

TRAINING GRANT SYSTEM

EMPLOYERS including REGISTERED TRAINING CENTRES contributing to the HRDC Training Levy are kindly requested to adhere to the contents of the Invoice and Receipt as required by HRDC for the purpose of claiming for partial refund of training cost and which is effective as from the start of the Financial Year 2019-2020 and applicable for all courses ending 1st July 2019 and onwards:

**Effective for all courses ending
1st July 2019 and onwards**

Invoice	<p>The invoice should specify the course title, course date and number or name of participants. It should include the Business Registration Number (BRN) and also be numbered, dated, signed and/or stamped unless it is specified as a computer generated invoice.</p> <p>To note that: (i) stamped is mandatory on a non-letterhead invoice (ii) scanned signature is not acceptable.</p>
Receipt	<p>The receipt should be dated, signed and/or stamped unless it is an E-Receipt.</p> <p>It should either (i) make reference to the relevant invoice and quote the invoice number or (ii) include the course title, course date and number of participants.</p> <p>The mode of payment (eg Cash/Cheque/Bank Transfer) should be specified on the receipt.</p> <p>To note that: (i) stamped is mandatory on a non-letterhead receipt (ii) scanned signature is not acceptable.</p>

All other conditions remain unchanged.

Date: 06 June 2019