

# **KLSS 2026 REGISTRATION GUIDE FOR PARTICIPANTS**

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## Version Control

| Version | Date              | Prepared By               |
|---------|-------------------|---------------------------|
| 0.1.0   | 11 August 2026    | Aideaz Integrated Sdn Bhd |
| 0.2.0   | 14 August 2026    | Aideaz Integrated Sdn Bhd |
| 1.0.0   | 19 August 2026    | Aideaz Integrated Sdn Bhd |
| 1.1.0   | 2 September 2026  | Aideaz Integrated Sdn Bhd |
| 1.2.0   | 4 September 2026  | Aideaz Integrated Sdn Bhd |
| 1.3.0   | 5 September 2026  | Aideaz Integrated Sdn Bhd |
| 1.4.0   | 10 September 2026 | Aideaz Integrated Sdn Bhd |
| 1.5.0   | 11 September 2026 | Aideaz Integrated Sdn Bhd |
| 1.6.0   | 19 September 2026 | Aideaz Integrated Sdn Bhd |

## Terms & Abbreviations

| Term / Abbreviation | Description                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------|
| KLSS                | Kuala Lumpur Sustainability Summit                                                                      |
| IGEM                | International Greentech & Eco Products Exhibition & Conference Malaysia                                 |
| QR Code             | Quick Response Code that can be scanned, in this case, to verify participant registration for KLSS 2026 |

## Introduction

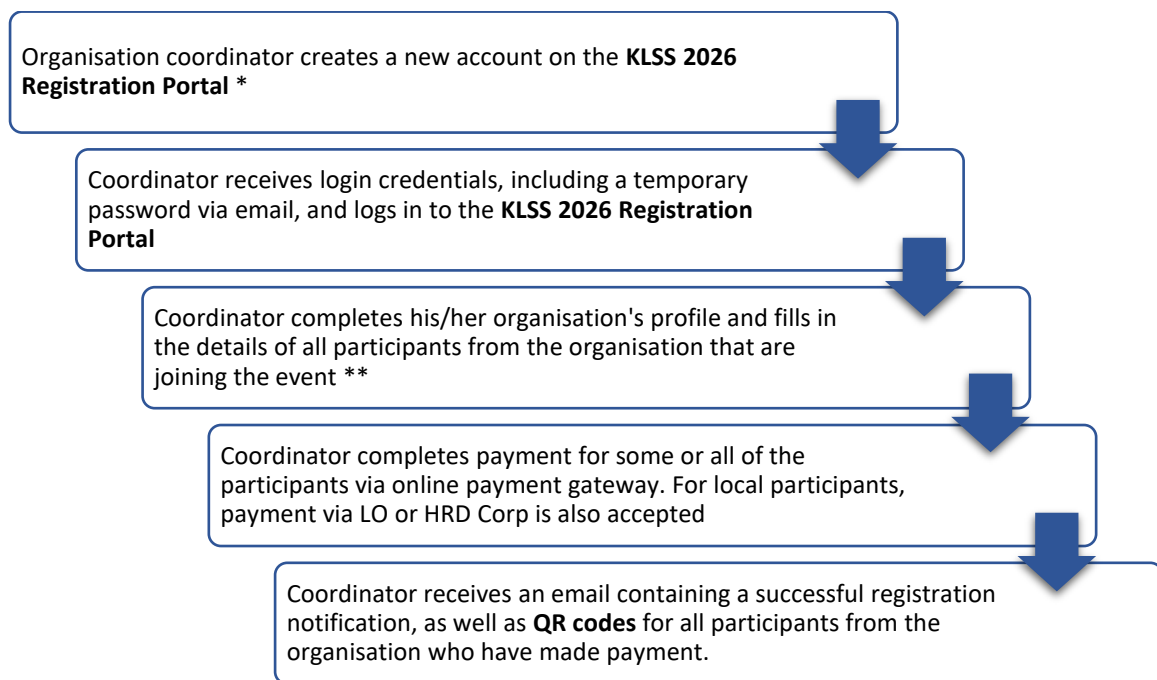
This document is a step-by-step guide to registering for the **Kuala Lumpur Sustainability Summit (KLSS) 2026** through the **KLSS 2026 Online Registration System**.

If you are attending KLSS 2026 as a paying participant or registering participants from your organisation, this guide will help you complete the registration process through our online registration portal.

Please follow the instructions outlined from **page 7** onwards to complete registration.

## KLSS 2026 Participant Registration Flow

The diagram below provides an overview of the KLSS 2026 participant registration process.



*\* This account is intended for use in registering participants for the event. Please note that creating an account does not automatically register you for KLSS 2026.*

*\*\* A coordinator may register one or more participants on behalf of their organisation. If the coordinator is also attending KLSS 2026, they must be included and registered as a participant during this step.*

## Step 1: Creating a New Account for KLSS 2026

Before you can register yourself or other members of your organisation to attend KLSS 2026, you must first create a new account at the **KLSS 2026 Registration Portal**. Creating a new account allows you to register any number of participants from your organisation and is necessary if you are:

1. The sole participant from your organisation and want to register yourself for KLSS 2026.
2. The person in charge for your organisation for KLSS 2026 and want to register yourself along with one or more colleagues for KLSS 2026.
3. The coordinator for your organisation for KLSS 2026 and wants to register others from your organisation (excluding yourself) for KLSS 2026.

There are two (2) ways to access the new account registration form.

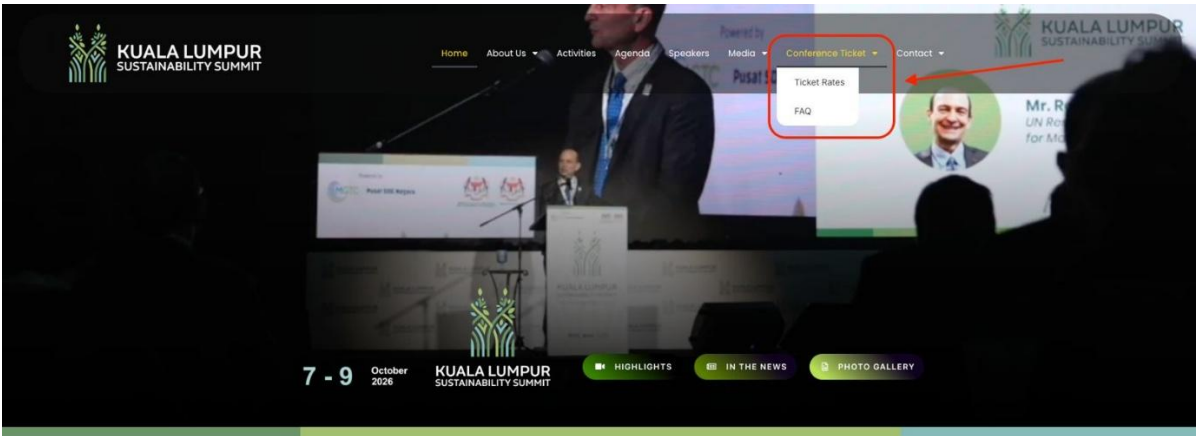
### 1.1: Accessing the New Account Registration Form Directly

Using your preferred web browser, access the **KLSS 2026 New Account Registration Form** at:

<https://klss2026.com/Registration>

### 1.2: Accessing the Form from the KLSS 2026 Website

Alternatively, visit the KLSS 2026 website at <https://www.mgtc.gov.my/klss/> and place your mouse over the “**Conference Ticket**” menu at the top of the page. When the submenus appear, click “**Ticket Rates**”, as shown in the screenshot below.



A page detailing the ticket prices for KLSS 2026 will be displayed.

### KLSS 2026 Ticket Rates

#### 1. REGISTRATION FEES

Registration is compulsory for participation in KLSS 2026. The applicable registration fees are detailed below:

| Registration Category | Early Bird Rate     | 3-Day Access Rate   | Group of 4 pax and Above |
|-----------------------|---------------------|---------------------|--------------------------|
| Standard              | RM 1,485<br>USD 372 | RM 1,650<br>USD 413 | RM 1,350<br>USD 338      |
| Government / Academia | RM 1,215<br>USD 304 | RM 1,350<br>USD 338 | RM 1,000<br>USD 250      |

**NOTES**

- All prices are per person and exclude 8% SST.
- Early bird registration for KLSS 2026 until midnight on 15 September 2026.
- All USD prices are quoted based on the prevailing exchange rate as of 10 May 2026 and may be subject to revision due to currency fluctuations.
- KLSS 2026 is HRD Corp Claimable under the HRD Corp Claimable Course scheme for eligible Malaysian employers.

Get Ticket Now

Login Now

Click the **“Get Ticket Now”** button to access the New Account Registration form and start the registration process (see section **1.3** below).

Otherwise, if you have completed the new account registration, you can click the **“Login Now”** button as shown below to access the **KLSS 2026 Registration Portal Login page** and complete your registration and make payment.



## KLSS 2026 Ticket Rates

### 1. REGISTRATION FEES

Registration is compulsory for participation in KLSS 2026. The applicable registration fees are detailed below:

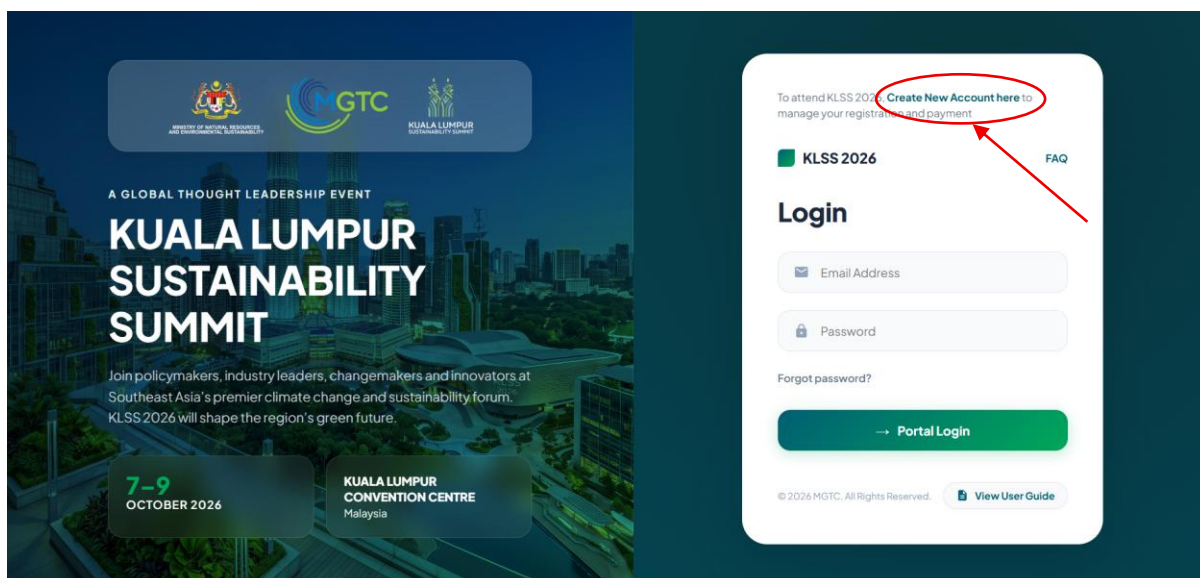
| Registration Category | Early Bird Rate     | 3-Day Access Rate   | Group of 4 pax and Above |
|-----------------------|---------------------|---------------------|--------------------------|
| Standard              | RM 1,485<br>USD 372 | RM 1,650<br>USD 413 | RM 1,350<br>USD 338      |
| Government / Academia | RM 1,215<br>USD 304 | RM 1,350<br>USD 338 | RM 1,000<br>USD 250      |

#### NOTES

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- Early bird registration for KLSS 2026 until midnight on 15 September 2026.
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- KLSS 2026 is HRD Corp Claimable under the HRD Corp Claimable Course scheme for eligible Malaysian employers.

[Get Ticket Now](#)[Login Now](#)

The browser will then display the **KLSS 2026 Registration Portal Login** page, as shown below:



If you find yourself on this page without having created a new account, click the **“Create New Account”** link at the top of the Login form (as shown above) to access the new account registration form.

## 1.3: Creating the New Account

The **New Account Registration** form for KLSS 2026 is as follows:

**KUALA LUMPUR SUSTAINABILITY SUMMIT**

**Race Towards Net Zero  
Action Beyond Boundaries**

The Kuala Lumpur Sustainability Summit (KLSS) 2026 is a global thought-leadership event designed to elevate dialogue on climate change and advance environmental sustainability across Southeast Asia. Gathering 400 C-Suite executives, senior policymakers, and institutional investors, the event fosters collaboration between Malaysia's private sector and the national sustainability agenda.

**7 - 9 October 2026**  
Wednesday - Friday

**Kuala Lumpur Convention Centre**  
Kuala Lumpur, Malaysia

**New Account Registration**

Participant Type \*  
-Select-

Full Name (as per NRIC/Passport) \*

Designation \*

Department/Unit Name \*

Organisation \*

Email \*

① Please enter a valid, unregistered email address. Login credentials will be emailed to you once your registration is successfully submitted.

Mobile Number \*  
-Select-

[Reset Form](#) [Submit](#)

KLSS 2026 | v1.0.15

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Complete the **KLSS 2026 New Account Registration Form** to create a new user account. Once the account is created, you may register participants for the event.

To create a new account, complete the form with your personal and organisational details, then click "**Submit**".

A pop-up window will appear, asking you to confirm your account registration, as shown in the screenshot below.

**KUALA LUMPUR SUSTAINABILITY SUMMIT**

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Action Beyond Boundaries**

The Kuala Lumpur Sustainability Summit (KLSS) 2026 is a global thought-leadership event designed to elevate dialogue on climate change and advance environmental sustainability across Southeast Asia. Gathering 400 C-Suite executives, senior policymakers, and institutional investors, the event fosters collaboration between Malaysia's private sector and the national sustainability agenda.

**7 - 9 October 2026**  
Wednesday - Friday

**Kuala Lumpur Convention Centre**  
Kuala Lumpur, Malaysia

**Confirm Account Registration**

Please ensure all details are filled up correctly before proceeding.

**Important Notice:**

- A valid email address is required. All future login credentials and event updates will be dispatched to this specific email.
- Emails that have already been registered cannot be reused for new accounts.

Are you sure you want to submit your registration?

[Cancel](#) [Yes, Submit It!](#)

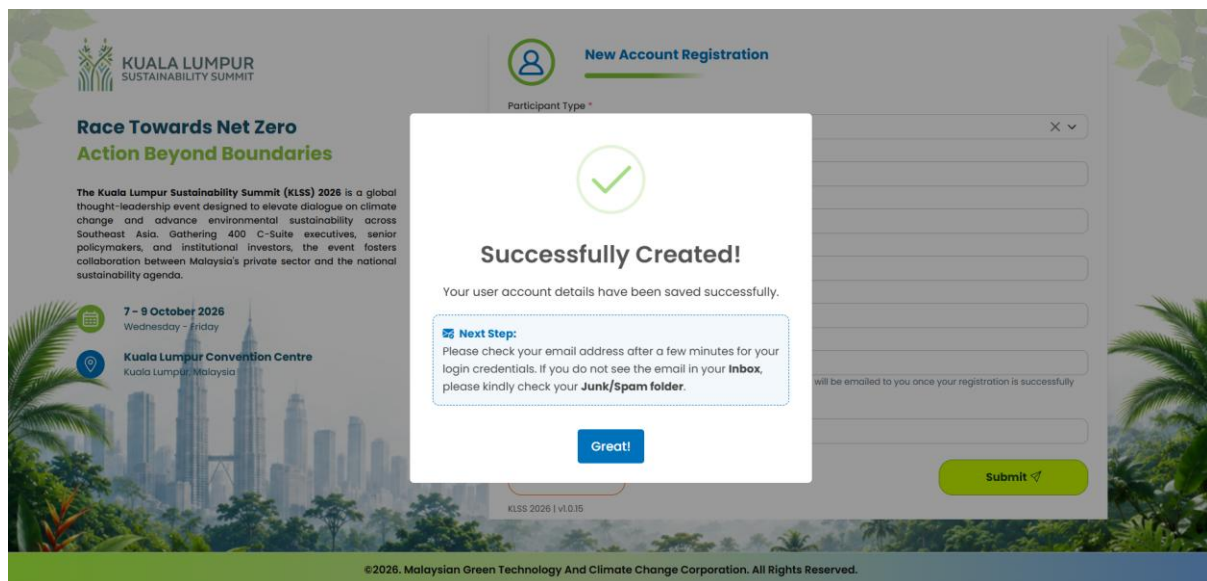
will be emailed to you once your registration is successfully submitted.

[Submit](#)

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Click "**Cancel**" to review your account registration details, or click "**Yes, Submit It!**" to submit the form and create your new account on the KLSS 2026 Registration Portal.

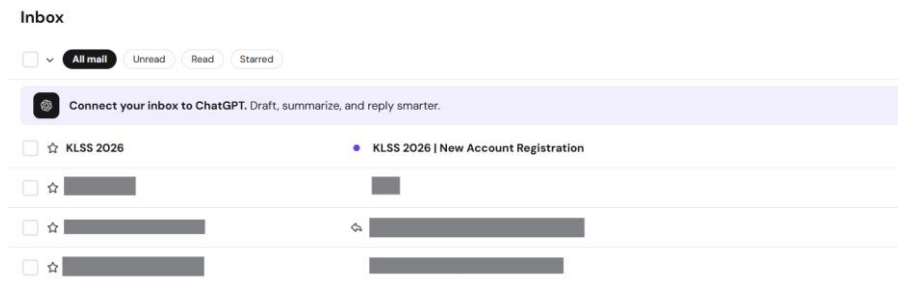
Upon successful submission, a pop-up message will appear confirming that your account has been created.



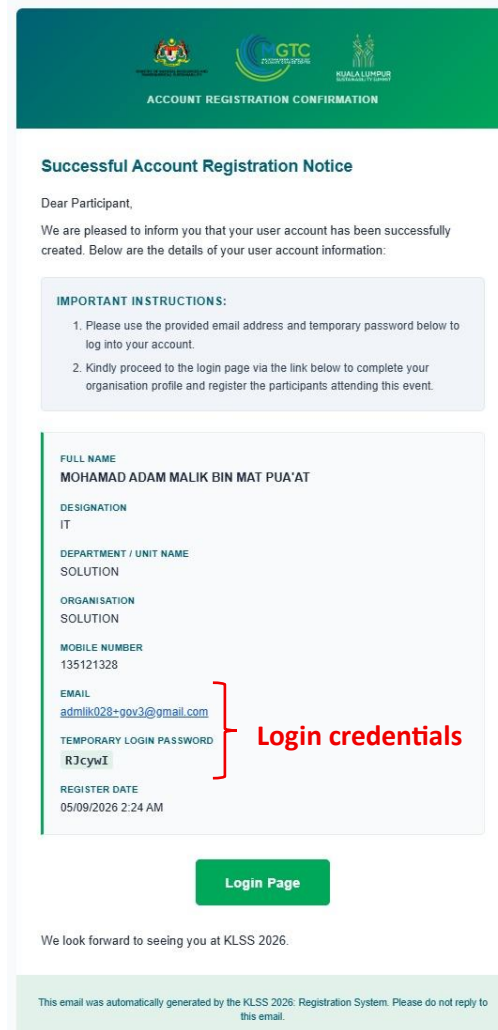
Click 'Great!' to finish the account creation process.

## Step 2: Login to the KLSS 2026 Registration Portal

After a few minutes, check the inbox of the email address used to register the account for an email from KLSS 2026 (klss@mgtc.gov.my). The email should look similar to the example shown below.

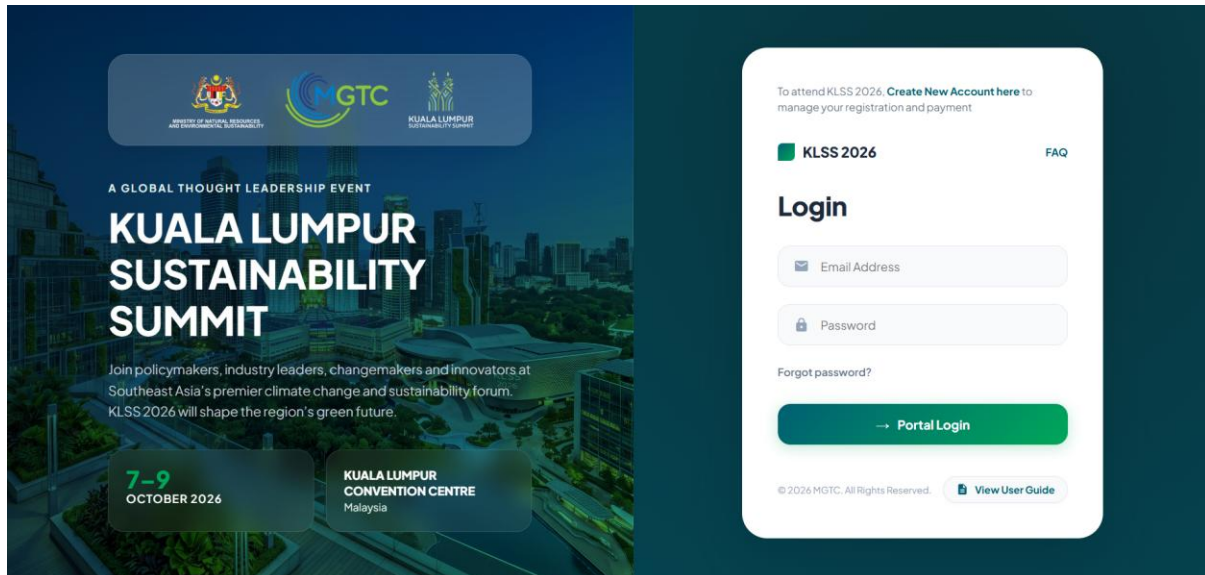


Open the email to view your account registration notice and access your login credentials.



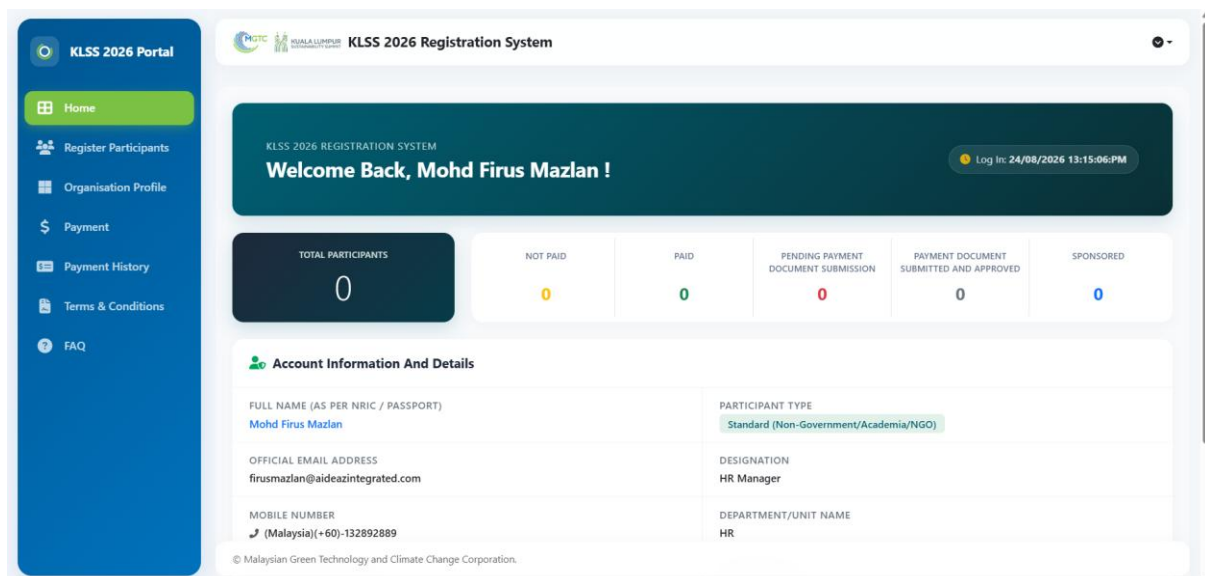
Your login credentials consist of your email address and the temporary password included in the email, as shown above.

Next, click the green **“Login Page”** button near the bottom of the email. A new browser tab or window will open and display the login page for the **KLSS 2026 Registration Portal**.

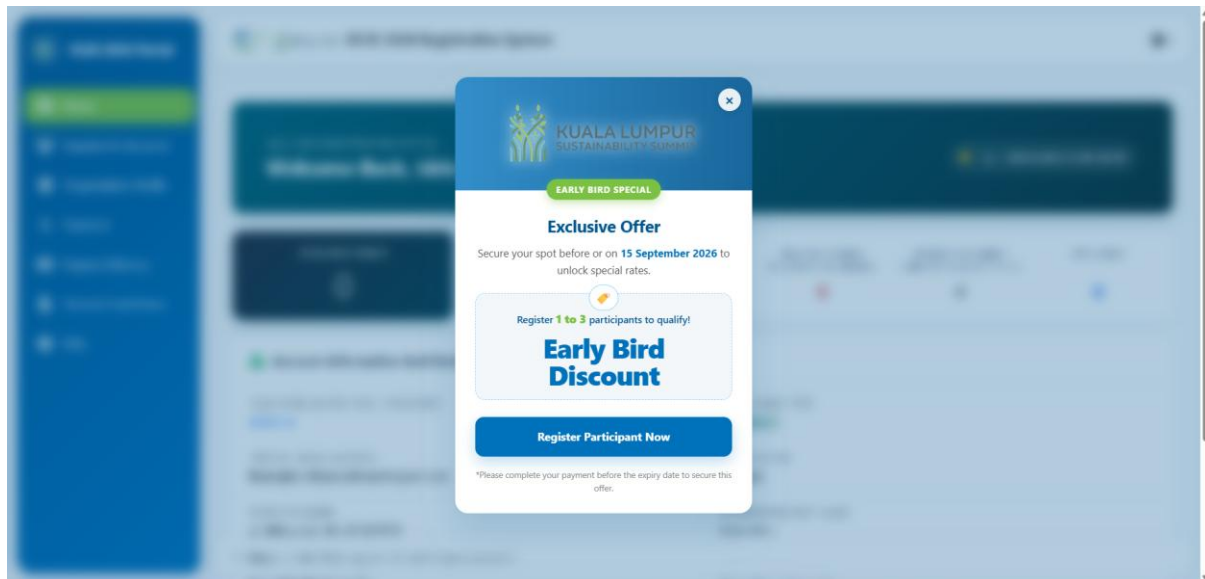


Enter your email address and the temporary password from the account registration email, then click the **"Portal Login"** button.

After successful login, you will be taken to the **'Home'** page, as shown below.

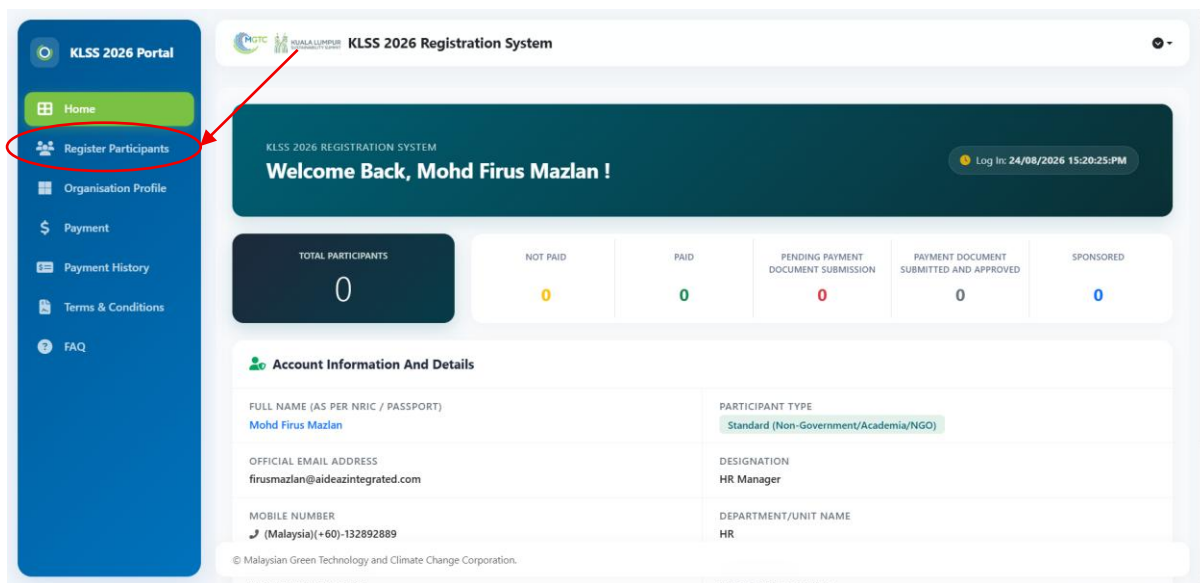


If you log in before the **“Early Bird”** deadline of **15 September 2026**, a pop-up message highlighting the **“Early Bird”** discount will appear, as shown in the screenshot below.

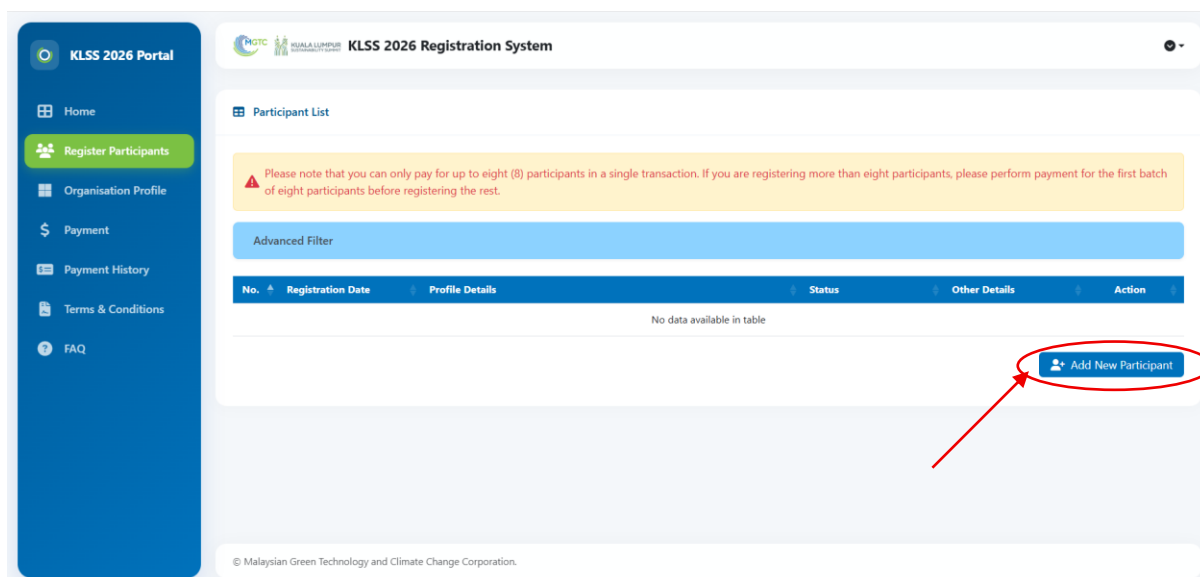


## Step 3: Registering Participants from your Organisation

To begin registering participants from your organisation for **KLSS 2026**, click the **“Register Participants”** menu, as shown below.



The system will display a list of participants registered with your organisation. For a newly created account, this list should be empty.



To add a new participant to KLSS 2026, click the **"Add New Participant"** button shown above.

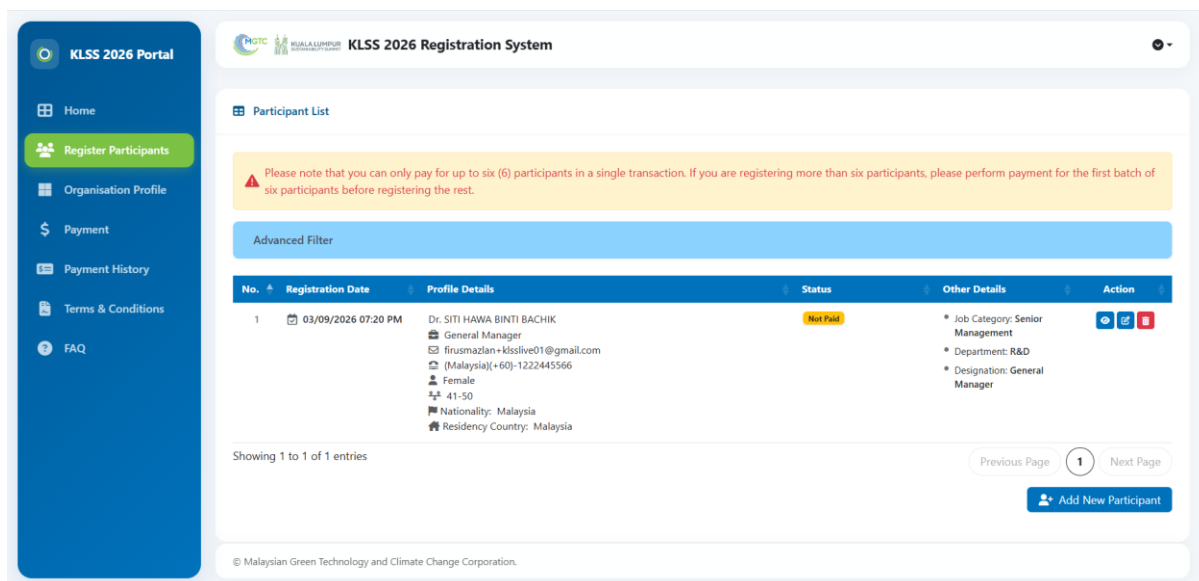
A pop-up window displaying the **"Participant Details"** form will be shown.

The screenshot shows a web application interface for a 'Participant Details' form. The form is titled 'Participant Details' and includes a close button (X) in the top right corner. A yellow banner at the top contains an important note: 'Important Note: All fields marked with a red asterisk (\*) are \*\*mandatory\*\*. Please ensure all required information is accurately filled before saving.' The form is divided into two columns of fields. The left column includes: 'Full Name \*' (text input), 'Salutation \*' (dropdown menu), 'Dept/Unit Name \*' (text input), 'Designation/Job Title/Position \*' (text input), 'Email Address \*' (text input), 'Mobile Number \*' (text input with a country code dropdown), 'Gender \*' (dropdown menu), 'Age Group \*' (dropdown menu), 'Nationality \*' (dropdown menu), 'Country \*' (dropdown menu), 'State \*' (text input), and 'City' (text input). The right column includes: 'Preferred Name on Pass \*' (text input), 'Job Category \*' (dropdown menu), 'Dietary Requirements \*' (dropdown menu), 'Person With Disability \*' (dropdown menu), 'Accessibility Requirements' (text area), 'Is Sustainability Part Of Your Current Role ? \*' (dropdown menu), 'First Time Attending KLSS ? \*' (dropdown menu), 'How Did Your Hear About KLSS ?' (dropdown menu), 'Emergency Contact Name \*' (text input), 'Emergency Contact Number \*' (text input), and 'Emergency Contact Relationship \*' (text input). At the bottom right, there are 'Cancel' and 'Save' buttons.

Enter the participant's details in the form, then click "**Save**". After you save the information, the following message will be displayed.

The screenshot shows a confirmation message overlaying the registration form. The message is a white box with a green checkmark icon at the top. The text inside the box reads: 'Participant Profile Saved!' followed by 'The participant details have been saved successfully.' At the bottom of the box is a blue button labeled 'Great!'. The background shows the registration form with some fields filled out: 'Full Name \*' is 'JOHARI BIN SALLEH', 'Salutation \*' is 'Mr.', 'Dept/Unit Name \*' is 'R&D', and 'Designation/Job Title/Position \*' is 'R&D Engineer'.

Click the **"Great!"** button. The system will return you to the **"Participant List"** screen. The newly added participant will appear in the list, as shown below.



Use the **"Add New Participant"** button to add as many participants from your organisation as required.

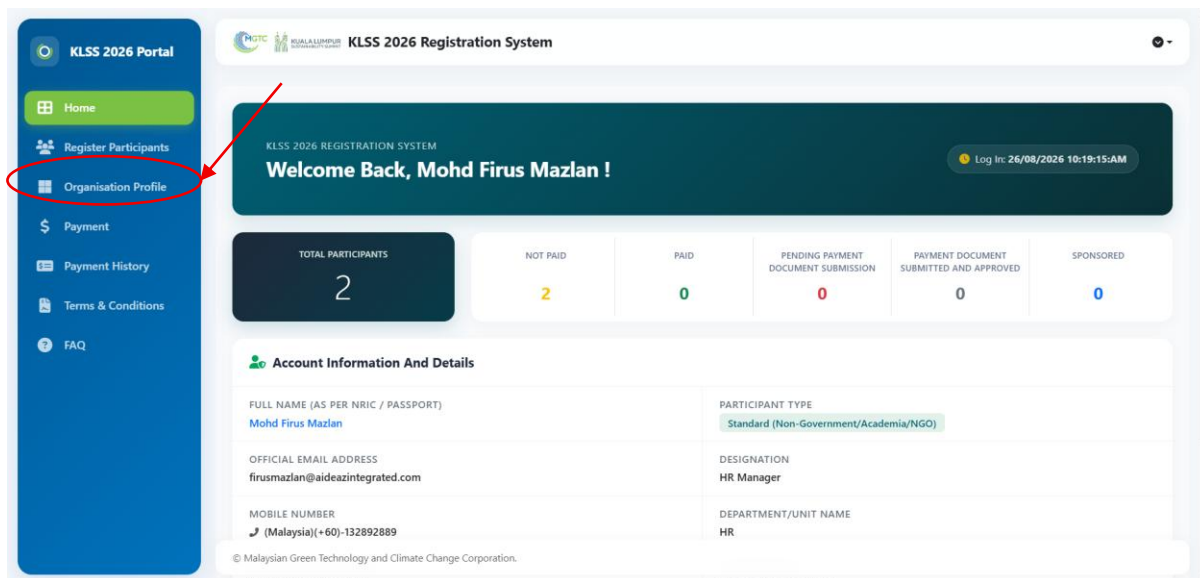
To view, edit, or delete a participant, click the relevant icon in the **"Action"** column next to their name. Refer to the illustration below:



Please note that all newly added participants will initially be assigned a **"Not Paid"** status. They will be confirmed as attendees once payment is received. Refer to **Step 6** of this guide for payment instructions.

## Step 4: Updating your Organisation Profile

In addition to adding participant details, you also need to update your organisation's profile information. Click on the **"Organisation Profile"** menu, as shown below.

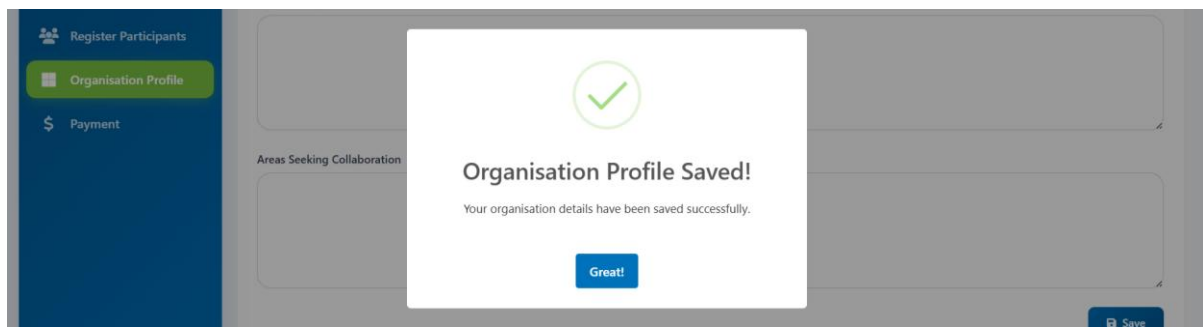


The system will display a form that lets you update your organisation's information.

The screenshot shows the 'Update Organisation Profile' form. It features a sidebar on the left with the same menu as the previous screenshot, but 'Organisation Profile' is now highlighted. The main form area has a yellow banner with an 'Important Note' about mandatory fields. The form contains several input fields: 'Organisation/Company Name' (text), 'Organisation Type' (dropdown), 'Industry Type' (dropdown), 'Country' (dropdown), 'Office Address' (text area), and 'Areas of Involvement in Sustainability' (text area). Mandatory fields are indicated by a red asterisk (\*). At the bottom of the form, there is a 'Save' button.

Complete your organisation profile by entering the required information in all mandatory fields, including **Organisation Name**, **Organisation Type**, **Industry Type**, **Country**, and **Areas Interested In**. Then, click the **"Save"** button at the bottom of the form.

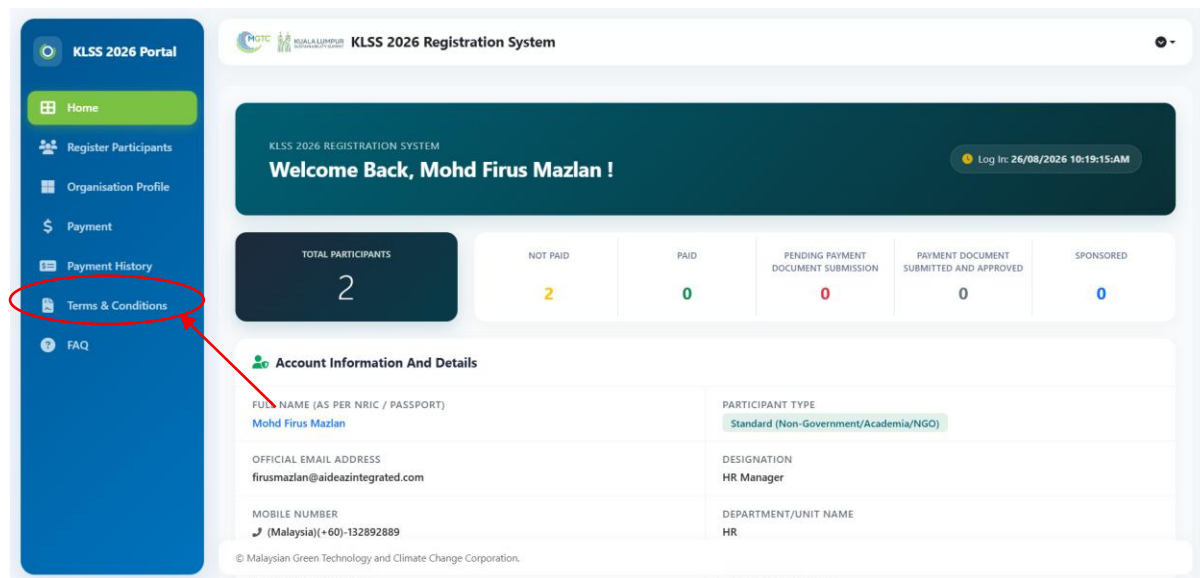
A confirmation message will be displayed.



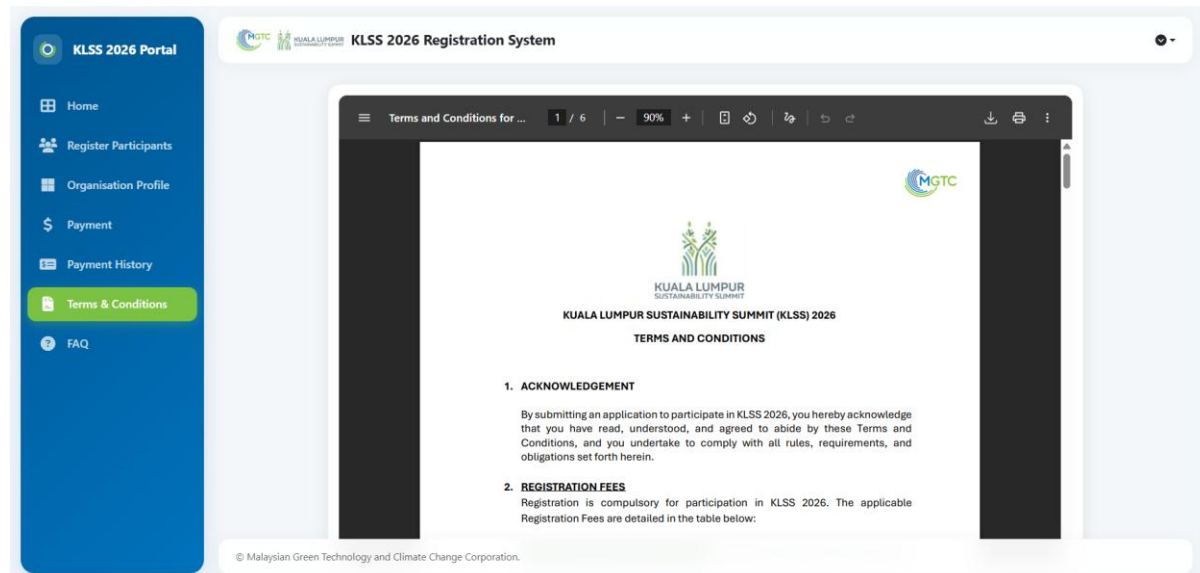
Click on the **“Great!”** button to close the message.

## Step 5: Viewing the Terms & Conditions

To view the Terms & Conditions relating to your registration and participation in KLSS 2026, click the **"Terms & Conditions"** menu, as shown below.

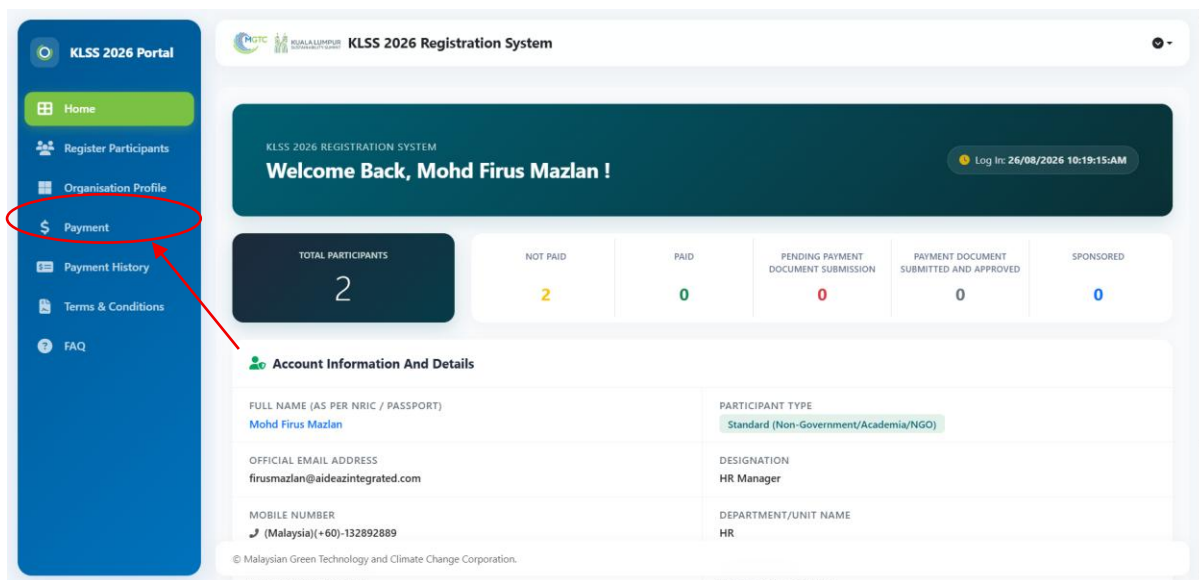


The Terms & Conditions document will display in PDF format, as shown below.

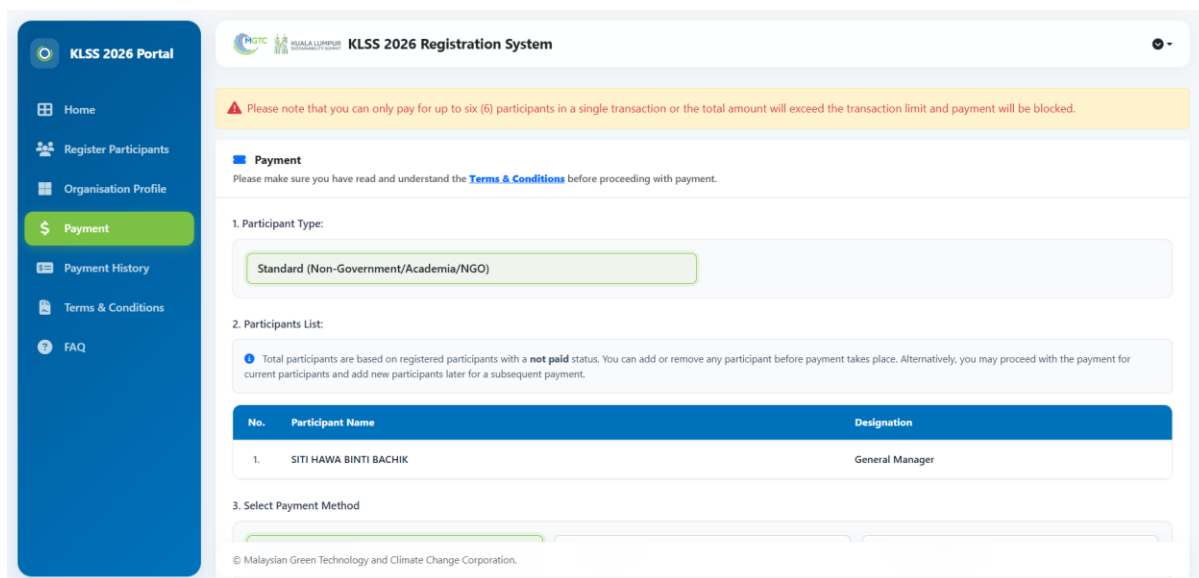


## Step 6: Payment

To pay for registered participants, click the **"Payment"** menu, as shown below.



The system will display the payment screen, as shown in the example below.



There are **three** payment methods available:

1. **Online Payment**
2. **Payment via Local Order (LO)**
3. **Payment via HRD Corp**

Please note that **Payment via LO** and **Payment via HRD Corp** are available only to organisations based in Malaysia.

The payment process consists of several steps that must be completed through the payment screen and, for online payments, via the payment gateway.

To proceed with payment, please follow the numbered steps displayed on the screen. Detailed instructions for each payment method are provided in **Sections 6.1 (Online Payment)**, **6.2 (Payment via Local Order (LO))**, and **6.3 (Payment via HRD Corp)**.

## 6.1: Online Payment

To make an online payment, follow the steps below on the payment screen.

- 
- |               |                         |                                                                                                                                              |
|---------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | <b>Participant Type</b> | Verify that the <b>“Participant Type”</b> for your organisation is correct and matches the information provided during account registration. |
|---------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

1. Participant Type:

Standard (Non-Government/Academia/NGO)

- 
- |               |                          |                                                                                                                                                                     |
|---------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 2</b> | <b>Participants List</b> | Verify that the participants listed in the <b>“Participants List”</b> are correct and that the number of participants matches those for whom payment is being made. |
|---------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Participants List:

**Total participants are based on registered participants with a **not paid** status. You can add or remove any participant before payment takes place. Alternatively, you may proceed with the payment for current participants and add new participants later for a subsequent payment.**

| No. | Participant Name       | Designation       |
|-----|------------------------|-------------------|
| 1.  | SITI HAWA BINTI BACHIK | General Manager   |
| 2.  | RAZMAN BIN SALLEH      | Assistant Manager |

- 
- |               |                              |                                                      |
|---------------|------------------------------|------------------------------------------------------|
| <b>Step 3</b> | <b>Select Payment Method</b> | Select <b>“Online Payment”</b> as the payment method |
|---------------|------------------------------|------------------------------------------------------|

3. Select Payment Method

☒ Online Payment

☐ Pay via LO

☐ Pay via HRD Corp

- 
- |               |                                  |                                                                                                                |
|---------------|----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Step 4</b> | <b>Select Preferred Currency</b> | Select your preferred payment currency. Two (2) options are available: <b>MYR (RM)</b> and <b>USD (US\$)</b> . |
|---------------|----------------------------------|----------------------------------------------------------------------------------------------------------------|

4. Select Preferred Currency

☐ MYR (RM)

☐ USD (\$)

**Step 5 Sponsor Code**

If you have been provided with a **Sponsor Code** by the KLSS 2026 Organiser, enter it in the field provided. Each Sponsor Code can be used only once and may be applied to only one participant.

## 5. Sponsor Code

 You may optionally enter a **Sponsor Code** for any specific participant.

| No. | Participant Name | Sponsor Code (Optional)                    |
|-----|------------------|--------------------------------------------|
| 1.  | IBRAHIM          | <input type="text" value="ENTER CODE..."/> |
| 2.  | FAWZIAH          | <input type="text" value="ENTER CODE..."/> |

**Step 6 Payment Details**

Once you select your preferred currency in **Step 4**, the payment details, including **Sales and Services Tax (SST)** (if applicable) and the **Grand Total**, will be calculated automatically and displayed here. Please ensure the information is correct.

## 6. Payment Details

| Ticket Category    | Standard (Non-Government/Academia/NGO) Rate  | Total Participant              | Total Price |
|--------------------|----------------------------------------------|--------------------------------|-------------|
| Early Bird Rates   | <input checked="" type="checkbox"/> RM 1,485 | <input type="text" value="2"/> | 2,970.00    |
|                    | <input type="checkbox"/> USD 372             |                                |             |
| TOTAL :            |                                              | 2                              | 2,970.00    |
| TOTAL BEFORE SST : |                                              |                                | 2,970.00    |
| SST (+8%) :        |                                              |                                | 237.60      |
| GRAND TOTAL :      |                                              |                                | 3,207.60    |

**Step 7 Select Preferred Banking Country**

Select the country from which you are making the payment. Available banks and online payment options will depend on your selection.

## 7. Select Preferred Banking Country:

Country \*

- Click button to select country -

**Step 8 Corporate Member Code (Optional)**

Enter your **Corporate Member Code** to claim the discount.

## 8. Corporate Member Code (Optional):

Member Code

\* Leave this blank if you do not have a corporate Member code.

**Step 9 Agent Referral Code (Optional)**

Enter the **Agent Referral Code** if an agent invited you.

## 8. Agent Referral Code (Optional):

Referral Code

\* Leave this blank if you do not have a referral code.

- Step 10 Consent, Terms & Conditions, PDPA** Tick the checkboxes under the "**Consent, Terms & Conditions, and PDPA**" section to indicate that you have read, understood, and agree to the Terms & Conditions. The first three checkboxes are mandatory and must be selected.

10. Consent, Terms & Conditions & PDPA:

☐ \* I have read, understood and agree to all KLSS 2026 Terms and Conditions

☐ \* I have read and acknowledge the above Personal Data Acknowledgement and consent to the collection, use and processing of my personal data for the purposes stated above.

☐ \* I acknowledge and consent to photographs and/or video recordings taken during KLSS 2026 being used by MGTC for event reporting, publicity, promotional and communication purposes.

☐ I agree to have my name and organisation included in the participant directory.

☐ I wish to receive future KLSS updates.

- Step 11 Proceed with Payment** Finally, click the "**Confirm Payment**" button to proceed to the payment gateway and complete the payment process.

☐ I agree to have my name and organisation included in the participant directory.

☐ I wish to receive future KLSS updates.

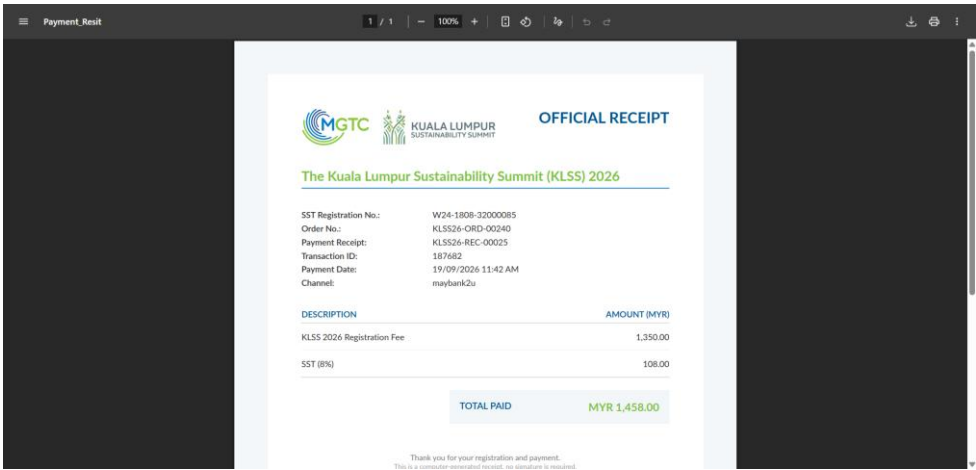
[Confirm Payment](#)

- Step 12 Payment Gateway Process** Follow the payment gateway instructions to complete the payment process.

- Step 13 Payment Completion** Once payment is complete, you will be redirected to the **KLSS 2026 Registration Portal**, where you can view and print your payment receipt.

Payment for the selected participants has now been completed. Participants should check their email for the **QR code** required to collect their event pass during the event.

- Step 14 Print Receipt** To view and print your payment receipt, click on the "**Print Receipt**" button. Your receipt will be displayed on a new tab for you to download and save.



**Step 15 Request E-Invoice**

If you wish to request an **e-invoice**, click on the **“Request E-Invoice”** link on the previous screen. The e-invoice request form will be displayed on a new tab for you to download and complete.

Download the form, fill it in, and email it along with the payment receipt to [klss@mgtc.gov.my](mailto:klss@mgtc.gov.my) with **“REQUEST FOR E-INVOICE”** as the email subject.

The screenshot shows the MGTC E-INVOICE\_CUSTOMERS INFORMATION FORM (R) (Sept 2026)-3243d... form. The form is titled "MGTC E-INVOICE\_CUSTOMERS INFORMATION FORM (R) (Sept 2026)-3243d..." and includes the MGTC logo.

Dear Business Partner,

**IMPLEMENTATION OF E-INVOICING BY THE INLAND REVENUE BOARD OF MALAYSIA (IRBM)**

Pursuant to the implementation of electronic invoicing (e-invoicing) by the Inland Revenue Board of Malaysia (IRBM), we kindly request that you provide the following information to facilitate the issuance of e-invoices:

Kepada Rakan Niaga yang Dihormati,

**PELAKSANAAN E-INVOIS OLEH LEMBAGA HASIL DALAM NEGERI MALAYSIA (LHDN)**

Sering dengan pelaksanaan e-invois oleh Lembaga Hasil Dalam Negeri Malaysia (LHDN), kami dengan hormatnya memohon kerjasama pihak tuan/niaga untuk mengemukakan maklumat berikut bagi memudahkan pengeluaran e-invois:

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
| Company / Individual Name<br>Nama Syarikat / Nama individu                          |  |
| Company Registration No. / NRIC<br>Nombor Pendaftaran Syarikat / No. Kad Pengenalan |  |
| Company Tax Identification No. (TIN) /<br>Nombor Pengenalan Cukai Syarikat (TIN) /  |  |
| Individual Tax Identification No. (TIN)<br>Nombor Pengenalan Cukai Individu (TIN)   |  |
| Company MSIC Code and Description<br>Kod dan Keterangan MSIC Syarikat               |  |
| Company SST No.<br>Nombor SST Syarikat                                              |  |
| Company Address<br>Alamat Syarikat                                                  |  |
| Company Contact Number (General Line)<br>Nombor Telefon Syarikat (Telefon Umum)     |  |

Please note that the e-invoice request form is also accessible at any time via the **“E-Invoice Request”** menu on the left-hand side of the screen

## 6.2: Payment via LO

For payment via LO, review the payment screen and verify or complete the following steps.

- 
- Step 1      Participant Type**      Verify that the **“Participant Type”** for your organisation is correct and matches the information provided during account registration.

1. Participant Type:

Standard (Non-Government/Academia/NGO)

- 
- Step 2      Participants List**      Verify that the participants listed in the **“Participants List”** are correct and that the number of participants matches those for whom payment is being made.

2. Participants List:

**Total participants are based on registered participants with a **not paid** status. You can add or remove any participant before payment takes place. Alternatively, you may proceed with the payment for current participants and add new participants later for a subsequent payment.**

| No. | Participant Name       | Designation       |
|-----|------------------------|-------------------|
| 1.  | SITI HAWA BINTI BACHIK | General Manager   |
| 2.  | RAZMAN BIN SALLEH      | Assistant Manager |

- 
- Step 3      Select Payment Method**      Select **“Pay via LO”** as the payment method. The system will display an additional input field for **“Office Address”**.

3. Select Payment Method

☐ Online Payment
 ☒ Pay via LO
 ☐ Pay via HRD Corp

Office Address \*

Enter full address for LO...

You may update your address here. The new details will be automatically reflected in your organisation profile address.

- 
- Step 4      Enter/Verify Office Address**      If your office address has not been specified in your **“Organisation Profile”**, please enter it here, as shown in the example.

3. Select Payment Method

☐ Online Payment
 ☒ Pay via LO
 ☐ Pay via HRD Corp

Office Address \*

No 5-21, Menara Gemilang  
Jalan Tun Abdul Razak  
Presint 3  
62100 Putrajaya

You may update your address here. The new details will be automatically reflected in your organisation profile address.

- 
- Step 5      Consent, Terms & Conditions, PDPA**      Tick the checkboxes under the **"Consent, Terms & Conditions, and PDPA"** section to indicate that you have read, understood, and agree to the Terms &

Conditions. The first three checkboxes are mandatory and must be selected.

10. Consent, Terms & Conditions & PDPA:

- ☐ \* I have read, understood and agree to all KLSS 2026 Terms and Conditions
- ☐ \* I have read and acknowledge the above Personal Data Acknowledgement and consent to the collection, use and processing of my personal data for the purposes stated above.
- ☐ \* I acknowledge and consent to photographs and/or video recordings taken during KLSS 2026 being used by MGTC for event reporting, publicity, promotional and communication purposes.
- ☐ I agree to have my name and organisation included in the participant directory.
- ☐ I wish to receive future KLSS updates.

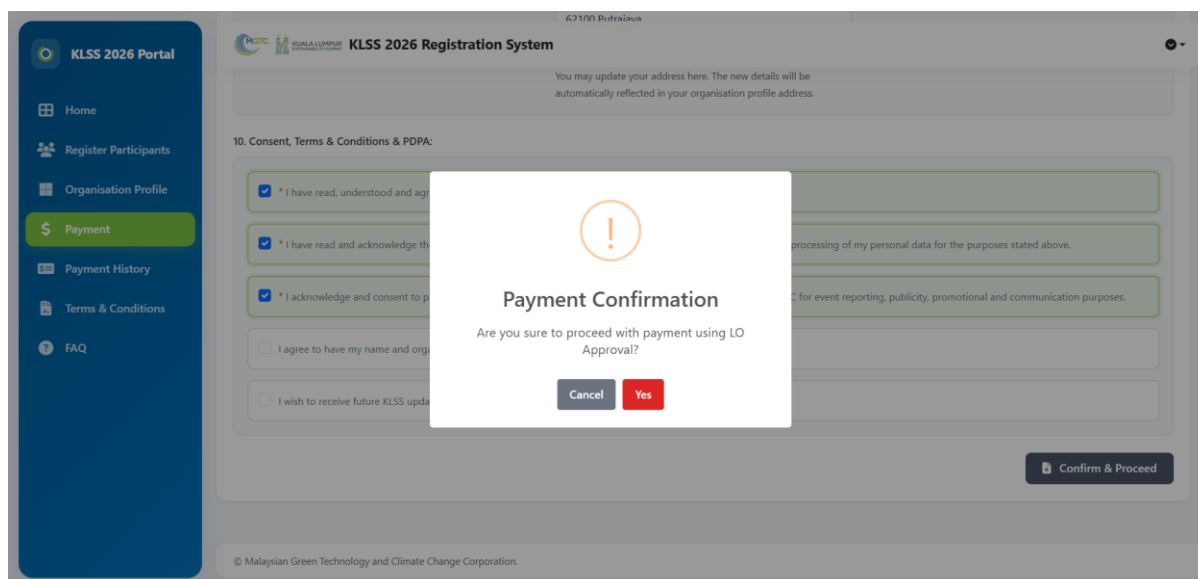
## Step 6 Payment

Finally, click the **"Confirm & Proceed"** button to proceed with the payment request.

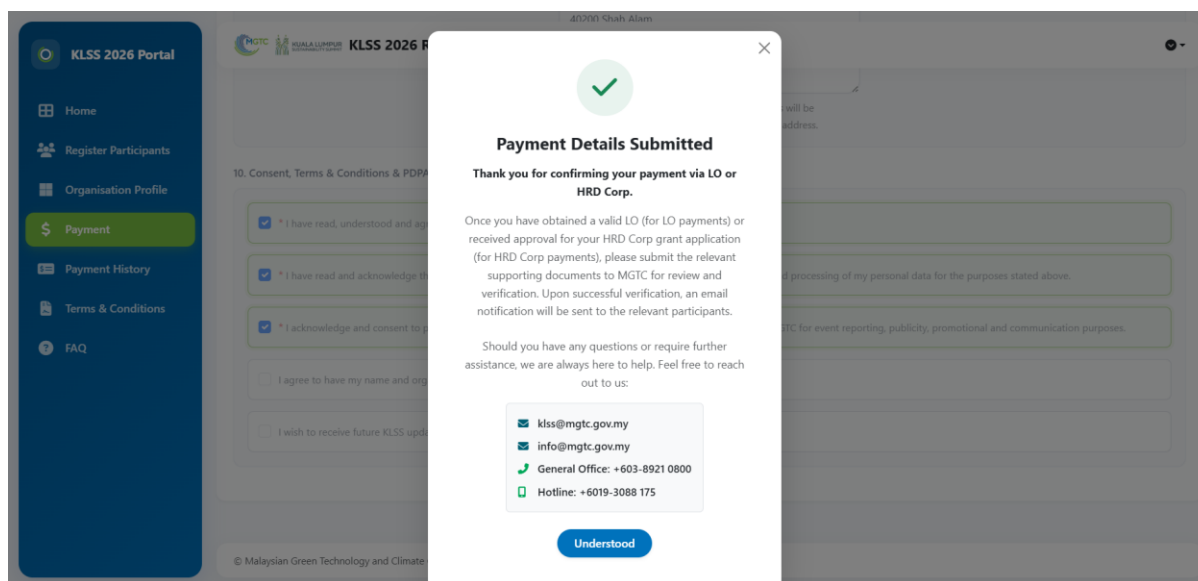
- ☐ I agree to have my name and organisation included in the participant directory.
- ☐ I wish to receive future KLSS updates.

**Confirm & Proceed**

A **"Payment Confirmation"** pop-up window will then be displayed, as shown below.



Click **"Yes"** to proceed. A notification message will then be displayed.



You may now proceed with the necessary steps and applications outside the system to obtain a valid **Letter of Undertaking (LO)**.

Once these external processes are complete, please contact the KLSS 2026 Secretariat and submit the relevant documents. The Secretariat will then review them and update your payment status accordingly.

Once this process is complete, each participant covered under the payment will receive an email with their registration details and a **QR code**. Participants must present the **QR code** to the KLSS 2026 secretariat on the day of the event to collect their official event passes.

## 6.3: Payment via HRD Corp

For payment via HRD Corp, review the payment screen and verify or complete the following steps.

- |               |                         |                                                                                                                                              |
|---------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | <b>Participant Type</b> | Verify that the <b>“Participant Type”</b> for your organisation is correct and matches the information provided during account registration. |
|---------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

1. Participant Type:

Standard (Non-Government/Academia/NGO)

- |               |                          |                                                                                                                                                                    |
|---------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 2</b> | <b>Participants List</b> | Verify that the participants listed in the <b>“Participant List”</b> are correct and that the number of participants matches those for whom payment is being made. |
|---------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Participants List:

**Total participants are based on registered participants with a **not paid** status. You can add or remove any participant before payment takes place. Alternatively, you may proceed with the payment for current participants and add new participants later for a subsequent payment.**

| No. | Participant Name       | Designation       |
|-----|------------------------|-------------------|
| 1.  | SITI HAWA BINTI BACHIK | General Manager   |
| 2.  | RAZMAN BIN SALLEH      | Assistant Manager |

- |               |                              |                                                                                                                                                                                                                                                     |
|---------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 3</b> | <b>Select Payment Method</b> | Select <b>"Pay via HRD Corp"</b> as the payment method. The system will display additional information, as shown in the screenshot below. Please note that the <b>"HRD Corp Course Code"</b> is required when submitting your HRD Corp application. |
|---------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3. Select Payment Method

☐ Online Payment

☐ Pay via LO

☒ Pay via HRD Corp

HRD Corp Website:  
<https://etris.hrdcorp.gov.my/DigiGov/login.jsp>

HRD Corp Course Code:  
10001752120

Information:  
Participants who wish to apply for the HRD Corp grant will receive an email from the KLSS Secretariat with the required documents to proceed with the grant application.

- |               |                                              |                                                                                                                                                                                                                                          |
|---------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 4</b> | <b>Consent, Terms &amp; Conditions, PDPA</b> | Tick the checkboxes under the <b>"Consent, Terms &amp; Conditions, and PDPA"</b> section to indicate that you have read, understood, and agree to the Terms & Conditions. The first three checkboxes are mandatory and must be selected. |
|---------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 10. Consent, Terms &amp; Conditions &amp; PDPA:

☐ \* I have read, understood and agree to all KLSS 2026 Terms and Conditions

☐ \* I have read and acknowledge the above Personal Data Acknowledgement and consent to the collection, use and processing of my personal data for the purposes stated above.

☐ \* I acknowledge and consent to photographs and/or video recordings taken during KLSS 2026 being used by MGTCC for event reporting, publicity, promotional and communication purposes.

☐ I agree to have my name and organisation included in the participant directory.

☐ I wish to receive future KLSS updates.

**Step 5      Payment**

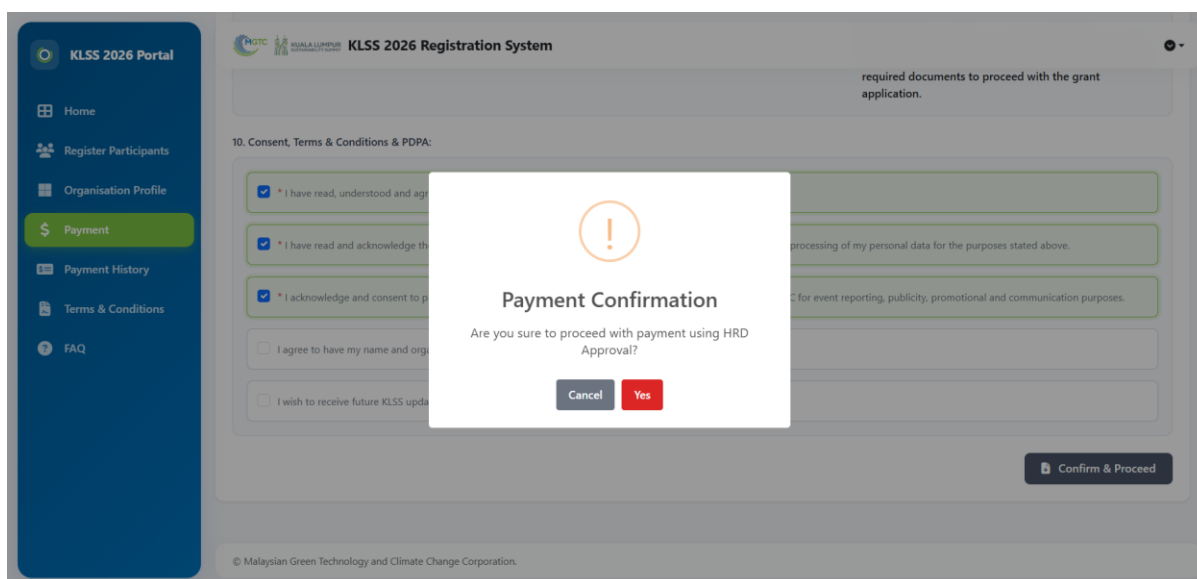
Finally, click the “**Confirm & Proceed**” button to proceed with the payment request.

☐ I agree to have my name and organisation included in the participant directory.

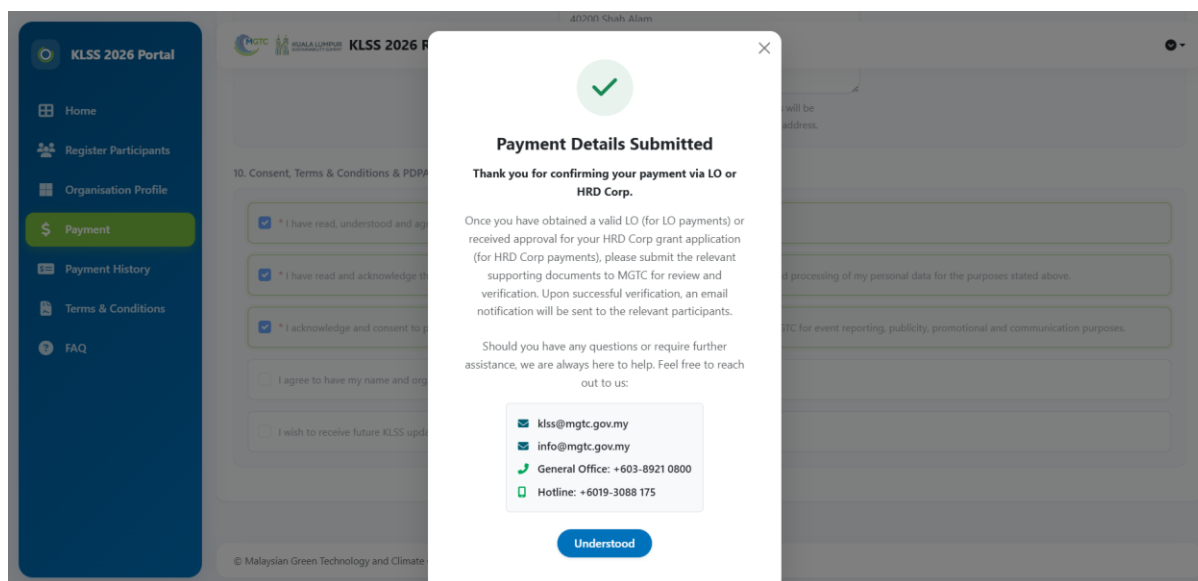
☐ I wish to receive future KLSS updates.

**Confirm & Proceed**

A “**Payment Confirmation**” pop-up window will then be displayed, as shown below.



Click “**Yes**” to proceed. The following message will then be displayed.



The KLSS 2026 Secretariat will contact you via email and provide the supporting documents required for your HRD Corp grant application.

Once **HRD Corp** approves your grant application submitted through **e-TRiS**, please submit the approval letter to the KLSS 2026 Secretariat. Your payment status will then be updated accordingly in the registration portal.

Once verified, participants will receive an email with their registration details and a **QR code**. On the day of the event, participants must present the **QR code** to the Secretariat to collect the official event pass.

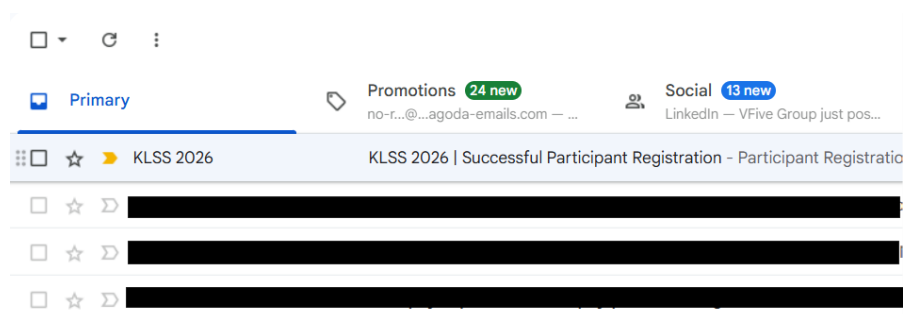
## Step 7: Confirmation Email

Participants will receive a confirmation email after their registration has been approved.

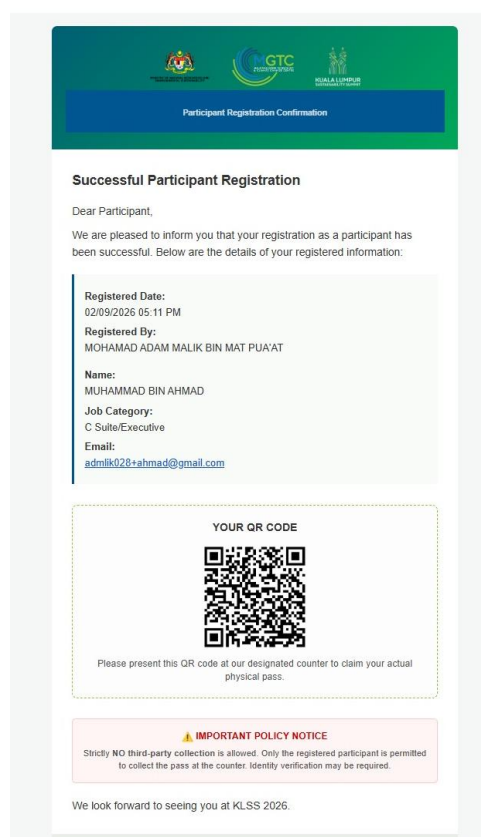
- **Online Payment:** The email is sent automatically after successful payment and may take a few minutes to arrive.
- **LO / HRD Corp:** The email is sent only after the required documents or application have been verified and approved by MGTC.

Participants should check the email address used during registration. If the email is not in the inbox, check the junk or spam folder.

The email subject will be: **“KLSS 2026 – Successful Participant Registration”**



Open the email. Its contents should appear similar to the example shown below.



Check that the email contains the following:

1. The correct participant information.
2. A QR code for collecting the official pass at the event.
3. A PDF attachment containing the same QR code as shown in the email. Participants are encouraged to download and save the PDF to their mobile device so the QR code remains accessible even if they do not have internet access on the day of the event.