

## Terms and Condition of Registration

### **PROGRAMME FEES AND REGISTRATION (FOR HRD CORP CLAIMABLE EVENTS)**

1. SIDC is an approved Training Provider registered under “Securities Industry Development Corporation (MyCoID:765264K)
2. Terms and Conditions to be complied under HRD Corp Employer Guidelines as below:
  - i. Employers Obligation: -
    - To provide HRD Corp Grant ID and obtain grant approval prior to the registration of HRD Corp claimable programme.
    - To ensure that submission of grant is made according to type of HRD Corp claimable programme which the participants intend to attend i.e. physical or virtual. In the event where participants are registered for both physical and virtual events, employers are to ensure submission of grant is made separately.
    - To make full payment to SIDC within thirty (30) days upon receipt of SIDC’s notification in the case where the approved training fee is cancelled by HRD Corp due to non-compliance on the part of the participant or participants’ employer or any valid reasons stipulated by HRD Corp.
    - To settle balance payment to SIDC prior to the registration of HRD Corp claimable programme upon receipt of SIDC’s notification in the case where only partial claim is approved by HRD Corp. SIDC will provide a new invoice for the balance amount.
    - If the employer has made a payment before receiving grant approval, a refund will be issued only if the grant is approved prior to the program date. The reimbursement will be processed within thirty (30) days after SIDC receives the payment from HRD Corp and the employer’s bank details.
    - Any modifications to the approved grant by HRD Corp must be made before the program date.
    - To provide required information and/or documents after completion of HRD Corp claimable programme for the purpose of HRD Corp claim within 10 working days upon receipt of SIDC’s notification, failing which SIDC may request employer to make payment directly to SIDC.
  - ii. Participant Obligation: -
    - Participants must attend at least 75% from the total duration of the event.
    - Participants must adhere to all terms and conditions as set by HRD Corp to qualify for the claim of grant (for e.g. attendance requirement, Malaysian citizen etc.).