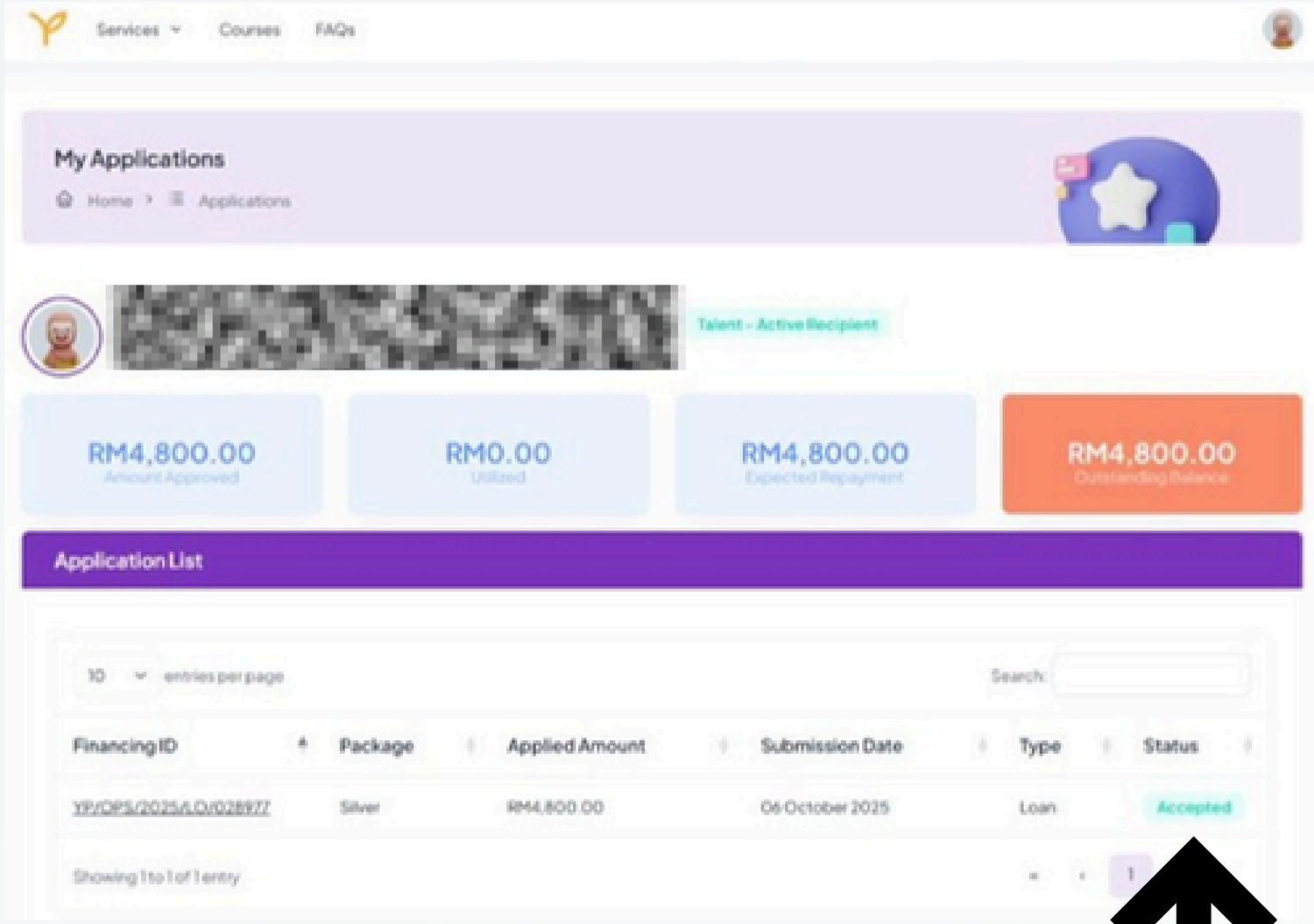
MASET

GUIDELINE

INVOICE SUBMISSION PROCEDURE FOR YAYASAN PENERAJU

BY MALAYSIAN ASSOCIATION OF SCIENCE AND ENGINEERING TECHNOLOGY

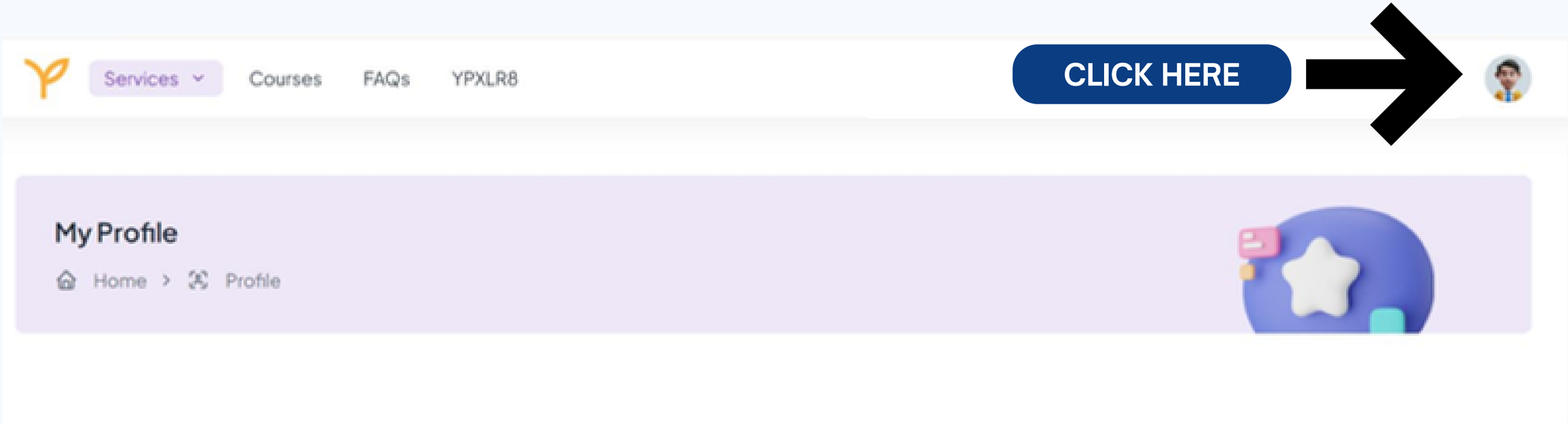
YAYASAN PENERAJU APPROVED LEARNING AND TRAINING INSTITUTE (ALTI)



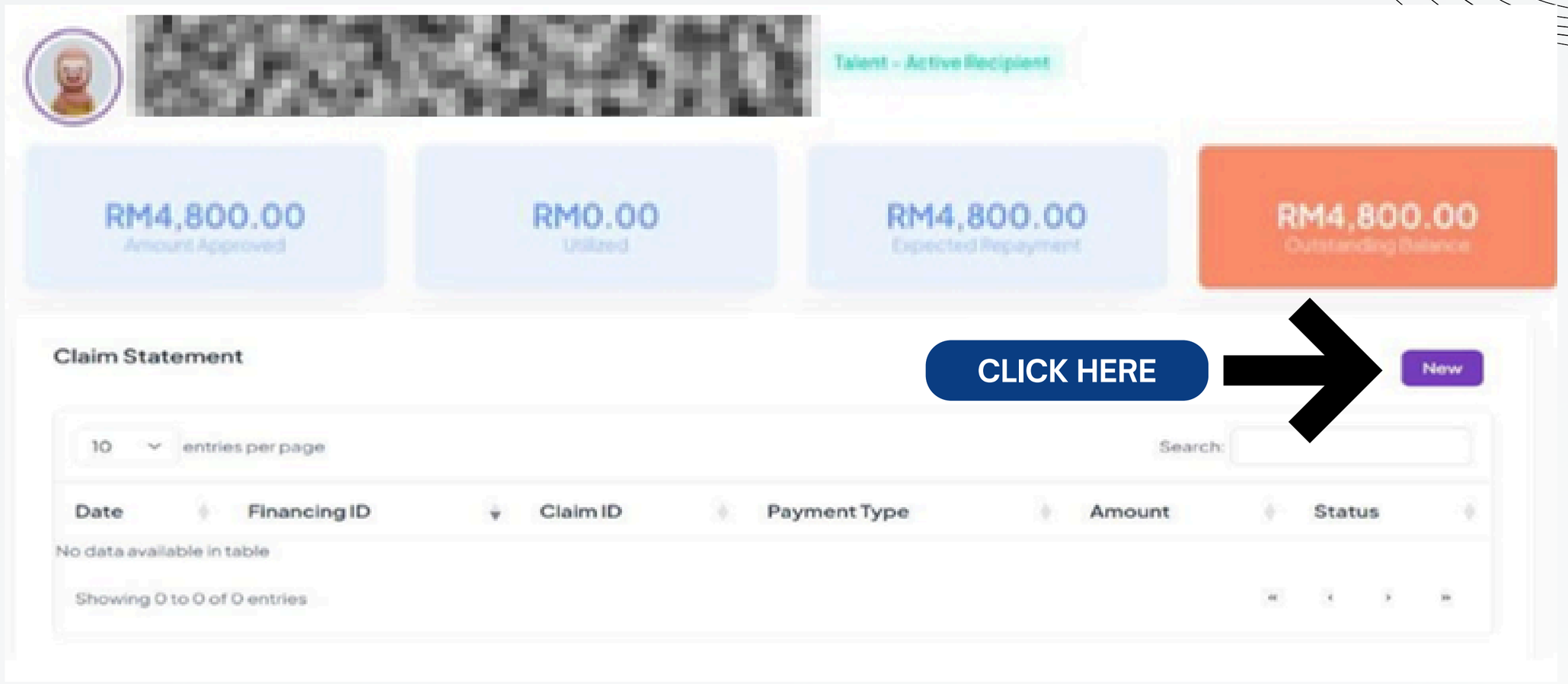
1. Login to Peneraju Portal https://peneraju.org/login
2. Check your status. You only can submit claim once 'Signed' change into 'Accepted'

The amount stated throughout this guideline might differ depending on each course

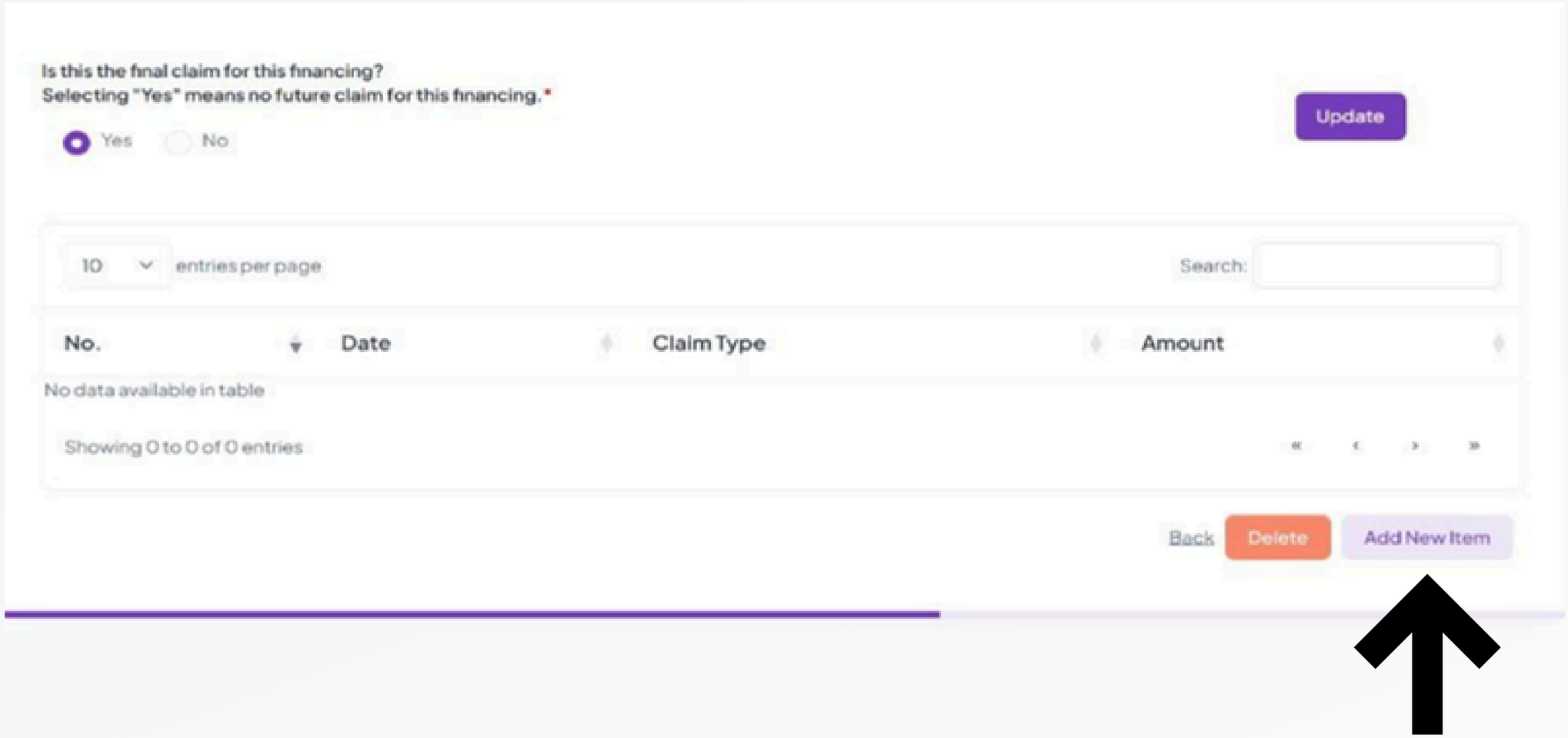
CLICK HERE



1. Click Your Avatar in top right side
2. Click ‘Claim Statement’



1. Click ‘New’
2. Tick the box ‘This is the final claim. No future claim from this financing’
3. Select ‘Disbursement’



1. Click ‘Add New Item’

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Malaysian Association of Science and Engineering Technology (MASET)
Unit SS-01-03, Skypod Square
Bandar Puchong Jaya, 47100 Puchong, Selangor.
Tel: 03-80827754 | Email: info@maset.org.my | www.maset.org.my

Ref. No.:
Date: 01 November 2025

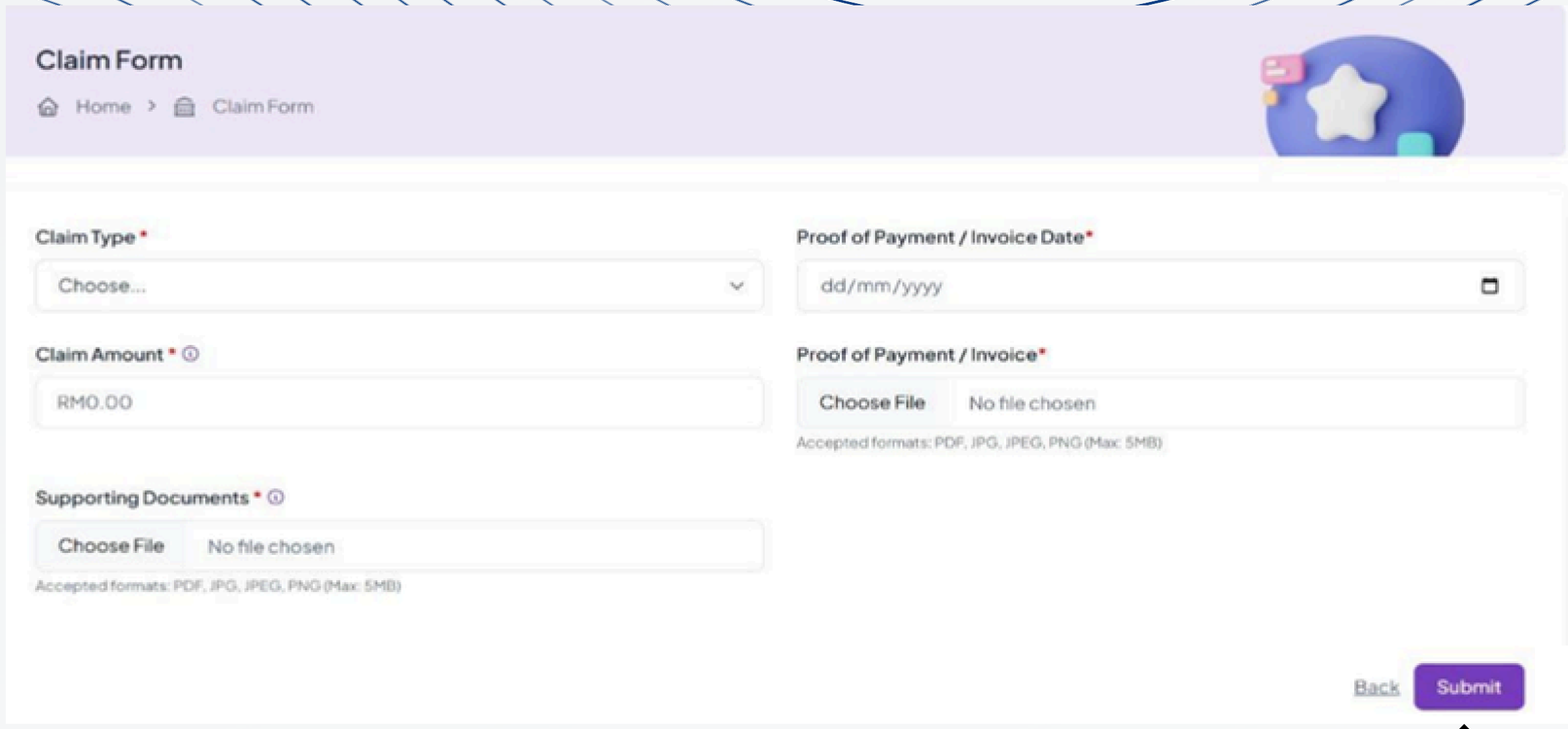
LETTER OF OFFER FOR ADMISSION — PEOPLECERT ITIL4 FOUNDATION

Dear **Ms.**

The Malaysian Association of Science and Engineering Technology (MASET), as an Approved Learning & Training Institution (ALTI) appointed by Yayasan Peneraju, is pleased to offer you admission into the **PEOPLECERT ITIL4 FOUNDATION** programme under the **Yayasan Peneraju Financing Scheme (Silver Package)**.

Please review the key offer details, conditions and next steps below. Your acceptance is required by

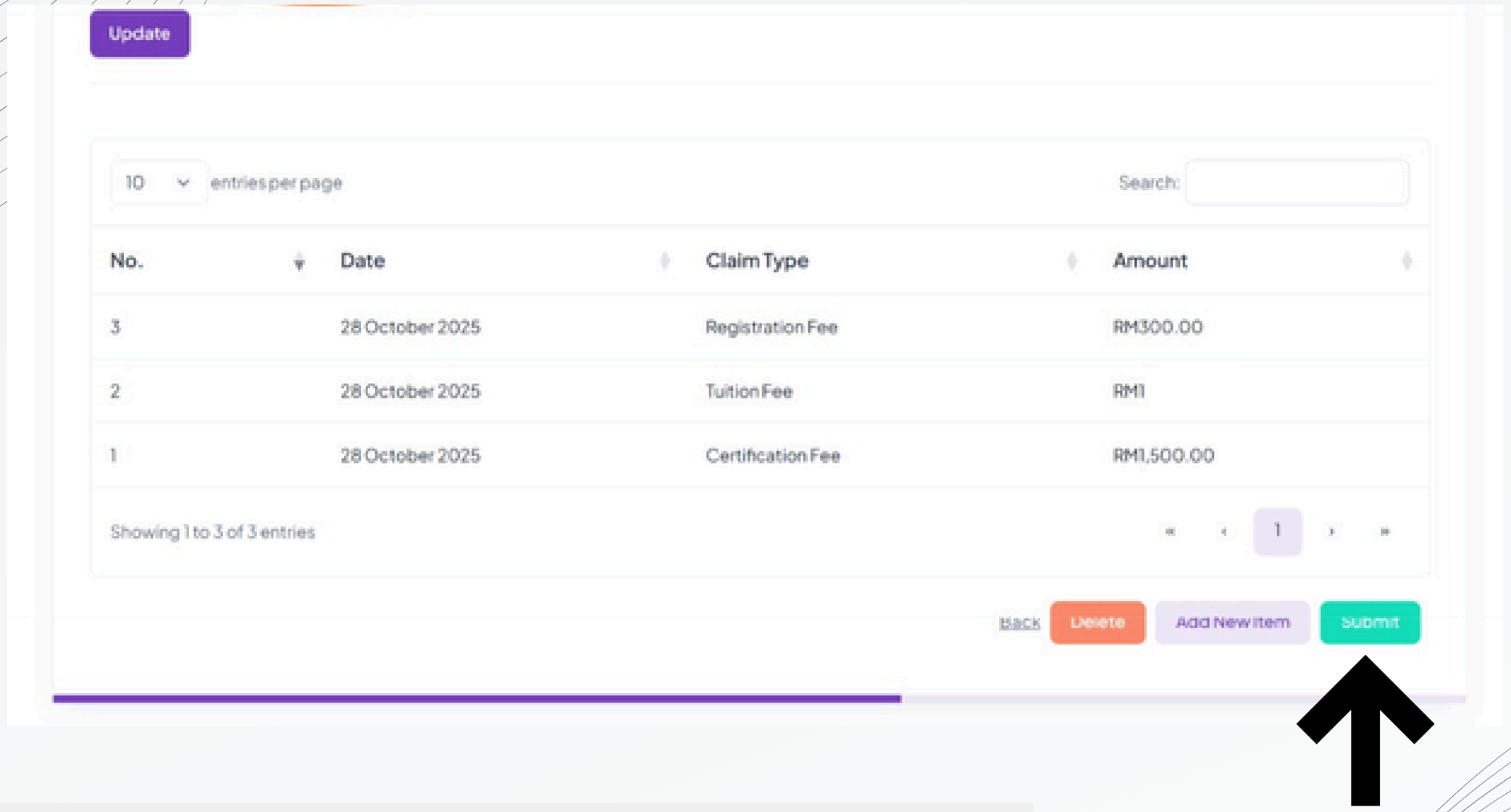
Letter of Offer (LO) from ALTI



CLICK HERE

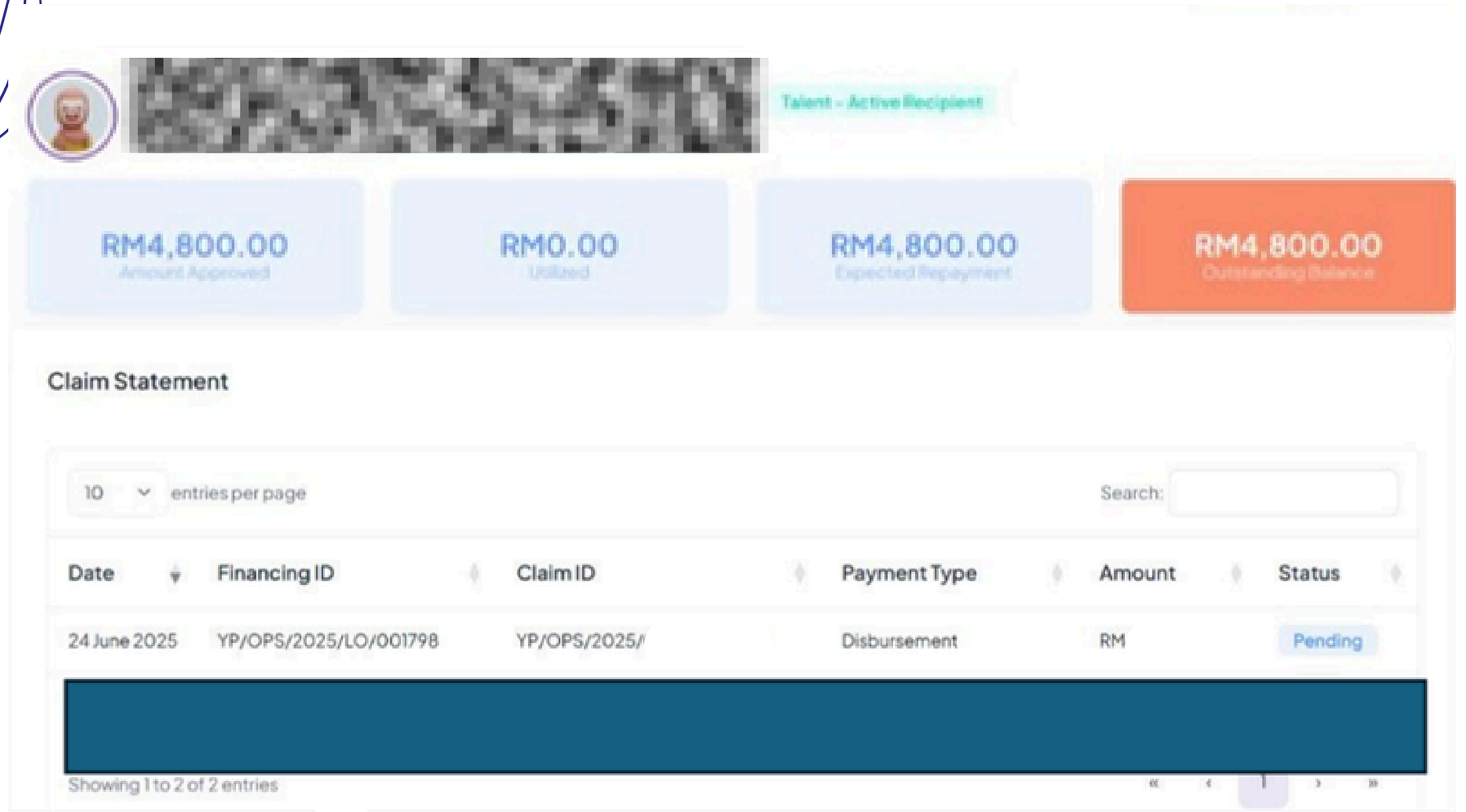
1. **Under Claim Type, please select 'Tuition Fee'**
2. **Key-in Invoice Date based on your received Invoice**
3. **Key-in Claim Amount based on the amount with SST (refer the Invoice)**
4. **Upload the renamed Invoice (eg: Tuition Fee_Ali) under Proof of Payment**
5. **Upload the Letter of Offer under Supporting Document and Click Submit**

Repeat step 1 to 5 for 'Registration Fee' and 'Certification Fee'. For 'Certification Fee', put the amount of 'Examination and Certification Fee' as in the invoice. Make sure the total amount keyed-in tallied with the total amount in invoice.



1. Check all the fee has been key-in correctly. Once confirmed, click 'Submit'.

CLICK HERE



1. Once done, screenshot this page and email to maset@tecmaset.onmicrosoft.com for proof of submission.