



HUMAN CAPITAL MANAGEMENT & CONSULTING (IP0564745-H)

Level 2, The Podium, Tower 3, UOA Business Park 1, Jalan Pengaturcara U1/51a,
Section U1, 40150 Shah Alam, Selangor
Tel : 03 - 3250 1963 / 010 653 2298 Email : hr@hcgmconsultant.org
Website : www.hcmgconsulting.org

TRAINING & TEAMBUILDING FREQUENTLY ASKED QUESTION

Q1 : What is the claim limit for HRDC for external trainings & Team Buildings

Answer :

The current allowance structure from HRDC is

RM150/day/pax - Equals or below 100 km from client office to training venue

RM400/day/pax - Equals or **above**100 km from client office to training venue

For more information please refer to the allowance benchmark

📎 Allowable-Cost-Matrix-Table_May2022 (2) (2).pdf

Q2 : What is the difference between Levy & Grant Balance In HRDC

Answer :

i) Levy Balance refers to the actual levy amount in the employer's account which is contribution minus reimbursement.

ii) Grant Balance is your projection of your last levy payment 6 months ahead plus levy balance and minus approved requested grant amount.

Q3 : What is the general procedure for a Training & Team Building inquiry

Answer :

Firstly you can email your requirements to hr@hcgmconsultant.org / visit our official webpage <https://www.hcmgconsulting.org/> to obtain official training information.

ii) Once you received the (i) Training invoice , (ii) Accommodation / Meal / Hall rental invoice and (iii) Transportation invoice form the related vendors, kindly proceed to the HRDC E tris System for Grant application 📎 HRD-Corp_Claimable-Courses_Grant-Helper (1) (1).pdf

Q4 : What is the Training and Activities offered by your firm?

Answer :

Please refer to the Training & Activity list 📎 HCMG Teambuilding TELEMATCH Activity list

Q5 : What Should i do after submitted the grant application from HRDC

Answer :

Usually HRDC will take up to 5 Working days to review the application, once approved you may need to make payment for Resort , Hotels , Meal & Transport vendor in order to secure the bookings



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Q6 : Do I need to pay any deposit to the training provider if under HRDF Claimable training?

Answer :

No, you do not need to pay any deposits or bookings for the training fee. You only need to pay for the Resort , Hotels , Meal & Transport (Claim back from HRDC after the trainings)

Q7 : What should I do after the training?

Answer :

You may need to sign and submit the HRDC T3 Attendance form & HRDC JD14 (Declaration form) to the training provider and wait for training confirmation. Once confirmed you can submit your claim in the HRDC Etris system for the training expenses (Resort , Hotels , Meal & Transport) ■ [Claim-Submission_SBLKHAS_EMPLOYER_HRDCORP-Claim-Helper-3.pdf](#)

Q8 : What is the maximum duration for an employer to submit the training expenses claim?

Answer :

The maximum duration for HRDC Claim submission is 6 months after the event.

Q9 : How long does HRDC process my training expense claim after I submit it to Etris?

Answer :

Usually HRDC will take 5 Working days to verify the claim, once complete you will receive an official email notify and receive the reimbursement within another 5 working days (into your company registered bank account)



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Q10 : What should I do if my Levy balance does not enough to cover all the training expenses?

Answer :

You only can claim the maximum of your Levy account balance. In case your levy balance is not enough you might need to self pay the additional amount.

Q11 : Can I cancel or postpone the training / team building if I already get HRDC Grant Approval?

Answer :

Yes, you can modify or withdraw your grant application form the HRDC Etris system before the trainings (Subject to mutual agreement)

■ [Claim-Submission_WITHDRAW_TP_HRDCORP-Claim-Helper-1-1.pdf](#)

Q12 : Do I need to pay any penalty if I cancel the training?

Answer :

No, you do not need to pay any penalty to the training provider.

Q13 : Can i Claim more than what HRDC approved amount?

Answer :

No, you cannot claim more than the HRDC approved amount. HRDF will reimburse according to your actual receipt that you submit after the event.

Q14 : What is the suggested training venue to conduct external training or teambuilding in Malaysia?

Answer :

You can refer to our company profile for our penal hotel partners rate and package (page 9-11)

■ [HUMAN CAPITAL MANAGEMENT CONSULTING COMPANY PROFILE 2023.pdf](#)

Q15 : Can I conduct training overseas?

Answer :

Yes, you can conduct training / team building in oversea (subject to mutual agreement)