

17<sup>th</sup> January 2025

# **BORNEO INNOVATION & TECHNOLOGY 2025 (BIT25) HRDC CLAIMABLE PARTICIPANT REGISTRATION GUIDE**

## **Before the Event**

### **1. Fill in the Contact Form**

Visit the BIT website and fill the Contact Form to request assistance for HRDC application.

The employer must provide the following details:

- Employer company name and address
- Employer Point of Contact: Name, Email, Tel no, Designation
- Full list of participants: Name, Email, Tel no, Designation

### **2. Quotation and Trainer Profile Provided by Karuna**

The quotation and trainer profiles will be provided by Karuna, which should include:

- Trainer's name
- NRIC
- TTT (Train-The-Trainer) certificate
- Event brochure and agenda
- Quotation to Employer

### **3. Employer will submit application via HRDC Employer Portal with the documents listed in item (2).**

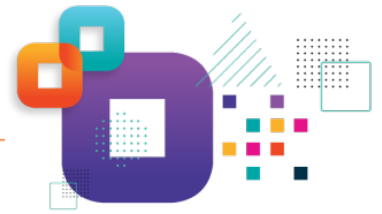
### **4. Submit HRDC Approval to Karuna**

Once employer receives HRDC approval, forward the approval email to Karuna to receive event registration confirmation.

## **During the Event**

### **1. Participant Attendance Signing**

- Karuna will provide the HRDC attendance sheets (T3 Form) for participants to sign once per day.
- Participants are also required to sign the attendance list.



## After the Event

### 1. Claim Submission

- Karuna will scan a signed copy of HRDC form JD14 to employer to sign and return to Karuna.

### Notes:

- Foreigners are not eligible to claim HRDC funds.
- Event tickets are non-refundable for HRDC claims once purchased.

## HRDC Programme Registration Details

No Siri Kursus	10001509605
Tajuk Kursus	Borneo Innovation & Technology (BIT) Conference 2025: Growing Business in the Age of Innovation and Technology

### Any enquiries, please contact:

Karuna Sarawak Office

082-576 113

- Edwina
- Lovelyn
- Eileen

Keith – [keith@karunasarawak.com](mailto:keith@karunasarawak.com)

+6012-881 0773

Farah – [nurfarah@karunasarawak.com](mailto:nurfarah@karunasarawak.com)

+6014-330 8575