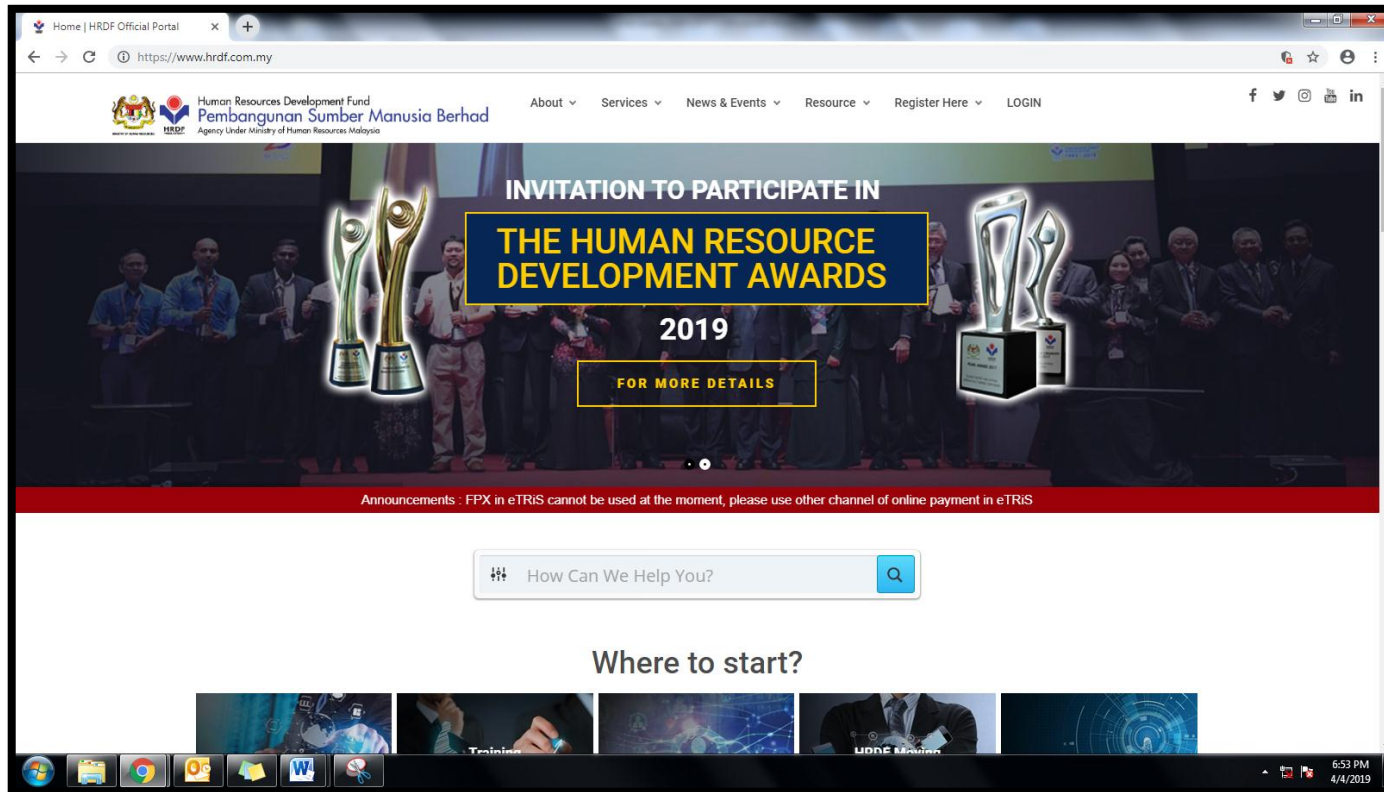# SYSTEM GUIDE FOR APPLICATION UNDER INDUSTRY CERTIFICATION SCHEME (INDCERT)

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:-
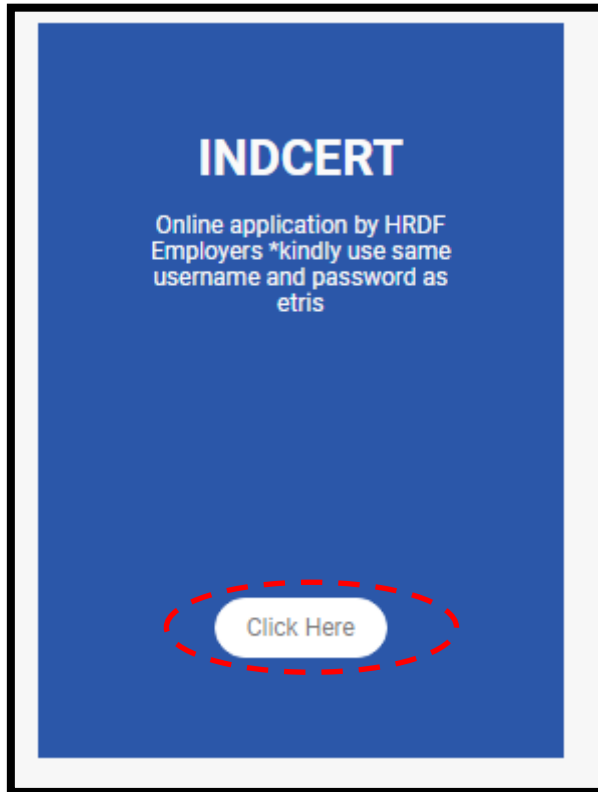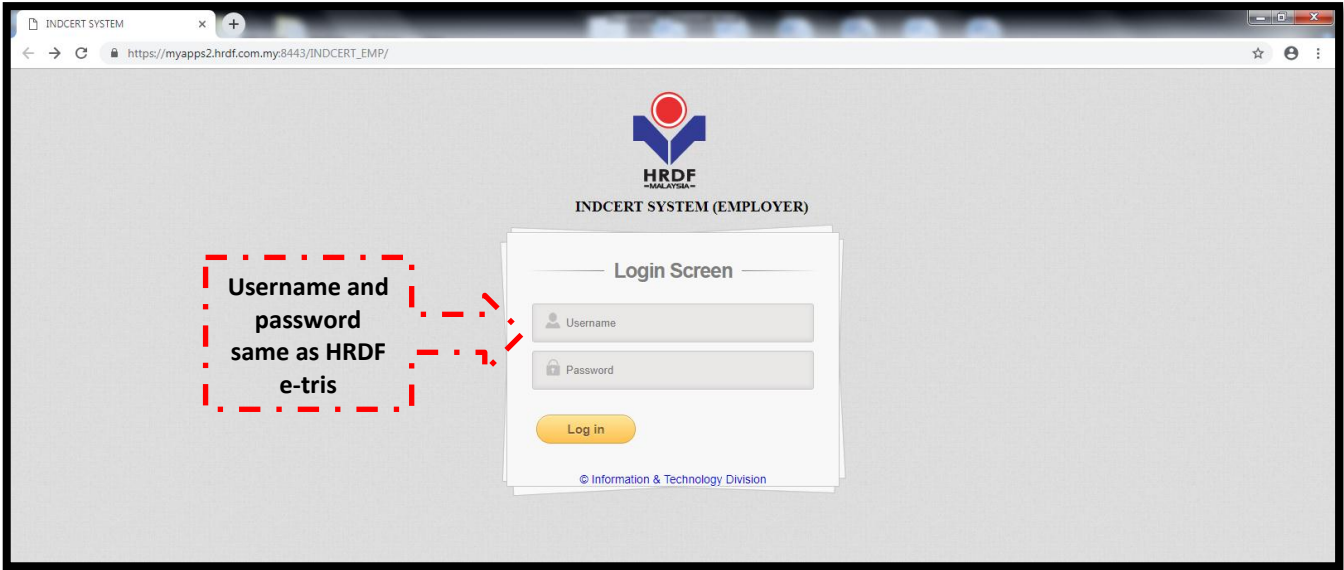
1. HRDF Official Portal – www.hrdf.com.my

2. Go to "Service" Column; then click "Online Services"
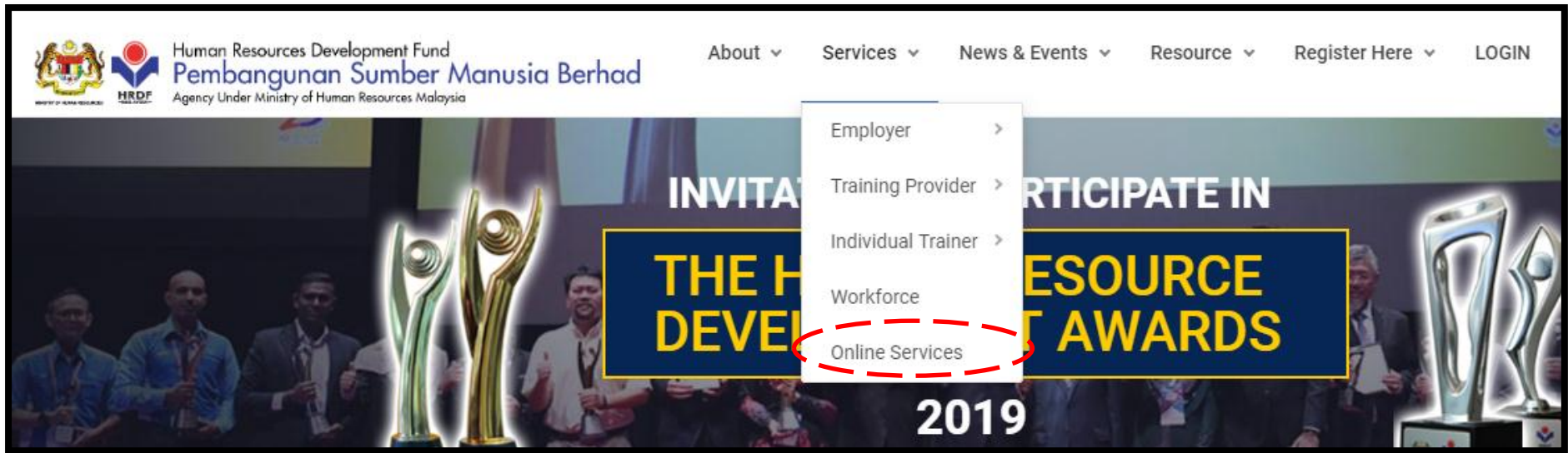
3. Scroll Down to "INDCERT" and "Click Here":

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:

6. Key in Class Information accordingly

    a) Employer Details will be appeared automatically

    b) Click "Training Provider" button

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

8. Select the Training Provider and click "submit"

Training Provider Profile

Type MyCOID ▼

[   ]

Search TP

Select	Training Provider Name	Telephone No.	Fax	Email	MyCOID	State
◯	&SAMHOUD SDN BHD	940960A	n.hamurcu@samhoud.com	n.hamurcu@samhoud.com	940960A	Kuala Lumpur
◯	1CMS INTERNATIONAL (M) SDN BHD	1145129H	enquiry@1cms.com.my	enquiry@1cms.com.my	1145129H	Kuala Lumpur
◯	1M LEADERSHIP ACADEMY SDN. BHD.	963903-M	nikfeizal@1macademy.com.my	nikfeizal@1macademy.com.my	963903-M	Kuala Lumpur
◯	1TRAINING WORKLIFE MANAGEMENT SDN BHD	908690P	aaron.owc@gmail.com	aaron.owc@gmail.com	908690P	Selangor
Page: **1**				Total Page :1		

Submit   Cancel

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

TRAINING PROVIDER

Details

Inbox

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

OK   Cancel

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

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

Select	Programme Title	Programme Cost (RM)
○	Six Sigma	RM 4900.0
○	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

** 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"

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

**Make sure the information provided is accurate

**Maximum 25 pax

15. Click "Cost" button
      i. Key in course fee and Allowances (if any)
      ii. 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	4900.00				2.0	Pax	9800.00
	Meals Allowance	.00	Per Day	7.0	Days	2.0	Pax	.00
	Daily Allowance	.00	Per Day	7.0	Days	2.0	Pax	.00
	Airfare Allowance	.00	Per Day			2.0	Pax	.00
						Total Amount (RM)		9800.00

Save

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