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FOR HR AND L&D TEAMS · OCTOBER 2026

CLAIMING AN AI COURSE THROUGH HRD CORP

What to do, in which order and by when, so that your application is approved before the first course day.

THE SHORT VERSION

APPLY FIRST, TRAIN LATER

The most common reason a claim fails is timing: the course ran before the grant was approved.

14 days
earliest start of an in-house course after approval, in calendar days

about 3 weeks
to plan between application and the first course day

6 months
to submit the claim after the course

Who can apply

Employers registered with HRD Corp. The levy is 1% of monthly wages for employers with ten or more Malaysian employees. Employers with five to nine can register voluntarily at 0.5%.

Which scheme

HRD Corp Claimable Courses (HCC), formerly SBL-Khas. In e-TRiS the scheme code is HRD CC. HRD Corp pays the training provider directly after the course, so your company does not pay first and claim back.

The 14-day rule comes from Employer's Circular No. 2/2026, in force since 15 June 2026. Claims are subject to HRD Corp approval. Approval and cost caps sit with HRD Corp, not with the training provider. Rules as of October 2026.

STEP BY STEP

FROM ENQUIRY TO PAYMENT

When	Who	What
Week 0	You and winsym.ai	Agree course, dates and number of participants. We send the course outline, trainer profile and quotation.
Week 0	Your HR	Submit the grant application in e-TRiS under HCC with these documents.
Week 0 to 1	HRD Corp	Reviews the application. Answer queries quickly, the clock restarts otherwise.
Approval	HRD Corp	Grant approved. From this date count at least 14 calendar days to the first course day. An approved grant cannot be modified.
Course days	winsym.ai	Delivery, signed attendance sheets, access to the winsym Academy.
After the course	winsym.ai	Invoice, attendance sheets and certificates with verification codes.
Within 6 months	Your HR and winsym.ai	Claim submitted. HRD Corp pays the provider directly.

What we prepare for you

- **Course outline**
- **Trainer profile**
- **Quotation**
- **Attendance sheets**
- **Invoice**
- **Certificates with verification codes**

LIMITS

WHAT IS COVERED AND WHAT IS NOT

Course type	HRD Corp cost cap
In-house, full day	MYR 10,500 per group per day
In-house, half day	MYR 6,000 per group
Public course	MYR 1,750 per participant per day

COVERED

Course fees for the six winsym.ai courses, in-house or as a public cohort, within the caps above.

NOT COVERED

Coaching and custom software. Any amount above the cap is paid by the employer.

Checklist before you submit

- [ ] Our company is registered with HRD Corp and the levy is paid up
- [ ] Course outline, trainer profile and quotation from winsym.ai are attached
- [ ] Participant list is final, names as in the payroll record
- [ ] The first course day is at least 14 calendar days after the expected approval
- [ ] Dates and participant numbers are final, because an approved grant cannot be modified
- [ ] Someone is named to answer HRD Corp queries during the review

This guide summarises the rules as we understand them in October 2026. It does not replace the HRD Corp circulars. Approval and caps sit with HRD Corp.

NEXT STEP

SEND US YOUR DATES

We reply within one business day with the three documents your HR needs for the application.

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