



# Quick Guide for Application

## SELECTION OF COURSE AND APPROVED LEARNING & TRAINING INSTITUTION

Make sure the course name you selected in the [peneraju.org](http://peneraju.org) is exactly the same as state in the Letter of Offer from MASET.

Please see the image below for reference:

- A. Select the Course Name as specified in the Letter of Offer**  
For Certified Associate in Project Management (CAPM) only
- B. Select the Approved Learning & Training Institution as stated below:**  
**Malaysian Association of Science and Engineering Technology (MASET)**

The screenshot displays the 'Course Details' section of a web application. At the top, there are navigation links: 'Services', 'Courses', 'FAQs', and 'Special Project'. A user profile icon is visible in the top right corner. Two yellow boxes with labels 'A.' and 'B.' are positioned above the form fields. Box 'A.' points to the 'Course Name' dropdown menu, which is open and shows a list of courses. The first option, 'Certified Associate in Project Management (CAPM)', is highlighted in blue. Box 'B.' points to the 'Approved Learning & Training Institution' dropdown menu, which is also open and shows 'Malaysian Association of Science and Engineering Technology (MASET)' as the selected option. The form includes several other fields: 'Date' (with a calendar icon), 'Registration Fee' (set to 0.00), 'Mandatory files.' (with a file upload icon), 'Certificate' (with a 'Choose File' button and a note 'No file chosen'), and 'Proof of Income' (with a 'Choose File' button and a note 'No file chosen'). The supported file formats for the uploads are listed as PDF, JPG, JPEG, and PNG, with a maximum size of 5MB.



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**C. Select the Course Name as specified in the Letter of Offer  
For all other courses as shown in the red box.**

**D. Select the Approved Learning & Training Institution as stated below:  
Malaysian Association of Science and Engineering Technology (MASET)**

Services Courses FAQs Special Project

**Course Details**

Course Name\*  
PeopleCert ITIL 4 Foundation

Approved Learning & Training Institution\*  
Malaysian Association of Science and Engineering Technology (MASET)

SHRM Certified Professional (SHRM-CP)  
SHRM Senior Certified Professional (SHRM-SCP)  
Project Management Professional (PMP)  
PRINCE2 Foundation in Project Management  
PRINCE2 Practitioner in Project Management  
PRINCE2 Foundation and Practitioner in Project Management  
PeopleCert Data Science Foundation  
PeopleCert Data Science Analyst  
PeopleCert Data Science Foundation and Analyst  
PeopleCert ITIL 4 Foundation  
PeopleCert ITIL 4 Specialist: Create, Deliver and Support  
PeopleCert Development Skills Foundation (Python)  
PeopleCert Software Development Skills Advanced (Python)  
PeopleCert Software Development Skills Foundation and Advanced (Python)  
AI & Machine Learning Essentials: From Theory to Real-World Applications  
PeopleCert DevOps Foundation  
PeopleCert AIOps Foundation  
PeopleCert DevOps Leader

Date\*  
dd/mm/yyyy

Course Fee\*  
RM0.00

Upload Certificate\*  
Choose File No file chosen  
Accepted formats: PDF, JPG, JPEG, PNG (Max: 5MB)

Upload / Proof of Income



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## **PREPARATION BEFORE STARTING THE APPLICATION**

To ensure a smooth and complete application, please prepare the following documents beforehand:

- 1. NRIC (Coloured, Front & Back) - Certified True Copy (CTC)\***
  - i. Provide a clear scanned copy in PDF or JPEG format.
  - ii. Ensure all details are legible without glare or shadows.
- 2. Birth Certificate - Certified True Copy (CTC)\***
  - i. Submit *Sijil Kelahiran Borang A1* **OR**
  - ii. Submit *Borang H / Borang W* or *Sijil Pengangkatan*, required along with father's and mother's birth certificates.
- 3. Latest Three (3) Month Bank Statement - Certified True Copy (CTC)\***
  - i. Only Savings or Current Account statements are accepted.
  - ii. Latest Three (3) Month Bank Statement
  - iii. The statement should display your full name, account number and bank name/logo.
  - iv. Minimum 1 page; e-statements are acceptable.

*\*All documents **must be certified** by one of the following authorized personnel: Government Officers (Grade 41 and above), Licensed Advocates and Solicitors, Justices of the Peace, Principals/Headmasters of Government Schools, Police Officers with the rank of ASP or higher, Military Officers with the rank of Captain or equivalent and above, Village Heads, Imams, Penggawa, Tuai Rumah, or Mukim Chiefs with official credentials, Notary Public, or Commissioner for Oaths.*

- 4. Current Student Status Letter (if already studying)**
  - i. Official letter from the institution confirming your current enrolment.
- 5. Guarantor Details – To be filled in the portal**
  - i. Full Name
  - ii. NRIC Number
  - iii. Contact Number
  - iv. Occupation & Employer Name
  - v. Relationship to Applicant
- 6. Witness Details – To be filled in the portal**
  - i. Full Name
  - ii. NRIC Number
  - iii. Contact Number
  - iv. Relationship to Applicant



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## **IMPORTANT NOTES**

- i. Please review all attached documents thoroughly.
- ii. Ensure all the required information and supporting documents are complete before submitting your application.
- iii. Follow the step-by-step instructions in the Application Guidelines to ensure timely and successful submission.

## **AFTER APPLICATION APPROVAL**

Once your financing application has been approved by Yayasan Peneraju, you are required to submit the attached **invoice** in order to proceed with the disbursement of funds. This is a necessary step for Yayasan Peneraju to release the approved financing to your account. The **step-by-step claim process (Pages 82 – 94)** is included in the Financing Scheme Application Guidelines attached.