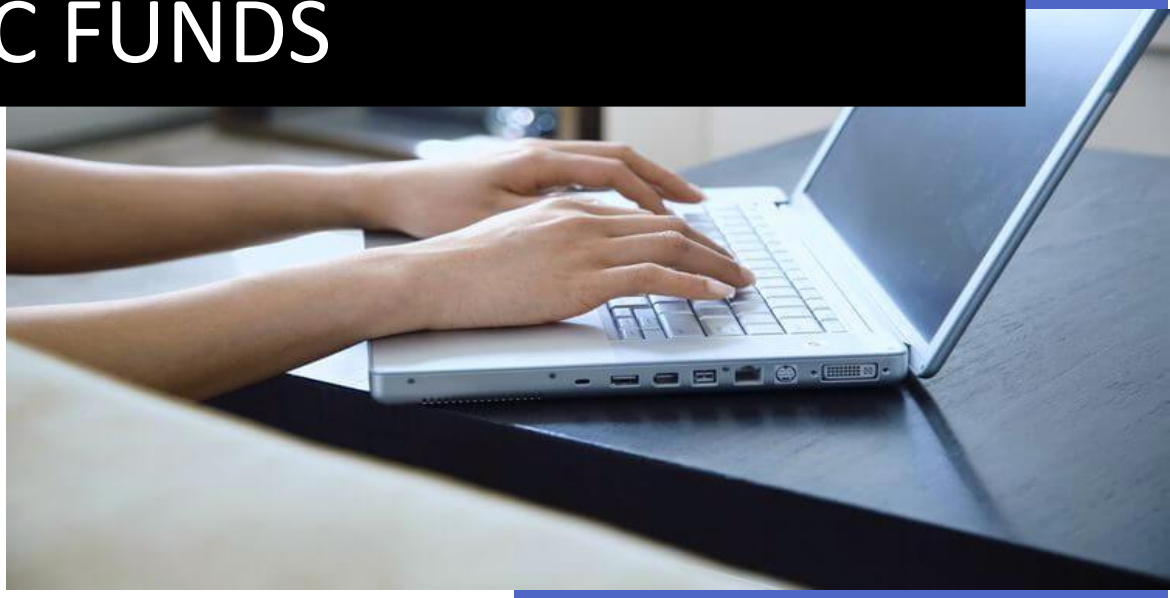
www.sidc.com.my

2024

GUIDE TO REGISTER PROGRAMMES WITH HRDC FUNDS



Securities Industry Development Corporation

22 November, 2024

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DOCUMENT CHANGE HISTORY

Version Number	Date	Description
V1.0	27/04/2023	First version
V1.1	27/07/2023	Update Make Payment page screenshot
V1.2	22/11/2024	Update all screenshots according to the new UI

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:

Google Chrome

Mozilla Firefox

Microsoft Edge

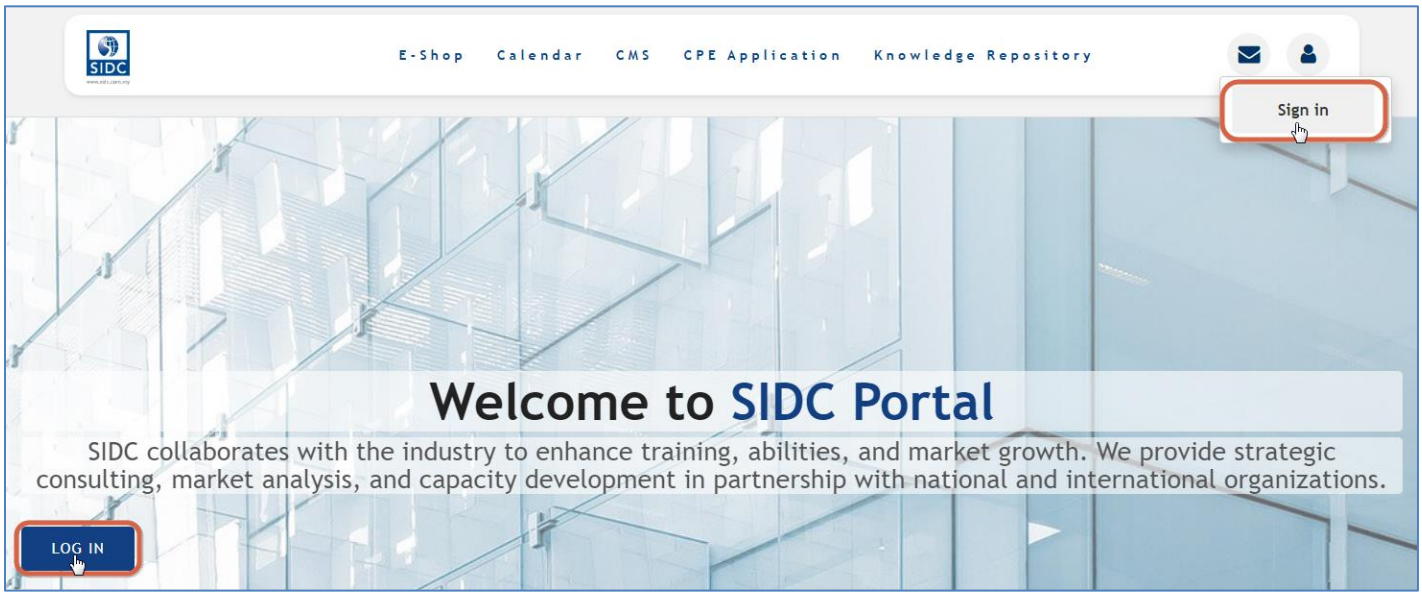
It is not recommended to use **Internet Explorer** as it is currently out of support and will cause disruption of theweb page layout.

1. CREATING A USER ACCOUNT

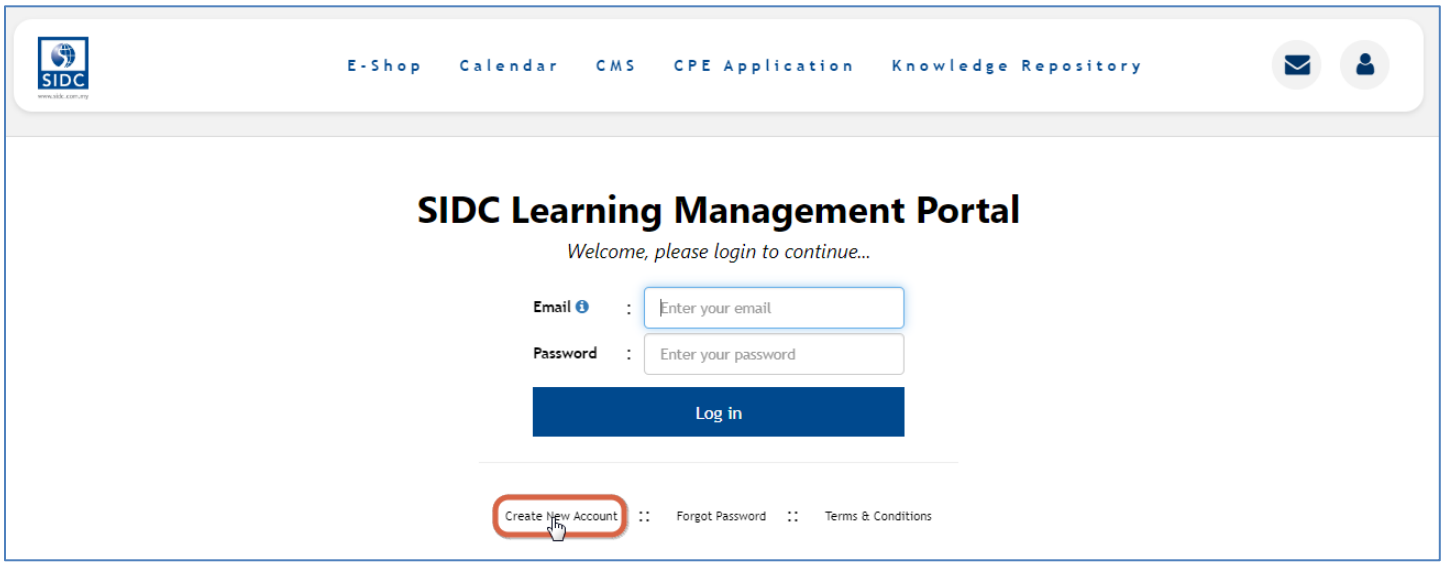
Note: ***Skip this section*** *if you have already registered and activated an account in SIDC-ERP*.

1.1. How to Sign up for the System?

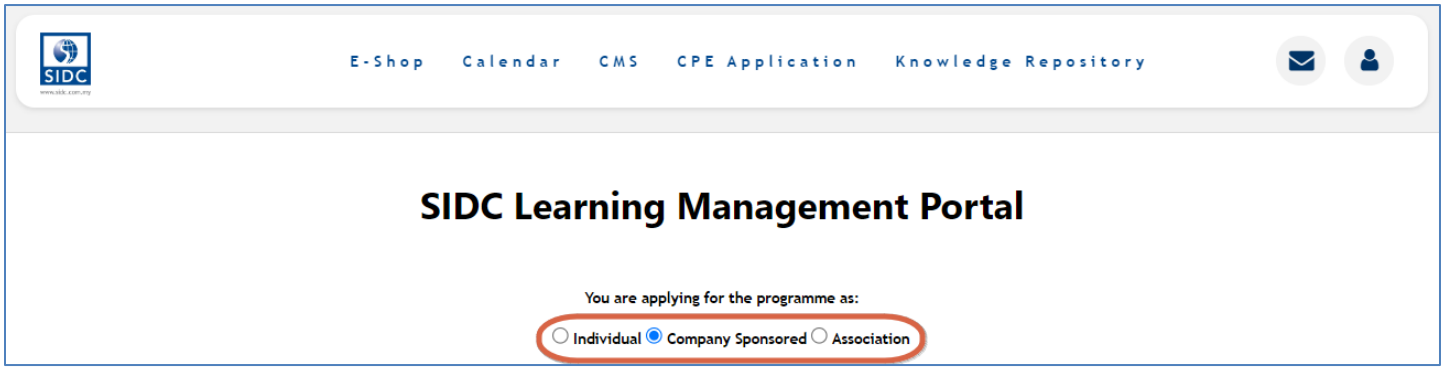
Step 1: Go to erp.sidc.com.my. Click **Sign in** at the top right corner or the **LOG IN** button below.



Step 2: When the login page is loaded, click **Create New Account** to create a new account.



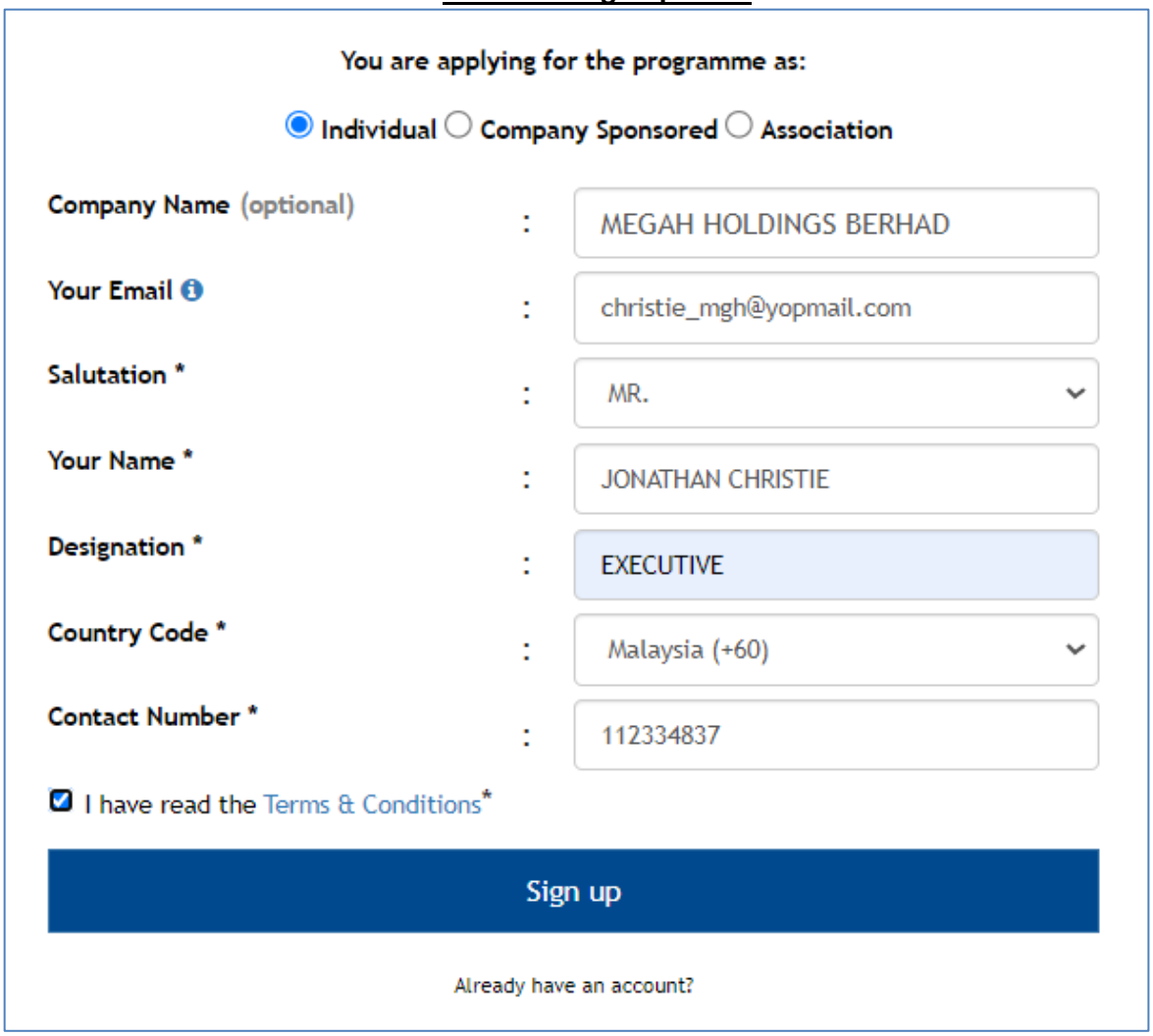
Step 3: Select **Individual**, **Company Sponsored or Association** at the top of the form to choose the right sign-up form for your needs.



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

a) Individual

Individual Sign-up Form



b) Company Sponsored

Company Sign-up Form

You are applying for the programme as:

○ Individual ◉ Company Sponsored ○ Association

Company Sponsored Details

Company Name *	:	MEGAH HOLDINGS BERHAD
Old Company Registration No.	:	
New Company Registration No.	:	202400023100
Address 1 *	:	NO 3 PERSIARAN BUKIT KIARA
Address 2 *	:	BUKIT KIARA
City *	:	KUALA LUMPUR
State / Province *	:	W.P Kuala Lumpur
Postcode *	:	50200
Country *	:	Malaysia

Contact Person Details

Your Email	:	christie_mgh@yopmail.com
Salutation *	:	MR.
Your Name *	:	JONATHAN CHRISTIE
Designation *	:	EXECUTIVE
Country Code *	:	Malaysia (+60)
Contact Number *	:	112334837

☑ I have read the Terms & Conditions*

Sign up

Already have an account?

c) Association

Association Sign-up Form

You are applying for the programme as:

○ Individual ○ Company Sponsored ◉ Association

Association Details

Association Name *	:	MEGAH HOLDINGS BERHAD
Association Registration No. *	:	AB7466283
Address 1 *	:	NO 3 PERSIARAN BUKIT KIARA
Address 2 *	:	BUKIT KIARA
City *	:	KUALA LUMPUR
State / Province *	:	W.P Kuala Lumpur
Postcode *	:	50200
Country *	:	Malaysia

Contact Person Details

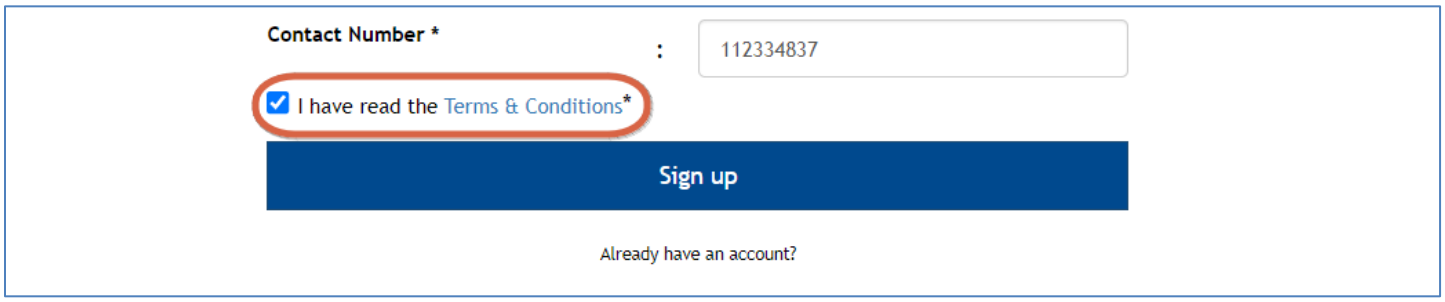
Your Email	:	christie_mgh@yopmail.com
Salutation *	:	MR.
Your Name *	:	JONATHAN CHRISTIE
Designation *	:	EXECUTIVE
Country Code *	:	Malaysia (+60)
Contact Number *	:	112334837

☑ I have read the Terms & Conditions*

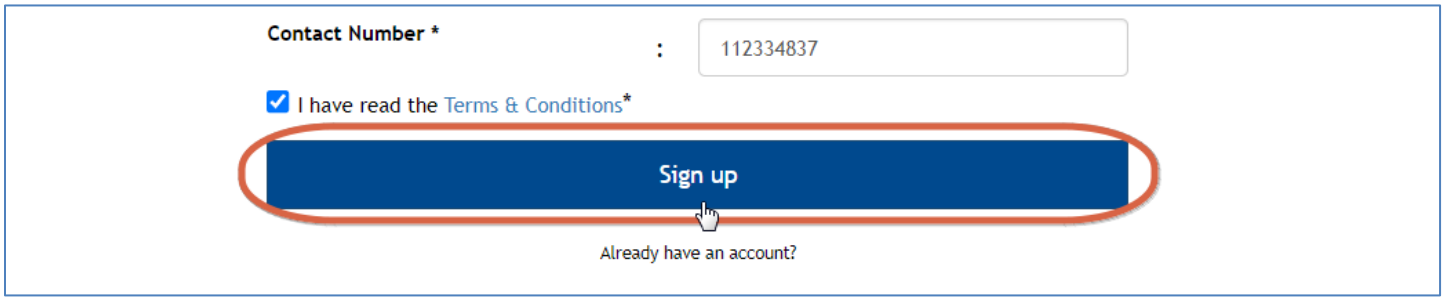
Sign up

Already have an account?

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



Step 6: Click **Sign up**.

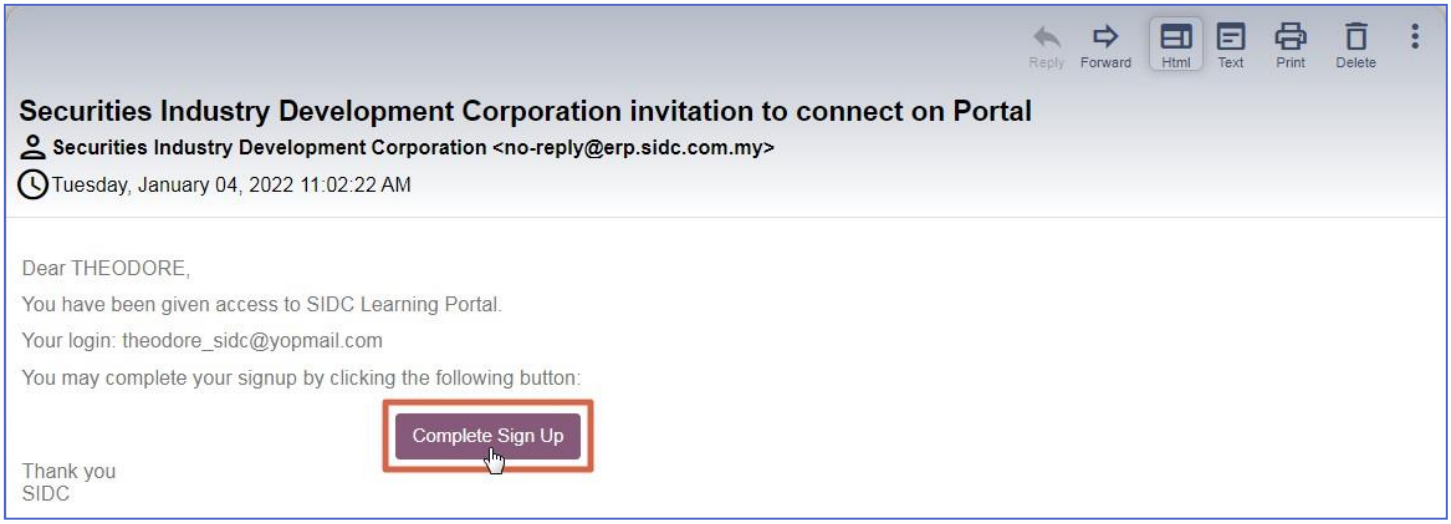


The system will prompt you to check your email to activate your account. Navigate to your email inbox and look for the invitation link from SIDC-ERP.

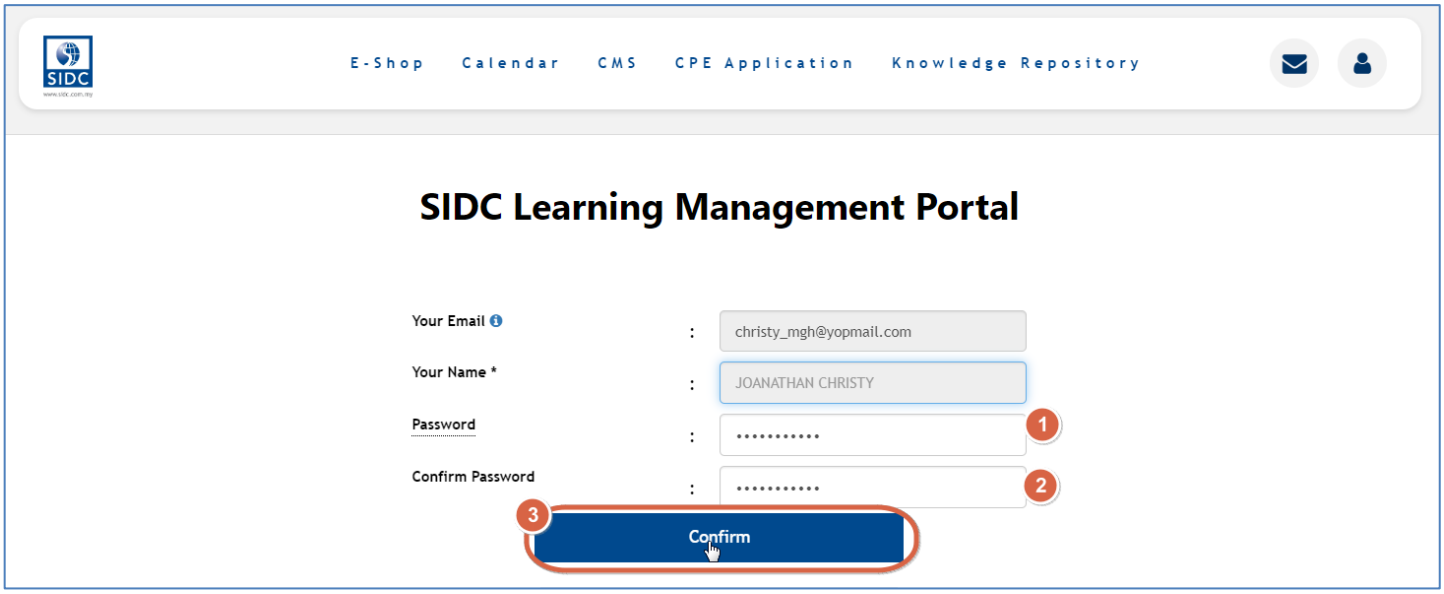
1.2. Account Activation

Step 1: To activate your account, navigate to your email inbox and look for the invitation link from SIDC-ERP.

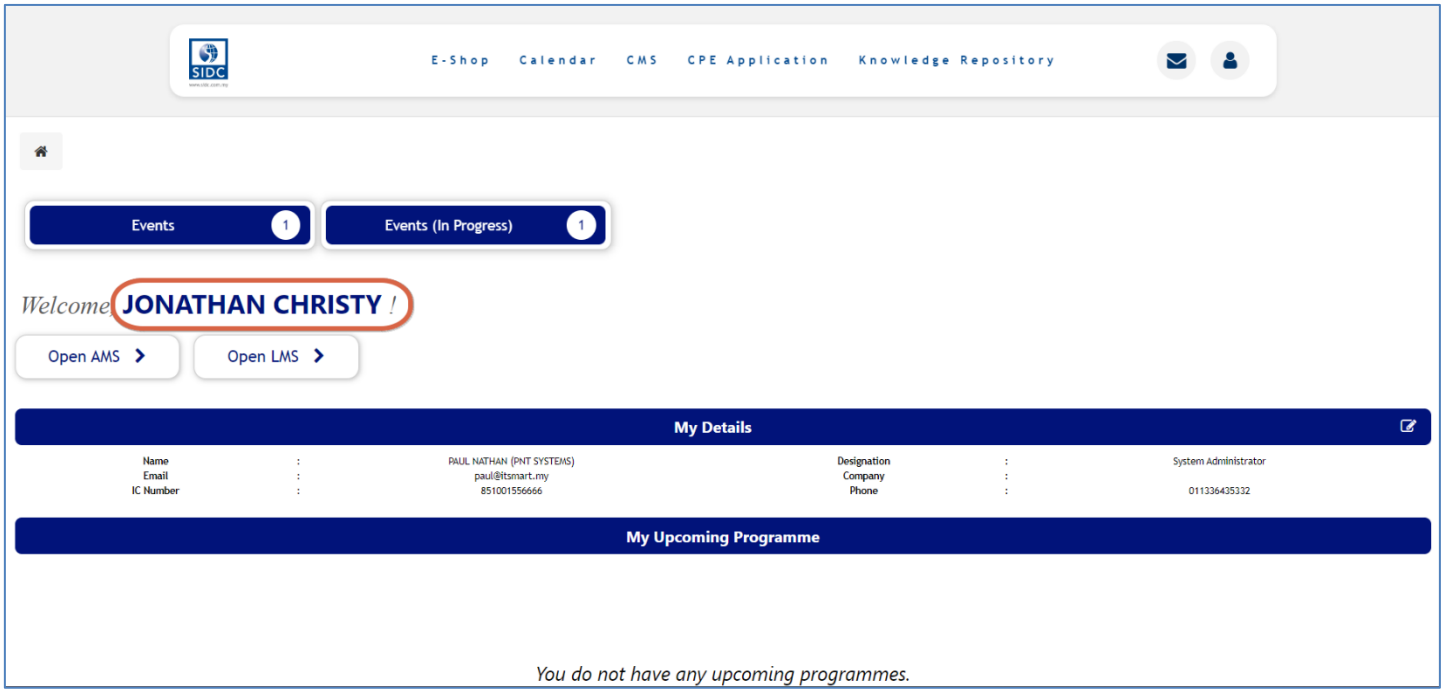
Open the email and click on **Complete Sign Up**.



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.



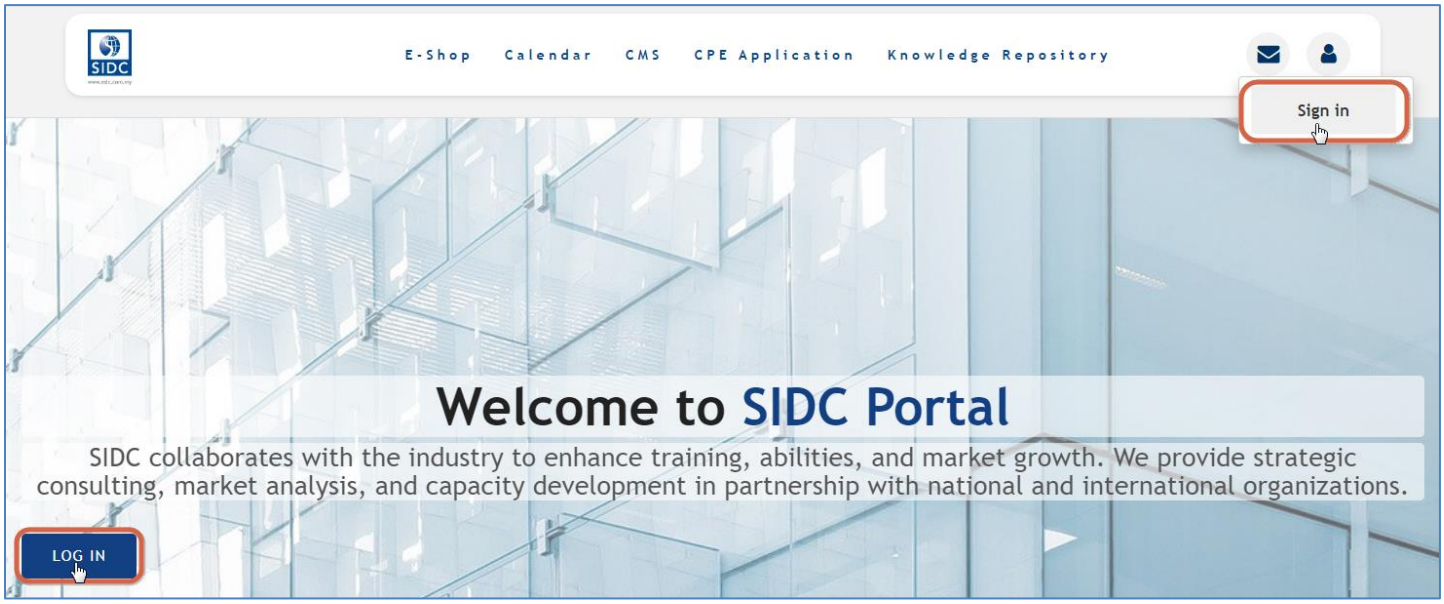
You will be redirected to your account page in the portal. This means your login is successful and your user account is activated. Your username will be displayed on the page.



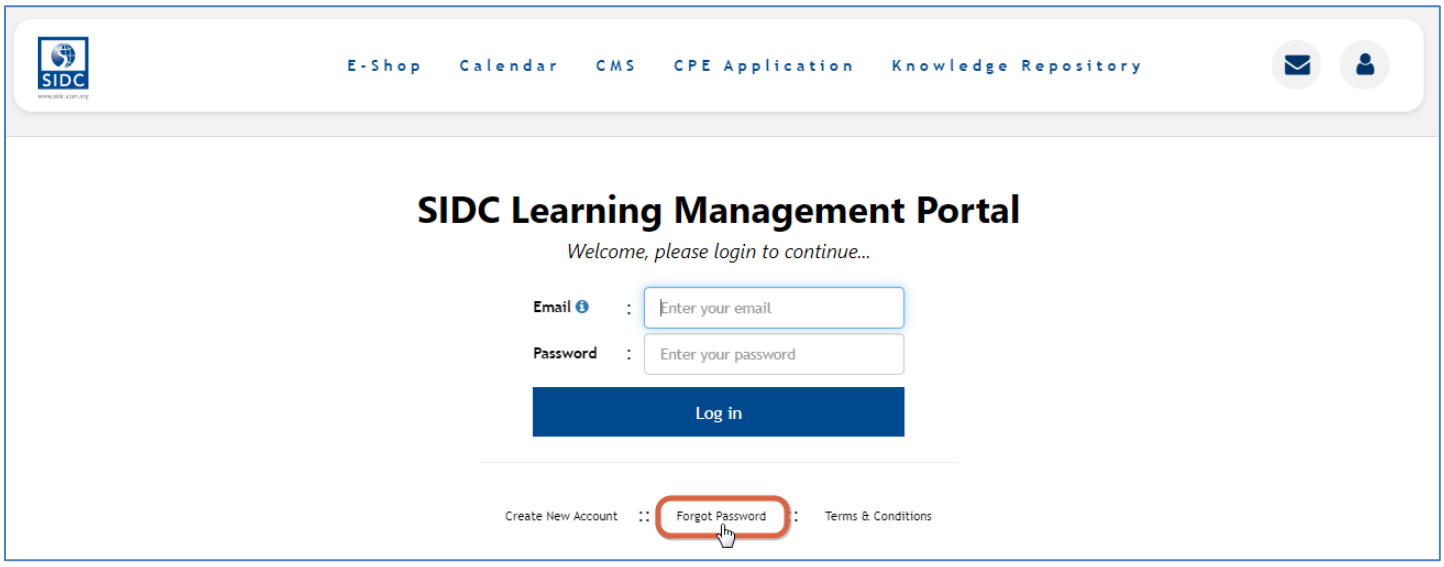
2. FORGOT PASSWORD

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

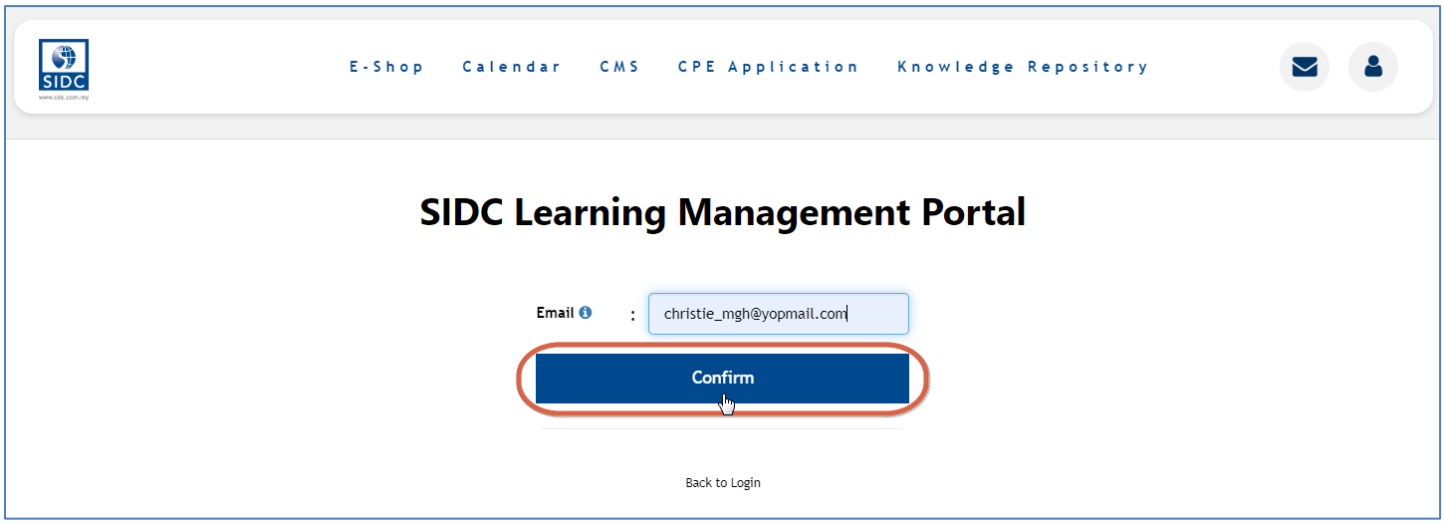
Step 1: Go to erp.sidc.com.my. Click **Sign in** at the top right corner.



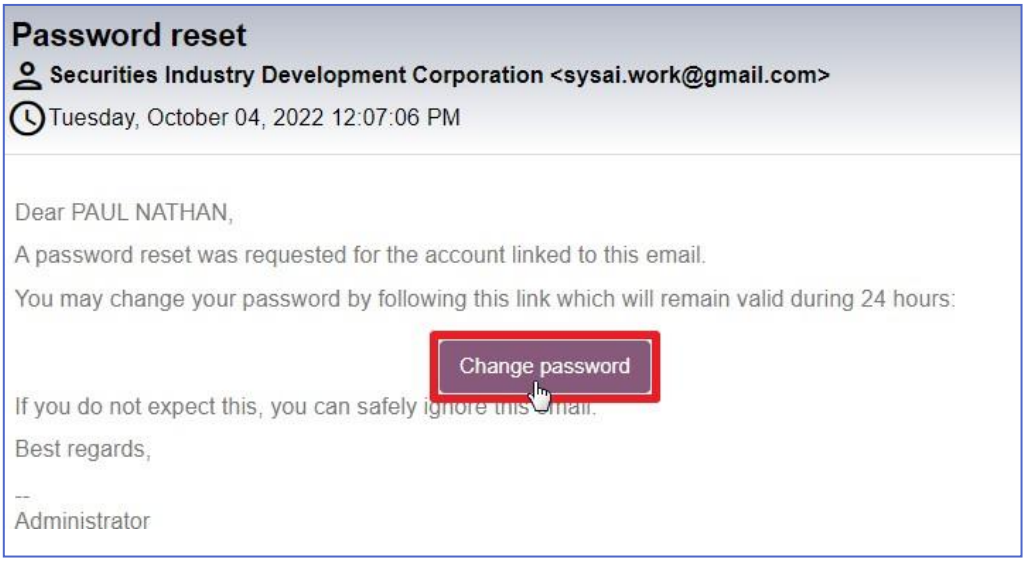
Step 2: When the login page is loaded, click **Forgot Password**.



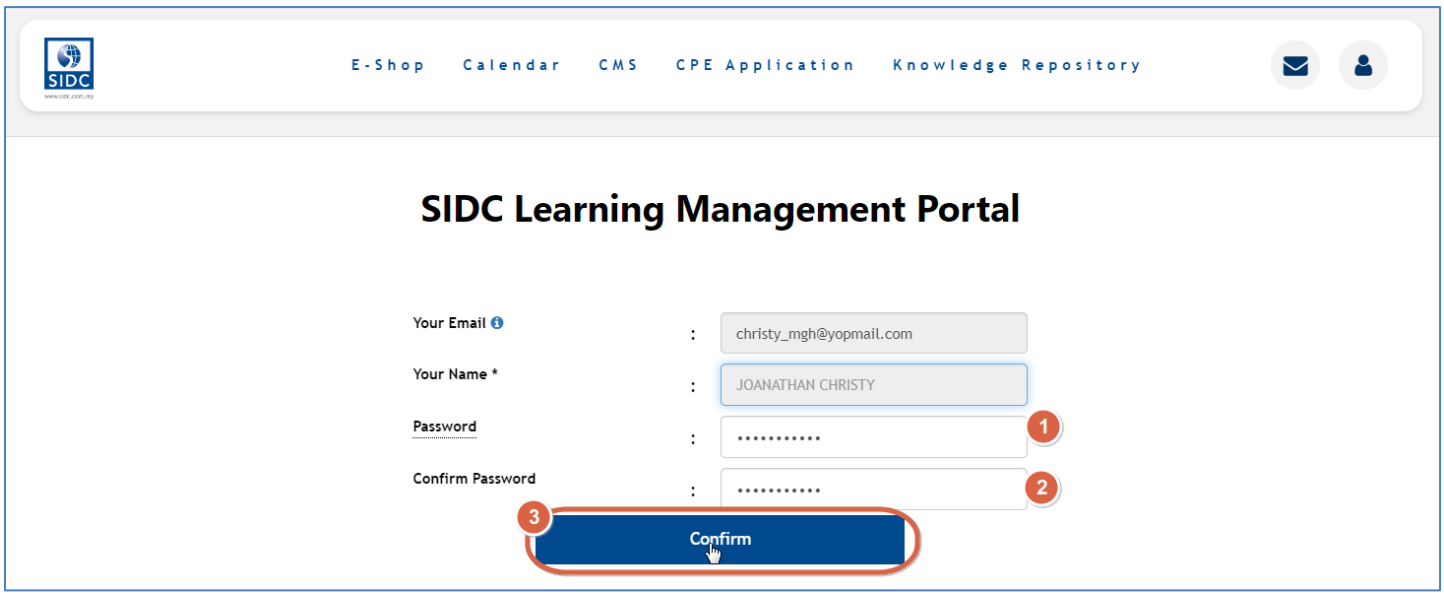
Step 3: Enter the valid email address previously registered in SIDC-ERP. Click **Confirm** once done. The system will email a link to reset your password to the registered email address.

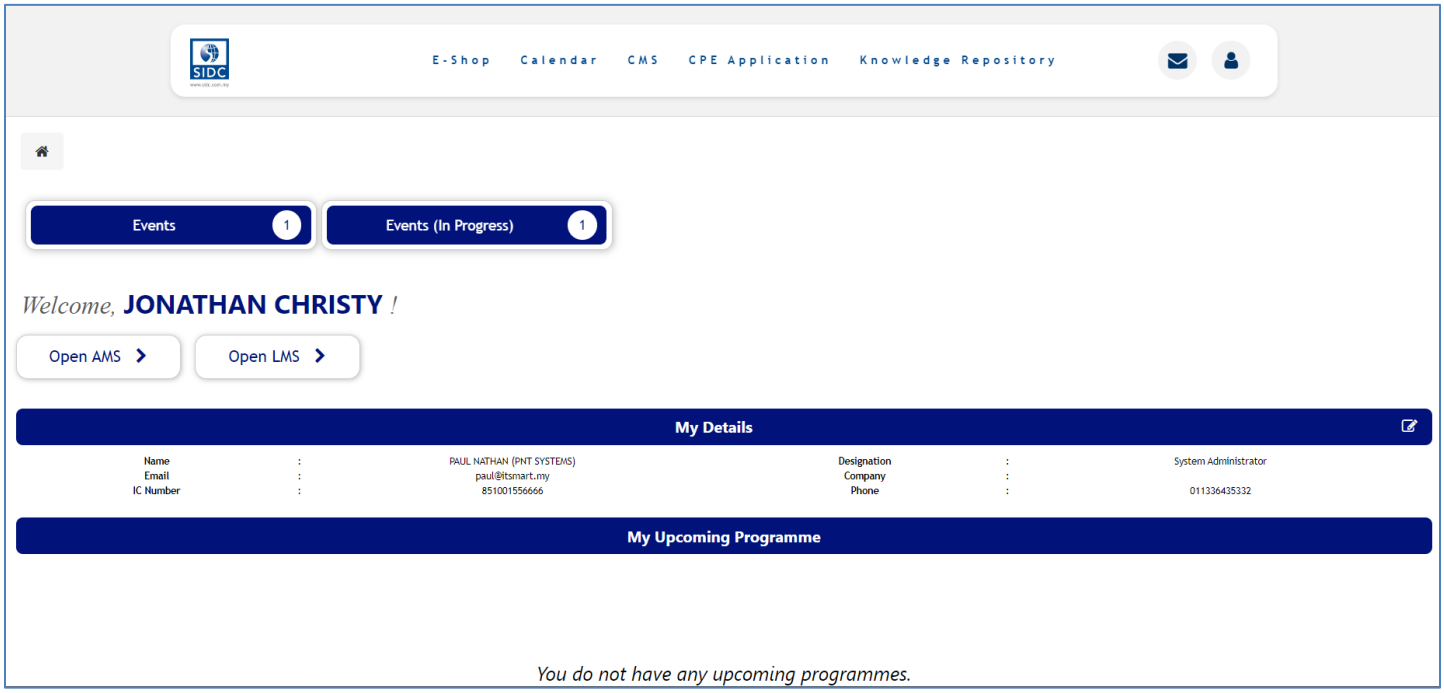


Step 4: Open the reset password email from your email inbox *(please check your junk/spam folder if the email is not in your inbox).* Click **Change Password**.

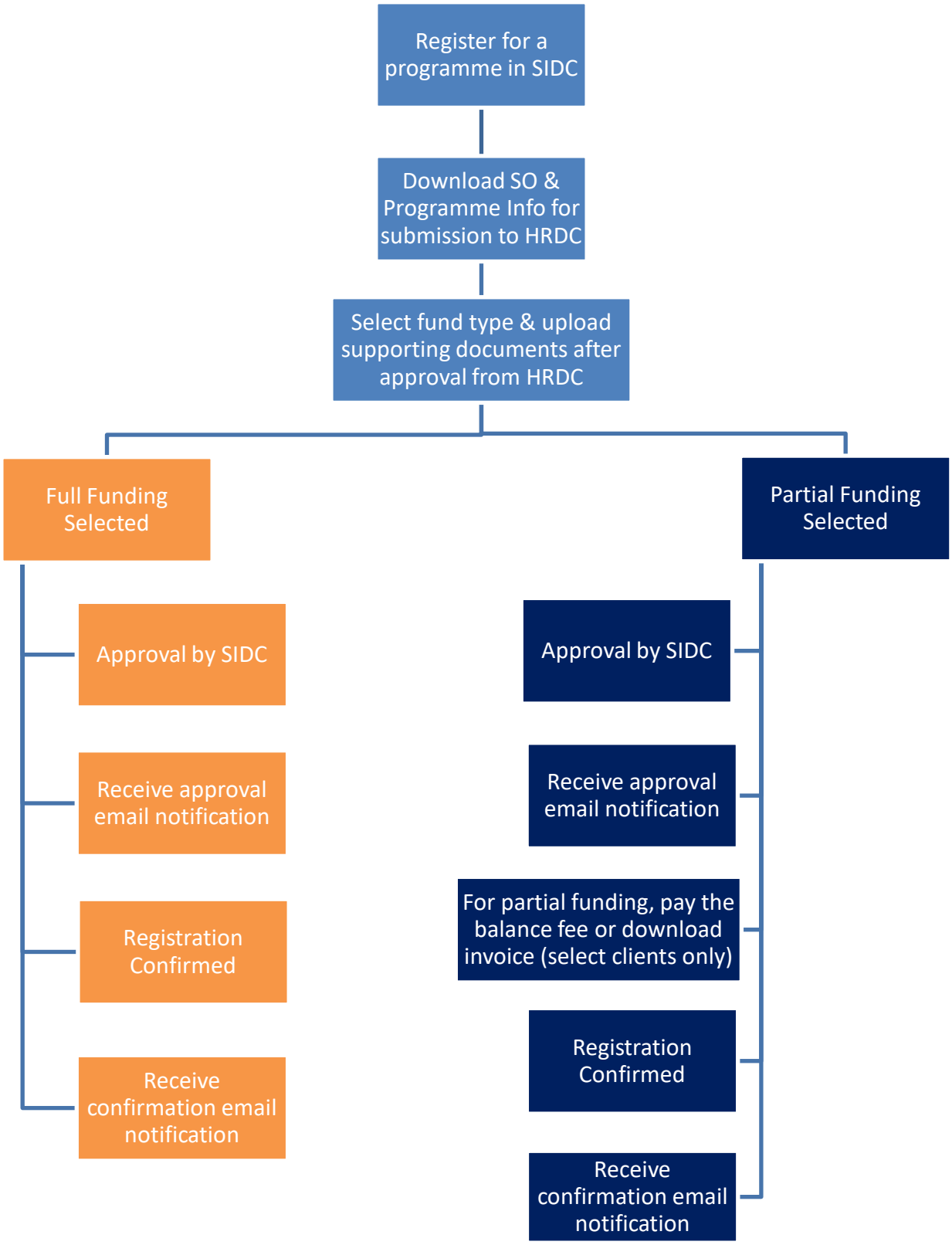


Step 5: You will be directed to the reset password page of SIDC-ERP. Key-in your new password and click **Confirm**. Once done, you will automatically login to the system, which indicates the password reset is successful.




SIDC
E-Shop
Calendar
CMS
CPE Application
Knowledge Repository
Events 1
Events (In Progress) 1
Welcome, JONATHAN CHRISTY !
Open AMS
Open LMS
My Details
Name : PAUL NATHAN (PNT SYSTEMS)
Email : paul@itsmart.my
IC Number : 851001556666
Designation : System Administrator
Company :
Phone : 011336435332
My Upcoming Programme
You do not have any upcoming programmes.

3. REGISTRATION & APPROVAL FLOW



4. REGISTER AND DOWNLOAD SO & PROGRAMME INFORMATION

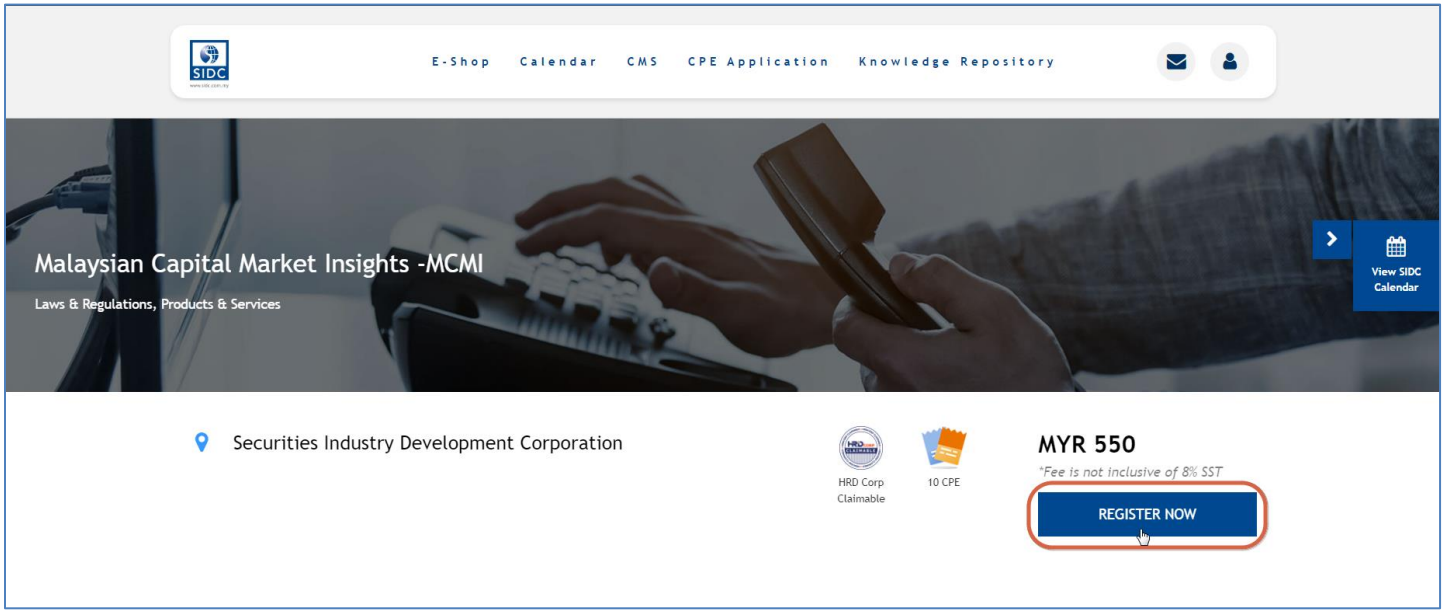
This section shows the step-by-step process to register for a programme using HRDC funds. After registration, you can download the sales order and programme information for submission to HRDC.

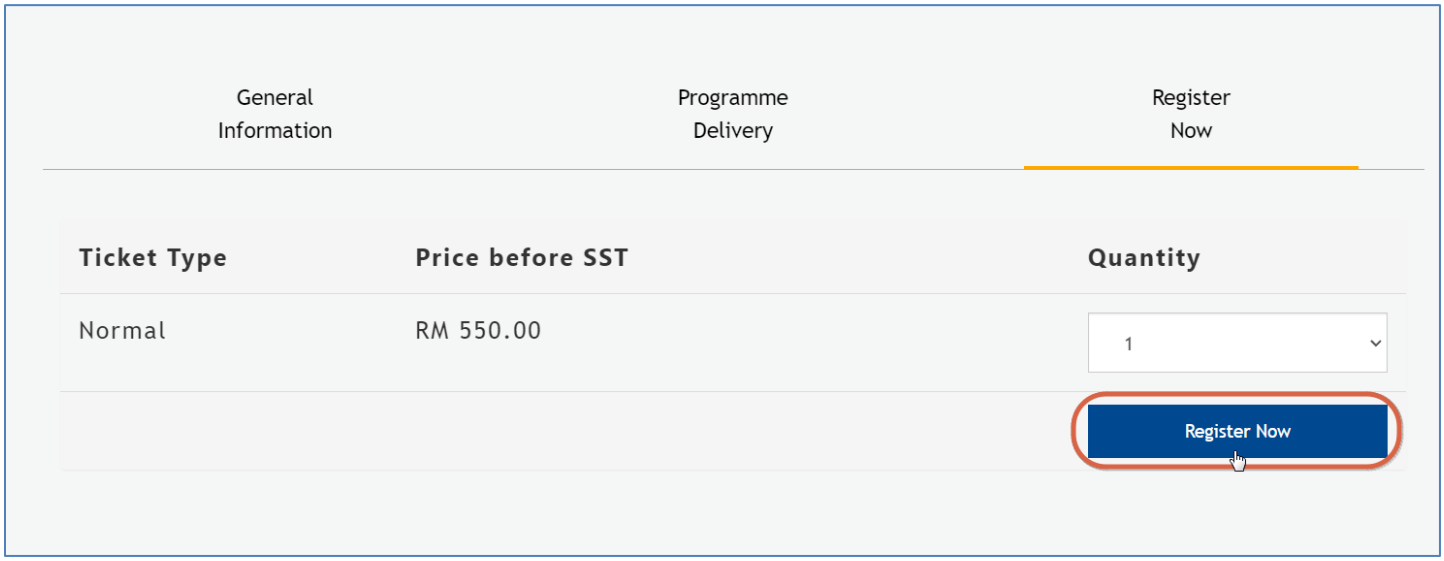
Step 1: Go to SIDC's website at sidc.com.my and choose the programme that you wish to register. Access to the available programmes from the top menu via the **Attend** & **Learn** tabs.

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.

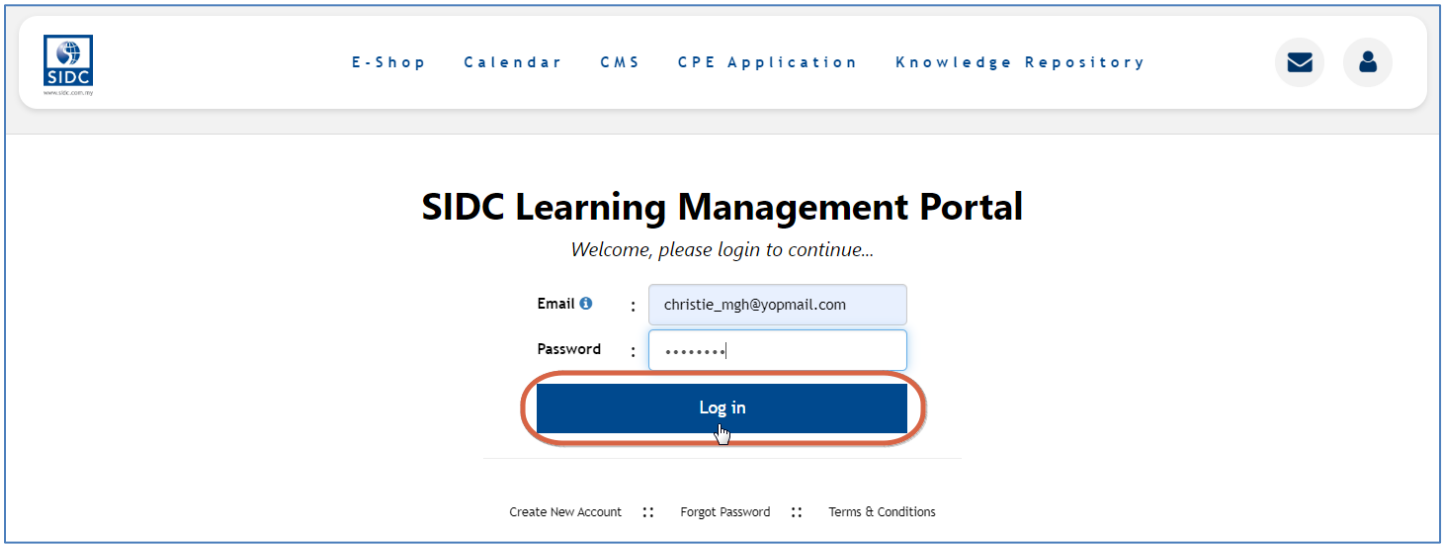
Step 2: Click on **Register Now**

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

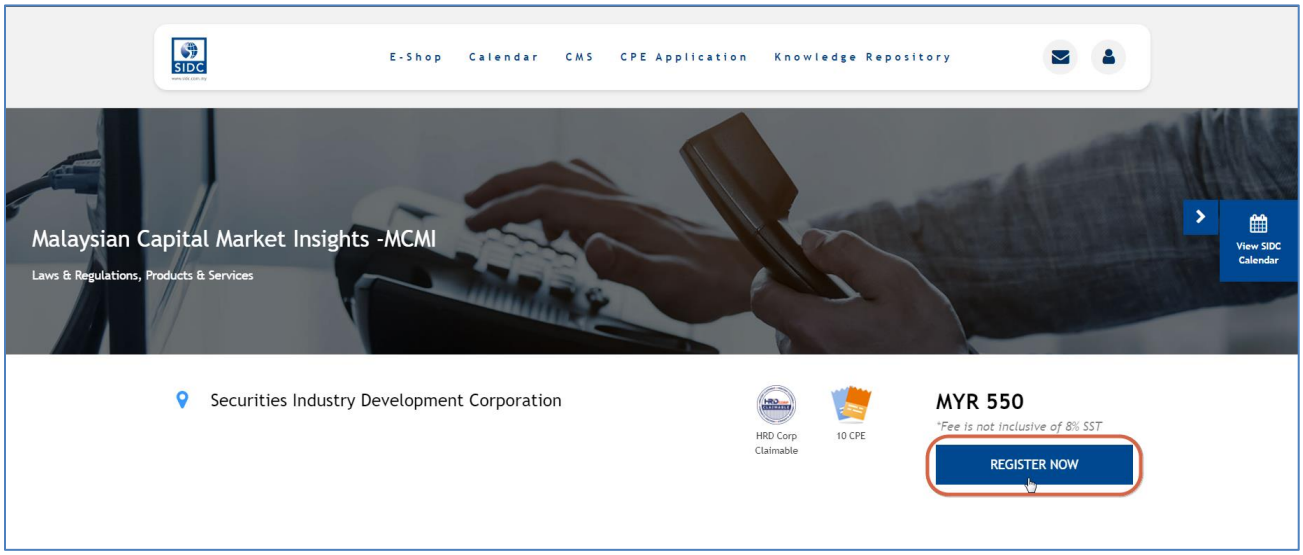


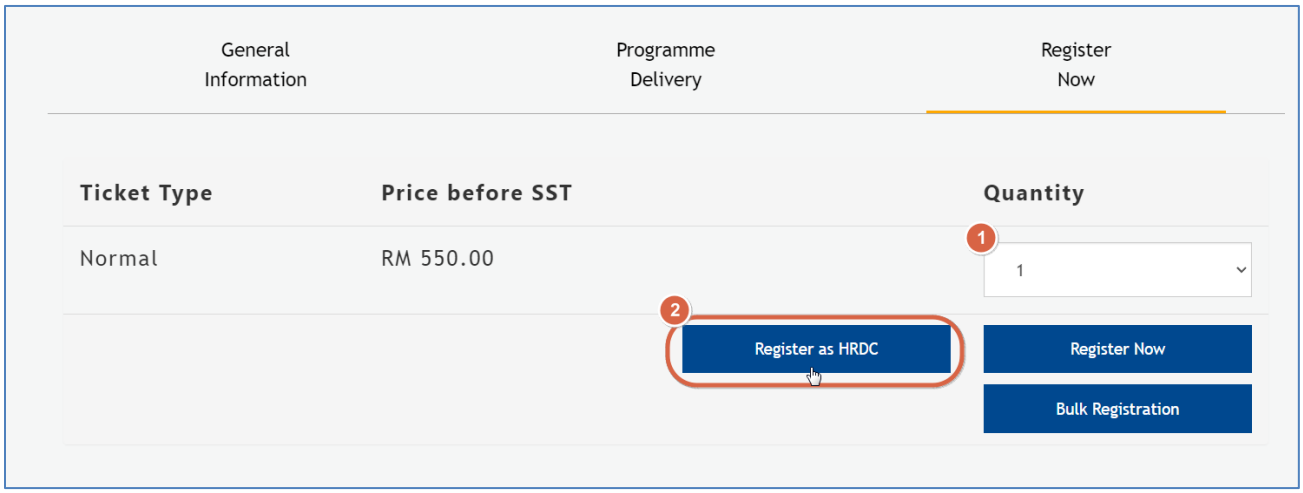


Step 3: Login to the system by entering your login email and password. Click **Log In** once you are done



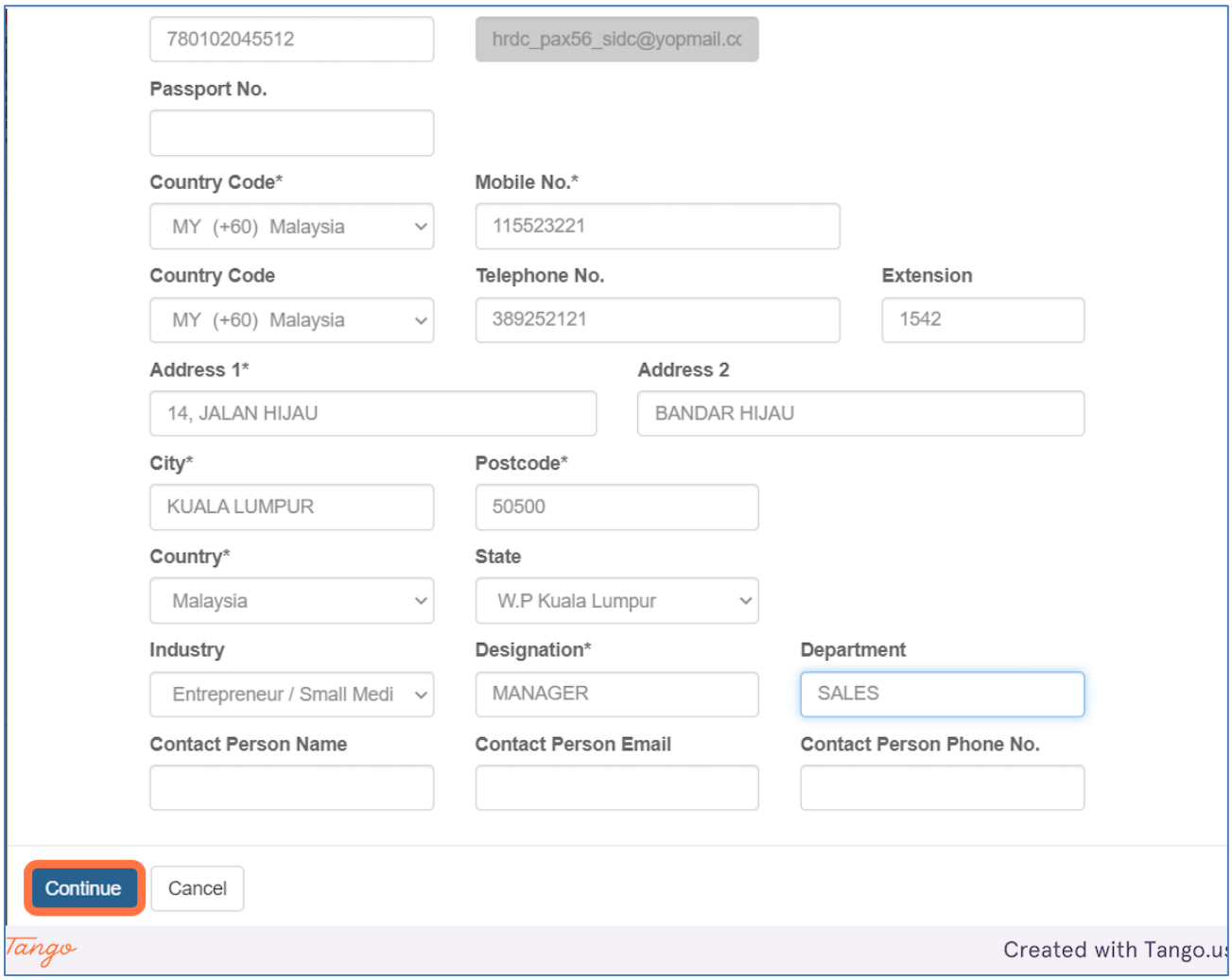
Step 4: On this page, click on **Register Now → Register as HRDC**





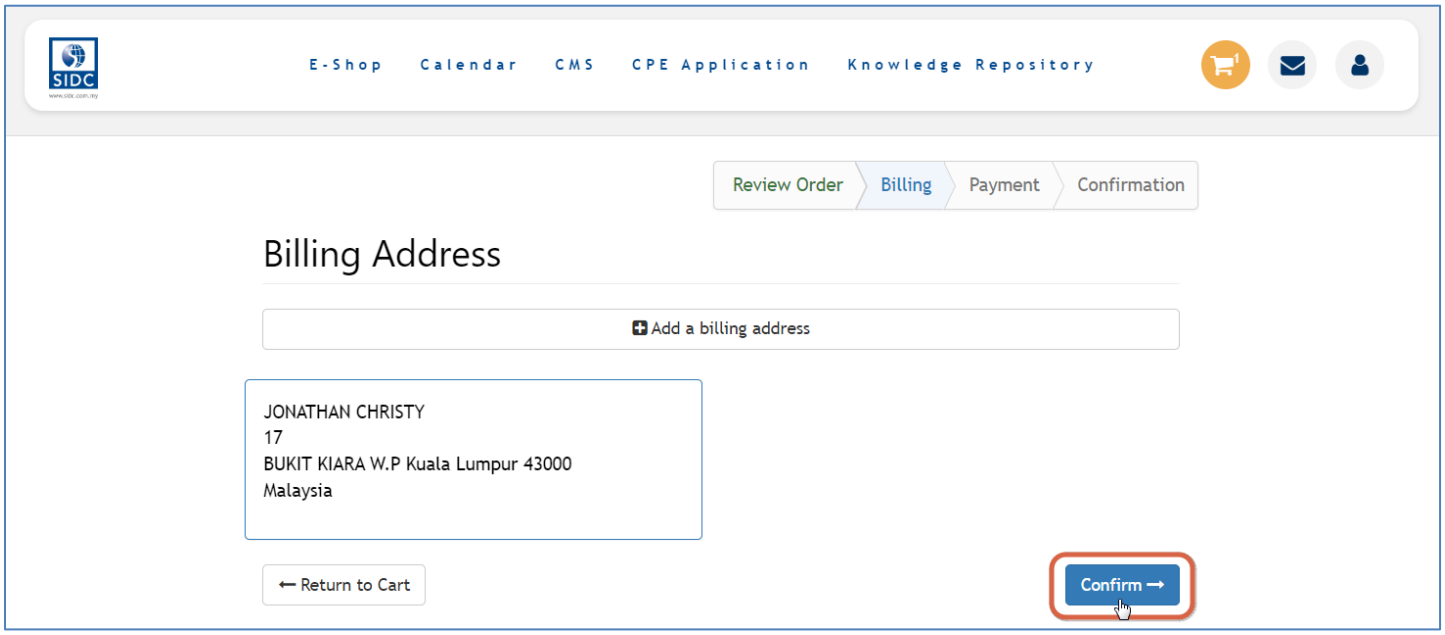
Step 5: The registration form for the programme opens. Complete the form and click on **Continue**

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.*

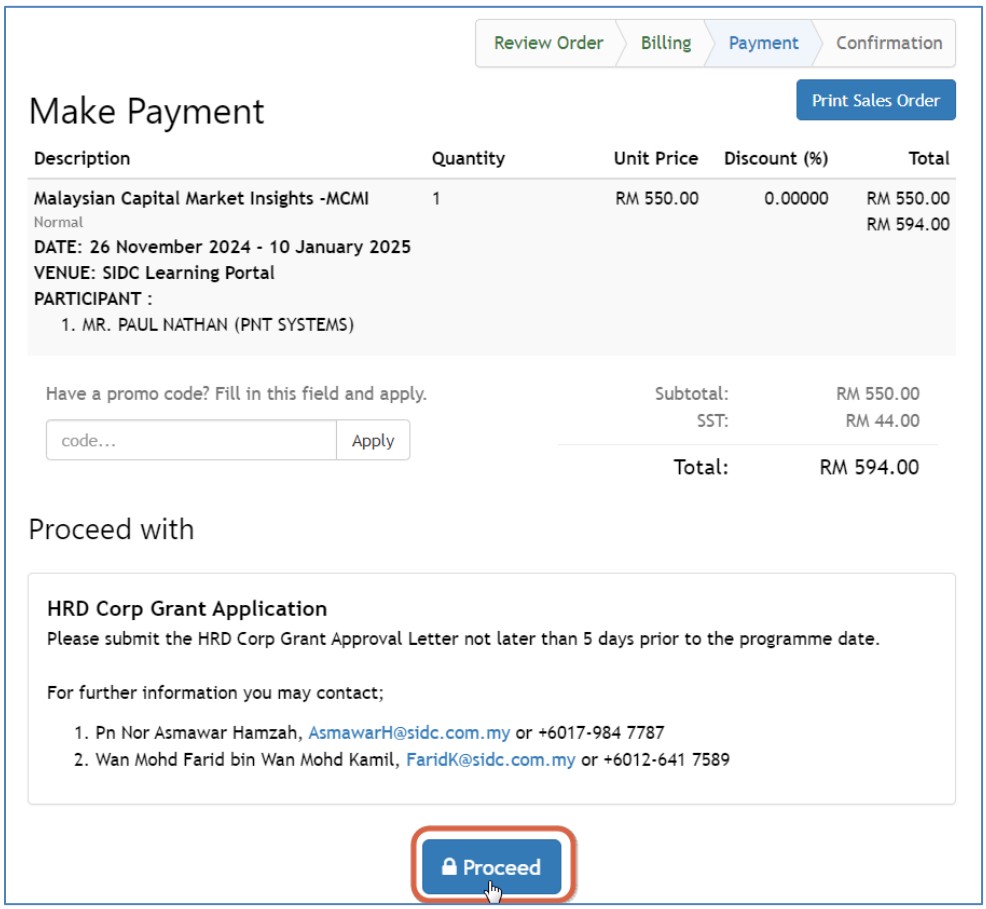


Step 6: Direct to **Billing Address**. Click on **Confirm** to confirm the address

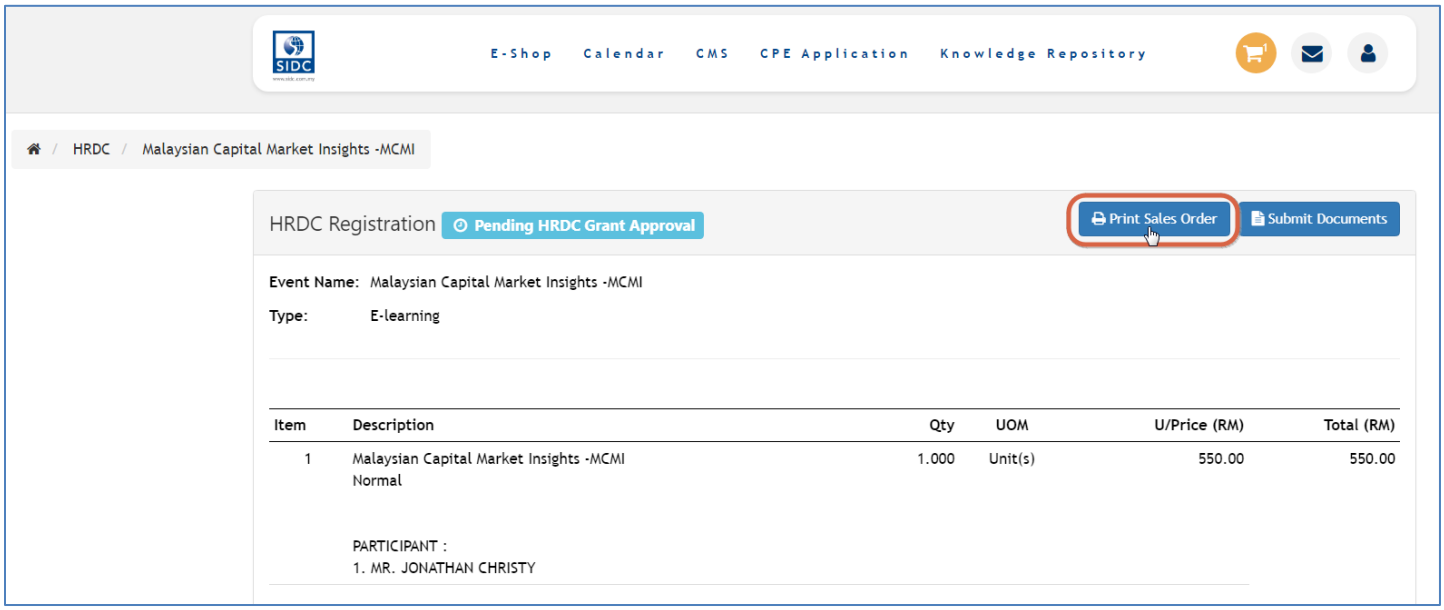
Tip: *If you want to bill to another address, you can create another billing address by clicking Add a billing address*



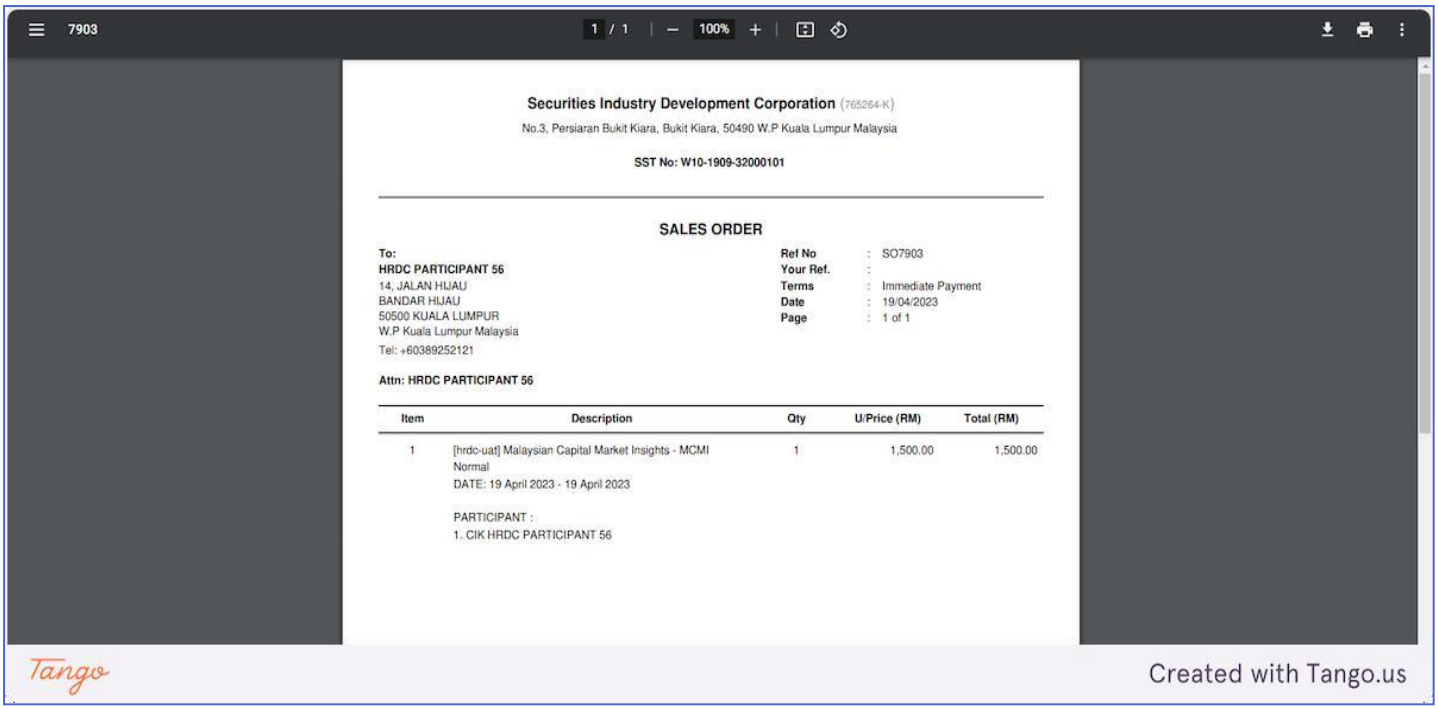
Step 7: On the **Make Payment** page, scroll to the bottom and click on **Proceed**



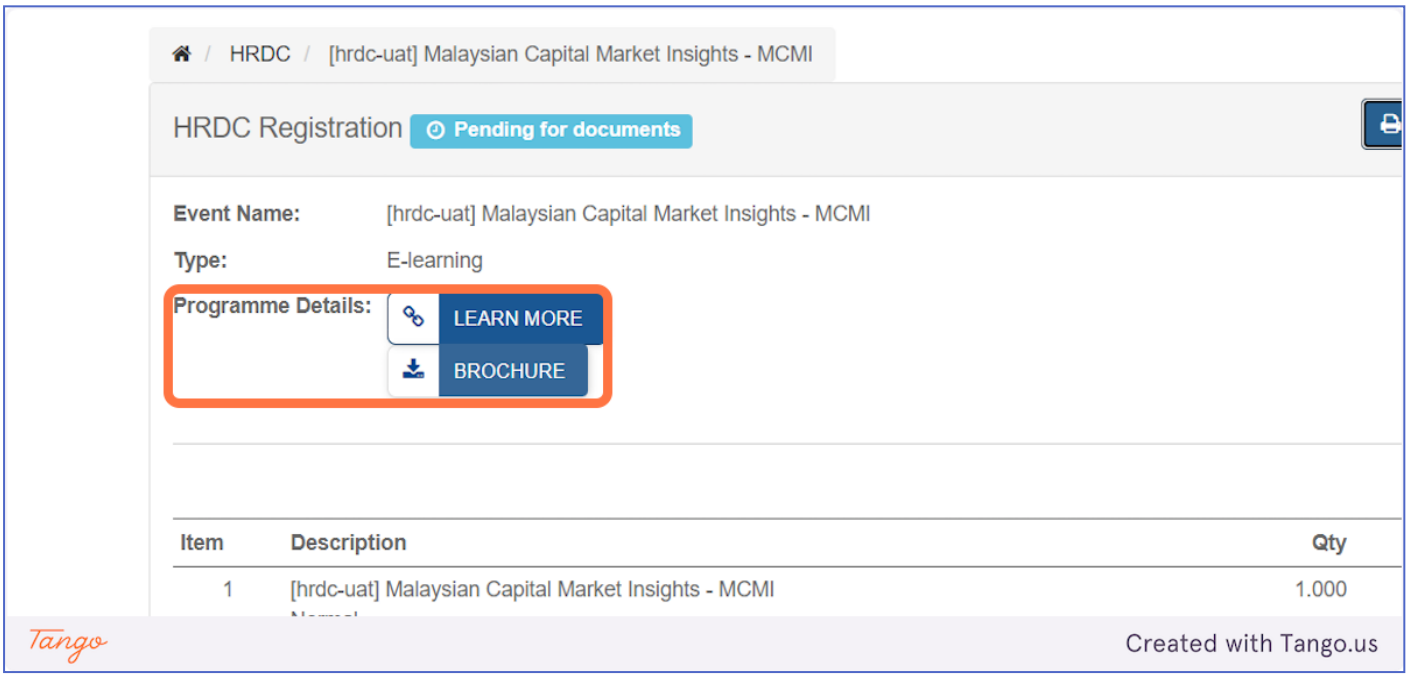
Step 8: You will go to the HRDC registration page. Click on **Print Sales Order** to download it



Step 9: Sales Order downloaded in PDF format



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



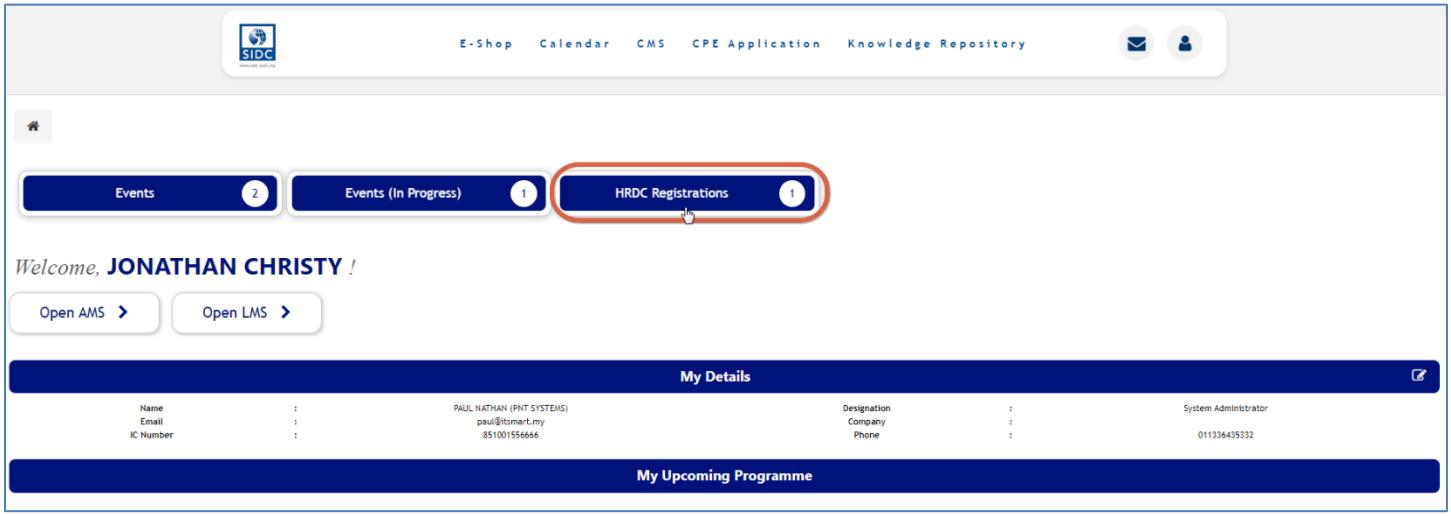
You can provide the programme information and sales order to HRDC to facilitate the approval process. Once HRDC have approved your application, you can proceed to the next section below to submit the HRDC supporting documents and select the fund type.

5. SUBMIT HRDC SUPPORTING DOCUMENTS & SELECT FUND TYPE

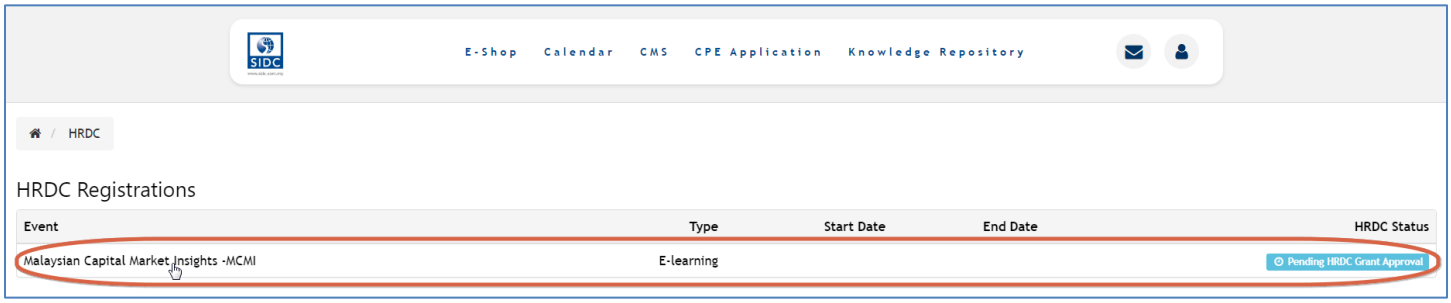
After your application is approved by HRDC, you can continue the registration process to submit the supporting documents from HRDC and select for full fee or partial fee funding based on the approval from HRDC. Follow the steps below for this process:

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

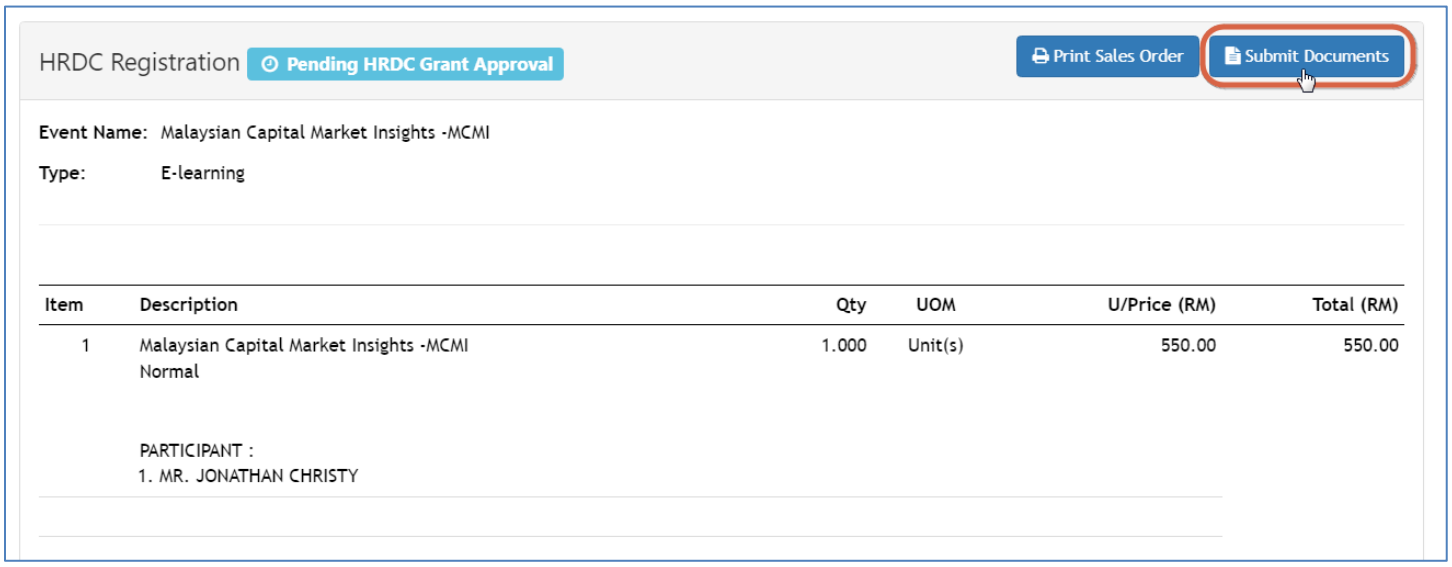
Step 2: Click on **HRDC Registrations**



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

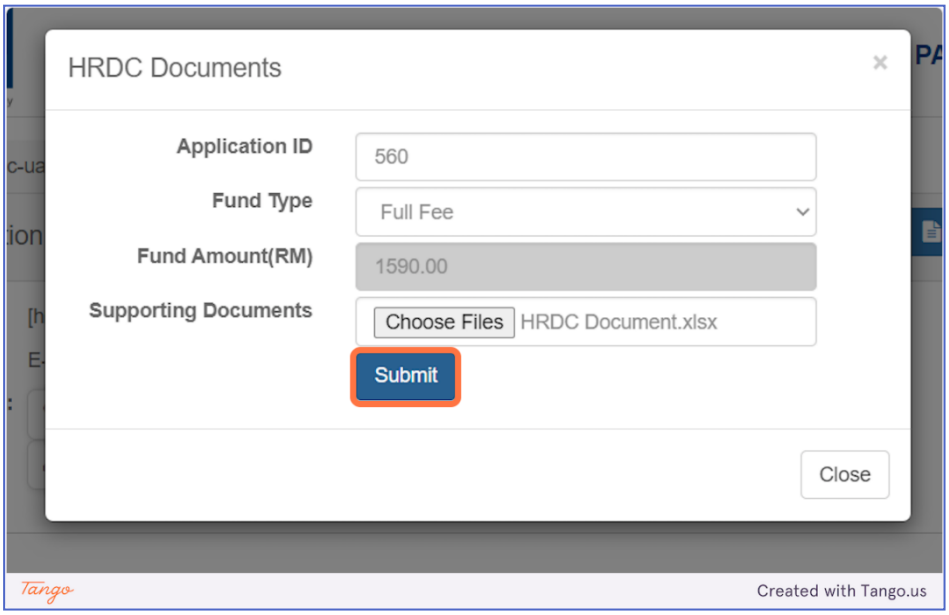


Step 4: On the **HRDC Registration** details page, click on **Submit Documents**



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.

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

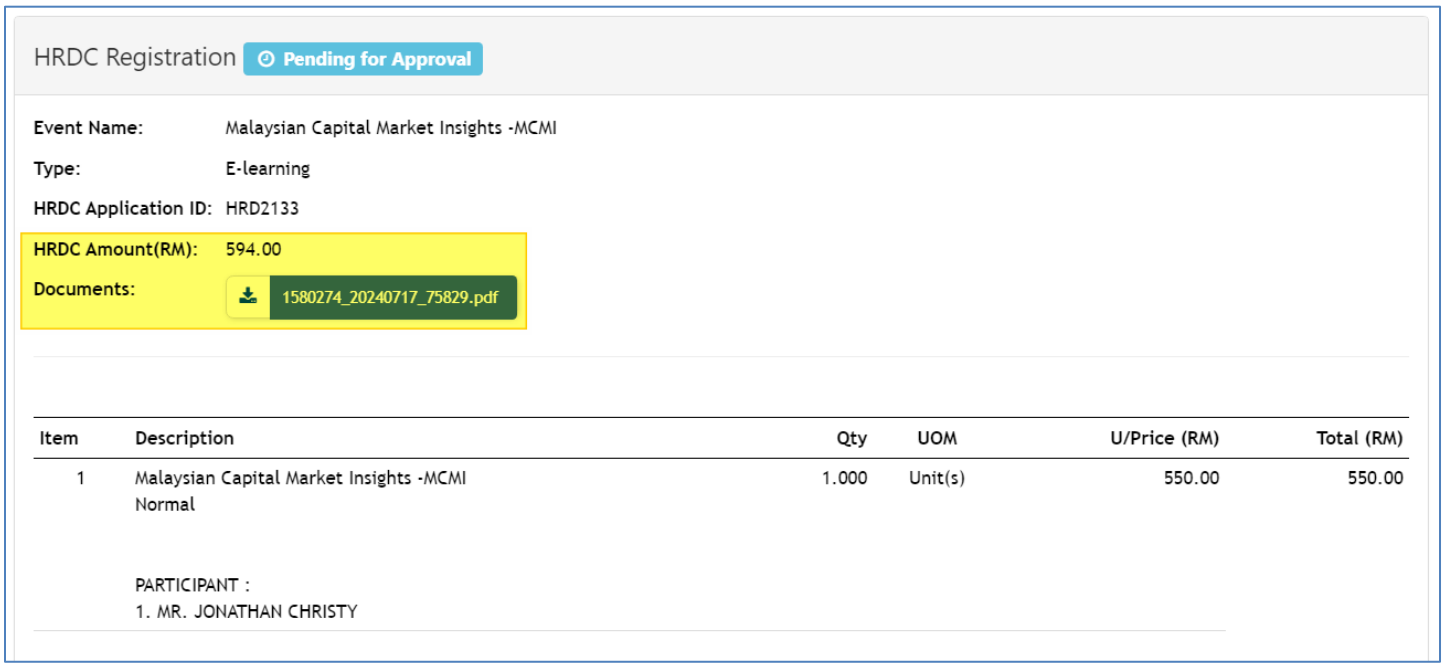


***Supporting Documents Guidelines**

1. Contact Persons / applicants will receive an email from HRDC regarding the HRDC application status.
2. Contact Persons / applicants are required to upload the approved HRDC email (printed in PDF format) during submitting the HRDC documentation (refer **step 5**).

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



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 and 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.*

Your HRDC Application has been approved.

Deliverability Reply Forward Print Delete

CLARK <sysai.work@gmail.com>

Wednesday, April 19, 2023 12:26:02 PM

Dear CIK HRDC PARTICIPANT 56,

Your HRDC Application has been approved.

Event Details:
Name: [hrdc-uat] Malaysian Capital Market Insights - MCMI
Type: E-learning

HRDC Details:
Application ID: False

Participant Details:

Name	NRIC / Passport No.	Email
CIK HRDC PARTICIPANT 56	780102045512	hrdc_pax56_sidc@yopmail.com

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

Regards,

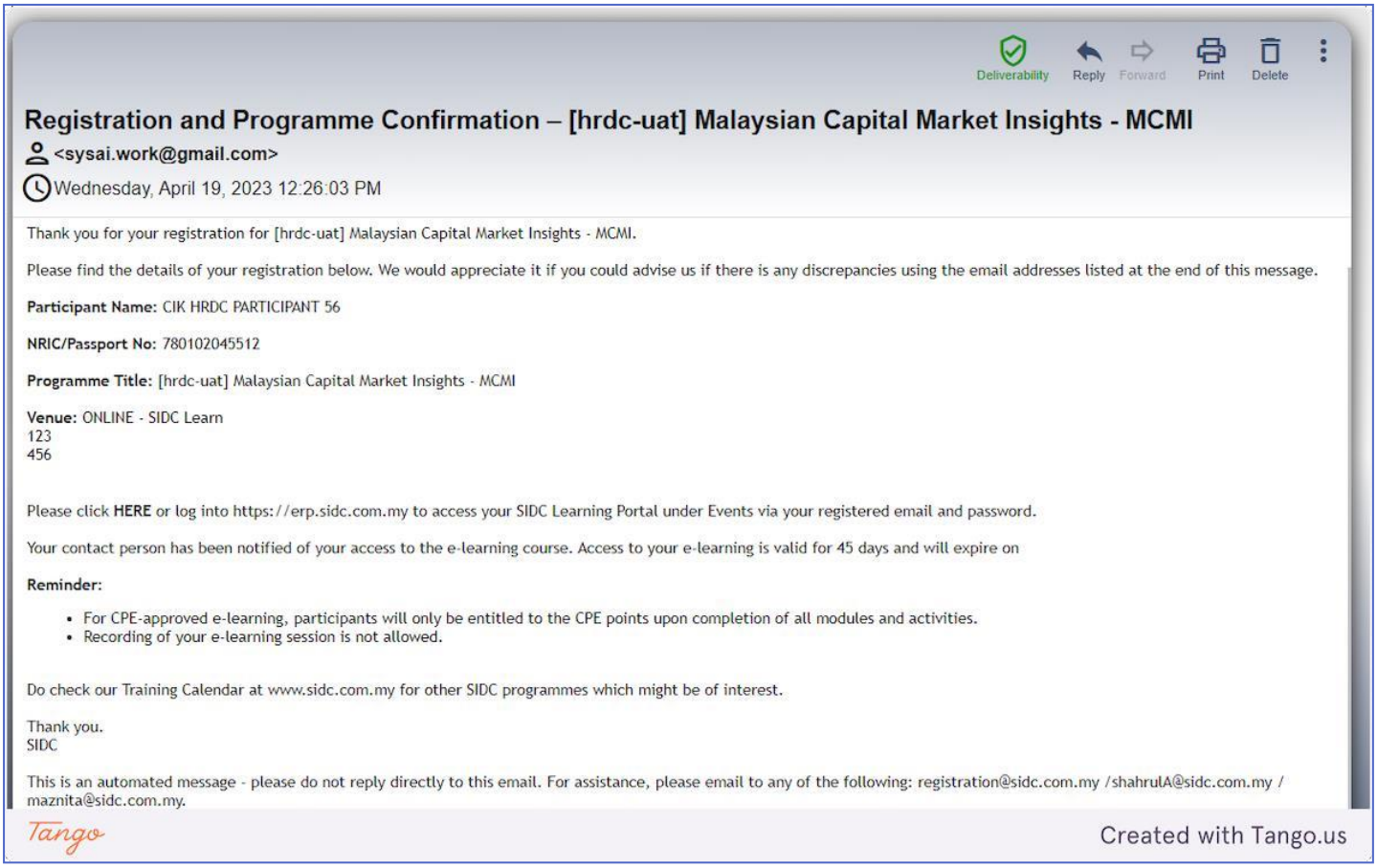
Tango Created with Tango.us

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 receivethe registration confirmation notification. The screenshot below shows an example of a registration confirmation notification.



Deliverability Reply Forward Print Delete

Registration and Programme Confirmation – [hrdc-uat] Malaysian Capital Market Insights - MCMI

<sysai.work@gmail.com>

Wednesday, April 19, 2023 12:26:03 PM

Thank you for your registration for [hrdc-uat] Malaysian Capital Market Insights - MCMI.

Please find the details of your registration below. We would appreciate it if you could advise us if there is any discrepancies using the email addresses listed at the end of this message.

Participant Name: CIK HRDC PARTICIPANT 56

NRIC/Passport No: 780102045512

Programme Title: [hrdc-uat] Malaysian Capital Market Insights - MCMI

Venue: ONLINE - SIDC Learn
123
456

Please click **HERE** or log into https://erp.sidc.com.my to access your SIDC Learning Portal under Events via your registered email and password.

Your contact person has been notified of your access to the e-learning course. Access to your e-learning is valid for 45 days and will expire on

Reminder:

- For CPE-approved e-learning, participants will only be entitled to the CPE points upon completion of all modules and activities.
- Recording of your e-learning session is not allowed.

Do check our Training Calendar at www.sidc.com.my for other SIDC programmes which might be of interest.

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: registration@sidc.com.my /shahrulA@sidc.com.my / maznita@sidc.com.my.

Tango Created with Tango.us

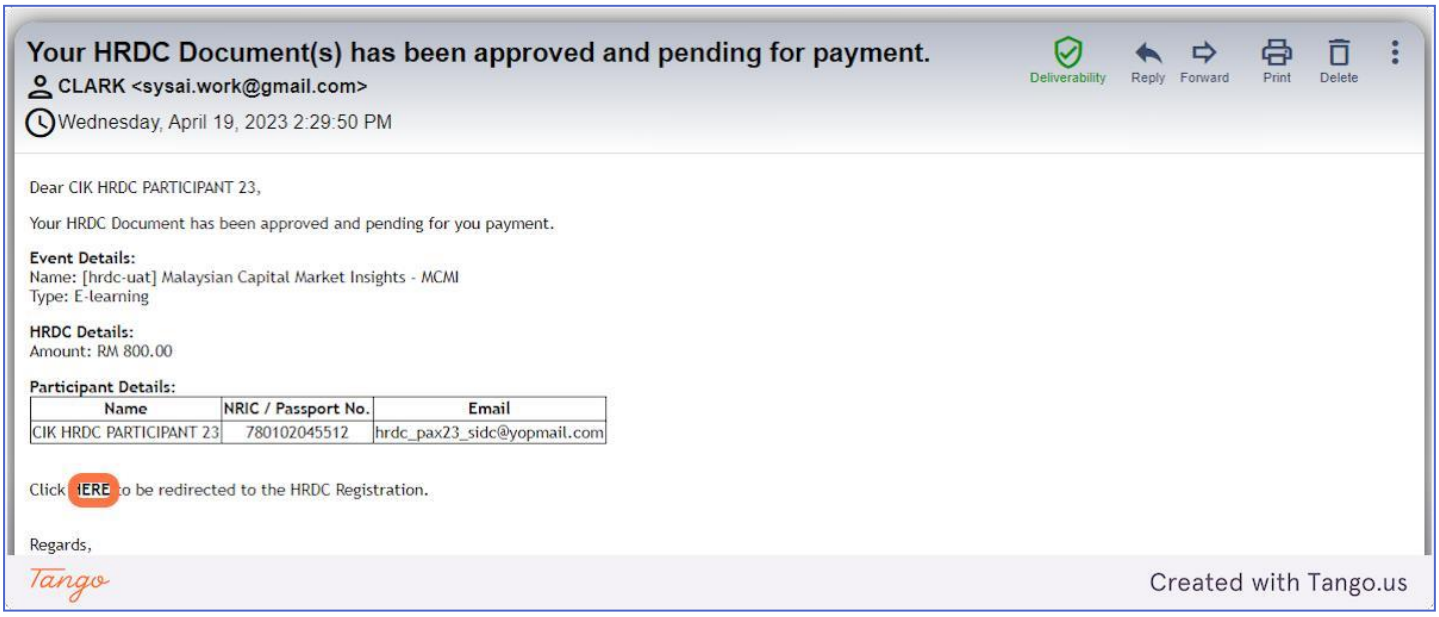
7.2. Partial Fee Funding

7.2.1. Complete Balance Payment via eGHL

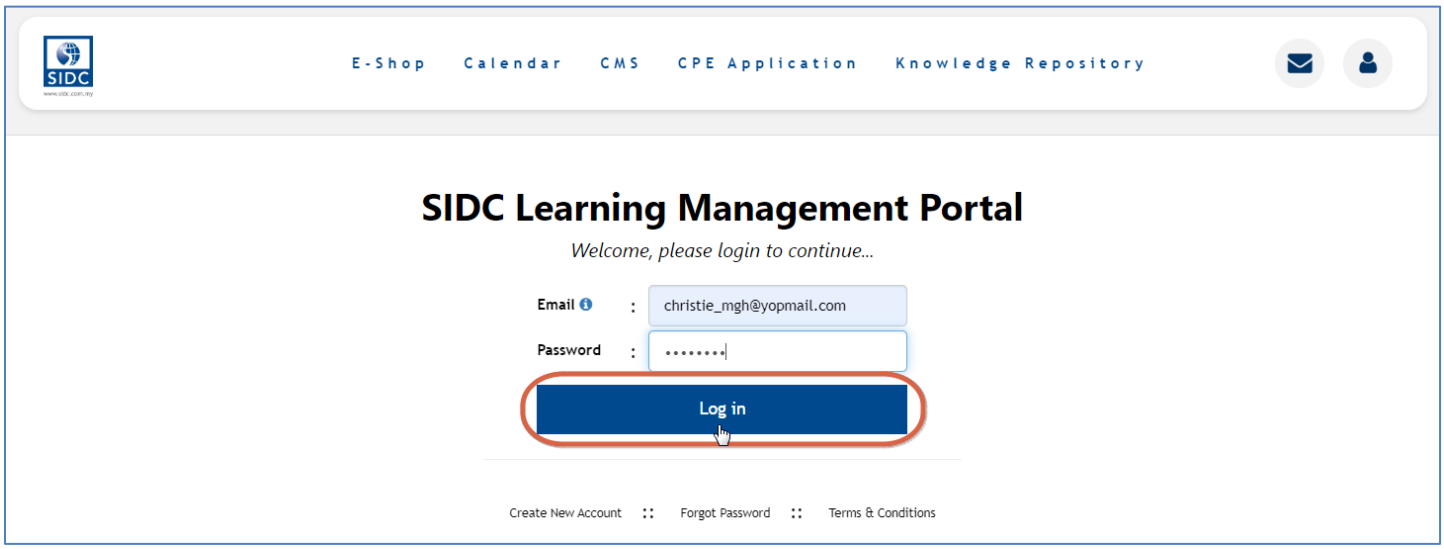
Follow the steps below to pay your balance fee for partial funding

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.

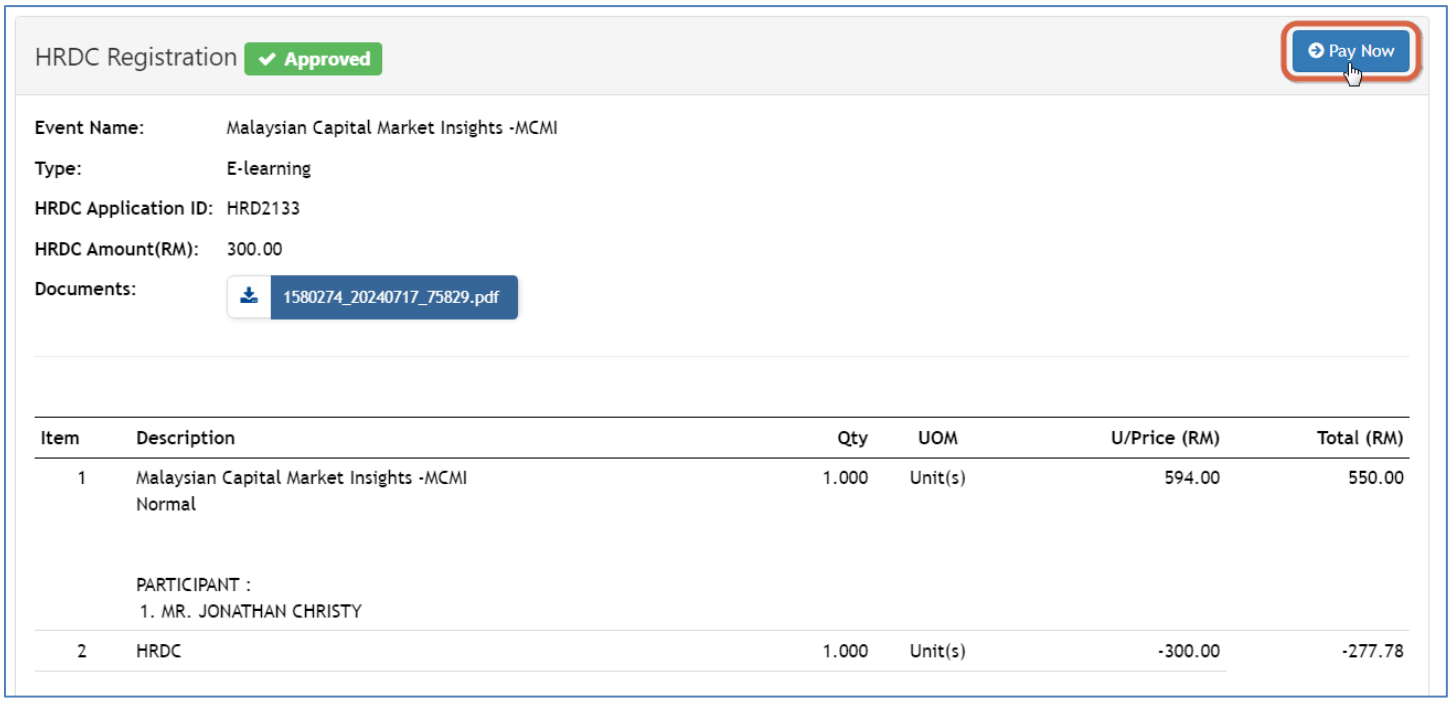
Tip: *If you can't find the email in your inbox, check your* ***Spam*** *or* ***Junk*** *folder*



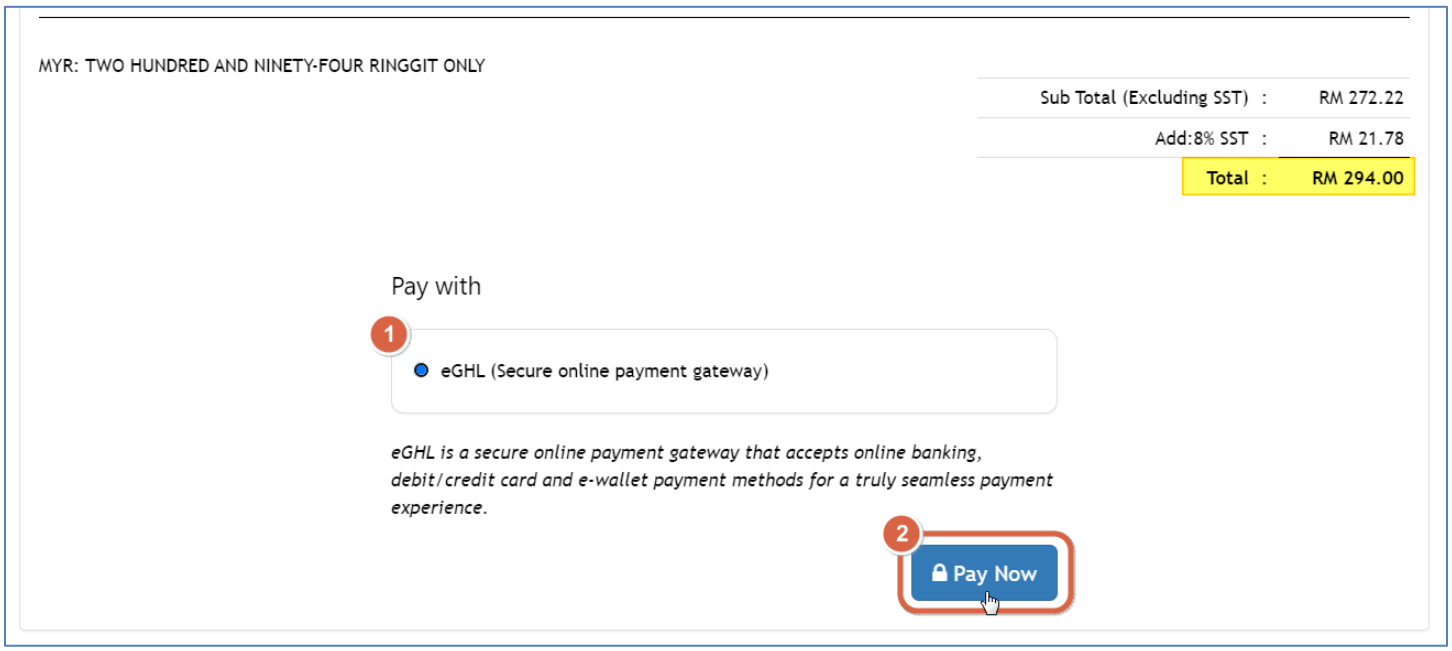
Step 2: The link will direct you to the ERP login page. Login using your registered email and password.



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



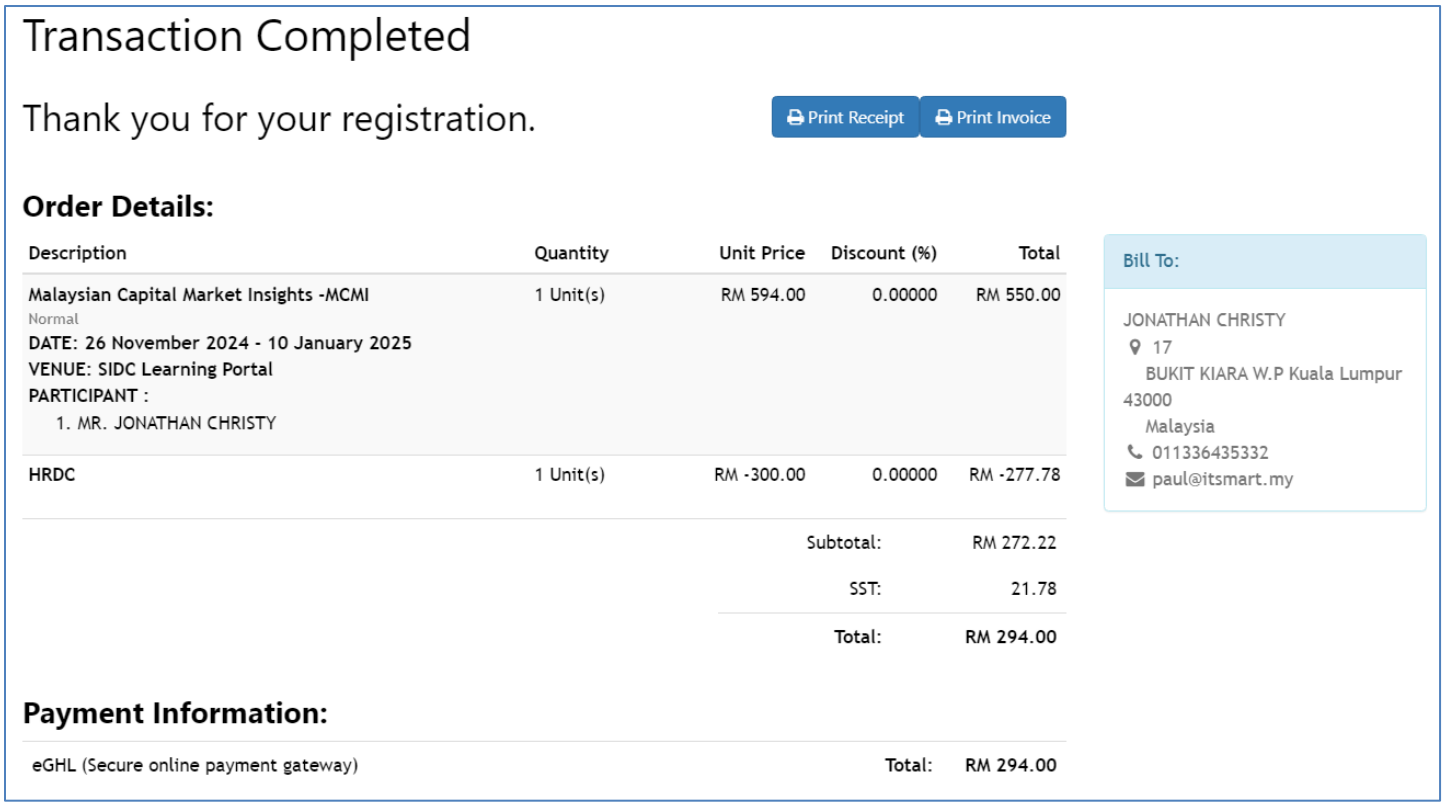
Step 4: Take note of the Total amount to be paid. Next, select "eGHL (Secure online payment gateway)" and click **Pay Now**



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



Transaction Completed

Thank you for your registration.

Print Receipt | Print Invoice

Order Details:

Description	Quantity	Unit Price	Discount (%)	Total
Malaysian Capital Market Insights -MCMI Normal DATE: 26 November 2024 - 10 January 2025 VENUE: SIDC Learning Portal PARTICIPANT : 1. MR. JONATHAN CHRISTY	1 Unit(s)	RM 594.00	0.00000	RM 550.00
HRDC	1 Unit(s)	RM -300.00	0.00000	RM -277.78
			Subtotal:	RM 272.22
			SST:	21.78
			Total:	RM 294.00

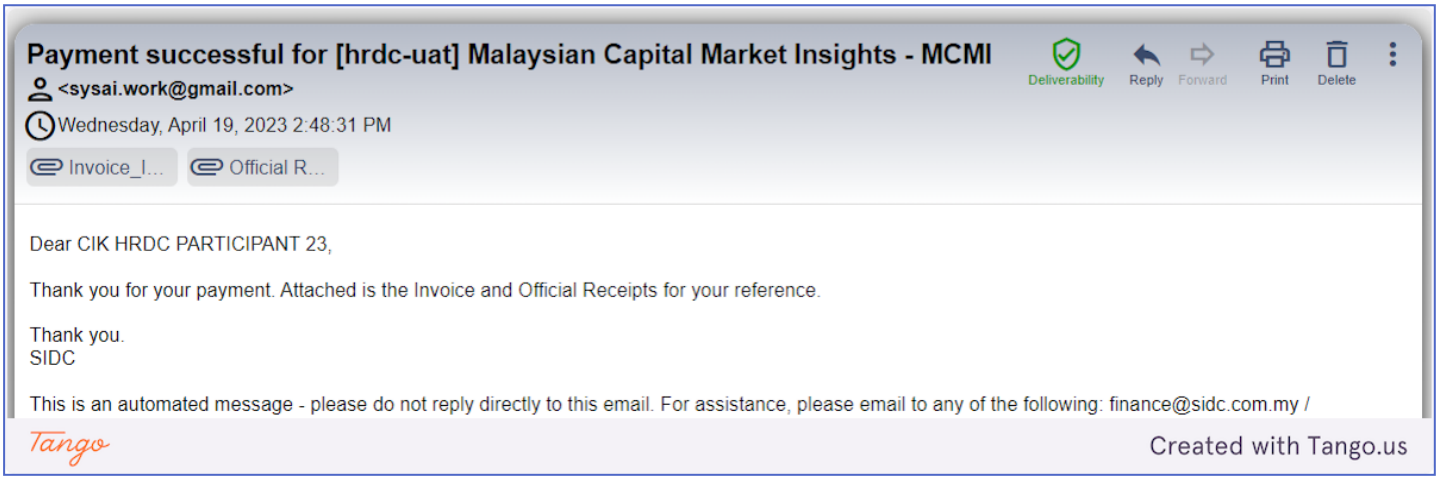
Bill To:

JONATHAN CHRISTY
17
BUKIT KIARA W.P Kuala Lumpur
43000
Malaysia
011336435332
paul@itsmart.my

Payment Information:

eGHL (Secure online payment gateway)	Total:	RM 294.00

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



Payment successful for [hrdc-uat] Malaysian Capital Market Insights - MCMI

<sysai.work@gmail.com>

Wednesday, April 19, 2023 2:48:31 PM

Deliverability | Reply | Forward | Print | Delete

Invoice_I... Official R...

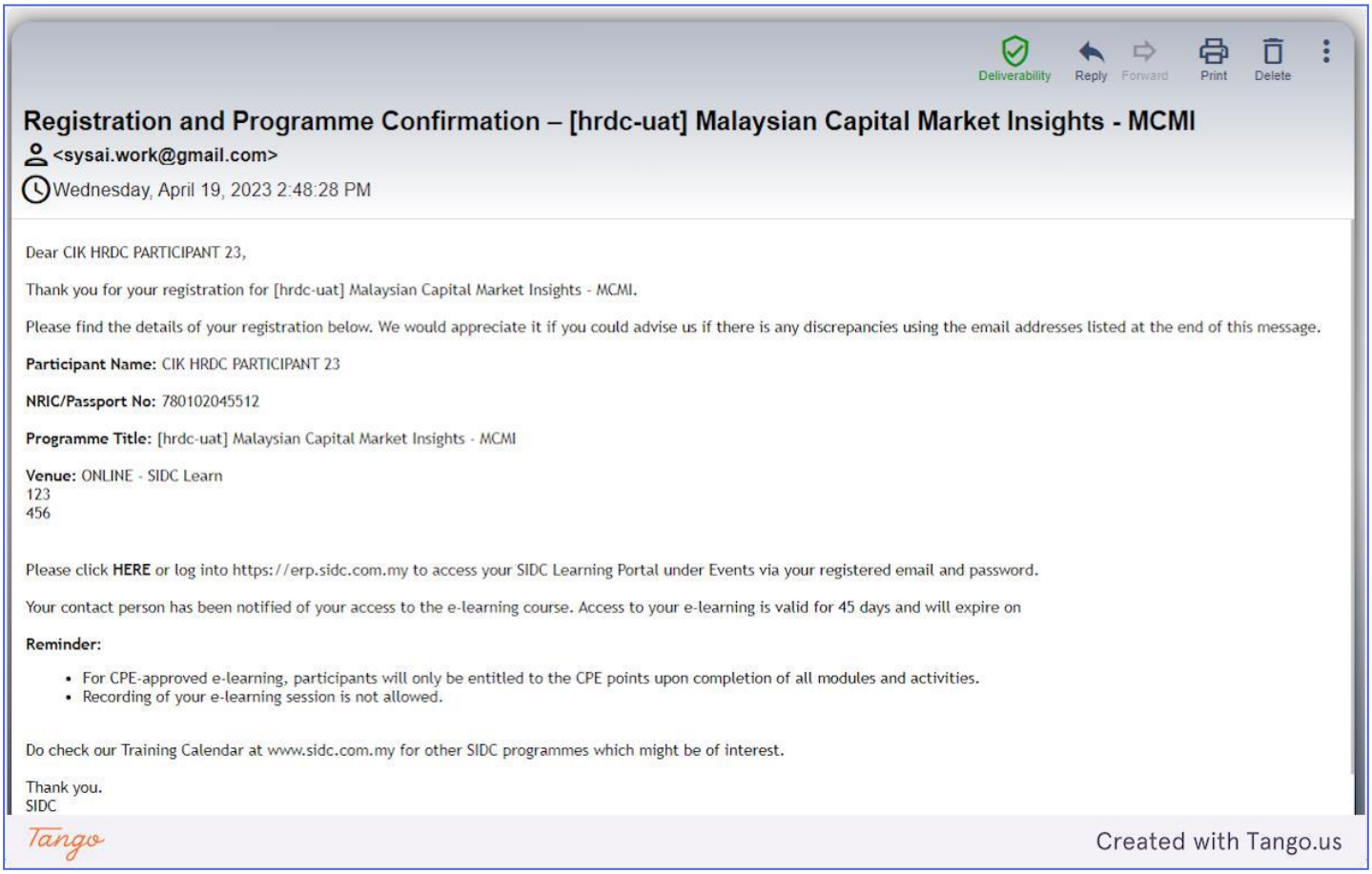
Dear CIK HRDC PARTICIPANT 23,

Thank you for your payment. Attached is the Invoice and Official Receipts for your reference.

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: finance@sidc.com.my /

Tango Created with Tango.us



Deliverability Reply Forward Print Delete

Registration and Programme Confirmation – [hrdc-uat] Malaysian Capital Market Insights - MCMI

<sysai.work@gmail.com>

Wednesday, April 19, 2023 2:48:28 PM

Dear CIK HRDC PARTICIPANT 23,

Thank you for your registration for [hrdc-uat] Malaysian Capital Market Insights - MCMI.

Please find the details of your registration below. We would appreciate it if you could advise us if there is any discrepancies using the email addresses listed at the end of this message.

Participant Name: CIK HRDC PARTICIPANT 23

NRIC/Passport No: 780102045512

Programme Title: [hrdc-uat] Malaysian Capital Market Insights - MCMI

Venue: ONLINE - SIDC Learn
123
456

Please click **HERE** or log into https://erp.sidc.com.my to access your SIDC Learning Portal under Events via your registered email and password.

Your contact person has been notified of your access to the e-learning course. Access to your e-learning is valid for 45 days and will expire on

Reminder:

- For CPE-approved e-learning, participants will only be entitled to the CPE points upon completion of all modules and activities.
- Recording of your e-learning session is not allowed.

Do check our Training Calendar at www.sidc.com.my for other SIDC programmes which might be of interest.

Thank you.
SIDC

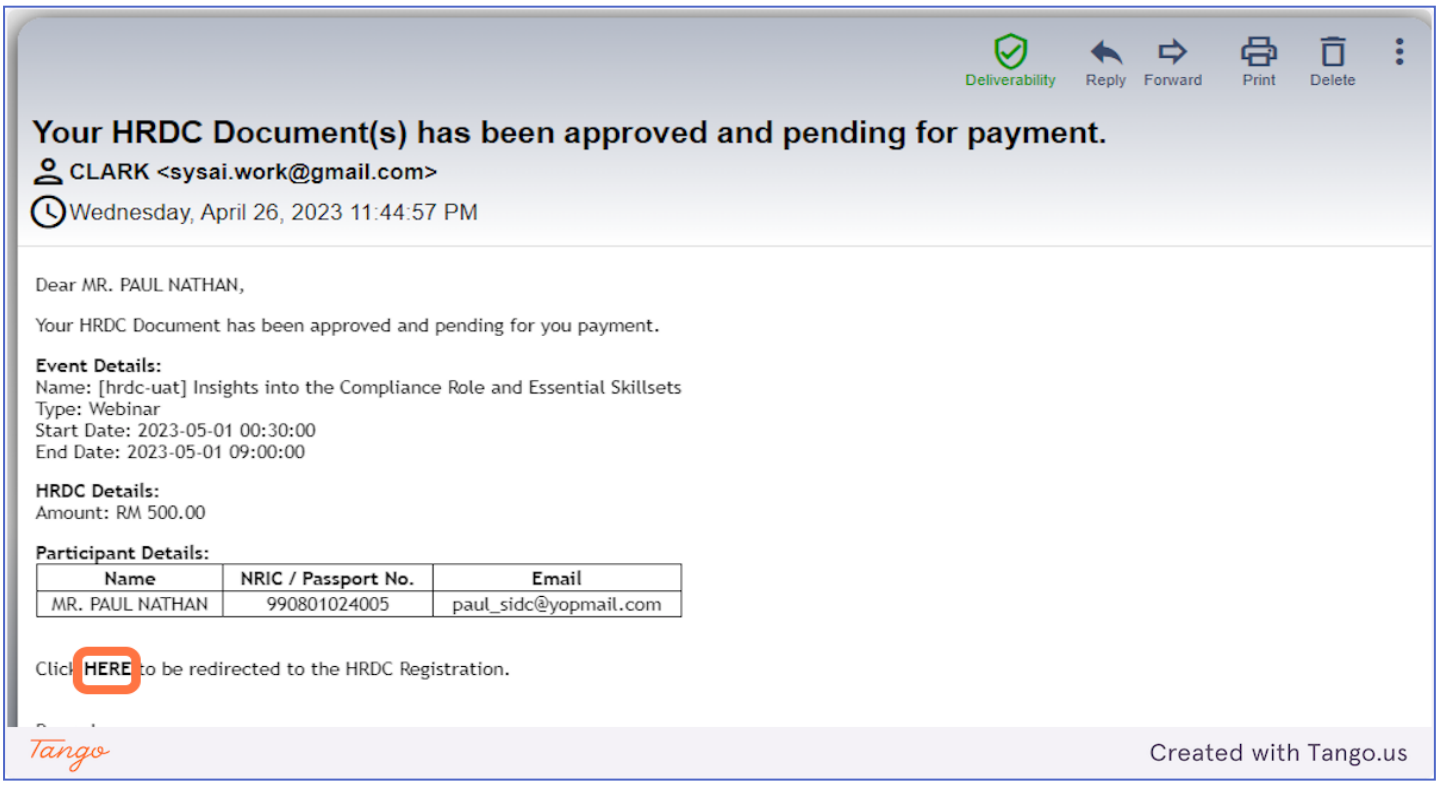
Tango Created with Tango.us

7.2.2. Download Invoice

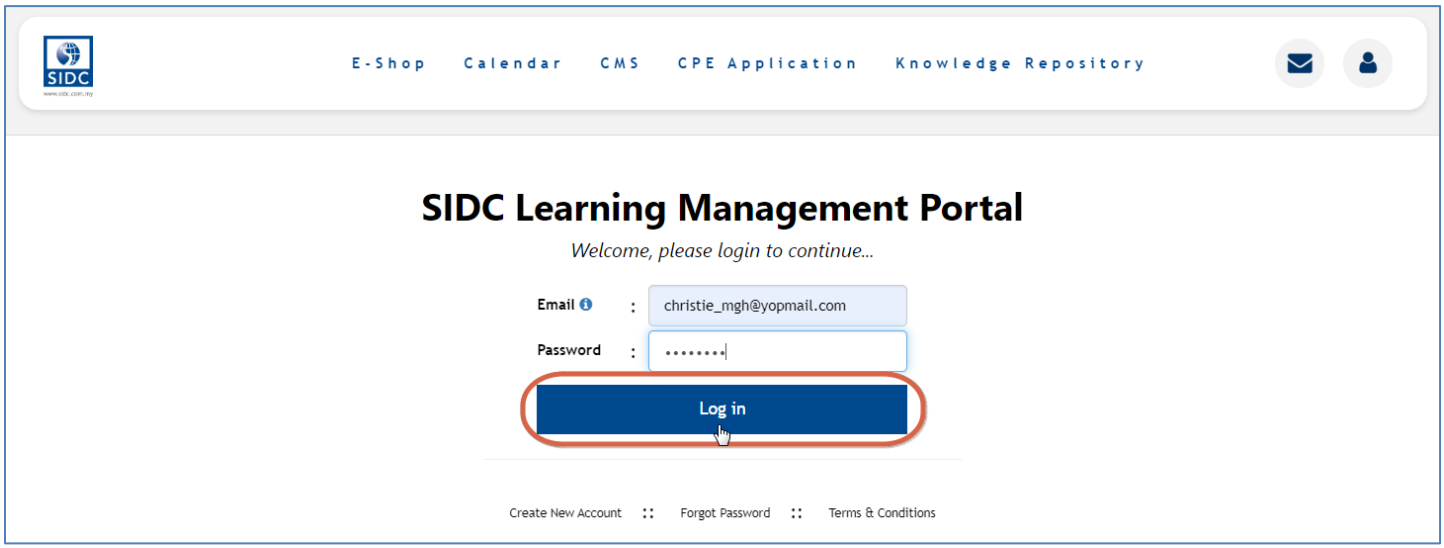
There are certain programmes offered by SIDC where you can download invoice and pay later, if you are under the pre-approved list of preferred clients for SIDC. Follow the steps below to download invoice for your partial fee payment.

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

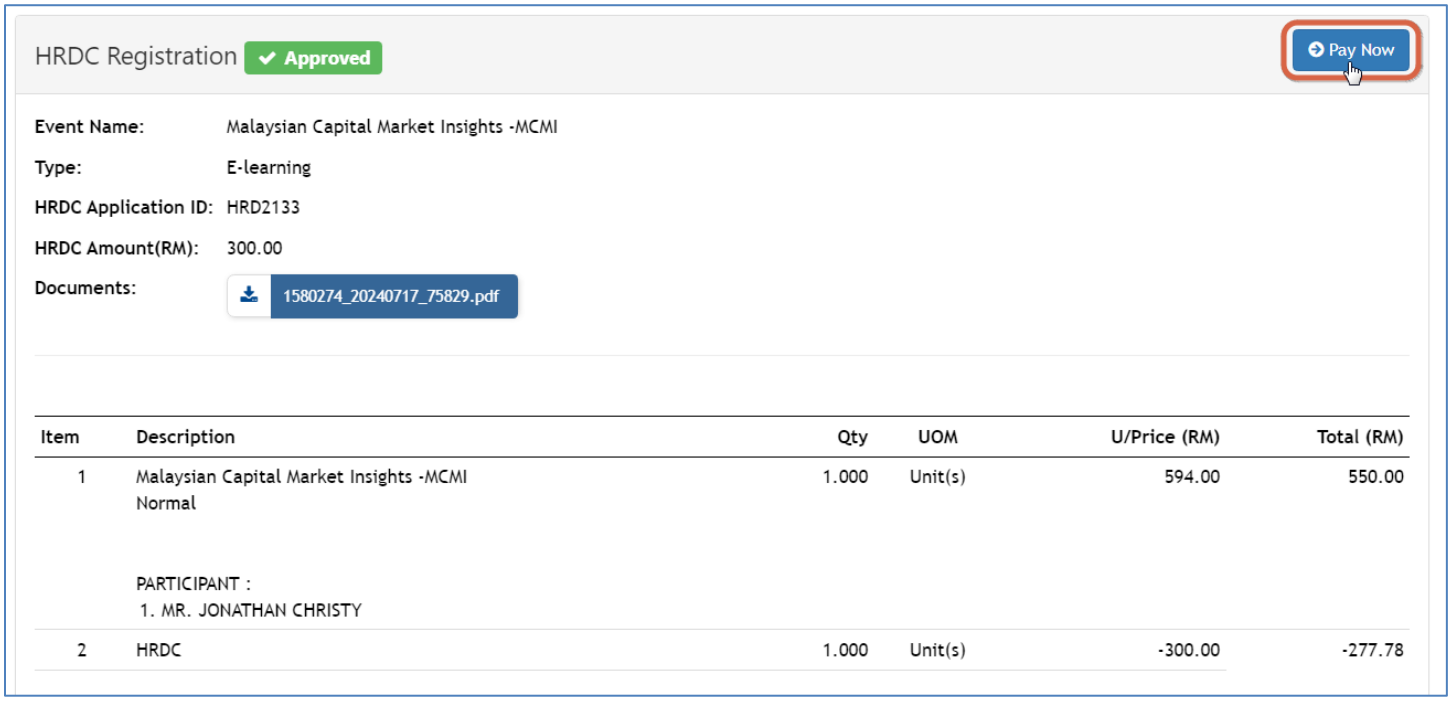
***Tip:** If you can't find the email in your inbox, check your **Spam** or **Junk** folder*



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

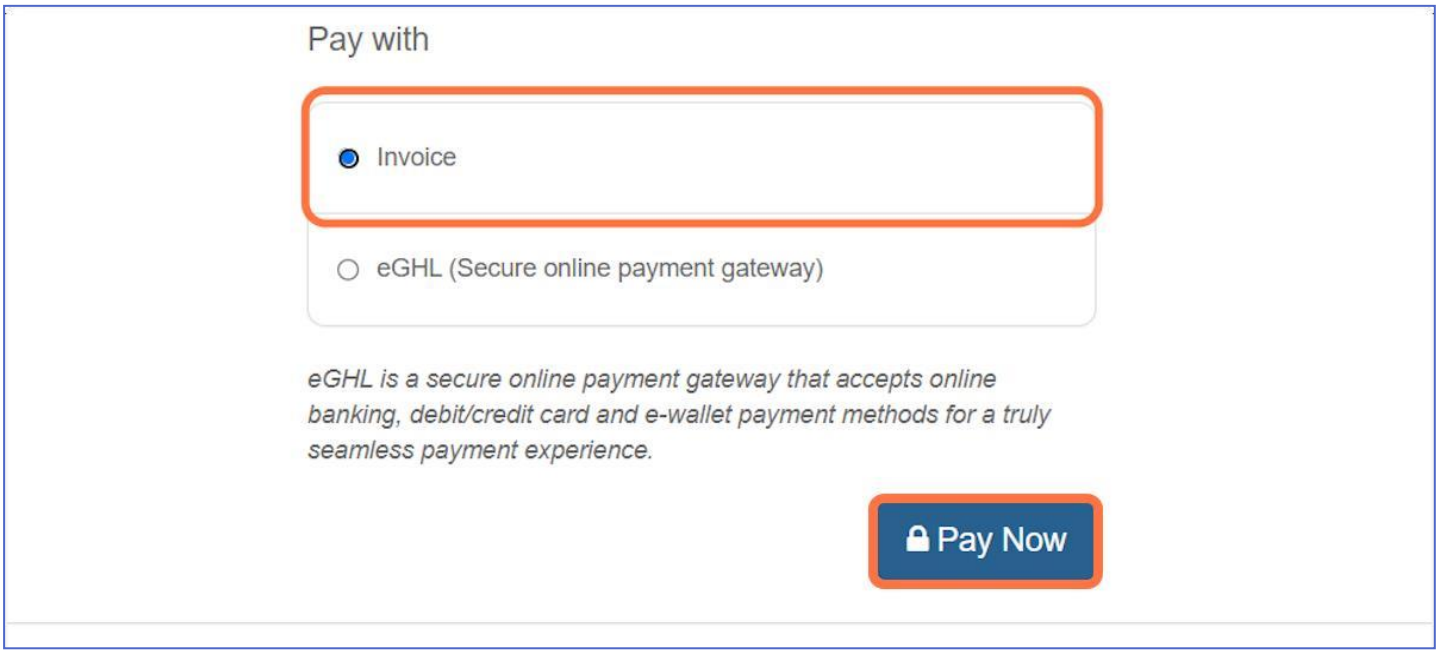


Step 3: The HRDC registration page will open. Click on **Pay Now** to proceed.

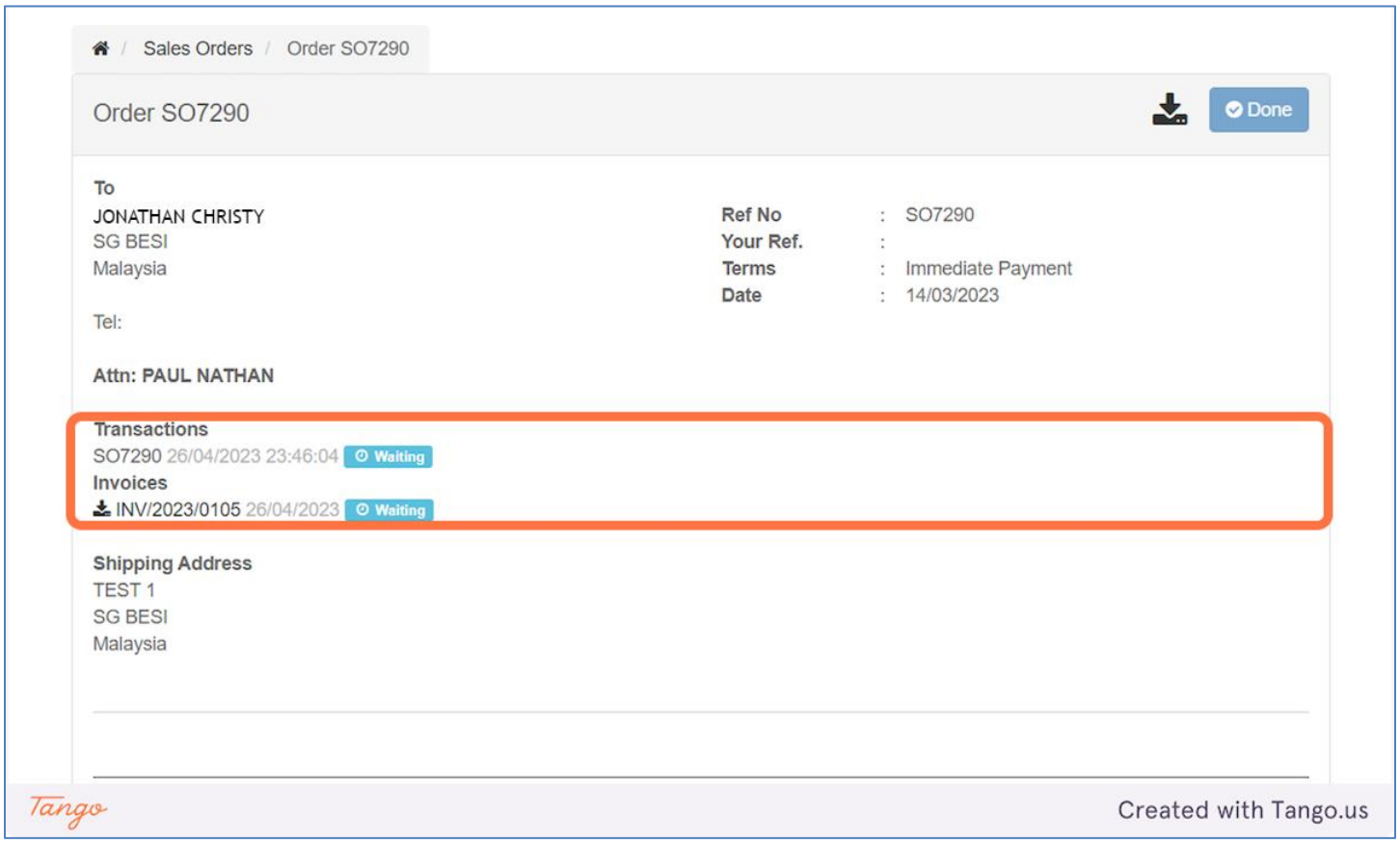


Step 4: Select the **Invoice** option and click **Pay Now**

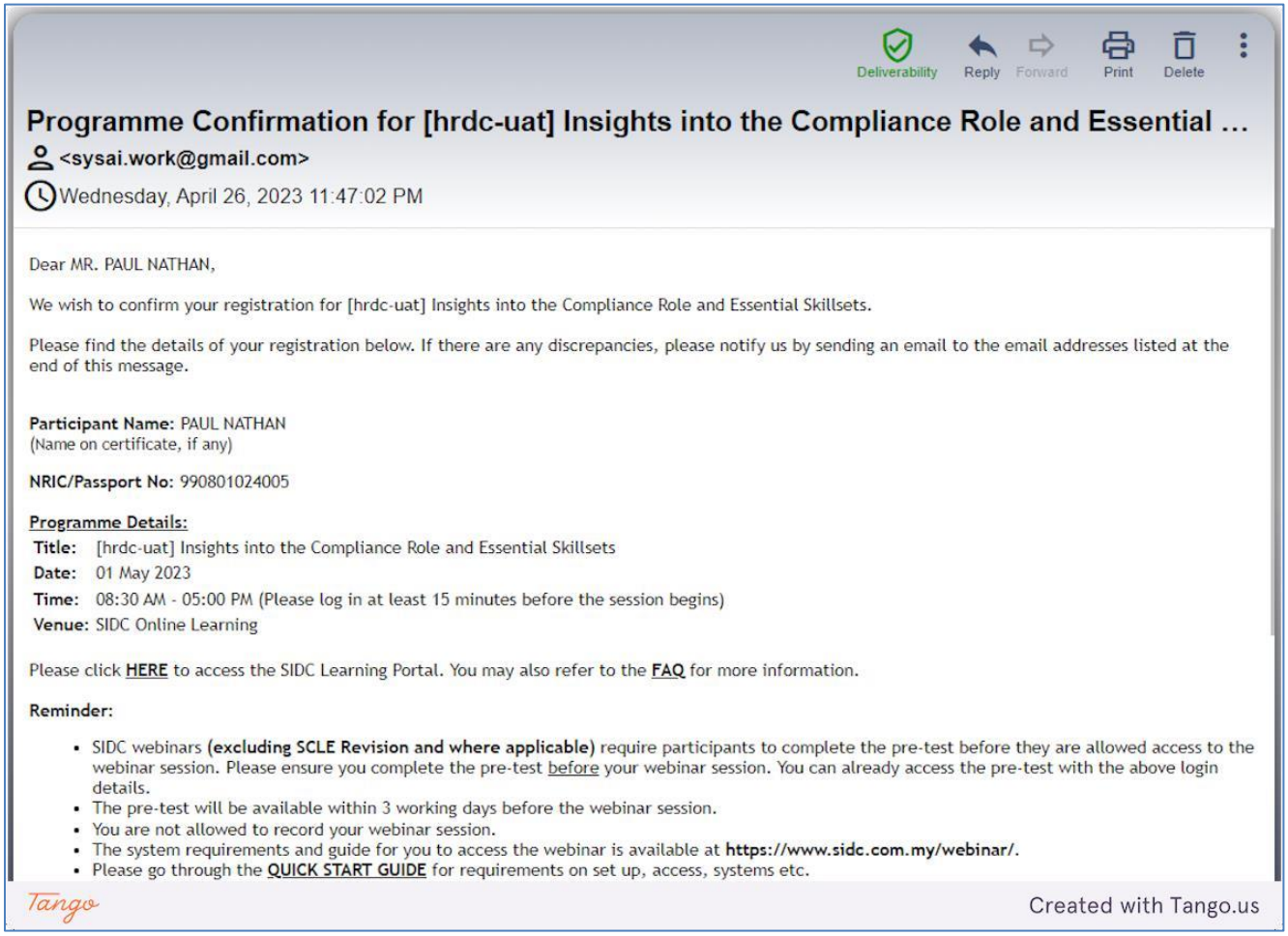
Note: You can only see the Invoice option if you are pre-approved by SIDC



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



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:

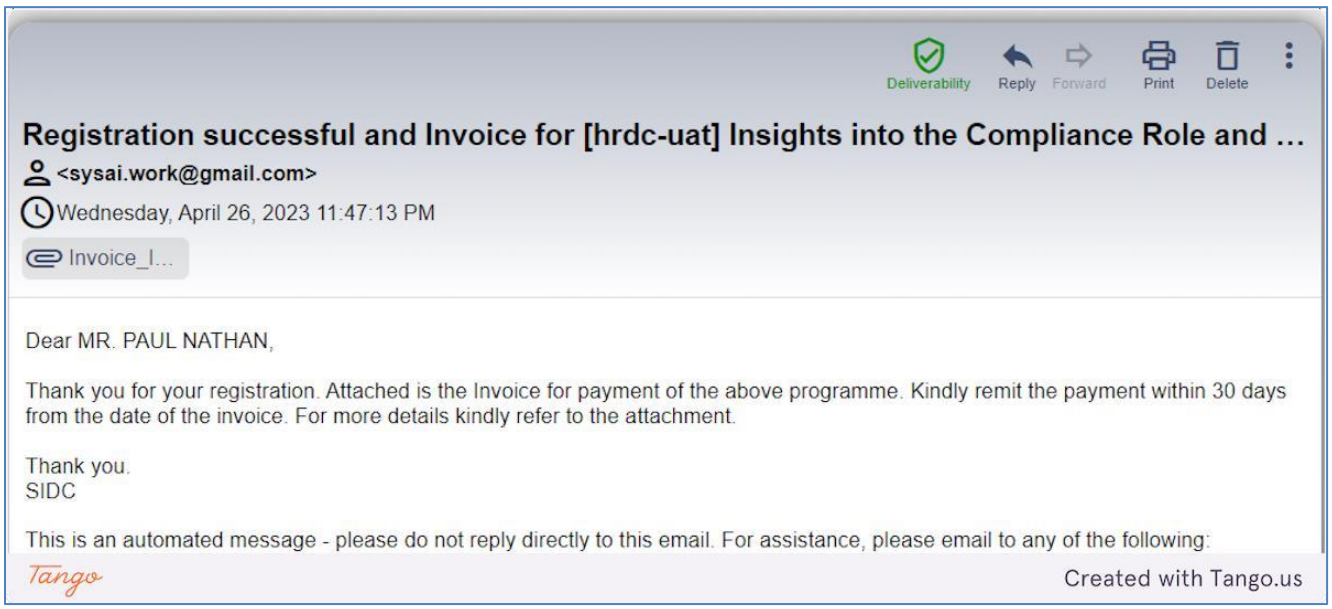
Title: [hrdc-uat] Insights into the Compliance Role and Essential Skillsets
Date: 01 May 2023
Time: 08:30 AM - 05:00 PM (Please log in at least 15 minutes before the session begins)
Venue: SIDC Online Learning

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_I...

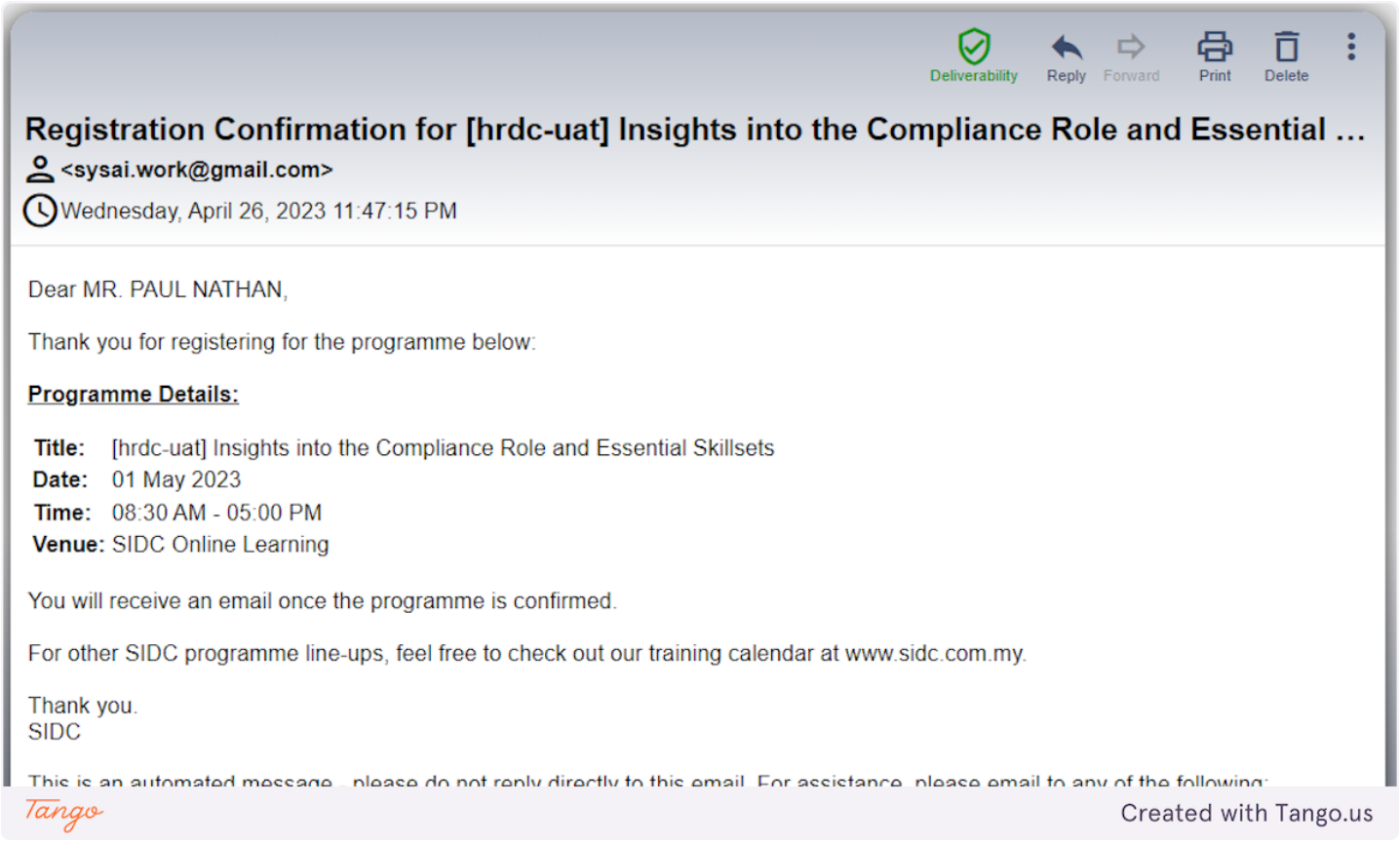
Dear MR. PAUL NATHAN,

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
Tango
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