



www.sidc.com.my

2023

GUIDE TO REGISTER PROGRAMMES WITH HRDC FUNDS



Securities Industry Development
Corporation

27 April, 2023

TABLE OF CONTENTS

DOCUMENT CHANGE HISTORY	i
1. CREATING A USER ACCOUNT	2
1.1. How to Sign up for the System?	2
1.2. Account Activation	8
2. FORGOT PASSWORD	9
3. REGISTRATION & APPROVAL FLOW	13
4. REGISTER AND DOWNLOAD SO & PROGRAMME INFORMATION	14
5. SUBMIT HRDC SUPPORTING DOCUMENTS & SELECT FUND TYPE	20
6. HRDC REGISTRATION APPROVAL	23
7. PAYMENT AND INVOICE DOWNLOAD	24
7.1. Full Fee Funding	24
7.2. Partial Fee Funding	25
7.2.1. Complete Balance Payment via eGHL	25
7.2.2. Download Invoice	29

DOCUMENT CHANGE HISTORY

Version Number	Date	Description
V1.0	27/04/2023	First version

Before accessing SIDC's application and claim system, please note that it is recommended to only use the internet browsers shown below for the best user experience:



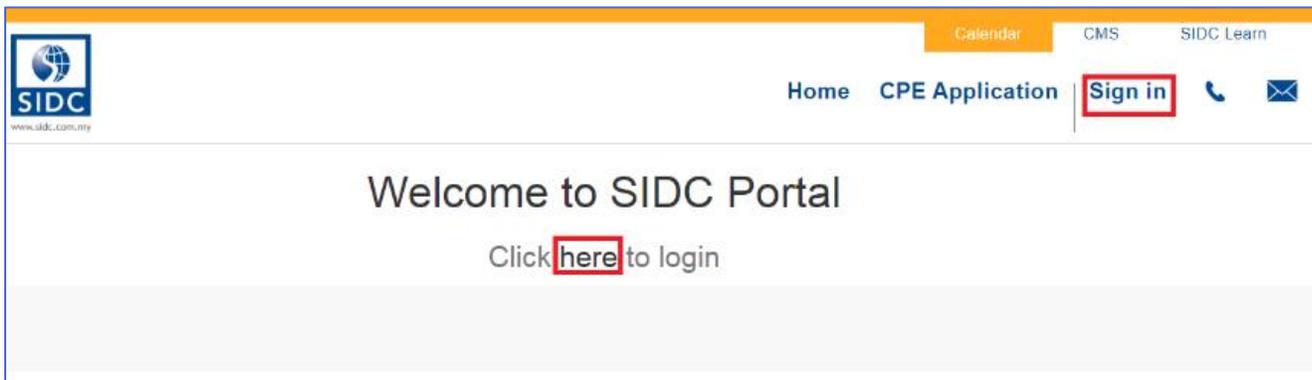
It is not recommended to use **Internet Explorer** as it is currently out of support and will cause disruption of the web page layout.

1. CREATING A USER ACCOUNT

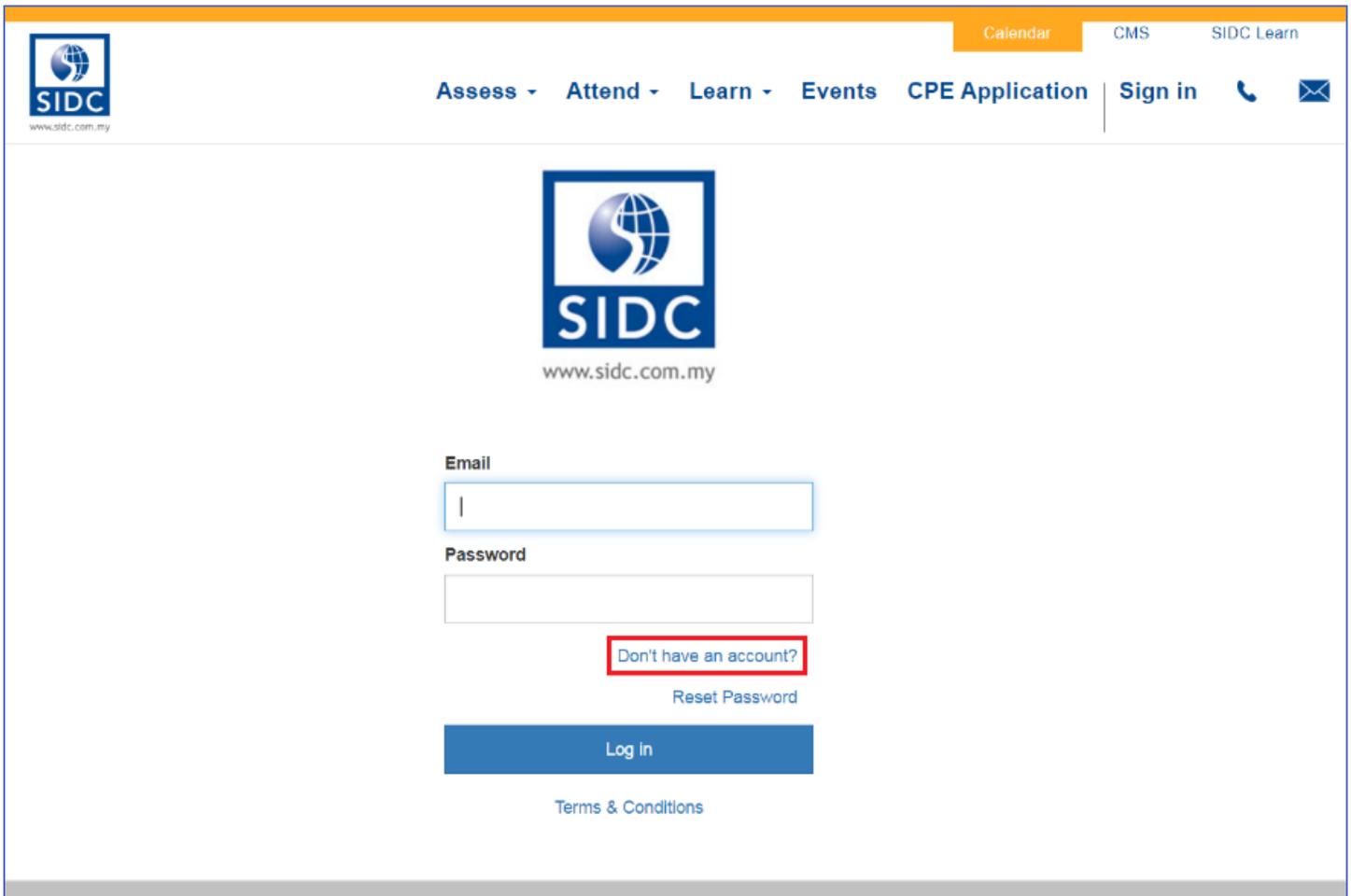
Note: Skip this section if you have already registered and activated an account in SIDC-ERP.

1.1. How to Sign up for the System?

Step 1: Go to erp.sidc.com.my. Click **Sign in** at the top right corner.



Step 2: When the login page is loaded, click **Don't have an account?** to create a new account.



The screenshot shows the SIDC login page. At the top left is the SIDC logo with the website address www.sidc.com.my. A navigation bar contains links for 'Assess', 'Attend', 'Learn', 'Events', 'CPE Application', and 'Sign in'. Below the navigation bar is a large SIDC logo and the website address. The login form includes an 'Email' field, a 'Password' field, and a 'Log in' button. A red box highlights the 'Don't have an account?' link, which is used to create a new account. Other links include 'Reset Password' and 'Terms & Conditions'.

Step 3: Select **Individual, Company Sponsored or Association** at the top of the form to choose the right sign-up form for your needs.



The screenshot shows the SIDC registration form. At the top center is the SIDC logo and the website address www.sidc.com.my. Below the logo is the text 'You Are Applying For The Programme As:'. A red box highlights the radio button options: 'Individual', 'Company Sponsored', and 'Association'. The 'Individual' option is selected.

Step 4: Fill in all the required details in the form selected.

a) Individual

Individual Sign-up Form

You Are Applying For The Programme As:

Individual Company Sponsored Association

All fields are required.

Company Name

PREMIER SDN. BHD.

Your Email

theodore_sidc@yopmail.com

Salutation

ENCIK

Your Name

THEODORE

Designation

MANAGER

Country Code

Malaysia (+60)

Contact Number

0134744125

I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

b) Company Sponsored

Company Sign-up FormYou Are Applying For The Programme As: Individual Company Sponsored Association

All fields are required.

Company Sponsored Details

Company Name

PREMIER SDN. BHD.

Old Company Registration No.

New Company Registration No.

19840100159

Address 1

7, JALAN PUTERA

Address 2

BANDAR PUTERA

City

KAJANG

State / Province

Selangor

Postcode

43000

Country

Malaysia

Contact Person Details

Your Email

theodore_sidc@yopmail.com

Salutation

ENCIK

Your Name

THEODORE

Designation

MANAGER

Country Code

Malaysia (+60)

Contact Number

0134744125

 I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

c) Association

Association Sign-up FormYou Are Applying For The Programme As: Individual Company Sponsored Association

All fields are required.

Association Details**Association Name**

PREMIER SDN. BHD.

Association Registration No.

5488855454

Address 1

7, JALAN PUTERA

Address 2

BANDAR PUTERA

City

KAJANG

State / Province

Selangor

Postcode

43000

Country

Malaysia

Contact Person Details**Your Email**

theodore_sidc@yopmail.com

Salutation

ENCIK

Your Name

THEODORE

Designation

MANAGER

Country Code

Malaysia (+60)

Contact Number

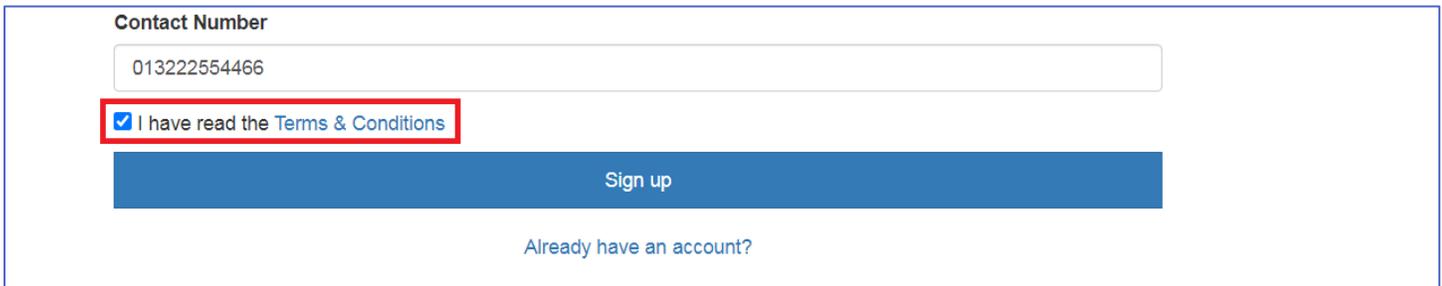
0134744125

 I have read the [Terms & Conditions](#)

Sign up

[Already have an account?](#)

Step 5: Once the key-in is complete, tick **I have read the Terms & Conditions** checkbox.



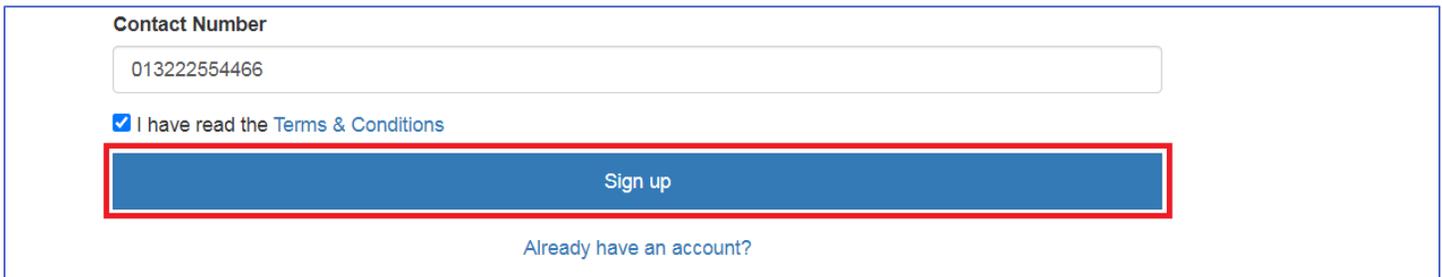
Contact Number

I have read the Terms & Conditions

Sign up

Already have an account?

Step 6: Click **Sign up**.



Contact Number

I have read the Terms & Conditions

Sign up

Already have an account?

The system will prompt you to check your email to activate your account. Navigate to your email inbox and look for the invitation link from SIDC-ERP.



Calendar CMS SIDC Learn

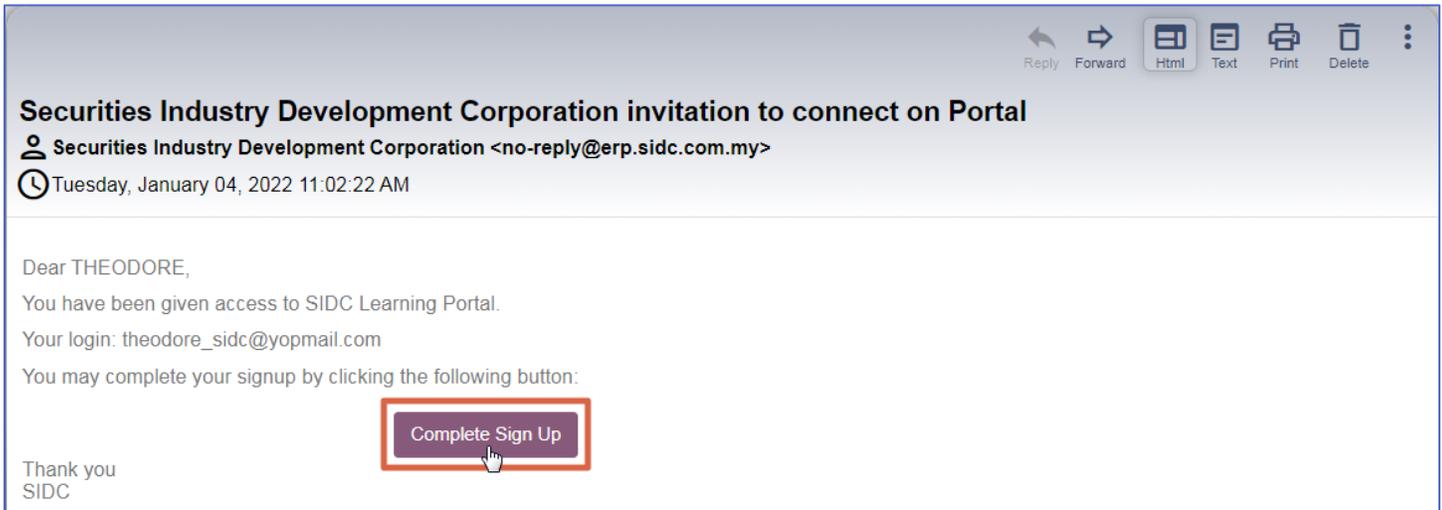
Assess ▾ Attend ▾ Learn ▾ Events CPE Application Sign in ☎ ✉


www.sidc.com.my

Check your email to activate your account!

1.2. Account Activation

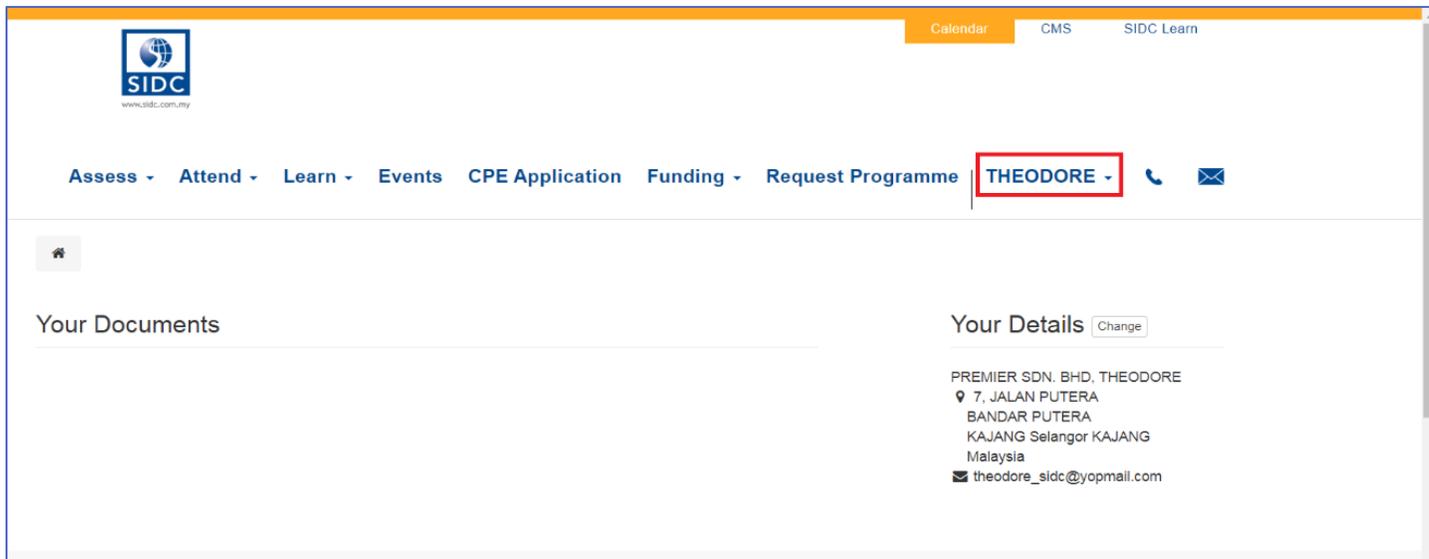
Step 1: To activate your account, navigate to your email inbox and look for the invitation link from SIDC-ERP. Open the email and click on **Complete Sign Up**.



Step 2: Here, create a new password for your user account by keying in your new password in **Password** and **Confirm Password**. Click **Confirm** once completed.

A screenshot of a web form for account activation. At the top is the SIDC logo, which consists of a blue square containing a white globe with a blue 'S' shape, and the text "SIDC" below it, with the website "www.sidc.com.my" underneath. The form has four input fields: "Your Email" with "theodore_sidc@yopmail.com", "Your Name" with "THEODORE", "Password" with "....." and a red "1" to its right, and "Confirm Password" with "....." and a red "2" to its right. At the bottom is a blue "Confirm" button with a red "3" to its right. The entire form is enclosed in a blue border.

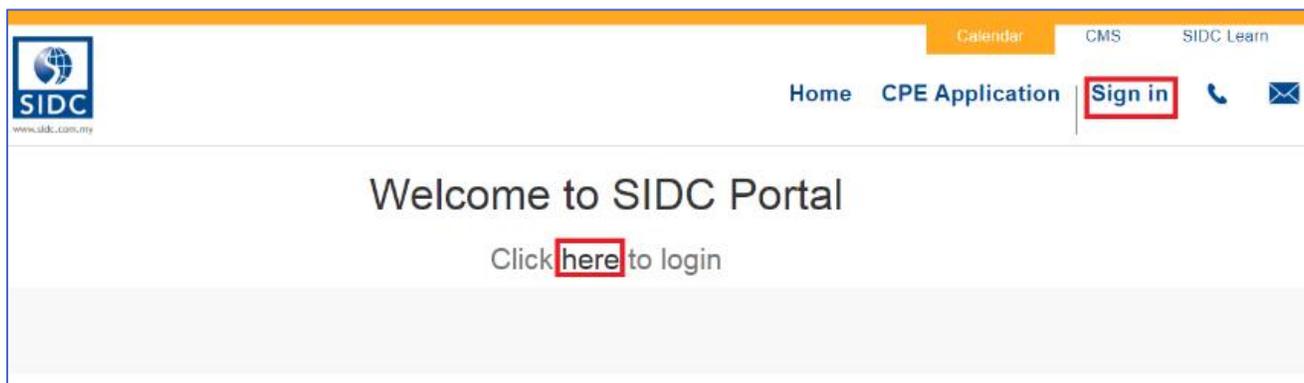
You will be redirected to your account page in the portal. This means your login is successful and your user account is activated. Your username will be displayed at the top right corner of the page. At this point, you are now ready to submit claims and view all your records.



2. FORGOT PASSWORD

In case you forgot your password or having trouble logging in, follow the steps below to reset your password.

Step 1: Go to erp.sdc.com.my. Click **Sign in** at the top right corner.



Step 2: When the login page is loaded, click **Reset Password**.



The screenshot shows the SIDC login page. At the top is the SIDC logo (a blue square with a white globe icon and the text 'SIDC') and the website URL 'www.sidc.com.my'. Below the logo are two input fields: 'Email' and 'Password'. There is a 'Log in' button on the left and a 'Don't have an account?' link on the right. The 'Reset Password' link is highlighted with a red box and a mouse cursor.

Step 3: Enter the valid email address previously registered in SIDC-ERP. Click **Confirm** once done. The system will email a link to reset your password to the registered email address.

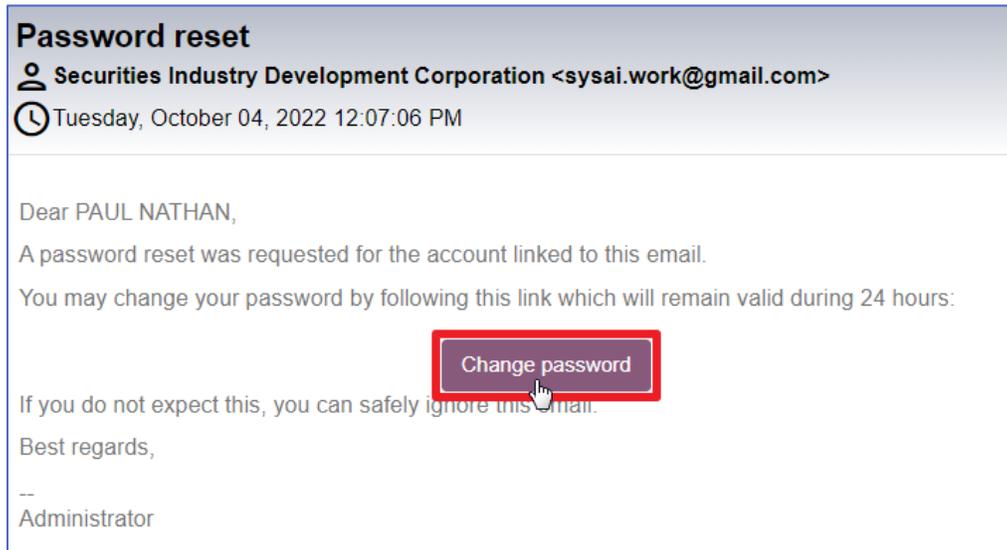


The screenshot shows the SIDC password reset confirmation page. At the top is the SIDC logo and the website URL 'www.sidc.com.my'. Below the logo is a 'Your Email' label and an input field containing the email address 'paul_sidc@yopmail.com'. There is a 'Confirm' button highlighted with a red box and a mouse cursor, and a 'Back to Login' link.



The screenshot shows the SIDC password reset success message. At the top is the SIDC logo and the website URL 'www.sidc.com.my'. Below the logo is a green message box containing the text: 'An email has been sent with credentials to reset your password'.

Step 4: Open the reset password email from your email inbox (*please check your junk/spam folder if the email is not in your inbox*). Click **Change Password**.



Step 5: You will be directed to the reset password page of SIDC-ERP. Key-in your new password and click **Confirm**. Once done, you will automatically login to the system, which indicates the password reset is successful.

The screenshot shows the SIDC-ERP password reset page. At the top is the SIDC logo and the website URL www.sidc.com.my. Below the logo are three input fields: "Your Email" (paul_sidc@yopmail.com), "Your Name" (PAUL NATHAN), "Password" (marked with a red circle 1), and "Confirm Password" (marked with a red circle 2). A red box highlights the "Confirm" button (marked with a red circle 3).



www.sidc.com.my

e-SHOP Calendar CMS

Knowledge Repository  My Cart **1** PAUL NATHAN ▾



Your Documents

Sales Orders	41
Invoices	65
Events	41
BTF Course	2

Action required

You have unconfirmed purchase(s) pending completion. [Click HERE to resume.](#)

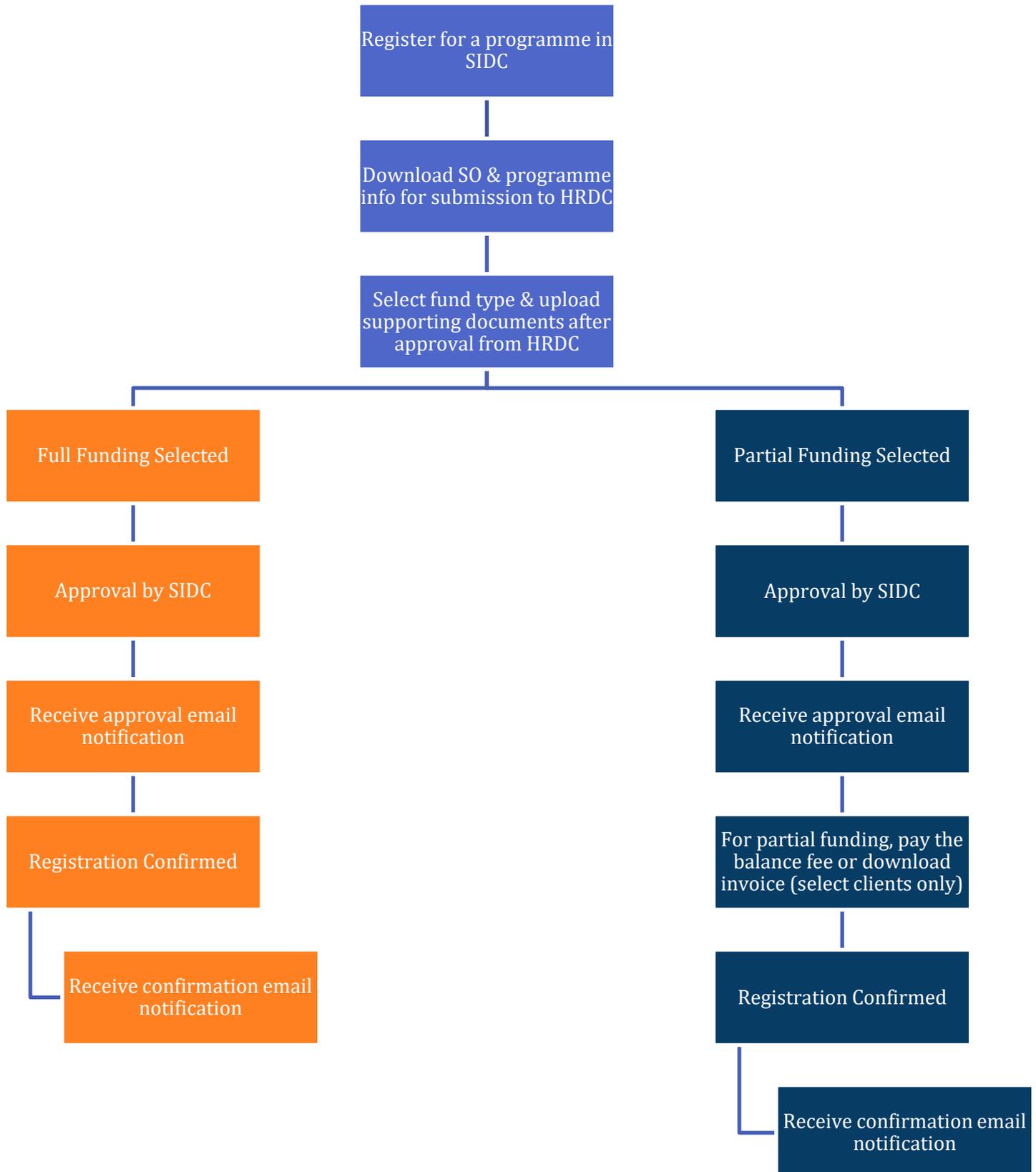
 **1**

Your Details

[Change](#)

PAUL NATHAN
📍 SG BESI
Malaysia
☎ +60132252456
✉ paul_sidc@yopmail.com

3. REGISTRATION & APPROVAL FLOW



4. REGISTER AND DOWNLOAD SO & PROGRAMME INFORMATION

This section shows the step-by-step process to register for a programme using HRDC funds. After registration, you can download the sales order and programme information for submission to HRDC.

Step 1: Go to SIDC's website at sidc.com.my and choose the programme that you wish to register. Access to the available programmes from the top menu via the **Attend & Learn** tabs.

1. If you intend to register for an e-Learning programme, go to **Learn** and click on the programme name in the dropdown. Follow the instructions on the page to access the registration link.
2. If you intend to register for other programmes, go to **Attend** → **Programmes**. From the programme list, click **Learn More** on your desired programme and follow the instructions on the page to access the registration link.



Step 2: Click on Register Now

The registration link on the website will direct you to this registration page

Ticket Type	Price before SST	Quantity
Normal	RM 550.00	1

Register Now

Where

- Visualise on Google Maps
- SIDC Learning Portal

Information

Step 3: Login to the system by entering your login email and password. Click Log In once you are done

CMGP_Form | Sign in

SIDC
www.sidc.com.my

Email
hrdc_pax56_sidc@yopmail.com

Password

Reset Password Don't have an account?

Log In

Terms & Conditions

Tango

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Step 4: On this page, click on **Register as HRDC**

The screenshot shows the registration interface for the 'Malaysian Capital Market Insights - MCMI' event. At the top, there's a SIDC logo and navigation links. The event title is prominently displayed with a 'Participating' badge. Below this, a table lists the ticket type as 'Normal' with a price of 'RM 1,500.00' and a quantity of '1'. To the right, the 'Where' section indicates the event is 'ONLINE - SIDC Learn' at '123, 456'. A red box highlights the 'Register as HRDC' button, which is the primary action for this step. Other buttons for 'Register Now' and 'Bulk Registration' are also visible.

Step 5: The registration form for the programme opens. Complete the form and click on **Continue**

Tip: You can also select your profile to automatically fill your available details. Select your name from the Participant column. This also works if you are registering for others who have registered with SIDC before.

The screenshot displays a detailed registration form. It includes fields for:

- Passport No. (780102045512)
- Country Code* (MY (+60) Malaysia)
- Mobile No.* (115523221)
- Telephone No. (389252121)
- Extension (1542)
- Address 1* (14, JALAN HIJAU)
- Address 2 (BANDAR HIJAU)
- City* (KUALA LUMPUR)
- Postcode* (50500)
- Country* (Malaysia)
- State (W.P Kuala Lumpur)
- Industry (Entrepreneur / Small Medi)
- Designation* (MANAGER)
- Department (SALES)
- Contact Person Name, Email, and Phone No. fields.

 A red box highlights the 'Continue' button at the bottom left of the form. The 'Department' dropdown is currently set to 'SALES'.

Step 6: Direct to **Billing Address**. Click on **Confirm** to confirm the address

Tip: If you want to bill to another address, you can create another billing address by clicking Add a billing address

www.sidc.com.my

e-SHOP Calendar CMS

CMGP_Form My Cart 1 HRDC PARTICIPANT 56

Review Order Billing Payment Confirmation

Billing Address

+ Add a billing address

HRDC PARTICIPANT 56
14, JALAN HIJAU
BANDAR HIJAU
KUALA LUMPUR W.P Kuala Lumpur 50500
Malaysia

Return to Cart Confirm

Step 7: On the **Make Payment** page, scroll to the bottom and click on **Proceed**

Description	Quantity	Unit Price	Discount (%)	Total
[hrdc-uat] Malaysian Capital Market Insights - MCM1 Normal DATE: 19 April 2023 - 19 April 2023 VENUE: ONLINE - SIDC Learn PARTICIPANT : 1. CIK HRDC PARTICIPANT 56	1	RM 1,500.00	0.0000	RM 1,500.00

Have a promo code? Fill in this field and apply.

code... Apply

Subtotal: RM 1,500.00
SST: RM 90.00

Total: RM 1,590.00

Proceed with

HRD Corp Grant Application

Please submit the HRD Corp Grant Approval Letter not later than 5 days prior to the programme date.

For further information you may contact;

1. Pn Nor Asmawar Hamzah, AsmawarH@sidc.com.my or +6017-984 7787
2. Wan Mohd Farid bin Wan Mohd Kamil, FaridK@sidc.com.my or +6012-641 7589
3. Pn Haslinda Mohamad Ismail, haslinda@sidc.com.my or +6019-769 1970

Proceed

Tango Created with Tango.us

Step 8: You will go to the HRDC registration page. Click on **Print Sales Order** to download it

The screenshot shows the HRDC registration page. At the top, there is a navigation bar with 'e-SHOP', 'Calendar', and 'CMS'. Below that, the SIDC logo and 'www.sidc.com.my' are visible. The main content area includes a breadcrumb trail: 'HRDC / [hrdc-uat] Malaysian Capital Market Insights - MCM'. A status indicator shows 'HRDC Registration' with a 'Pending for documents' tag. A red box highlights the 'Print Sales Order' button. Other buttons include 'Submit Documents', 'LEARN MORE', and 'BROCHURE'. The event details are: Event Name: '[hrdc-uat] Malaysian Capital Market Insights - MCM', Type: 'E-learning', and Programme Details with links for 'LEARN MORE' and 'BROCHURE'. The footer of the page contains the 'Tango' logo and 'Created with Tango.us'.

Step 9: Sales Order downloaded in PDF format

The screenshot shows a PDF document titled 'Sales Order' from the Securities Industry Development Corporation. The document includes the following information:

Securities Industry Development Corporation (765264-K)
 No.3, Persiaran Bukit Kiara, Bukit Kiara, 50490 W.P Kuala Lumpur Malaysia
 SST No: W10-1909-32000101

SALES ORDER

To: HRDC PARTICIPANT 56
 14, JALAN HILAU
 BANDAR HILAU
 50500 KUALA LUMPUR
 W.P Kuala Lumpur Malaysia
 Tel: +60389252121

Attn: HRDC PARTICIPANT 56

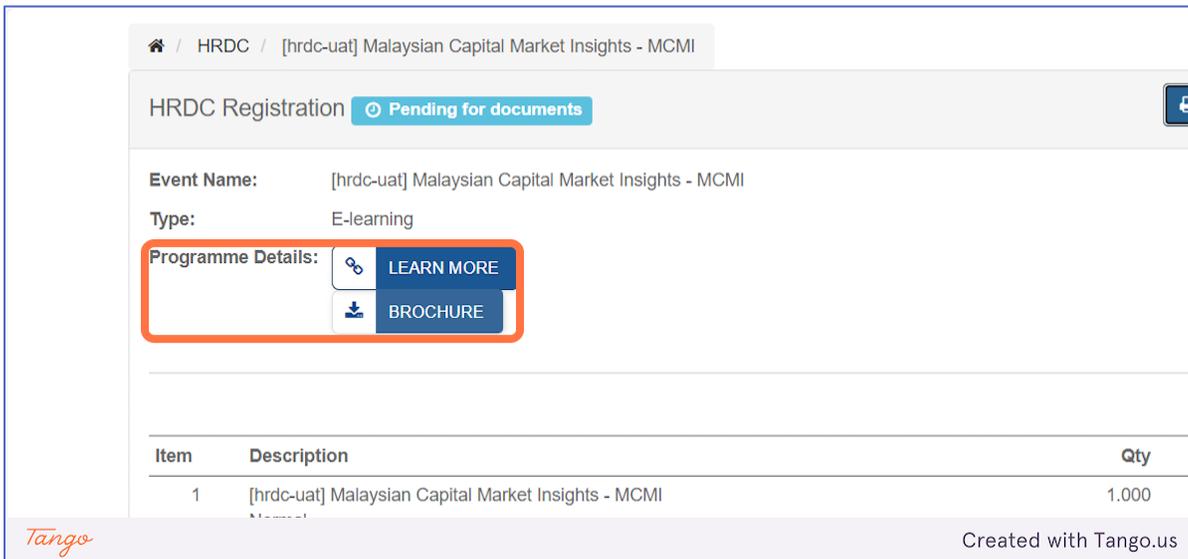
Ref No : SO7903
Your Ref. :
Terms : Immediate Payment
Date : 19/04/2023
Page : 1 of 1

Item	Description	Qty	U/Price (RM)	Total (RM)
1	[hrdc-uat] Malaysian Capital Market Insights - MCM Normal DATE: 19 April 2023 - 19 April 2023	1	1,500.00	1,500.00

PARTICIPANT :
 1. CIK HRDC PARTICIPANT 56

The footer of the PDF contains the 'Tango' logo and 'Created with Tango.us'.

Step 10: To download the programme information, click the available buttons at **Programme Details**



The screenshot shows the HRDC Registration interface for the event '[hrdc-uat] Malaysian Capital Market Insights - MCMI'. The status is 'Pending for documents'. The event name is '[hrdc-uat] Malaysian Capital Market Insights - MCMI' and the type is 'E-learning'. The 'Programme Details' section contains two buttons: 'LEARN MORE' and 'BROCHURE', both of which are highlighted with a red box. Below this is a table with columns 'Item', 'Description', and 'Qty'. The table contains one row with '1' in the 'Item' column, '[hrdc-uat] Malaysian Capital Market Insights - MCMI' in the 'Description' column, and '1.000' in the 'Qty' column. The page is created with Tango.us.

Item	Description	Qty
1	[hrdc-uat] Malaysian Capital Market Insights - MCMI	1.000

You can provide the programme information and sales order to HRDC to facilitate the approval process. Once HRDC have approved your application, you can proceed to the next section below to submit the HRDC supporting documents and select the fund type.

5. SUBMIT HRDC SUPPORTING DOCUMENTS & SELECT FUND TYPE

After your application is approved by HRDC, you can continue the registration process to submit the supporting documents from HRDC and select for full fee or partial fee funding based on the approval from HRDC. Follow the steps below for this process:

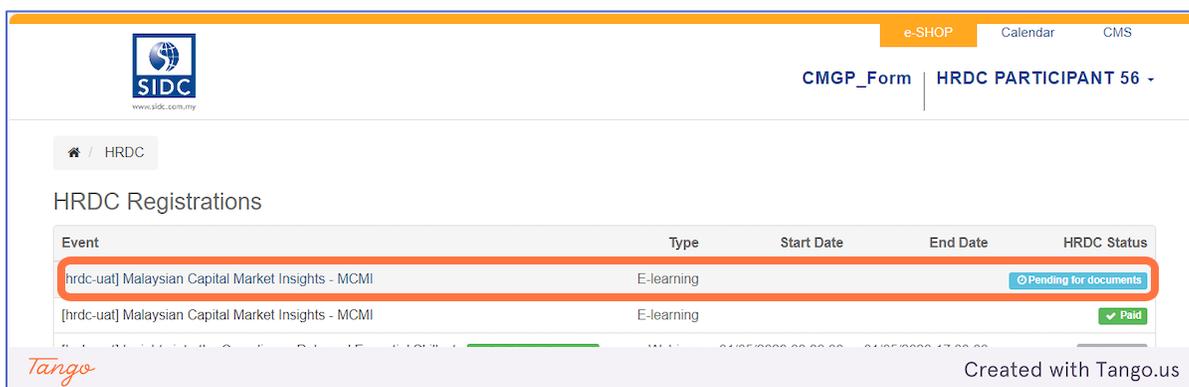
Step 1: Go to **erp.sidc.com.my**, click **Sign in** and log in using your registered email and password

Step 2: Click on **HRDC Registrations**



The screenshot shows the SIDC user dashboard. The top navigation bar includes the SIDC logo, the text 'CMGP_Form', and a dropdown menu for 'HRDC PARTICIPANT 56'. Below the navigation, there are two main sections: 'Your Documents' and 'Your Details'. The 'Your Documents' section contains a list of items: 'HRDC Registrations' (highlighted with an orange box and a '3' icon), 'Sales Orders' (with a '3' icon), and 'Events' (with a '2' icon). The 'Your Details' section shows the user's profile information, including the name 'HRDC PARTICIPANT 56', address '14, JALAN HIJAU, BANDAR HIJAU, KUALA LUMPUR W.P Kuala Lumpur 50500, Malaysia', and phone number '+60389252121'. A 'Change' button is located next to the 'Your Details' header. The bottom of the page features a 'Tango' logo and the text 'Created with Tango.us'.

Step 3: You will see a list of programmes with HRDC funds. Click on the programme that is **Pending for Documents**.



The screenshot shows the SIDC user dashboard with the 'HRDC Registrations' section active. The top navigation bar includes the SIDC logo, the text 'CMGP_Form', and a dropdown menu for 'HRDC PARTICIPANT 56'. Below the navigation, there are tabs for 'e-SHOP', 'Calendar', and 'CMS'. The 'HRDC Registrations' section displays a table with the following columns: 'Event', 'Type', 'Start Date', 'End Date', and 'HRDC Status'. The table contains two rows: the first row is highlighted with an orange box and shows 'hrdc-uat] Malaysian Capital Market Insights - MCM] with 'E-learning' type and 'Pending for documents' status; the second row shows '[hrdc-uat] Malaysian Capital Market Insights - MCM] with 'E-learning' type and 'Paid' status. The bottom of the page features a 'Tango' logo and the text 'Created with Tango.us'.

Event	Type	Start Date	End Date	HRDC Status
hrdc-uat] Malaysian Capital Market Insights - MCM]	E-learning			Pending for documents
[hrdc-uat] Malaysian Capital Market Insights - MCM]	E-learning			Paid

Step 4: On the **HRDC Registration** details page, click on **Submit Documents**

HRDC Registration Pending for documents Print Sales Order Submit Documents

Event Name: [hrdc-ua] Malaysian Capital Market Insights - MCM
 Type: E-learning
 Programme Details: [LEARN MORE](#)
[BROCHURE](#)

Item	Description	Qty	U/Price (RM)	Total (RM)
1	[hrdc-ua] Malaysian Capital Market Insights - MCM Normal	1.000	1,500.00	1,500.00

PARTICIPANT :
 1. CIK HRDC PARTICIPANT 56

Tango Created with Tango.us

Step 5: The **HRDC Documents** form will open. Enter all the details and click on **Submit**.

Enter the details provided by HRDC after your application is approved.

- Application ID:** Application number from HRDC
- Fund Type:** Select Full Fee or Partial Fee
- Fund Amount:** If partial fee, input the amount approved by HRDC. Full fee will be auto filled by the system.
- Supporting Documents:** Upload documents of your application approval from HRDC

HRDC Documents

Application ID: 560
 Fund Type: Full Fee
 Fund Amount(RM): 1590.00
 Supporting Documents: Choose Files HRDC Document.xlsx

Submit Close

Tango Created with Tango.us

The status changes to **Pending for Approval**. On the page, you can see the **HRDC Amount** and documents that you have uploaded.

The SIDC team is notified of your submission for the verification and approval process

The screenshot shows the HRDC Registration page for the event "[hrdc-uat] Malaysian Capital Market Insights - MCMI". The status is "Pending for Approval". The event name is "[hrdc-uat] Malaysian Capital Market Insights - MCMI" and the type is "E-learning". Under "Programme Details", there are links for "LEARN MORE" and "BROCHURE". The "HRDC Amount(RM)" is 1590.00, and a document "HRDC Document.xlsx" is listed under "Documents". A table below shows one item with a quantity of 1.000 and a unit price of 1,500.00. The participant list includes "1. CIK HRDC PARTICIPANT 56".

HRDC Registration Pending for Approval

Event Name: [hrdc-uat] Malaysian Capital Market Insights - MCMI
 Type: E-learning
 Programme Details: [LEARN MORE](#)
[BROCHURE](#)

HRDC Amount(RM): 1590.00
 Documents: [HRDC Document.xlsx](#)

Item	Description	Qty	U/Price (RM)
1	[hrdc-uat] Malaysian Capital Market Insights - MCMI Normal	1.000	1,500.00

PARTICIPANT :
 1. CIK HRDC PARTICIPANT 56

Tango Created with Tango.us

6. HRDC REGISTRATION APPROVAL

After you submitted the necessary supporting documents, the SIDC team will approve your HRDC registration, and you will receive an email notification of the approval. The steps below show how you can access the notification.

You will receive an email notification once the HRDC registration is approved. Log in to your email and go to your email inbox. Look for the HRDC approval notification from SIDC.

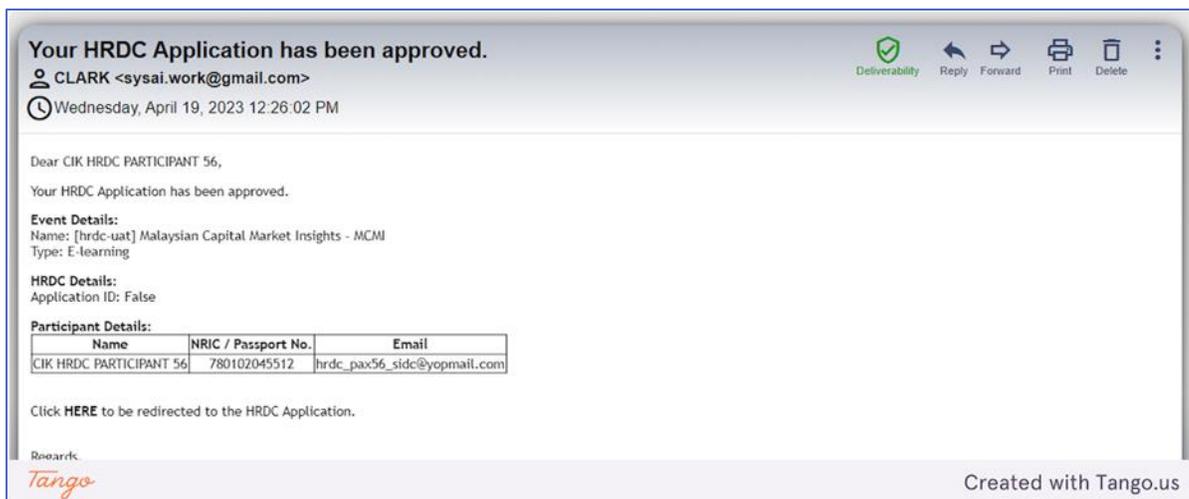
*Tip: If you can't find the email in your inbox, check your **Spam** or **Junk** folder*

The HRDC approval from SIDC will look like the email below.

Note: There are also scenarios where,

- 1. You will receive notification that your registration is rejected by SIDC.*
- 2. You will receive notification that you are required to modify and resubmit the documents or fund amount.*

Follow the instructions in the email to resubmit the documents.

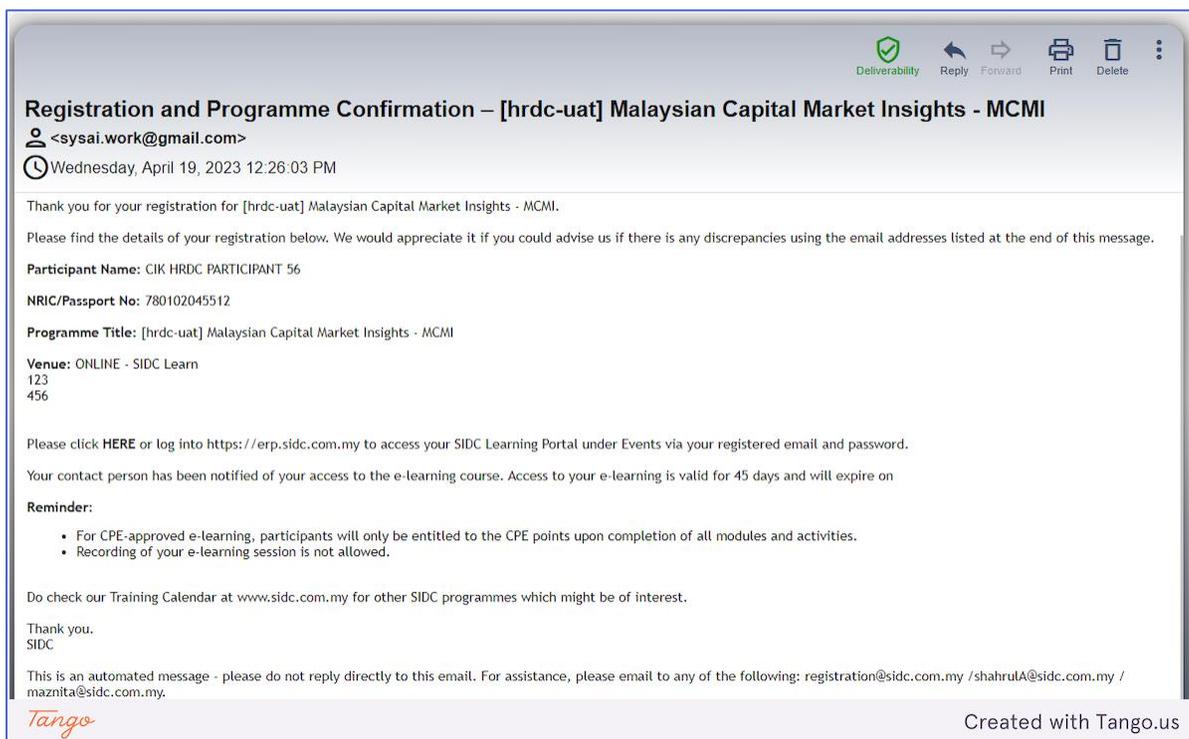


7. PAYMENT AND INVOICE DOWNLOAD

For partial fee funding, you are required to pay the balance payment or download invoice for your registration. Payment is not required if you are eligible for full fee funding.

7.1. Full Fee Funding

If you have full fee funding, your registration will automatically be confirmed after approval, and you will receive the registration confirmation notification. The screenshot below shows an example of a registration confirmation notification.



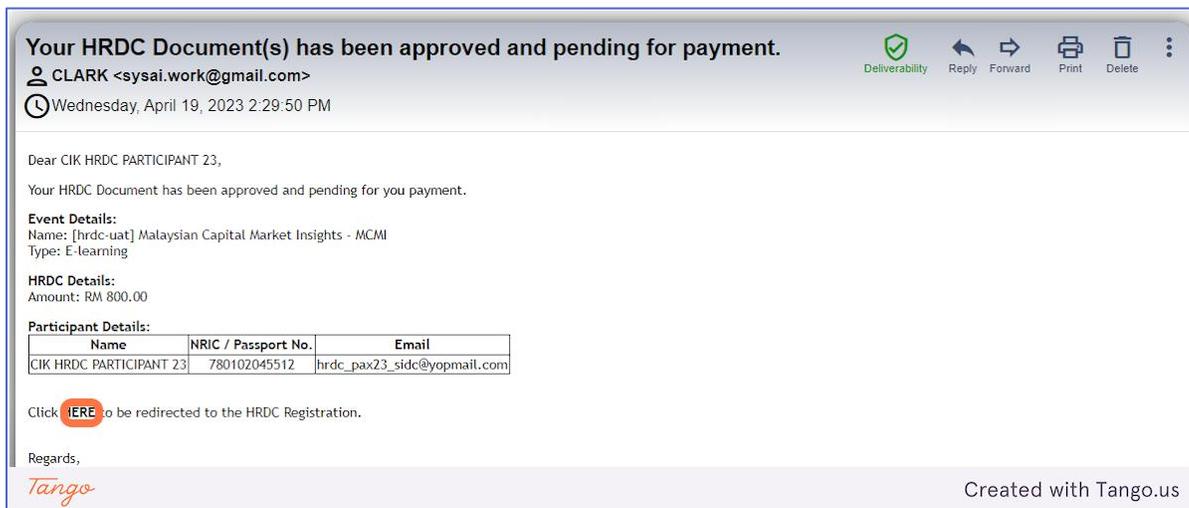
7.2. Partial Fee Funding

7.2.1. Complete Balance Payment via eGHL

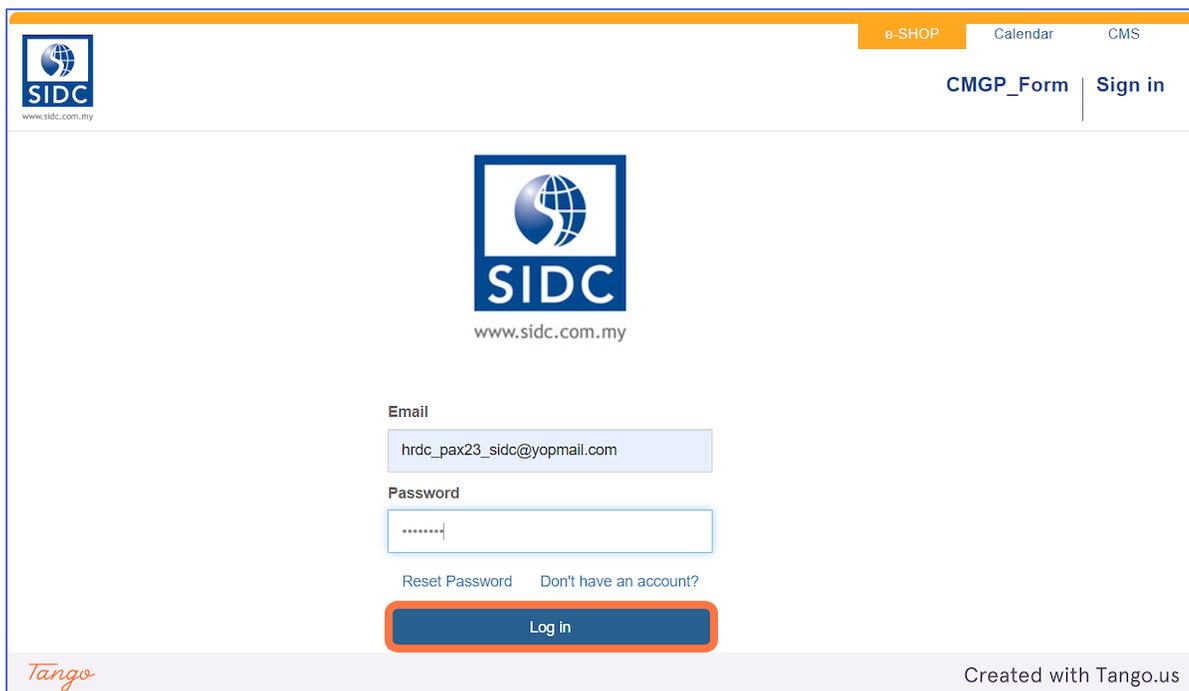
Follow the steps below to pay your balance fee for partial funding

Step 1: Log in to your email and go to your email inbox. Look for the HRDC approval notification from SIDC. Click the **HERE** link.

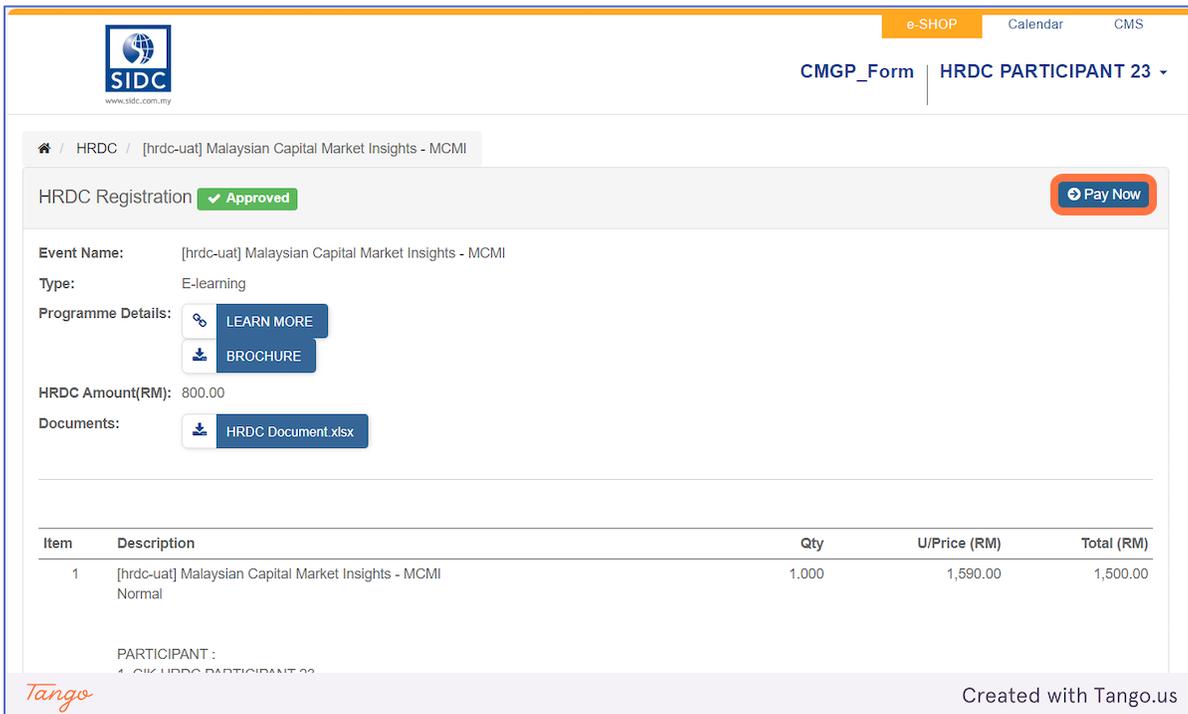
*Tip: If you can't find the email in your inbox, check your **Spam** or **Junk** folder*



Step 2: The link will direct you to the ERP login page. Login using your registered email and password.



Step 3: The HRDC registration page will open. To start the payment process, click on **Pay Now**.



The screenshot shows the HRDC registration page for the event "[hrdc-uat] Malaysian Capital Market Insights - MCM". The page includes the SIDC logo, navigation links (e-SHOP, Calendar, CMS), and a breadcrumb trail. The event details are as follows:

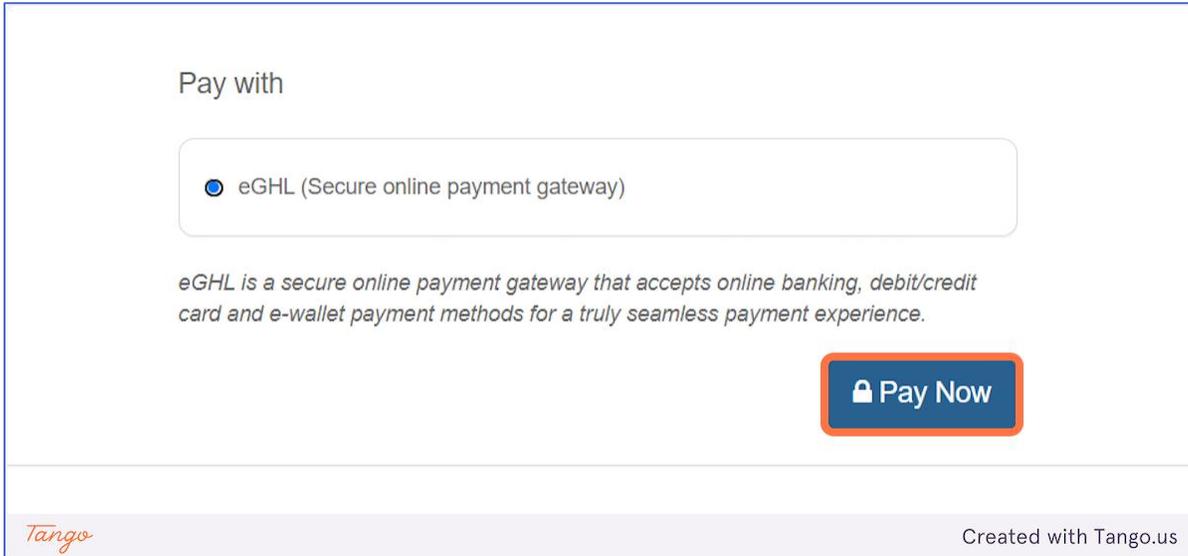
- Event Name:** [hrdc-uat] Malaysian Capital Market Insights - MCM
- Type:** E-learning
- Programme Details:** Includes links for "LEARN MORE" and "BROCHURE".
- HRDC Amount(RM):** 800.00
- Documents:** Includes a link for "HRDC Document.xlsx".

A "Pay Now" button is highlighted in the top right corner. Below the details is a table with one item:

Item	Description	Qty	U/Price (RM)	Total (RM)
1	[hrdc-uat] Malaysian Capital Market Insights - MCM Normal	1.000	1,590.00	1,500.00

The page also shows the participant name "PARTICIPANT : 1. CJK HRDC PARTICIPANT 23" and a footer with the Tango logo and "Created with Tango.us".

Step 4: Next, select "eGHL (Secure online payment gateway)" and click **Pay Now**



The screenshot shows the "Pay with" section of the payment gateway selection screen. The "eGHL (Secure online payment gateway)" option is selected with a radio button. Below the selection, there is a description: "eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience." A "Pay Now" button with a lock icon is highlighted in the bottom right corner. The footer includes the Tango logo and "Created with Tango.us".

Step 5: You will go to the eGHL payment page. Select your desired payment method and complete your transaction.

Tip: You can pay using online banking, e-Wallet or credit/debit card

Step 6: Once you have completed the payment, you will be directed to the **Transaction Completed** page



[e-SHOP](#) [Calendar](#) [CMS](#)

[CMGP_Form](#) | [HRDC PARTICIPANT 23](#)

Transaction Completed

Thank you for your registration.

[Print Receipt](#)
[Print Invoice](#)

Order Details:

Description	Quantity	Unit Price	Discount (%)	Total
[hrdc-uat] Malaysian Capital Market Insights - MCM <small>Normal</small> DATE: 19 April 2023 - 19 April 2023 VENUE: ONLINE - SIDC Learn PARTICIPANT : 1. CIK HRDC PARTICIPANT 23	1	RM 1,590.00	0.0000	RM 1,500.00
HRDF	1	RM -800.00	0.0000	RM -754.72
Subtotal:				RM 745.28
SST:				RM 44.72
Total:				RM 790.00

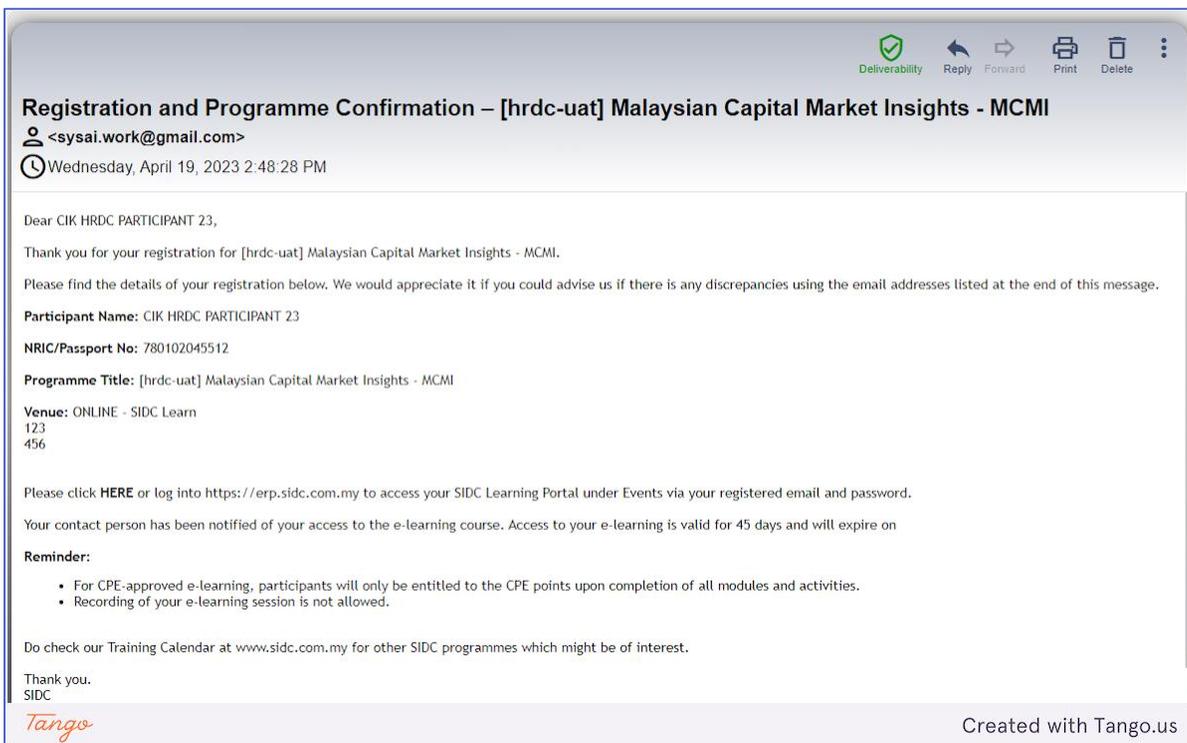
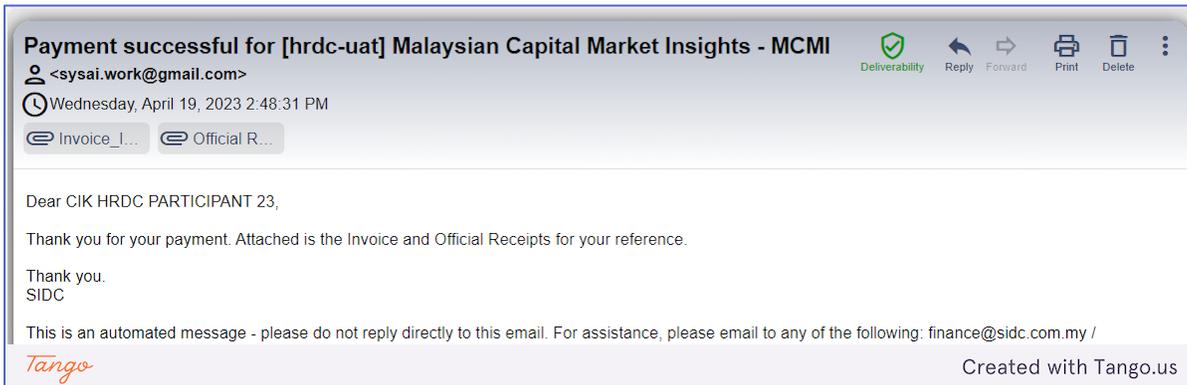
Bill To:

HRDC PARTICIPANT 23
 14, JALAN HIJAU
 BANDAR HIJAU
 KUALA LUMPUR W.P Kuala Lumpur 50500
 Malaysia
 +60389252121
 hrdc_pax23_sidc@yopmail.com



Created with [Tango.us](#)

Upon completion of payment, you will receive the **Payment Successful** and **Confirmation** emails as shown in the screenshots below

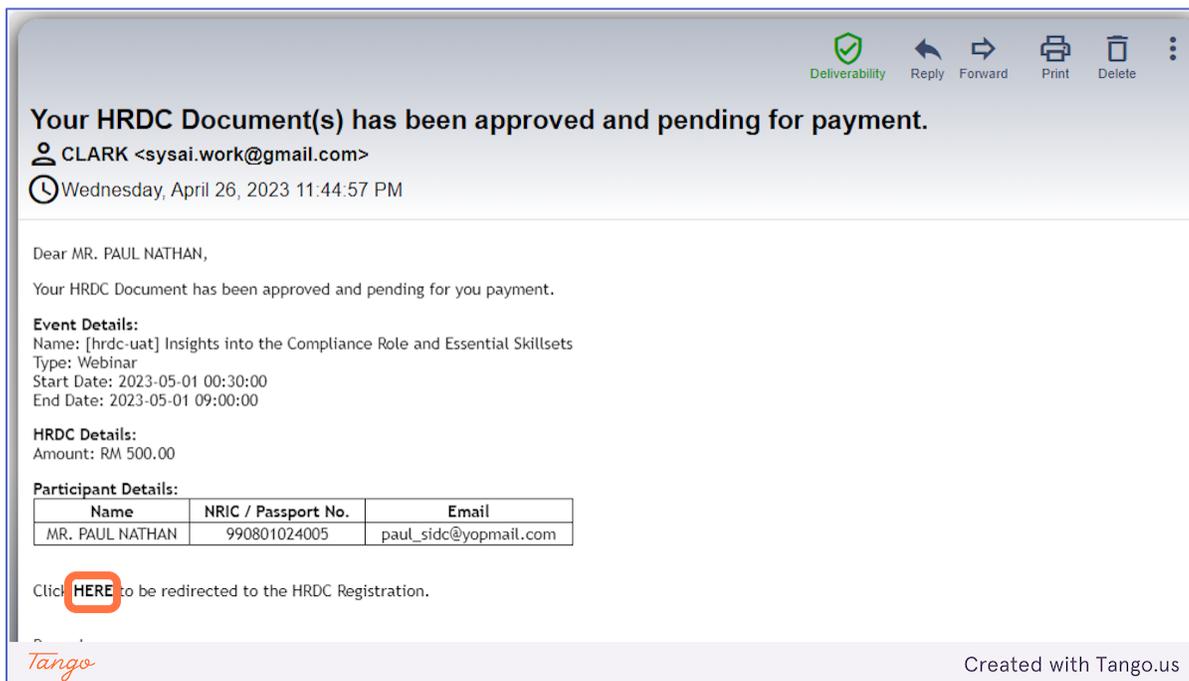


7.2.2. Download Invoice

There are certain programmes offered by SIDC where you can download invoice and pay later, if you are under the pre-approved list of preferred clients for SIDC. Follow the steps below to download invoice for your partial fee payment.

Step 1: Log in to your email and go to your email inbox. Look for the HRDC approval notification from SIDC. Click the **HERE** link.

*Tip: If you can't find the email in your inbox, check your **Spam** or **Junk** folder*



Deliverability Reply Forward Print Delete

Your HRDC Document(s) has been approved and pending for payment.

CLARK <sysai.work@gmail.com>
Wednesday, April 26, 2023 11:44:57 PM

Dear MR. PAUL NATHAN,

Your HRDC Document has been approved and pending for you payment.

Event Details:
Name: [hrdc-uat] Insights into the Compliance Role and Essential Skillsets
Type: Webinar
Start Date: 2023-05-01 00:30:00
End Date: 2023-05-01 09:00:00

HRDC Details:
Amount: RM 500.00

Participant Details:

Name	NRIC / Passport No.	Email
MR. PAUL NATHAN	990801024005	paul_sidc@yopmail.com

Click **HERE** to be redirected to the HRDC Registration.

Tango Created with Tango.us

Step 2: The link will direct you to the ERP login page. Login using your registered email and password.

www.sidc.com.my

e-SHOP | Calendar | CMS

CMGP_Form | Sign in

SIDC
www.sidc.com.my

Email
hrdc_pax23_sidc@yopmail.com

Password
.....

[Reset Password](#) | [Don't have an account?](#)

Log in

Tango Created with Tango.us

Step 3: The HRDC registration page will open. Click on **Pay Now** to proceed.

www.sidc.com.my

CMGP_Form | PAUL NATHAN

HRDC Registration ✔ Approved **Pay Now**

Event Name: [hrdc-uat] Insights into the Compliance Role and Essential Skillsets

Type: Webinar

Start Date: 01/05/2023 08:30:00

End Date: 01/05/2023 17:00:00

Programme Details: [LEARN MORE](#) [BROCHURE](#)

HRDC Amount(RM): 500.00

Documents: [Document Management User Guide.txt](#)

Item	Description	Qty	U/Price (RM)	Total (RM)
1	[hrdc-uat] Insights into the Compliance Role and Essential Skillsets Normal	1.000	1,590.00	1,500.00

Tango Created with Tango.us

Step 4: Select the **Invoice** option and click **Pay Now****Note:** You can only see the Invoice option if you are pre-approved by SIDC

Pay with

Invoice

eGHL (Secure online payment gateway)

eGHL is a secure online payment gateway that accepts online banking, debit/credit card and e-wallet payment methods for a truly seamless payment experience.

Pay Now

Step 5: The sales order page opens showing the invoice is generated

SIDC
www.sidc.com.my

CMSP Form PAUL NATHAN

Home / Sales Orders / Order SO7290

Order SO7290  **Done**

To
PAUL NATHAN
SG BESI
Malaysia

Ref No : SO7290
Your Ref. :
Terms : Immediate Payment
Date : 14/03/2023

Tel:

Attn: PAUL NATHAN

Transactions
SO7290 26/04/2023 23:46:04 **Waiting**

Invoices
 INV/2023/0105 26/04/2023 **Waiting**

Shipping Address
TEST 1
SG BESI
Malaysia

Tango Created with Tango.us

Upon completion, you will receive the **Programme Confirmation, Registration Successful & Invoice** and **Registration Confirmation** emails as shown in the screenshots below

Deliverability Reply Forward Print Delete

Programme Confirmation for [hrdc-uat] Insights into the Compliance Role and Essential ...

<sysai.work@gmail.com>

Wednesday, April 26, 2023 11:47:02 PM

Dear MR. PAUL NATHAN,

We wish to confirm your registration for [hrdc-uat] Insights into the Compliance Role and Essential Skillsets.

Please find the details of your registration below. If there are any discrepancies, please notify us by sending an email to the email addresses listed at the end of this message.

Participant Name: PAUL NATHAN
(Name on certificate, if any)

NRIC/Passport No: 990801024005

Programme Details:

Title: [hrdc-uat] Insights into the Compliance Role and Essential Skillsets

Date: 01 May 2023

Time: 08:30 AM - 05:00 PM (Please log in at least 15 minutes before the session begins)

Venue: SIDC Online Learning

Please click [HERE](#) to access the SIDC Learning Portal. You may also refer to the [FAQ](#) for more information.

Reminder:

- SIDC webinars (**excluding SCLE Revision and where applicable**) require participants to complete the pre-test before they are allowed access to the webinar session. Please ensure you complete the pre-test **before** your webinar session. You can already access the pre-test with the above login details.
- The pre-test will be available within 3 working days before the webinar session.
- You are not allowed to record your webinar session.
- The system requirements and guide for you to access the webinar is available at <https://www.sidc.com.my/webinar/>.
- Please go through the **QUICK START GUIDE** for requirements on set up, access, systems etc.

Tango Created with Tango.us

Deliverability Reply Forward Print Delete

Registration successful and Invoice for [hrdc-uat] Insights into the Compliance Role and ...

<sysai.work@gmail.com>

Wednesday, April 26, 2023 11:47:13 PM

Invoice_1...

Dear MR. PAUL NATHAN,

Thank you for your registration. Attached is the Invoice for payment of the above programme. Kindly remit the payment within 30 days from the date of the invoice. For more details kindly refer to the attachment.

Thank you.
SIDC

This is an automated message - please do not reply directly to this email. For assistance, please email to any of the following:

Tango Created with Tango.us

 Deliverability  Reply  Forward  Print  Delete 

Registration Confirmation for [hrdc-uat] Insights into the Compliance Role and Essential ...

 <sysai.work@gmail.com>

 Wednesday, April 26, 2023 11:47:15 PM

Dear MR. PAUL NATHAN,

Thank you for registering for the programme below:

Programme Details:

Title: [hrdc-uat] Insights into the Compliance Role and Essential Skillsets
Date: 01 May 2023
Time: 08:30 AM - 05:00 PM
Venue: SIDC Online Learning

You will receive an email once the programme is confirmed.

For other SIDC programme line-ups, feel free to check out our training calendar at www.sidc.com.my.

Thank you.
SIDC

This is an automated message - please do not reply directly to this email. For assistance, please email to any of the following:

Tango Created with Tango.us