



Notes to Employers & Registered Training Institutions

Training Grant Incentive Schemes

“Documents to be submitted along with G3 application and its contents”

The HRDC has designed a checklist of documents to be submitted along with the G3 application with a view to reduce the processing time and facilitate the refund of training cost to employers under the Training Grant System.

Registered Training Institutions (RTIs) are kindly requested to follow the guidelines when issuing documents to employers. Subsequently, employers should also ensure that the documents they submit along with the G3 application are as per the checklist in order to avoid delay in the processing and refund of training cost.

Additionally, the HRDC is also encouraging Registered Training Institutions (RTIs) to submit a copy of the attendance sheet of the course/training programme directly to the HRDC within 12 hours after the course/training programme is completed **only** on the email add query@hrdc.intnet.mu to avoid any delay in the processing and refund training cost to employers. Registered Training Institutions (RTIs) should inform employers that a copy of attendance sheet will be forwarded to the HRDC for the processing of their refund.

The above will take effect as from 1st July 2024.

HRDC Management

Date: 15 May 2024.