

Step by Step Guide to HRDC Application

01

Employer to Apply HRDC Training Grant for Pre-Approval

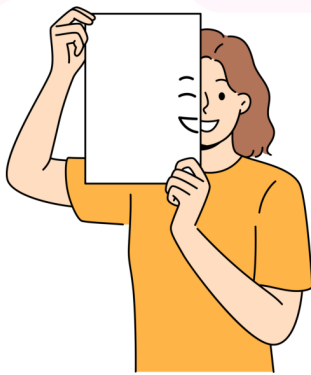
After registration please refer to the email sent by Synergy TAS for **supporting documents** and refer to the Guides on “How to Apply for HRDC Training grant”.




02

Approval from HRDCorp

HRDC will usually approve your grant application within 3 working days. In case you have not receive the approval, do give HRDCorp a call to follow up.

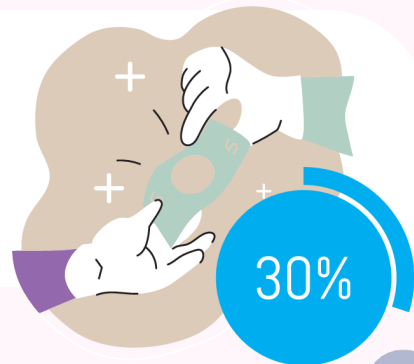


When you receive the **Grant Approval from HRDCorp**, please forward the letter to us. Thank you! 

03

30 % Upfront Remitted

HRDC will remit the amount equivalent to 30% of Total Training Cost as Upfront Payment to Us.



04

Sign Post Dated JD14

With the details in HRDC Grant Approval Letter, we will send you the ***Post Dated Form JD14*** to Chop Signed by Manager Level and above. Do send us the **signed JD14 at least 5 days before the seminar**,

We can only confirm your seats AFTER receiving the signed Post Dated Form JD14.





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05

Attend the seminar

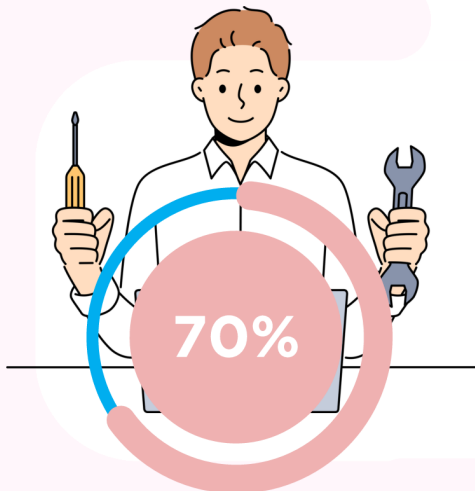
When you attend the seminar, each morning you will need to **sign a Form T3** (ie. Attendance Sheet).



06

After-seminar, Training Provider will claim the remaining 70% fees by submitting documentation

We will submit the Form T3 & the post dated Form JD14 to HRDCorp to claim the balance of the fee.



07

Claim your Allowances

After approving Training Provider's balance of fee, HRDCorp's System will allow the Employer (your side) to submit the claim for Allowances.



We are here for you!

Rest assured the journey may sound long. But it is done on a progressive manner. We are here to guide you through the process. Contact us for clarification. **Especially if you are a first time HRDCorp applicant. We have HRDCorp application specialist to help you Step by Step through out the journey.**

www.synergycorp.com