

DOCUMENTS TO BE SUBMITTED UNDER EACH SCHEME TOGETHER WITH

G3 GRANT APPLICATION

1. LOCAL TRAINING CONDUCTED BY A REGISTERED TRAINING INSTITUTION (RTI)

LOCAL TRAINING (training conducted for different Employers in a batch at the site of the RTI or elsewhere)

Documents	Contents
Invoice for course fee	<ul style="list-style-type: none">• On header of the Registered Training Institution with the BRN• Date of issue and reference number• Course title as per the MQA Course Approval• Course date(s)• Number of participants• Course fee per pax and total course fee• Duly signed or bears the seal of the RTI, unless computer generated
Receipt for course fee	<ul style="list-style-type: none">• On header of the Registered Training Institution with the BRN• Date (must be after the date of issue of invoice) and reference number• To mention the invoice reference• Total course fee paid• Mode of payment:<ul style="list-style-type: none">(i) bank transfer(ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank• To note: course fee paid by cash shall not be entertained for refund• Duly signed document by RTI, unless computer generated
Certificate of attendance (only one pax)	<ul style="list-style-type: none">• On header of the Registered Training Institution• Course title as per the MQA Course Approval• Date of issue• Course date(s)• Name of participant, NID and the hours of course attended by the participant• Duly signed by the Trainer or Responsible Officer of the Registered Training Institution
Letter of Attestation (more than one pax)	<ul style="list-style-type: none">• On header of the Registered Training Institution• Date of issue• Course Title as per MQA• Course date(s)• Name of participants, NIDs and the hours of course attended by the respective participants• Duly signed by the Trainer or Responsible Officer of the Registered Training Institution

Attendance log for live online training	<ul style="list-style-type: none"> • Attendance log derived from MS Teams/other online platforms for courses dispensed via the live online mode • Name of participant(s), course title, course date(s) with log in and out time and total contact hours of training covered by the respective participant(s)
Attendance sheet (Employer to ensure that NID of the participant is available during the whole duration of the training)	<ul style="list-style-type: none"> • Attendance sheet on header of the Registered Training Institution as per the HRDC format • Employer name • Course title; Course Date(s); start and end time • Name of participant(s); NID(s); Signature(s) as per the NID • Name of Trainer(s) as per MQA course approval and Trainer(s) signature • The declaration should be duly signed by either the Trainer(s) or Representative of the Registered Training Institution
MQA Course Approval	<ul style="list-style-type: none"> • The MQA Course approval is obtained prior to start date of course and covers the whole duration of the course • Course title • Course duration • Name of the approved trainer(s) • Course fee • In case of any changes pertaining to the course, the notification emanating from the MQA should be submitted along with the G3 application
Evidence of payment	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or • Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or • Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address. The name and designation of the officer from the bank should be mentioned.
Breakdown of payment from the employer where payment of course fee has been effected in bulk	<ul style="list-style-type: none"> • Certified true copy of first & last page of the list of payment instruction issued to the bank, where the last page will show the total amount paid through bank transfer and same should tally the amount debited on extract of the bank statement.

	To note: The name of the Registered Training Institution and invoice number should be quoted as reference.
Breakdown of course fees paid to the Registered Training Institution where the employer has paid for training for one calendar year	<ul style="list-style-type: none"> • Certified true copy of breakdown of course fees where payment has been made to a Registered Training Institution in bulk for several courses for a calendar year to be submitted together with the G3 application. The breakdown should include amount paid either in MUR or Foreign Currency for the whole package and the courses that the respective participant(s) has /have attended.

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

2. IN-HOUSE TRAINING (training conducted solely for an employer either at the site of the RTI or at the employer’s site)

2.1 INHOUSE TRAINING CONDUCTED BY A FREELANCE TRAINER/RTI

Documents	Contents of the Document
Invoice	<ul style="list-style-type: none"> • On header of the Freelance Trainer with individual BRN • Date of issue and reference number • Course title as per the MQA Course Approval • Course date(s) • Number of participants • Course fee per pax and total course fee • Duly signed and or stamped, unless computer generated
Receipt	<ul style="list-style-type: none"> • On header of the Freelance Trainer with individual BRN • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total course fee paid • Mode of payment: <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank • <i>To note: course fee paid by cash shall not be entertained for refund</i> • Duly signed document by RTI, unless computer generated.
Certificate of attendance (only one pax)	<ul style="list-style-type: none"> • On header of the Freelance Trainer • Course title as per the MQA Course Approval • Date of issue • Course date(s) • Name of participant, NIDs and the hours of course attended by the participants • Duly signed by the Trainer
Letter of Attestation (more than one pax)	<ul style="list-style-type: none"> • On header of the Freelance Trainer • Date of issue • Course title as per MQA Course Approval • Course date(s) • Name of participants, NIDs and the hours of course attended by the participants • Duly signed by the Trainer
Attendance log for live online training	<ul style="list-style-type: none"> • Attendance log derived from MS Teams/other online platforms for courses dispensed via the live online mode • Name of participants, course title, course date(s) with log in and out time and total contact hours of training covered by the respective participants

Attendance sheet (Employer to ensure that NID of the participant is available during the whole duration of the training)	<ul style="list-style-type: none"> • Attendance sheet on header of the Freelance Trainer as per the HRDC format • Employer name • Course title; Course Date(s); start and end time • Name of participants; NIDs; Signature as per the NID • Name of Trainer as per MQA course approval and his/her signature • The declaration should be duly signed by the Trainer
MQA Course Approval	<ul style="list-style-type: none"> • The MQA Course approval is obtained prior to start date of course and covers the whole duration of the course • Course title • Course duration • Name of the approved trainer • Course fee • In case of any changes pertaining to the course, the notification emanating from the MQA should be submitted along with the G3 application
Evidence of payment	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or • Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or • Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address. • The name and designation of the officer from the bank should be mentioned.
Breakdown of payment from the employer where payment of course fee has been effected in bulk	<ul style="list-style-type: none"> • Certified true copy of first & last page of the list of payment instruction issued to the bank, where the last page will show the total amount paid through bank transfer and same should tally the amount debited on extract of the bank statement. <p>To note: The name of the Freelance Trainer and the invoice number should be quoted as reference.</p>
Invoice of food/beverages; Stationery; rental of external venue	<ul style="list-style-type: none"> • On Header of the Service Provider • Invoice issued in the name of employer duly signed. • Date of issue of invoice. • Invoice reference

	<ul style="list-style-type: none"> • Date of services provided/stationery purchased. • Number of participants • Total cost of services provided/stationery purchased mentioning the cost per item procured. • Memo will not be accepted.
<p>Receipt of Invoice of food/beverages; Stationery; rental of external venue</p>	<ul style="list-style-type: none"> • On Header of the Service Provider • Receipt issued in the name of employer duly signed • Date of issue of receipt (after the date of issue of the invoice) • To mention the invoice reference • Total amount paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank • If invoice is issued to freelance trainer then evidence where employer settled the cost must be submitted

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

2.2 INHOUSE TRAINING CONDUCTED BY FOREIGN TRAINER

Documents	Contents of the Document
Invoice of course fee	<ul style="list-style-type: none"> • On header of the Foreign Training Institution or Foreign Trainer • Date of issue and reference number • Course title as per the MQA Course Approval • Course date(s) • Number of participants • Course fee per pax and total course fee • Duly signed or stamped, unless computer generated
Receipt of course fee	<ul style="list-style-type: none"> • On header of Foreign Training Institution or Foreign Trainer • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total course fee paid • Mode of payment: <ul style="list-style-type: none"> • (i) bank transfer • (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank • To note: course fee paid by cash shall not be entertained for refund • Duly signed document by RTI, unless computer generated.
Certificate of attendance (only one pax)	<ul style="list-style-type: none"> • On header of the Employer • Course title as per the MQA Course Approval • Date of issue • Course date(s) • Name of participants, NIDs and the hours of course attended by the participants • Duly signed by the Foreign Trainer
Letter of Attestation (more than 1 pax)	<ul style="list-style-type: none"> • On header of the Employer • Date of issue • Course Title as per MQA Course Approval • Course date(s) • Name of participants, NIDs and the hours of course attended by the respective participants • Duly signed by the Foreign Trainer
Attendance sheet (Employer to ensure that NID of the participant is available during the whole duration of the training)	<ul style="list-style-type: none"> • Attendance sheet on header of the Employer as per the HRDC format • Employer name • Course title; Course Date(s); start and end time • Name of participants; NIDs; Signature as per the NID • Name of Trainer(s) as per MQA course approval and Trainer(s) signature • The declaration should be duly signed by either the Foreign Trainer
MQA Approval (applicable only for face to face courses)	<ul style="list-style-type: none"> • The MQA Course approval is obtained prior to start date of course and covers the whole duration of the course • Course title • Course duration

	<ul style="list-style-type: none"> Name of the approved trainer(s) Course fee In case of any changes pertaining to the course, the notification emanating from the MQA should be submitted along with the G3 application
Evidence of payment	<p>Employer can choose to submit one of the followings as evidence of payment</p> <ul style="list-style-type: none"> Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address. The name and designation of the officer from the bank should be mentioned.
Breakdown of payment from the employer where payment of course fee has been effected in bulk	<ul style="list-style-type: none"> Certified true copy of first & last page of the list of payment instruction issued to the bank, where the last page will show the total amount paid through bank transfer and same should tally the amount debited on extract of the bank statement. To note: The name of the Registered Training Institution and invoice number should be quoted as reference.
Invoice of food/beverages; Stationery; rental of external venue	<ul style="list-style-type: none"> On Header of the Service Provider Invoice issued in the name of employer duly signed. Date of issue of invoice. Invoice reference Date of services provided/stationery purchased. Number of participants Total cost of services provided/stationery purchased mentioning the cost per item procured. Memo will not be accepted.
Receipt of Invoice of food/beverages; Stationery; rental of external venue	<ul style="list-style-type: none"> On Header of the Service Provider Receipt issued in the name of employer duly signed Date of issue of receipt (after the date of issue of the invoice) To mention the invoice reference Total amount paid Mode of payment (i) bank transfer

	(ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank
Invoice of accommodation	<ul style="list-style-type: none"> • On header of the Hotel/Guest House • Invoice issued in the name of employer duly signed • Invoice reference • Date of issue of invoice • Period of stay • Cost of room excluding other expenses (Room rate) • If invoice issued to foreign trainer, then evidence that the employer has settled the accommodation cost.
Receipt of accommodation	<ul style="list-style-type: none"> • On header of the Hotel/Guest House • Receipt issued in the name of employer duly signed • Date of issue of receipt (after the date of issue of the invoice) • To mention the invoice reference • Total amount paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank
Invoice of air fare	<ul style="list-style-type: none"> • On header of the Travel Agency • Invoice issued in the name of employer duly signed • Date of issue of invoice • Invoice reference • Name of trainer, service level (economy, business etc), detailed Itinerary and period of travel. • Detailed cost of air fare • Duly signed by the representative of the Travel Agency • If invoice is issued to foreign trainer then evidence where employer settled the cost must be submitted
Receipt of air fare (Unless cash sales invoice submitted for the air fare)	<ul style="list-style-type: none"> • On header of the Travel Agency • Receipt issued in the name of employer duly signed • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total fee paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

2.3 INHOUSE TRAINING WITH AN INTERNAL TRAINER

Documents	Contents of the Document
Certified cost breakdown from employer where trainer is internal	<ul style="list-style-type: none"> • Certified cost breakdown by Head of Finance for cost directly related to the training. • Cost supported by the respective invoice and receipt (those cost which was included in the G1 application) • Date of issue • Course Title and date • Number of participants • Hourly rate of internal trainer
Letter of confirmation of the Internal Trainer hourly rate	<ul style="list-style-type: none"> • Headed letter from HR dept certifying the hourly rate of the trainer
Letter attesting receipt of resource person fee by trainer (if applicable)	<ul style="list-style-type: none"> • On header of the Employer • Date of issue • Course title as per the MQA Course Approval, course date and time, number of participants • Total resource person cost • Trainer name, NID and designation • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank • Duly signed by the Trainer
Certificate of attendance (only one pax)	<ul style="list-style-type: none"> • On header of the Employer • Course title as per the MQA Course Approval • Date of issue • Course date(s) • Name of participants, NIDs and the hours of course attended by the respective participants • Duly signed by the Trainer or Responsible Officer of the Enterprise
Letter of Attestation (more than 1 pax)	<ul style="list-style-type: none"> • On header of the Employer • Date of issue • Course Title as per MQA • Course date(s) • Name of participants, NIDs and the hours of course attended by the respective participants • Duly signed by the Trainer or Responsible Officer of the Enterprise
Attendance log for live online training	<ul style="list-style-type: none"> • Attendance log derived from MS Teams/other online platforms for courses dispensed via the live online mode • Name of participant(s), course title, course date(s) with log in and out time and total contact hours of training covered by the respective participant(s)

Attendance sheet (Employer to ensure that NID of the participant is available during the whole duration of the training)	<ul style="list-style-type: none"> • Attendance sheet on header of the Employer as per the HRDC format • Employer name • Course title; Course Date(s); start and end time • Name of participant(s) ; NID(s); Signature(s) as per the NID • Name of Trainer(s) as per MQA course approval and Trainer(s) signature • The declaration should be duly signed by either the Trainer(s) or Representative of the Enterprise
MQA Approval	<ul style="list-style-type: none"> • The MQA Course approval is obtained prior to start date of course and covers the whole duration of the course • Course title • Course duration • Name of the approved trainer(s) • Course fee • In case of any changes pertaining to the course, the notification emanating from the MQA should be submitted along with the G3 application
Invoice of food/beverages; Stationery; rental of external venue	<ul style="list-style-type: none"> • On Header of the Service Provider • Invoice issued in the name of employer duly signed. • Date of issue of invoice. • Invoice reference • Date of services provided/stationery purchased. • Number of participants • Total cost of services provided/stationery purchased mentioning the cost per item procured. • Memo will not be accepted.
Receipt of Invoice of food/beverages; Stationery; rental of external venue	<ul style="list-style-type: none"> • On Header of the Service Provider • Receipt issued in the name of employer duly signed • Date of issue of receipt (after the date of issue of the invoice) • To mention the invoice reference • Total amount paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank
Evidence of payment (For cost of internal resource person fee if applicable)	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder,

	<p>account number and details of the transaction effected successfully; or</p> <ul style="list-style-type: none">• Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or• Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address.• The name and designation of the officer from the bank should be mentioned.
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NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

3. OVERSEAS TRAINING SCHEME (Training attended abroad)

Documents	Contents of the Document
Invoice of course fee/Registration for the course	<ul style="list-style-type: none"> • On header of Foreign Training Institution • Date of issue and reference number • Course title as per G1 • Course date(s) • Number of participants • Course fee per pax and total course fee • Duly signed or stamped, unless computer generated
Receipt of course fee (Updated invoice where the course fee read as zero or certified paid by the Foreign Training Institution will be accepted)	<ul style="list-style-type: none"> • On header of Foreign Training Institution • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total course fee paid • Mode of payment: Bank Transfer • Duly signed document, unless computer generated.
Certificate of attendance (only one pax)	<ul style="list-style-type: none"> • On header of the Foreign Training Institution • Course title as per the G1 • Date of issue • Course date(s) • Name of participant(s), NID(s) and the hours of course attended by the participant(s) • Duly signed by the Trainer or Responsible Officer of the Foreign Training Institution
Letter of Attestation (more than 1 pax)	<ul style="list-style-type: none"> • On header of Foreign Training Institution • Date of issue • Course Title as per G1 • Course date(s) • Name of participant(s), NID(s) and the hours of course attended by the respective participant(s) • Duly signed by the Trainer or Responsible Officer of the Foreign Training Institution
Evidence of payment	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or • Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or

	<ul style="list-style-type: none"> • Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address. • The name and designation of the officer from the bank should be mentioned.
Breakdown of course fees paid to the Registered Training Institution where the employer has paid for training for one calendar year	<ul style="list-style-type: none"> • Certified true copy of first & last page of the list of payment instruction issued to the bank, where the last page will show the total amount paid through bank transfer and same should tally the amount debited on extract of the bank statement. <p>To note: The name of the Foreign Training Institution and invoice number should be quoted as reference.</p>
Invoice of air fare	<ul style="list-style-type: none"> • On header of the Travel Agency • Invoice issued in the name of employer duly signed • Date of issue of invoice • Invoice reference • Name of trainer, service level (economy, business etc), detailed Itinerary and period of travel. • Detailed cost of air fare • Duly signed by the representative of the Travel Agency • If invoice is issued to participant then evidence where employer settled the cost must be submitted
Receipt of air fare (Unless cash sales invoice submitted for the air fare)	<ul style="list-style-type: none"> • On header of the Travel Agency • Receipt issued in the name of employer duly signed • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total fee paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

4. STRUCTURED ONLINE TRAINING SCHEME – COURSE FOLLOWED THROUGH AN E-LEARNING PLATFORM

Documents	Contents of the Document
Invoice of course fee	<ul style="list-style-type: none"> • On header of the E-Learning Platform • Date of issue and reference number • Course title as per G1 • Course date(s) • Number of participants • Course fee per pax and total course fee • Duly signed or stamped, unless computer generated
Receipt of course fee	<ul style="list-style-type: none"> • On header of the E-Learning Platform • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total course fee paid • Mode of payment <ul style="list-style-type: none"> (i) bank transfer (ii) If course fee is paid by Cheque: to mention the cheque-number and the paying bank • To note: course fee paid by cash shall not be entertained for refund • Duly signed, unless computer generated.
Certificate of successful completion	<ul style="list-style-type: none"> • On header of the E-Learning Platform • Certificate of successful completion duly signed. • Course title as per G1 Application • Date of issue • Name of participant(s), NID(s) and % of achievement by the respective participant(s) • Duly signed Responsible Officer from the E-Learning Platform
Evidence of payment	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or • Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or • Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address.

	<ul style="list-style-type: none"> The name and designation of the officer from the bank should be mentioned.
Breakdown of payment from the employer where payment of course fee has been effected in bulk	<ul style="list-style-type: none"> Certified true copy of first & last page of the list of payment instruction issued to the bank, where the last page will show the total amount paid through bank transfer and same should tally the amount debited on extract of the bank statement. <p>To note: The name of the Registered Training Institution and invoice number should be quoted as reference.</p>

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.

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5. E-LICENCE SCHEME

Documents	Contents of the Document
Invoice of Licence procured	<ul style="list-style-type: none"> • On header of E-Leaning Platform as per list approved by the HRDC • Date of issue and reference number • Validity period of the Licence and number of users • Total cost of the licence • Duly signed or stamped, unless computer generated
Receipt of Licence procured	<ul style="list-style-type: none"> • On header of E-Leaning Platform as per list approved by the HRDC • Date (must be after the date of issue of invoice) and reference number • To mention the invoice reference • Total amount paid • Mode of payment: Bank transfer • Duly signed document by RTI, unless computer generated.
Certificate of completion of at least one course	<ul style="list-style-type: none"> • On header of the E-Leaning Platform as per list approved by the HRDC • Course title • Date of issue • Name of participant, NID and % of achievement by the respective participant(s) • Duly signed Responsible Officer of the E-Leaning Platform
Evidence of payment	<p>Employer can choose to submit one of the following as evidence of payment</p> <ul style="list-style-type: none"> • Certified true copy of extract of bank statement on the bank header, mentioning the name of account holder, account number of the employer; date on which the settlement of course fee has been debited by the bank, name of beneficiary, invoice number and total amount paid; or • Certified true copy of the screenshot of transaction history from the internet banking mode, clearly mentioning name of account holder, account number and details of the transaction effected successfully; or • Certified true copy of Remittance advice from the bank evidencing the payment of the course fee; or • Confirmation letter from the bank certifying that the account of the employer has been debited and mention is made of the name of the beneficiary and the invoice number being settled. The bank letter should mention the name of the payer (the employer), its account number & address. • The name and designation of the officer from the bank should be mentioned.

NOTE: The Certified true copy of documents should contain the the name, designation and signature. The signatory should preferably emanate from the Accounting/Finance Department.