch, Reset
- Summary of Trainees:**

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race

Buttons: Back, Save, Next, Cancel

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Step 14: Update Trainee Information by Batch details and click 'Add Batch' button 第 14 步：按批次详细信息更新学员信息，然后单击“添加批次”按钮

[Details of Training](#) | [Level of Certification](#) | **Summary of Trainees** | [Estimated Cost for Training Scheme](#) | [Acknowledgement & Declaration of Employer](#)

Levy Information

Company Name: [Levy Balance](#) RM 8,877.50
[Total Grant Approved](#) RM 0.00 [Grant Balance](#) RM 10,880.78
 Scheme Name: SBL-Khas

[Back](#) [Save](#) [Next](#) [Cancel](#)

Trainee Information by Batch

Batch No.: *
 Training Schedule: Start Date * End Date *
[Add Batch](#) [Reset](#)

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/06/2021	21/06/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

[Back](#) [Save](#) [Next](#) [Cancel](#)

Step 15: Then click 'Save' button. Add/Edit Trainee details option will be available 第 15 步：然后单击“保存”按钮。添加/编辑学员详细资料选项将可用

Summary of Trainees

Levy Information

Company Name: [Redacted] [Levy Balance](#) RM 8,877.50

[Total Grant Approved](#) RM 0.00 [Grant Balance](#) RM 10,880.78

Scheme Name: SBL-Khas

Back Save Next Cancel

Trainee Information by Batch

Batch No. [2]

Training Schedule Start Date [21/06/2021] End Date [21/06/2021]

Add Batch Reset

Batch No.	Training Schedule Start Date	Training Schedule End Date	Add/Edit Trainee Details	Actions
1	21/06/2021	21/06/2021	Add/Edit Trainee Details	View / Edit / Delete

Note: Please click at 'Add Batch' button and then click at 'Save' button before keying in the trainee details.

Summary of Trainees

Batch No.	Male	Female	Less 70 km	More or Equal 70 km	Bumi	Malay	Chinese	Indian	Dayak	Other Race
-----------	------	--------	------------	---------------------	------	-------	---------	--------	-------	------------

Back Save Next Cancel

Step 16: Clicking 'Add/Edit Trainee Details' link, Trainee Details input screen will be available. Key-in the Trainee details and click 'Add' button. Click 'Save' button when finished adding. 第 16 步：单击“添加/编辑受训人员详细资料”链接，将出现受训人员详细信息输入屏幕。输入学员详细资料，然后单击“添加”按钮。添加完成后点击“保存”按钮。

Step 17: Click on the 'Next' button. 第 17 步：单击“下一步”按钮。

Result: The screen 《Estimated Cost for Training Scheme》 below is displayed. 结果：显示下面的屏幕（培训计划的估计成本）。

Applications

< Details of Training | Level of Certification | Summary of Trainees | **Estimated Cost for Training Scheme** | Acknowledgement & Declaration of Employer

Levy Information

Company Name [] Levy Balance []

Total Grant Approved RM 0.00 Grant Balance []

Scheme Name HRD Corp Claimable Courses

Back Save Next Cancel

Upfront Payment (%): Please select 30% upfront payment to Training Provider

For e-learning, course fee cost per day cannot be more than RM 700

Estimated Cost

Type of Training : e-Learning
Training Location : Not Applicable

Upfront Payment to Training Provider : Percentage % Amount (RM)

30.00 1,270.80

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	Course Fee	Not Applicable	651.6923	Per Day	6.5	1	Pax	Not Applicable	4,236.00
Trainee	Trainee Air Fare	Not Applicable		Not Applicable			Not Applicable	Not Applicable	0.00
Trainee	Trainee Allowance	< 100 KM		Per Day	6.5	1	Pax	Not Applicable	
Trainee	Trainee Allowance	>= 100 KM		Per Day	6.5	0	Pax	Not Applicable	
Total Requested Amount(RM):									4,236

Note : Grant Total for Grants prior to the implementation of ACM Phase 2 will be based on 70km and not 100km

Back Save Next Cancel

Applications | Your Session will expire within 119 minute(s) and 10 second(s) | PROD_4.43.5 | Digit

Step 18: Fill-in the 'Estimated Cost for Training Scheme' form. 第 18 步：填写“培训计划的估计成本”表格。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Applications

< Details of Training | Level of Certification | Summary of Trainees | **Estimated Cost for Training Scheme** | Acknowledgement & Declaration of Employer >

Levy Information

Company Name: [Redacted] [Levy Balance](#) RM 8,877.50

[Total Grant Approved](#) RM 0.00 [Grant Balance](#) RM 10,880.78

Scheme Name: SBL-Khas

Back Save Next Cancel

Estimated Cost

Type of Training : e-Learning
Training Location : Not Applicable

Category	Allowable Items	Distance	Cost(RM) (A)	Allowable Type Unit	Duration (B)	No. of Unit (C)	Unit	Type of Skill	Requested Amount (RM) (A x B x C)
Trainee	Course Fee	Not Applicable	499.0000 *	Per Day	1.0 *	2 *	Pax	Not Applicable	998.00
Trainee	Trainee Daily Allowance	< 70 KM	[Redacted] *	Per Day	1.0 *	0 *	Pax	Not Applicable	[Redacted]
Trainee	Trainee Daily Allowance	>= 70 KM	[Redacted] *	Per Day	1.0 *	0 *	Pax	Not Applicable	[Redacted]
Trainee	Trainee Air Fare	Not Applicable	[Redacted] *	Not Applicable	[Redacted] *	[Redacted]	Not Applicable	Not Applicable	[Redacted]
Total Amount(RM):									998.00

Back Save Next Cancel

Step 19: Click on the 'Next' button. 第 19 步：单击“下一步”按钮。

Result: The screen 《Acknowledgement & Declaration of Employer》 below is displayed. 结果：显示以下屏幕（雇主确认和声明）。

Logout Last Login 15 Jun, 2021 5:03 pm Welcom [redacted] D. , Thursday 4:36 p

Applications

Acknowledgement & Declaration of Employer

* I agree that the training fee amounting to RM to be claimed by

i) Name of the Training Provider ii) Registration No. of Training Provider

iii) Registration No. of Programme for course title/programme

that will be conducted from to and to be debited from our account by Pembangunan Sumber Manusia Berhad.

* I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. * I declare that all expenses incurred during this training will be borne by our company.

* I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.

* I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Name *

Designation *

Email *

IC No. *

Date

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Step 20: Fill-in the ‘Acknowledgement & Declaration of Employer’ form and click on the ‘Submit 第 20 步：填写 “雇主确认和声明” 表格，然后点击 “提交”

Application’ button. 应用程序” 按钮。

Note: Mandatory fields are mark with (*). 注：必填字段用 (*) 标记。

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist.

- Course Fee Quotation/Information
- Course Content (CC) / Time table
- Trainer’s CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment *

File Description

Attach File

Choose File TRAINER P...E 2019.pdf

Add Attachment

Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
course outline	E-LEARNING-COURSE-OUTLINE.docx-HRDF.pdf	Remove / View
quotation		Remove / View
trainer profile		Remove / View

Back
Save
Submit Application
Cancel

To upload quotation and brochure for e-learning course only

For classroom, need to upload quotation + brochure + trainer profile

Result: A message 'Grant Submitted Successfully' is prompted out as shown below. 结果：提示信息《拨款提交成功》，如下图。

