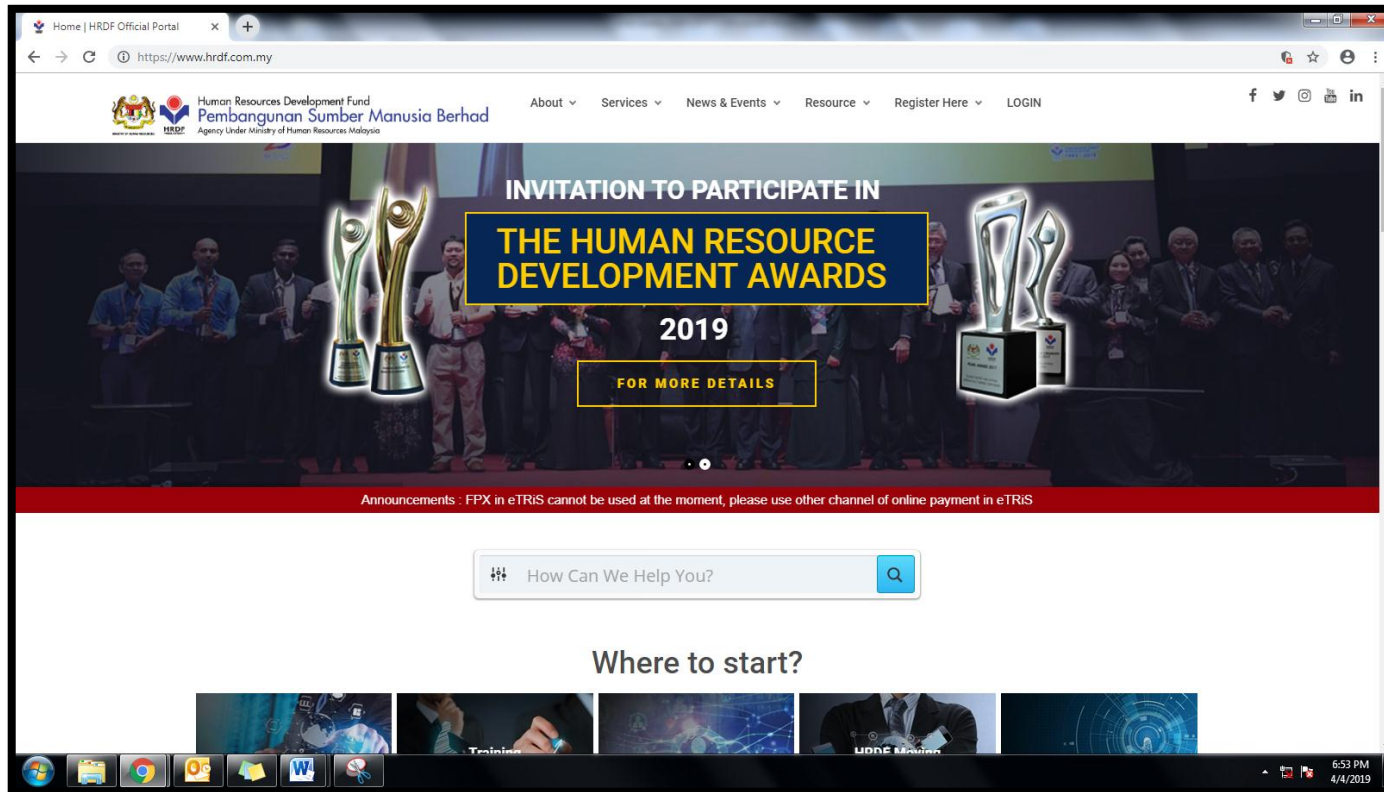


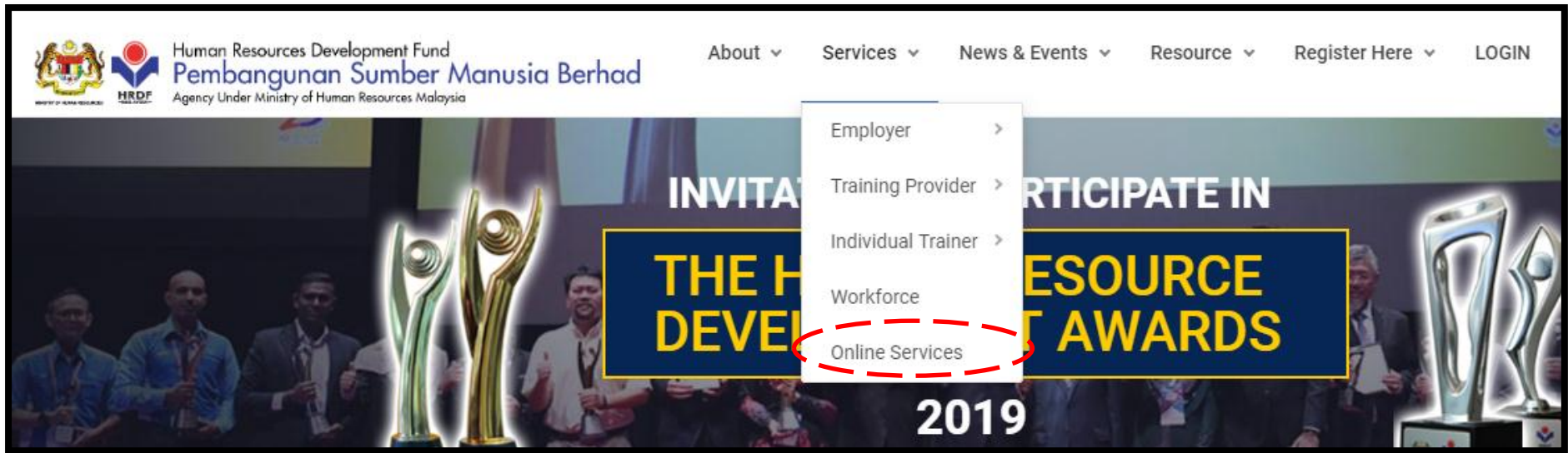
## SYSTEM GUIDE FOR APPLICATION UNDER INDUSTRY CERTIFICATION SCHEME (INDCERT)

The INDCERT system can be accessed by all **HRDF registered employer**. To access the system, users must use the HRDF E-tris 'username' and 'password' provided by HRDF. Steps in filling the application form are as follows:-

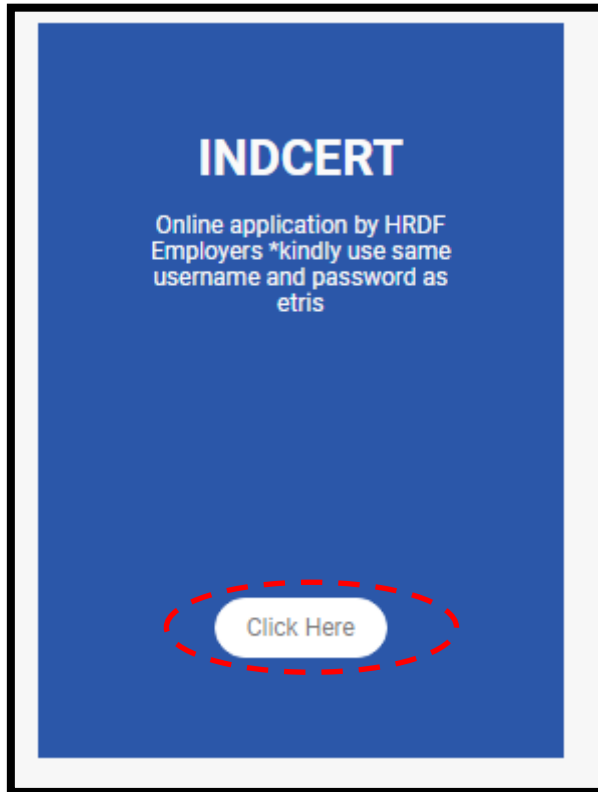
### 1. HRDF Official Portal – [www.hrdf.com.my](http://www.hrdf.com.my)



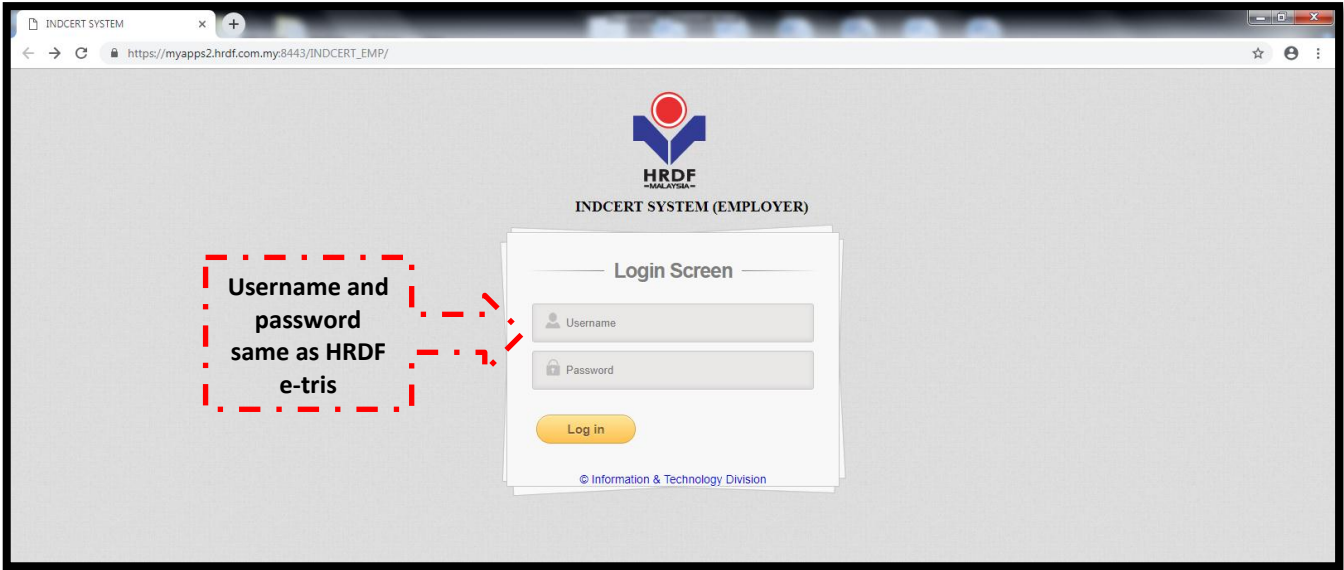
2. Go to "Service" Column; then click "Online Services"



3. Scroll Down to “INDCERT” and “Click Here”:



4. INDCERT Online System – Please key in the username and password same as HRDF E-Tris:



5. INDCERT Main Page. Click on “ Grant Application” to add class:

The screenshot shows the INDCERT Main Page interface. At the top left, there is a checkmark icon followed by the text "INDCERT". Below this, the word "Details" is written in green. In the top right area, there are three items: "Inbox" with an envelope icon, "Draft" with a person icon, and "Log Out" with a power icon. Below these, the text "Employer Menu" is written in green. In the main content area, there are two green buttons: "Grant Application »" and "Grant History »". The "Grant Application »" button is highlighted with a red dashed border. To the right of the "Grant Application »" button, there is a light green box titled "HELPFUL INFORMATION" containing the text: "In order to apply INDCERT Grant your company must fulfill below criteria: i) No Levy Arrear and Interest." Below the "Grant History »" button, there is another light green box titled "HELPFUL INFORMATION" containing the text: "Store all approved/reject Grant Applications".

6. Key in Class Information accordingly

- a) Employer Details will be appeared automatically
- b) Click "Training Provider" button

EMPLOYER

---

Details

Inbox       Draft       Log Out 

---

Employer Details

MyCOID	<input type="text"/>
Company Name	<input type="text"/>
Grant Officer's Name	<input type="text"/>
Grant Officer's Email	<input type="text"/>




---

Employer » **Training Provider »** Course » Training » Trainee » Cost » Acknowledgement » Home

7. Click "Search TP"- The list of Training Providers approved under INDCERT will be appeared.

TRAINING PROVIDER

Details

Inbox  Profile  Log Out 

Training Provider Details

MyCOID

Training Provider Name

Address

Postcode

State

Phone No.

**Search TP**

Grant Information

Levy Balance (RM)

Grant No

Scheme

**Amount Levy Balance will be show automatically**

Employer » **Training Provider »** Course » Trainer » Trainee » Cost » Acknowledgement »

8. Select the Training Provider and click “submit”

Training Provider Profile

Type

Select	Training Provider Name	Telephone No.	Fax	Email	MyCOID	State
<input type="radio"/>	8SAMHOUD SDN BHD	940960A	n.hamurcu@samhoud.com	n.hamurcu@samhoud.com	940960A	Kuala Lumpur
<input type="radio"/>	1CMS INTERNATIONAL (M) SDN BHD	1145129H	enquiry@1cms.com.my	enquiry@1cms.com.my	1145129H	Kuala Lumpur
<input type="radio"/>	1M LEADERSHIP ACADEMY SDN. BHD.	963903-M	nikfeizal@1macademy.com.my	nikfeizal@1macademy.com.my	963903-M	Kuala Lumpur
<input type="radio"/>	1TRAINING WORKLIFE MANAGEMENT SDN BHD	908690P	aaron.owc@gmail.com	aaron.owc@gmail.com	908690P	Selangor

Page: 1 Total Page :1



9. The Training Provider details will be appeared in the screen.
- i. Remember to click "Save" button

myapps2.hrdf.com.my:8443 says  
Do you want to SAVE this Record?

OK Cancel

### TRAINING PROVIDER

Details

Inbox

#### Training Provider Details

MyCOID: 940960A Search TP

Training Provider Name: &SAMHOUD SDN BHD

Address: 225A JALAN BUKIT BINTANG

Postcode: 55100

State: Kuala Lumpur

Phone No.:

Save

#### Grant Information

Levy Balance (RM): 1,078.99

Grant No:

Scheme: INDCERT




Grant No will be shown after the TP details have been saved

Employer » Training Provider » Course » Training » Trainee » Cost » Acknowledge » Home

10. Click "Search Course" button and select the course approved for the particular Training Provider

COURSE

Details

Inbox  Draft  Log Out 

Course Details

Course Title

Type of Training and Skills Upgrading

Type of Training

Start Date  End Date

Total Hours of Training  \*User define for information only

No. Full Days  (Based on 7 hours per day)

Save

Employer » Training Provider » **Course »** Trainer » Trainee » Cost » Acknowledge » Home

11. Click "Submit" button upon selection of the course

Training Provider Profile

Type




Select	Programme Title	Programme Cost (RM)
<input type="radio"/>	Six Sigma	RM 4900.0
<input type="radio"/>	Test	RM 10.0

Page: 1

12. The selected course details will be appeared in the screen
  - i. Kindly choose the “Start Date” and “End Date”.
  - ii. Click “Update” button to save the record

### Course

Details

Inbox  Draft  Log Out 

#### Course Details

Course Title	<input type="text" value="Six Sigma"/>	<input type="button" value="Search Course"/>
Type of Training and Skills Upgrading	<input type="text" value="Accounting or Finance"/>	
Level of Certification	<input type="text" value="Certificate Of Attendance"/>	
Type of Training	<input type="text" value="Public"/>	
Start Date	<input type="text"/>	End Date <input type="text"/>
Total Hours of Training	<input type="text" value="49.0"/>	*User define for information only
No. Full Days	<input type="text" value="7.0"/>	(Based on 7 hours per day)

Employer » Training Provider » **Course »** Training » Trainee » Cost » Acknowledge » Home

\*\* Start Date have to be 7 Days before from Submission Date

13. Select "Training Location", Key in "Training Address" and select "Training State". Upon selection kindly click "save"

TRAINING

Details

Training Details

Inbox Profile Log Out

Training Location Select

Training Address

State Select




Save

Employer » Training Provider » Course » Training » Trainee » Cost » Acknowledge » Home

14. Click "Trainee" button
  - i. Key in Trainees Details
  - ii. Click "Save" button

**TRAINEE**

Details

Inbox  Profile  Log Out 

Trainee Details

**Trainee Name**

**IC No.**

**Email**

**Gender**

**Race**

**Academic Qualification**

**Trainee Designation**

**HQ/Branch**

**Attachment**  No file chosen

No.	IC	Name	Email	Gender	Race	Academic Qualification	Trainee Designation	HQ/Branch	Distance	Action
-----	----	------	-------	--------	------	------------------------	---------------------	-----------	----------	--------




\*\*Make sure the information provided is accurate

\*\*Maximum 25 pax

15. Click "Cost" button
- Key in course fee and Allowances (if any)
  - Kindly click "Save" button


ESTIMATE COST

Details

Inbox  Draft  Log Out 

Estimated Cost

Category	Allowable items	Cost	Allowable Type Unit	Duration	No. of Unit	Unit	Total Amount (RM)
Trainee	Course Fee	<input type="text" value="4900.00"/>			<input type="text" value="2.0"/>	Pax	<input type="text" value="9800.00"/>
	Meals Allowance	<input type="text" value=".00"/>	Per Day	<input type="text" value="7.0"/> Days	<input type="text" value="2.0"/>	Pax	<input type="text" value=".00"/>
	Daily Allowance	<input type="text" value=".00"/>	Per Day	<input type="text" value="7.0"/> Days	<input type="text" value="2.0"/>	Pax	<input type="text" value=".00"/>
	Airfare Allowance	<input type="text" value=".00"/>	Per Day		<input type="text" value="2.0"/>	Pax	<input type="text" value=".00"/>
Total Amount (RM)							<input type="text" value="9800.00"/>



Employer » Training Provider » Course » Trainer » Trainee » **Cost »** Acknowledge »

16. Click "Acknowledgement" button
  - i. Upload "Course Fee Quotation" and "Training Schedule"
  - ii. Tick "Agreed" button after the confirming the declaration part
  - iii. Key in Company Person-in-Charge Details
  - iv. Click "Submit" button

Attachment

Choose File No file chosen

Upload

No.	Document	Action
i.	Course Fee Details (Quotation)	
ii.	Training Schedule	

ACKNOWLEDGEMENT

Details

Inbox Draft Log Out

Acknowledgment & Declaration Employer

I Agree that the training fee amounting to RM 68,600.00 to be claimed by:

i. Name of the Training Providers

ii. Registration No. of Training Provider 940960A

iii. Grant No. INDCERT\_026768V\_339 for Course title/programme Six Sigma that will be conducted from 15/04/2019 to 22/04/2019 and to be debited from our account by Pembangunan Sumber Manusia Berhad

I Agree to accept this training grant to terms and conditions as stated by Pembangunan Sumber Manusia Berhad.

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 materials facts. I understand that if I obtain the grant by false or misleading statement I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Act, 2001 (Act 612) and in addition, PSMB may, as 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).

Agreed

Name

Designation

Email

IC No

Date

Submit

Employer » Training Provider » Course » Trainer » Trainee » Cost » Acknowledge »