PROCESS FLOW FOR HRD CORP CLAIMS APPLICATION AND REIMBURSEMENT

Pre-event Requirements

HRD Grant Application (by Members)

Must be done before the Festival day

Members to submit registration form (with # participants and their details (name & IC)and request for the following paperwork from Training Provider (MSA) to apply for grant

- Course Content with Schedule
- Trainer's Profile
- Quotation (with # participants and their details (name & IC)

Submit to e-Tris system and wait for grant approval (within 24hours subject to completion of document)

To inform Training Provider once grant approval is obtained

NON-APPROVAL / HALF-APPROVED

In the event Members have outstanding levies/non-payment to HRD Corp

Members to make payment to MSA (based on their approval status) and MSA to raise PO (if required)

Process to be done AFTER the Festival is over

HRD Grant Reimbursement (Training Provider/MSA)

MSA to prepare docs for reimbursement via e-Tris;
1. Signed attendance form by each companies
2. Invoice for each companies (issued by Training Provider to HRD Corp)
3. JD/14 Form (signed Training declaration forms by each companies and MSA)

To login e-Tris system, populate the training details and upload the required docs

HRD to review the application (within 5 working days)

Letter of claim approval will be sent to Training Provider

Reimbursement to be paid by HRD Corp to MSA within 3 months