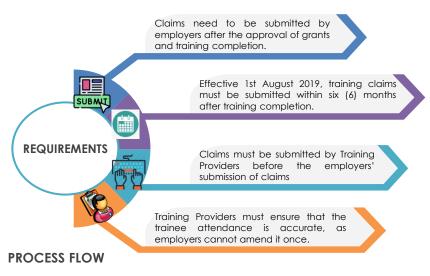
Process Flow for Claim Application





SUPPORTING DOCUMENTS

- JD/14 Form only can be approved by MANAGER level and above.
- JD/14 Form MUST be filled in by Training Provider completely as per requirement and submit to employer for declaration.
- T3 form must be filled in by Training Provider and ensure that trainees sign the form on daily basis.
- For remote online training, all trainee information need to fill up but physical signature is not necessary.
- Invoice must address to HRD Corp
- Invoice description must stated (Employer name, training program title, training date) and indicate SST number
- Applicable for Remote Online Training

 Must generate from the online training platform system and shows each trainee's training date, time log-in and time log-out or total duration of training.

 Sian by both parties





FILL UP ONLINE FORM &UPLOAD DOCUMENTS



SUBMIT





HRDCORP