

Dear all,

## **RE: HRDF SPONSORED 1000 STANDARD PASSES**

Please find the procedure below for HRDF registration process:

- The HRDF sponsored passes are standard passes – covers access to conference and exhibition, but no food and beverages are provided.
- Each organisation is entitled to a maximum of 5 standard passes.

### **HRDF Registered Employers:**

1. Visit [www.hrdf.com.my](http://www.hrdf.com.my) and login **USERNAME/MYCOID** (Please obtain log in credentials from your HR)
2. Under **News & Events**, please select **Events**
3. Please search for **EVT/PTP/E/2016/1453** under Event ID column, and click **register**
4. Please fill up all **company address** and **company contact details**
5. Under Course Fee & Payment Method section, select **Normal**
6. For the Payment Method, select **Incentive**
- 7 Fill up all the **participant details**
8. Click **ADD** to register more participants
9. Fill Up the **Acknowledgement Declaration** details
10. Click **Submit on the top LEFT side of the page**

### **NON – HRDF Registered Employers:**

1. Visit HRDF Event Registration page: [Link](#)
2. Under Company Registration section, please select **NON- HRDF Registers Employers**
3. Please fill up all **company address and company contact details**
4. Under Course Fee & Payment Method section, select **Normal**
5. For the Payment Method, select **Incentive**
6. Fill up all the **participant details**
7. Click **ADD** to register more participants
8. Fill Up the **Acknowledgement Declaration** details
9. Please attached **Mandatory Requirement document (scan copy of Form 9, Form 24, Form 49 and Latest Company EPF statement )** – You may retrieve them from the HR department
10. Click **Submit** on the top LEFT side of the page

***Your registration is confirmed upon receiving the Letter of Approval from HRDF within 48hours. Our BIGIT Technology team will send you an e-ticket closer to the event.***

**Should you require further assistance, please contact us as below:**

**Contact Person : Carmen Lim**

**Contact Number : 03-2261 4226 ext 535**

**Email : [registrations@olygen.com](mailto:registrations@olygen.com)**