



MANUAL PENGGUNA

PENDAFTARAN PERSONEL BINAAN PERMOHONAN BARU

ID MAJIKAN - KONTRAKTOR

Versi 1.0



KANDUNGAN UTAMA

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MANUAL PENGGUNA

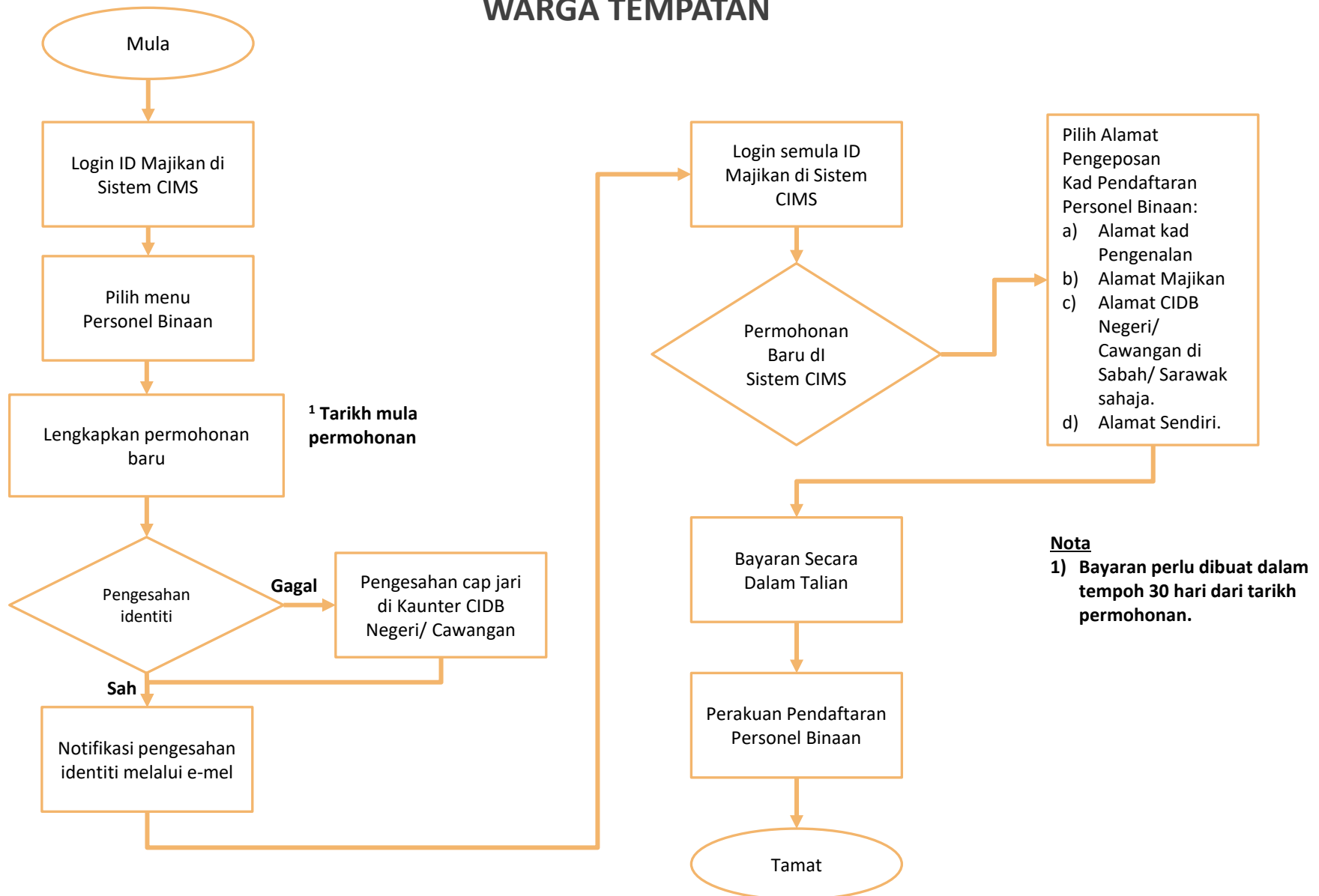
PENDAFTARAN PERSONEL BINAAN PERMOHONAN BARU WARGA TEMPATAN

ID MAJIKAN - KONTRAKTOR

Versi 1.0



PROSES PERMOHONAN PENDAFTARAN PERSONEL BINAAN – WARGA TEMPATAN



1300 88 CIDB (2432)
e bantuan
CIDB CARELINE
KLIK/MIK

Log masuk ke akaun CIDB anda

ID pengguna

Kata laluan diperlukan.
Kata laluan

Ingat Kata laluan

Log Masuk

Kontraktor Berdaftar

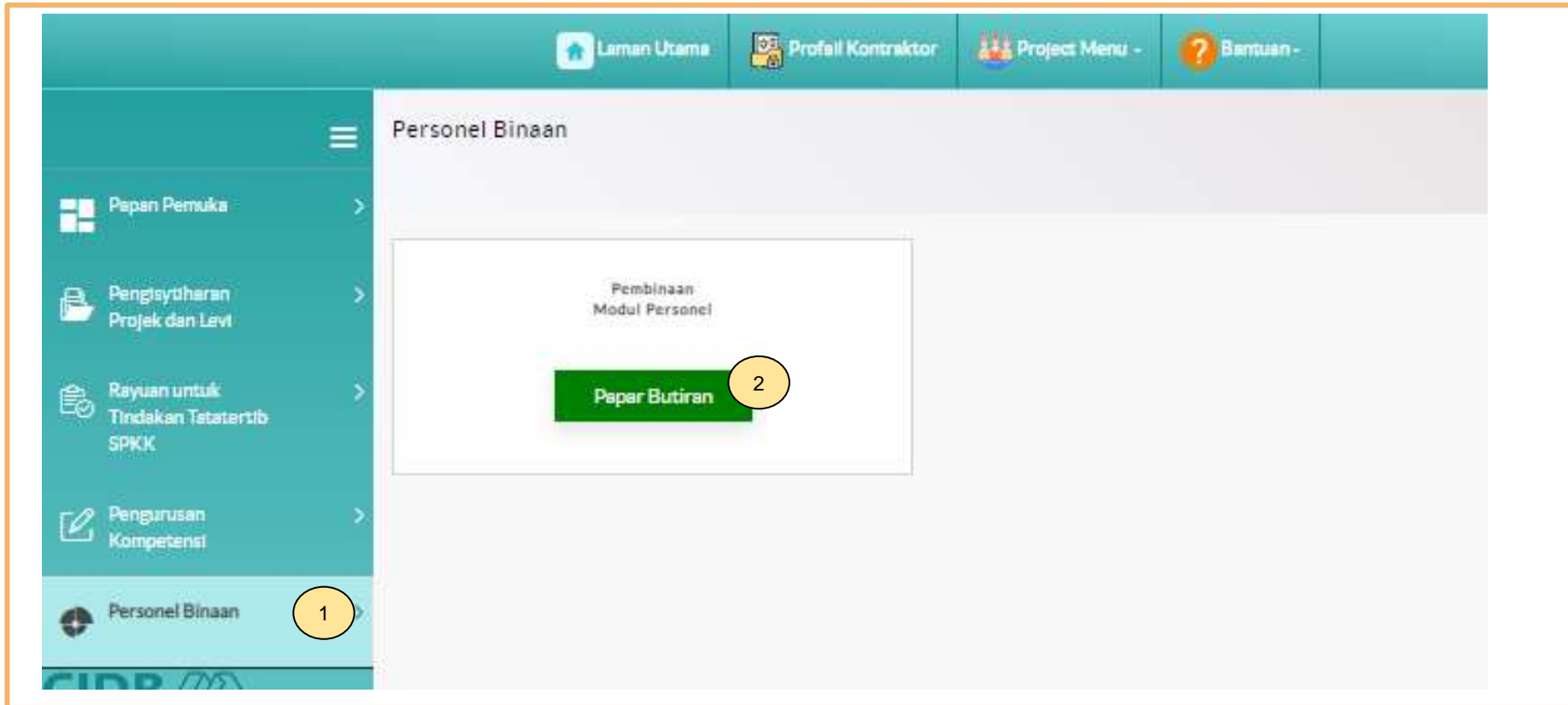
- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru

Daftar Baru

- Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain
- Tidak menerima emel Pengaktifan? **New!**

Lupa ID pengguna? / Lupa kata laluan?

1. Layari laman sesawang Sistem CIMS CIDB > <https://cims.cidb.gov.my/smis/regcontractor/index.vbhtml>
2. Masukkan **ID Majikan** dan **Kata Laluan**.
3. Klik **“Log Masuk”**.



1. Klik **Personel Binaan**.
2. Klik **Papar Butiran** pada menu **Pembinaan Modul Personel**.

The screenshot displays the CIDB Malaysia portal interface. At the top, there is a navigation bar with a user profile icon, a blacked-out name, and several menu items: Home, Butiran peribadi (highlighted with a yellow circle containing the number 1), Kad Personel, Insurans Personel, Pekerja Asing, Ekspatriat, and Portal Kerja. Below the navigation bar, the page title is 'Butiran peribadi'. The main content area features a grid of seven service cards, each with a 'View Details' link. The first card, 'BUTIRAN PERSONEL TEMPATAN', is highlighted with a yellow circle containing the number 2. Other cards include 'BUTIRAN PERSONEL ASING', 'DAFTAR PEKERJA ASING' (with a count of 434), 'PERMOHONAN IMM13P', 'TAMBAH PERSONEL BINAAN TEMPATAN', 'PUSH EXISTING PB FOREIGN WORKERS DETAILS', and 'PERMOHONAN KEBENARAN KHAS'. The CIDB MALAYSIA logo is located in the bottom left corner.

1. Klik **Butiran peribadi**.
2. Klik **“View Details”** pada menu **Butiran Personel Tempatan**.

Create Local Personnel Detail List

No Pendaftaran Syarikat :

Nama Syarikat :

Bermula pada 20/7/2020, terdapat perubahan pada proses permohonan **Baru Personel Binaan**. **Fi Proses** akan dikenakan selepas permohonan dihantar. Sila rujuk Manual Pengguna untuk maklumat lanjut. [Manual Pengguna](#)

Mykad Card No *

 - -

Applicant Name *

HandPhone No *

Email *

1

Add to List

Clear

Sila klik butang padam untuk dikeluarkan dari senarai

#	Personal Details			
	Person Id	Person Name	Phone No	Email Id
2	No data to display			
Total : 0				

3

Save & Submit

TAB 1 – MAKLUMAT PERIBADI











1. Lengkapkan maklumat bertanda (*). Selesai isi, klik **“Add to List”**
2. Maklumat personel akan dipaparkan di dalam senarai **“Personal Details”**.
3. Klik **“Save & Submit”**.


Applied for Construction Personnel Card

Company Registration No

Company Name : |

Click icon for each process to continue

Summary			Registration Process								
Tick for Payment	Applicant Identity No	Applicant Name	Personnel Information	Employer/ Self-employed	Safety Certificate	Academic Information	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
					 						

1. Berikut adalah paparan skrin bagi proses Permohonan Pendaftaran Baru Personal Binaan.
2. Klik ikon  untuk lengkapkan permohonan.

New Registration Construction Personnel Card(Safety Certificate)

Company Registration No :

Company Name :



Enter text to search..

Personnel Detail

2a

Applicant Identity No

Applicant Name

Applicant Identity No	Applicant Name
<input type="text"/>	<input type="text"/>

Safety Certificate

Field with an asterisk (*) are mandatory

Applicant Name *

Safety Training Centre *

Course Date *

Certificate (Allow File Size : 1 Megabyte) (jpg, jpeg, pdf file only)

Browse...

Add to List

2b


Add

1

Next

3

TAB 3 – MAKLUMAT SIJIL/ PASPORT KESELAMATAN

1. Klik  dan lengkapkan maklumat sijil/ passport keselamatan.
2. Terdapat 2 opsyen bagi sijil/ passport keselamatan:
 - a) **Sijil SICW/ eSICW** - Maklumat **dipaparkan secara automatik bagi sijil SICW & eSICW**. Pemohon tidak perlu memuat naik sijil kursus.
 - b) **Sijil/ passport keselamatan yang diiktiraf CIDB - WAJIB** dimuat naik. Pilih jenis sijil/ passport keselamatan dan muat naik dokumen berkenaan. Klik **'ADD TO LIST'**. Senarai sijil keselamatan yang diiktiraf CIDB boleh dirujuk [di sini](#).
3. Klik **"NEXT"**.

Nota

Sila hubungi Pusat Latihan Bertauliah/Tenaga Pengajar bagi memastikan pengesahan kehadiran peserta jika maklumat tidak dipaparkan setelah menghadiri kursus **SICW/e-SICW**.

New Registration Construction Personnel Card(Academic Information)

Company Registration No

Company Name :

Maklumat ini tidak wajib , jika perlu baru isi

This information not mandatory , if required need to fill in.

Enter text to search...

Personnel Detail

Applicant Identity No	Applicant Name

+

Academic Information

Field with an asterisk () are mandatory

Applicant Name *

Education Course Type * Education Course *

Education Level * Education Course *

Certificate (Other File Size : 1 Mيجابايت) (jpg, jpeg, pdf file only)

Browse...

Add to List

+

1

2

3

4

5

Back Next

TAB 4 – MAKLUMAT AKADEMIK

1. Klik **+** dan lengkapkan maklumat akademik.
2. Pilih dan muat naik sijil akademik berkaitan.
3. Klik **“ADD TO LIST”** untuk mengemaskini maklumat dan memuat naik dokumen.
4. Klik **“X”** untuk mengeluarkan/ membatalkan maklumat yang telah diisi.
5. Klik **“NEXT”**.

Nota

Maklumat ini adalah **TIDAK WAJIB**.

New Registration Construction Personnel Card(Skilled Information)

Company Registration No :

Company Name :

Maklumat ini tidak wajib , jika perlu baru isi

This information not mandatory , if required need to fill in.

Enter text to search...

Personnel Detail

Applicant Identity No	Applicant Name

+

Skilled Information

Field with an asterisk (*) are mandatory

Choose the Applicant Name *

Skill Course *

Education Centre Type *

Education Centre *

Certificate (Allow File Size : 1 Megabyte) .jpg .jpeg .pdf file only *

Upload

+

1

2

3

4

5

Back

Next

TAB 5 - MAKLUMAT KEMAHIRAN

1. Klik dan muat naik sijil kemahiran berkaitan.
2. Pilih dan muat naik sijil kemahiran berkaitan.
3. Klik **“ADD TO LIST”** untuk mengemaskini maklumat dan memuat naik dokumen.
4. Klik **“X”** untuk mengeluarkan/ membatalkan maklumat yang telah diisi.
5. Klik **“NEXT”**.

Nota

Maklumat ini adalah **TIDAK WAJIB**.

Menu / Pending List of Registration Personal Binaan / Applied for Construction Personnel Card
 New Registration Construction Personnel Card(Job Category & Trade Summary)

New Registration Construction Personnel Card(Job Category & Trade Summary)

Company Registration No: _____ Company Name: _____ **2**

1 2 3 4 5 6 7 8 9

Enter text to search...

Registered Personal Details							
#	Category Type	Identity Type	Identity No	Name	Job Category (System Generated)	Tred List	System Message (if any)
1	Identification Card	Personal Binaan			PENGURUS PROJEK BINAAN		

Back Next **3**

TAB 6 – PENGESYORAN KATEGORI PEKERJAAN & TRED

1. Maklumat “**Job Category**” & “**Tred List**” berdasarkan kelayakan akademik dan kemahiran.
2. Sila semak semula proses terdahulu jika tiada “**Next**” pada paparan ini.
3. Klik “**Next**”.

New Registration Construction Personnel Card(Beneficiary)

Company Registration No :

Company Name :

1 2

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
+ []	[]

Beneficiary

Field with an asterisk () are mandatory*

Applicant Name *
[]

Beneficiary Relation Type *
[]

Beneficiary ID (Passport No/Mykad No) *
Beneficiary ID: []

Beneficiary Name *
Beneficiary Name: []

Beneficiary Contact No *
Beneficiary Contact No: []

Beneficiary Address *
[]

Add to list 2


Add + 1

3

Back

Next

TAB 7 – MAKLUMAT BENEFISIARI

1. Klik  dan lengkapkan maklumat benefisiari.
2. Klik "Add to List".
3. Klik "Next".

New Registration Construction Personnel Card

Company Registration No :

Company Name :



Enter text to search...

Registered Personal Details

Category Type	Identity Type	Identity No	Name	Duration (Year)
Identification Card	Personal Binaan			<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5

1

Back

Finish

2

TAB 8 - TEMPOH PENDAFTARAN

1. Pilih tempoh antara 1 hingga 5 tahun.
2. Klik **“Finish”**.

Applied for Construction Personnel Card

Company Registration No

Company Name

Click icon for each process to continue

Summary			Registration Process								
Tick for Payment	Applicant Identity No	Applicant Name	Personnel Information	Employer/ Self-employed	Safety Certificate	Academic Information	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
<input checked="" type="checkbox"/>											19/12/2024

Sila klik butang payment untuk teruskan dengan skrin bayaran.

Payment

PROSES PEMBAYARAN – LANGKAH 1

1. Klik ✓ .
2. Klik “Payment”.

PENTING

1. Kotak “**Payment**” akan dipaparkan setelah mendapat pengesahan maklumat identiti.
2. Pemohon dikehendaki pergi ke CIDB Negeri/ Cawangan terdekat bagi **pengesahan cap jari, dengan membawa kad pengenalan** sekiranya kotak “**Payment**” tidak terpapar **selepas 3 hari bekerja** dari tarikh mengemukakan permohonan.

Declaration & Payment

Insurance : ZURICH TAKAFUL MALAYSIA BERHAD (ZTMB) Collection Mode : Alamat Majikan Registered Address : 1

Tel No for Postage purpose : No.Tel/Handphone

This address refers to the employer's mailing address

Registered Personal Details

Category Type	Identity Type	Identity No	Name	Card Detail		
				Duration(Year)	Expiry date	Fees
Identification Card	Personal Binaan			1	19/12/2024	25

Note: Card Printing not required for Construction Personnel for 2nd Time and onwards Application.

I hereby acknowledge that all the information and documents declared on this system is true, correct and complete. If the information submitted is found to be untrue, incorrect or incomplete, I agree to be subjected by CIDB. 2

Total Processing Fees (RM)	Total Registration Fees (RM)	Total Need to Pay (RM)
-----------------------------------	-------------------------------------	-------------------------------

10.00	25.00	35.00
-------	-------	-------

Payment Type : 3

TAB 9 - PILIHAN PENGEPOSAN DAN BAYARAN

1. Pemohon boleh membuat pilihan pengeposan/ Collection Mode:
 - a) **Alamat majikan** – alamat majikan di Sistem CIMS.
 - b) **CIDB Negeri/ Cawangan** – di Sabah/ Sarawak sahaja.
2. Semak maklumat yang dipaparkan dan tanda (/) pada kotak **“Disclaimer Agreement”**.
3. Klik **“Confirm Payment”** untuk proses pembayaran secara atas talian.

Online Payment

Online Payment

1

Applicant Id:

Applicant Name:

Total Amount (RM)

Proceed

2

PROSES PEMBAYARAN – LANGKAH 1

1. Sila pastikan maklumat pemohon betul.
2. Klik **“Proceed”**.

PROFORMA INVOICE					
MAT BIN KILAU LOT 111 JALAN KILAU HILIR MELAKA 12345 MELAKA			Proforma Invoice No : Proforma Invoice Date : 09/06/2022 Due Date : 19/06/2022 Reference No : Receipt No :		
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
1	FI PENDAFTARAN PERSONEL BINAAN - 2 TAHUN	1	50.00	0.00	50.00
2	FI PROSES PENDAFTARAN PERSONEL BINAAN	1	10.00	0.00	10.00
				Total (RM)	60.00
				GST 0.00 %	0.00
				Total Amount (RM)	60.00

***Remarks:**

FPX (B2C) - Retails/Individual Account
 FPX (B2B1) - Corporate Account (min RM 1,000)
 CCX - Credit/Debit Card

Payment Option

- Select --
- FPX (B2C)
- Credit / Debit Card

Proceed with Payment

PROSES PEMBAYARAN – LANGKAH 3

1. Sila pilih kaedah pembayaran:
 - a) Langkah 3A proses pembayaran secara FPX.
2. Klik '**Proceed with Payment**'.

VIP1

< virtual internet payment >



Amount MYR60.00

Bank List

Customer Email

Back

Terms & Conditions: By clicking on the "Proceed"

Owned by CID

- Please Select a Bank
- Please Select a Bank
- *** New Bank *** (Offline)
- Affin Bank
 - Agrobank
 - Alliance Bank
 - AmBank
 - Bank Islam
 - Bank Muamalat
 - Bank Rakyat
 - BSN
 - CIMB Clicks
 - Hong Leong Bank
 - HSBC Bank
 - KFH
 - Maybank M2E
 - Maybank2U
 - OCBC Bank
 - Public Bank
 - RHB Bank
 - Standard Chartered

1

PROSES PEMBAYARAN – LANGKAH 3A

1. Sila pilih Bank.
2. Klik "Proceed".

Dear User,

Please be informed that your **Construction Personnel Registration** is completed successfully.
Please be informed that we (CIDB) received your payment successfully.

Refer to link below for Tax Invoice.

[LINK](#)

1

Thank you

Tujuan Pembayaran		Kuantiti	No. Rujukan	Jumlah (RM)
1. FI PENDAFTARAN PERSONEL BINAAN-1 TAHUN		1		35.00
2. FI PROSES PENDAFTARAN PERSONEL BINAAN		1		10.00
Keterangan:		Jumlah		35.00
		Tambah GST (0%)		0.00
Tiga Puluh Lima Ringgit Sahaja		Jumlah Keseluruhan (RM)		35.00
Cara Bayaran		Kaylar		Bayaran Online

Resit ini adalah cetakan computer. Tandatangani tidak diperlukan. Sila gunakan No. Resit bagi urusan seterusnya

2

Nota

1. Klik "**LINK**" untuk memuat turun resit rasmi pembayaran.
2. Paparan resit.

-TAMAT-



MANUAL PENGGUNA

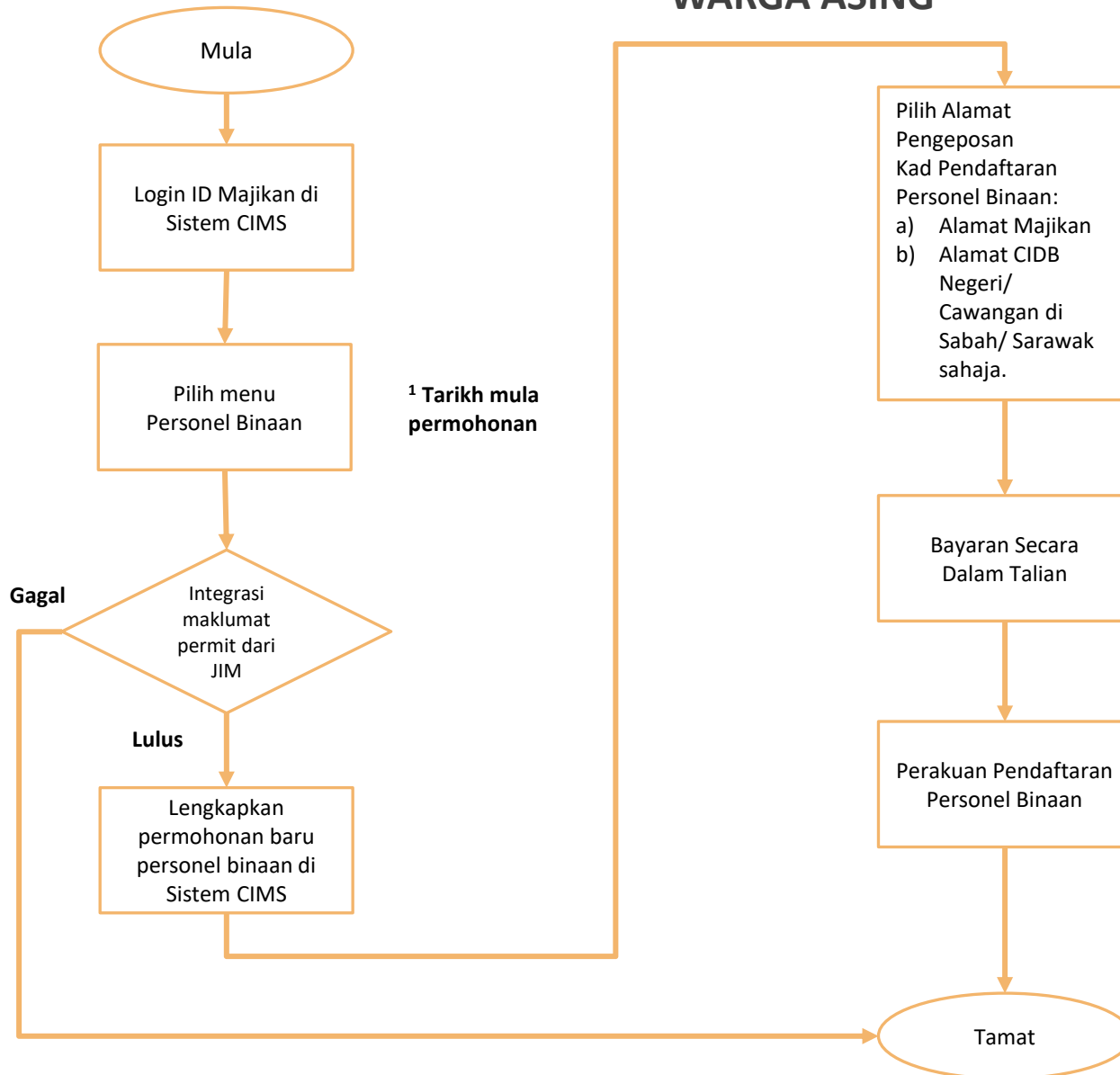
PENDAFTARAN PERSONEL BINAAN PERMOHONAN BARU WARGA ASING

ID MAJIKAN - KONTRAKTOR

Versi 1.0



PROSES PERMOHONAN PENDAFTARAN PERSONEL BINAAN – WARGA ASING



¹ Tarikh mula permohonan

Nota

1) Bayaran perlu dibuat dalam tempoh 30 hari dari tarikh mula permohonan.

Log masuk ke akaun CIDB anda



ID pengguna

2



Kata laluan diperlukan.

Kata laluan

Ingat Kata laluan

Log Masuk

3

Kontraktor Berdaftar

- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru

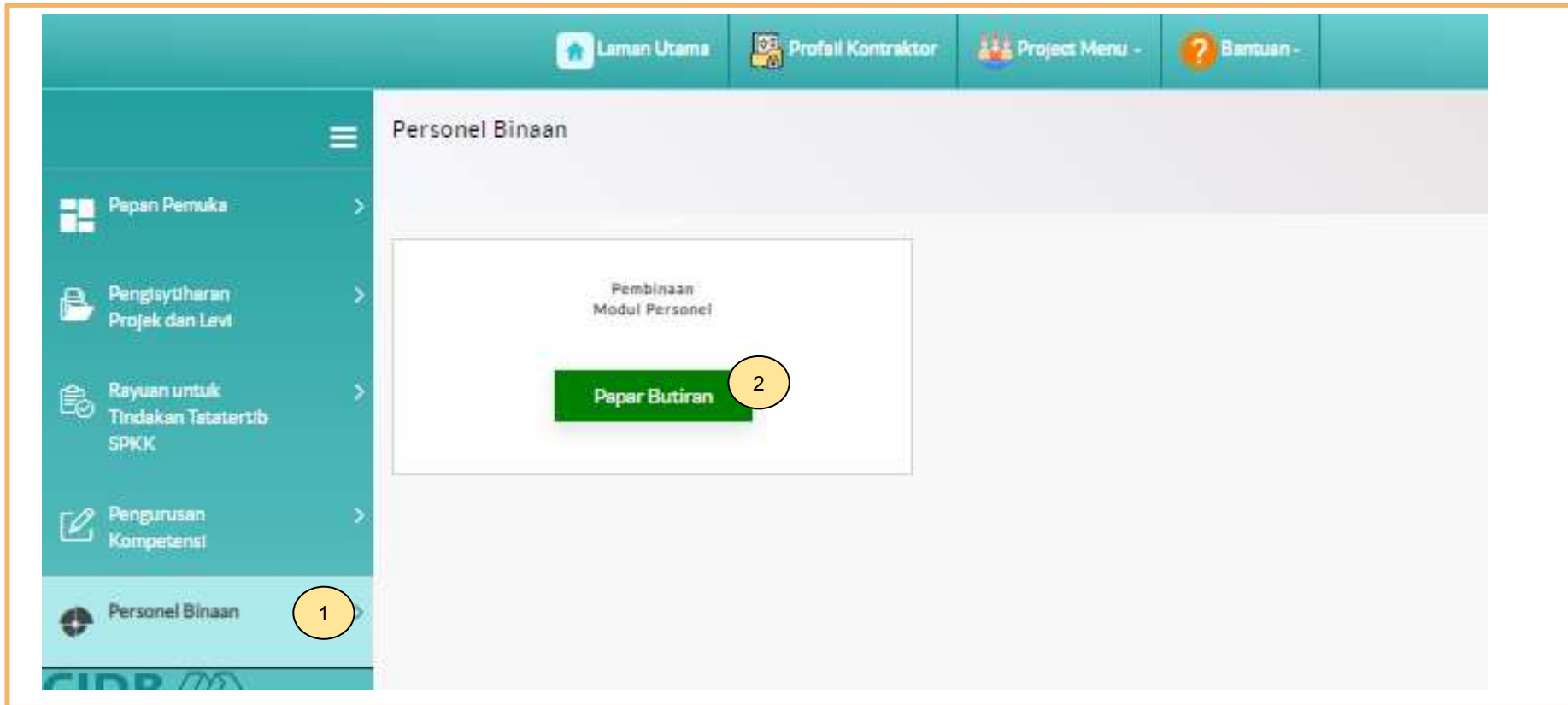
Daftar Baru

- Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain
- Tidak menerima emel Pengaktifan? **New!**

Lupa ID pengguna? / Lupa kata laluan?

NOTA:

1. Layari laman sesawang Sistem CIMS CIDB > <https://cims.cidb.gov.my/smis/regcontractor/index.vbhtml>
2. Masukkan **ID Majikan** dan **Kata Laluan**.
3. Klik "**Log Masuk**".



1. Klik **Personel Binaan**.
2. Klik **Papar Butiran** pada menu **Pembinaan Modul Personel**.

The screenshot displays the CIDB Malaysia user interface. At the top, a navigation bar includes a profile icon, a redacted name, and several menu items: Home, Butiran peribadi (highlighted with a yellow circle and the number 1), Kad Personel, Insurans Personel, Pekerja Asing, Ekspatriat, and Portal Kerja. Below the navigation bar, the 'Butiran peribadi' section contains seven cards. The 'DAFTAR PEKERJA ASING' card is highlighted in orange and shows a count of 479. The 'View Details' button on this card is highlighted with a yellow circle and the number 2. Other cards include 'BUTIRAN PERSONEL TEMPATAN', 'BUTIRAN PERSONEL ASING', 'PERMOHONAN IMM13P', 'TAMBAH PERSONEL BINAAN TEMPATAN', 'PUSH EXISTING PB FOREIGN WORKERS DETAILS', and 'PERMOHONAN KEBENARAN KHAS'. The CIDB MALAYSIA logo is located in the bottom left corner.

1. Klik **Butiran peribadi**.
2. Klik **“View Details”** pada menu **Daftar Pekerja Asing**.

Butiran Pasport Personel

No Pendaftaran Syarikat : 274156X

Nama Syarikat : EVERSENDAI ENGINEERING SDN. BHD.

Carian Butiran Pemegang Passport (JIM)

1

No Pasport*

No Pasport

Nama Pemegang Pasport*

Nama Pemegang Pasport

Jantina*


Tarikh Lahir*

Warganegara*

Carian Maklumat

Baru

2

 Please load image

Langkah 1:

1. Lengkapkan maklumat bertanda (*).
2. Klik “**Carian Maklumat**”.
3. Maklumat individu dipaparkan pada Jadual “**Butiran Pemegang Passport**”.

Notis Pemberitahuan: Maklumat yang dipaparkan adalah integrasi data daripada Jabatan Imigresen Malaysia (JIM).
Notification Notice: The information displayed is data integration from the Malaysian Immigration Department (JIM).

Butiran Pemegang Passport

No Pasport*

Nama Pemegang Pasport*

Jantina*

Tarikh Lahir*

Warganegara*

No Pas Sticker Terbaru*

Tarikh Tamat Pas*

Jenis Pas*

Sektor*

1

Simpan 3

Enter text to search... 4

#	No Pasport	Nama Pemegang Pasport	Tarikh Lahir	Warganegara	Tarikh Tamat Pasport	No Pas	Tarikh Ter
96			15/05/1982	NEPAL	07/07/2024		04/11/20
96			15/08/1992	BANGLADESH	22/05/2023		22/05/20
96			24/09/1995	NEPAL	09/12/2019		09/12/20
96			14/04/1981	NEPAL	18/12/2021		18/12/20
96			20/11/1982	NEPAL	01/02/2023	01250119820	01/02/20

Page 1 of 10 (479 items) [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [X]

Langkah 2:

1. Semak maklumat yang sistem paparkan.
2. Pilih jenis pas dan sektor bagi pemegang pasport tersebut.
3. Klik **"Simpan"**.
4. Maklumat warga asing dipaparkan di jadual.

The screenshot displays the CIDB Malaysia dashboard interface. At the top, there is a navigation bar with a user profile icon on the left and several menu items: Home, Butiran peribadi, Kad Personel, Insurans Personel, Pekerja Asing, Ekspatriat, and Portal Kerja. The 'Butiran peribadi' menu item is highlighted with a yellow circle containing the number '1'. Below the navigation bar, the main content area is titled 'Butiran peribadi' and contains seven dashboard cards. The 'BUTIRAN PERSONEL ASING' card is highlighted with a green border and a yellow circle containing the number '2' over its 'View Details' button. Other cards include 'BUTIRAN PERSONEL TEMPATAN', 'TAMBAH PERSONEL BINAAN TEMPATAN', 'DAFTAR PEKERJA ASING' (showing 434), 'PERMOHONAN IMM13P', 'PUSH EXISTING PB FOREIGN WORKERS DETAILS', and 'PERMOHONAN KEBENARAN KHAS'. Each card has a 'View Details' button at the bottom. The CIDB MALAYSIA logo is located in the bottom-left corner of the dashboard area.

Langkah 3:

1. Klik **Butiran peribadi**.
2. Klik **“View Details”** pada menu **“Butiran Personel Asing”**.

Create Foreign Personnel Detail List

No Pendaftaran Syarik:

Nama Syarik:

Bermula pada 20/7/2020, terdapat perubahan pada proses permohonan Baru Personel Binaan. Fi Proses akan dikenakan selepas permohonan dihantar. Sila rujuk Manual Pengguna untuk maklumat lanjut. [Manual Pengguna](#)

Select Pasport :*

1

Passport No :*

Passport Holder name :*

Old Passport No :

Sila masukkan no. pasport lama sekiranya pernah berdaftar sebagai personel binaan CIDB

Add to List

2

Clear

Sila klik butang padam untuk dikeluarkan dari senarai

#	Personal Details		
	Person Id	Person Name	Nationality
No data to display			
			Total : 0

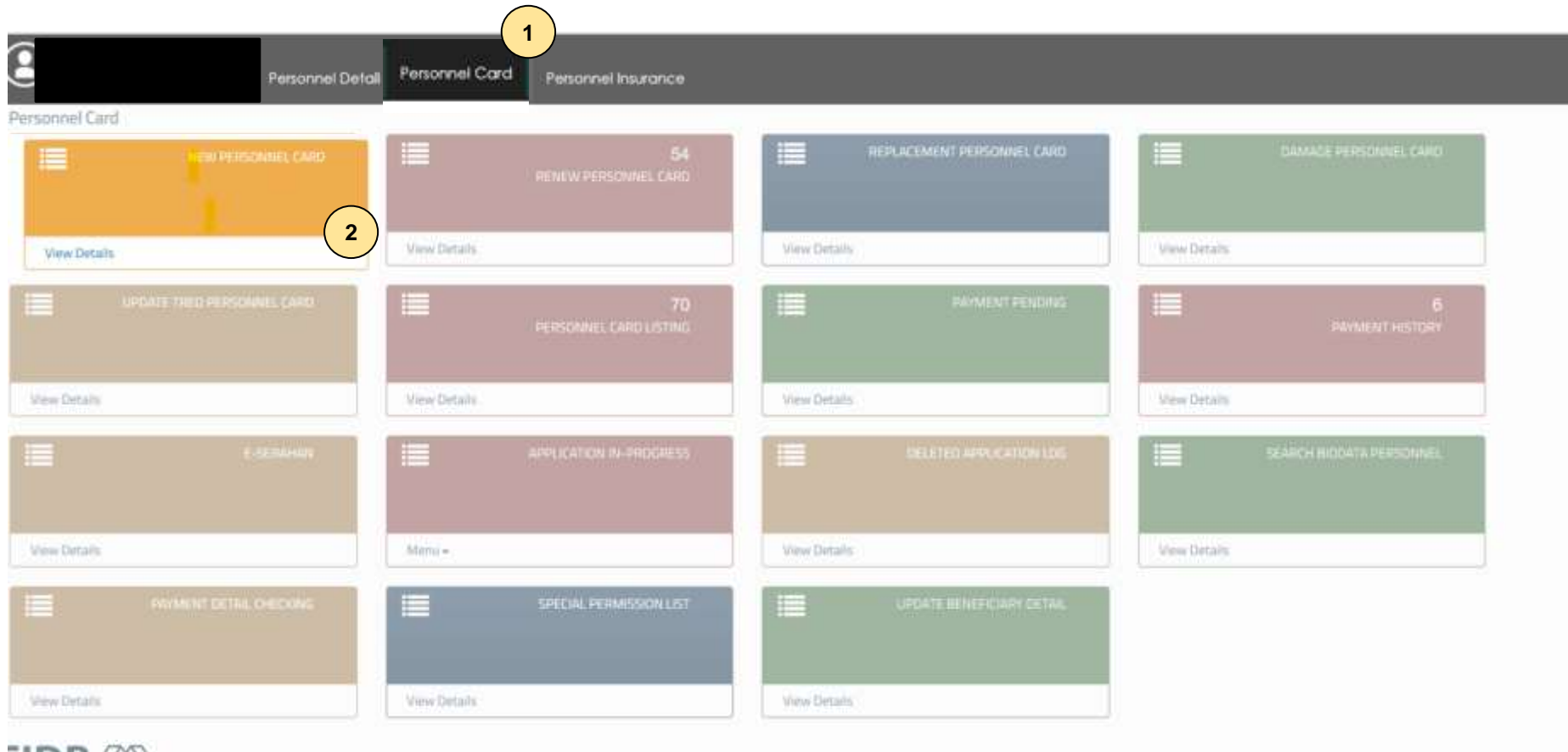
Save & Submit

3

PENTING:
Maklumat “Old Passport No. :” tidak perlu diisi. Maklumat ini hanya untuk proses pembaharuan sahaja.

Langkah 4:

1. Pilih pasport warga asing.
2. Klik “Add to List”.
3. Klik “Save & Submit”.



Langkah 5:

1. Klik **“Personnel Card”**.
2. Klik **“View Details”** pada menu **“New Personnel Card”**.

Applied for Construction Personnel Card (Foreign)

Company Registration No : Company Name :

Click icon for each process to continue

Summary			Registration Process						
Tick for Payment	Passport No	Passport Holder Name (Applicant)	Personnel Information	Safety Certificate	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
	U2345612	AHMAD			1				

Langkah 6:

1. Berikut adalah paparan skrin bagi proses Permohonan Pendaftaran Baru Personal Binaan.
2. Klik pada ikon untuk lengkapkan permohonan.

Safety Certificate

Company Registration No : Company Name :

1 2 3 4 5 6 7 8 9

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
<input type="text"/>	<input type="text"/>

2a

1

Safety Certificate

Field with an asterisk (*) are mandatory

Applicant Name *

Safety Training Centre *


Course Date *

Certificate (Allow File Size : 1 Megabyte) (jpg, jpeg, pdf file only)

2b

Next 3

TAB 3 – MAKLUMAT SIJIL/ PASPORT KESELAMATAN

1. Klik  dan lengkapkan maklumat sijil/ passport keselamatan.
2. Terdapat 2 opsyen bagi sijil/ passport keselamatan:
 - a) **Sijil SICW/ eSICW** - Maklumat **dipaparkan secara automatik bagi sijil SICW & eSICW**. Pemohon tidak perlu memuat naik sijil kursus.
 - b) **Sijil/ passport keselamatan yang diiktiraf CIDB - wajib** dimuat naik. Pilih jenis sijil/ passport keselamatan dan muat naik dokumen berkenaan. Klik **'ADD TO LIST'**. Senarai sijil keselamatan yang diiktiraf CIDB boleh dirujuk [di sini](#).
3. Klik **"NEXT"**.

Nota

Sila hubungi Pusat Latihan Bertauliah/Tenaga Pengajar bagi memastikan pengesahan kehadiran peserta jika maklumat tidak dipaparkan setelah menghadiri kursus **SICW/e-SICW**.

Academic Information

Company Registration No Company Name :

Maklumat ini tidak wajib , jika perlu baru isi
This information not mandatory , if required need to fill in.

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
+	

4

Academic Information

Field with an asterisk () are mandatory

Applicant Name *

Education Course Type * Education Course *

Education Level * Education Course *

Certificate (Other File Size : 1 Mيجابايت) (jpg, jpeg, pdf file only)

Upload

3

1

2

5

Back Next

TAB 4 – MAKLUMAT AKADEMIK

1. Klik dan lengkapkan maklumat akademik.
2. Pilih dan muat naik sijil akademik berkaitan.
3. Klik **“ADD TO LIST”** untuk mengemaskini maklumat dan memuat naik dokumen.
4. Klik **“X”** untuk mengeluarkan/ membatalkan maklumat yang telah diisi.
5. Klik **“NEXT”**.

Job Category & Trade Summary

Company Registration No :

Company Name :

1 2 3 4 5 6 7 8 9

Enter text to search...

Registered Personal Details

#	Category Type	Identity Type	Identity No	Name	Job Category (System Generated)	Tred List	System Message (if any)
	Identification Card	Personal Binaan					

1

Back Next 3

TAB 6 – PENGESYORAN KATEGORI PEKERJAAN & TRED

1. Maklumat “**Job Category**” & “**Tred List**” berdasarkan kelayakan akademik dan kemahiran.
2. Sila semak semula proses terdahulu jika tiada “**Next**” pada paparan ini.
3. Klik “**Next**”.

Beneficiary

Company Registration No : Company Name :

1 2

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
+ []	[]

Back Next 3

Beneficiary

Field with an asterisk () are mandatory*

Applicant Name *
[]

Beneficiary Relation Type *
[]


Beneficiary ID (Passport No/Mykad No) * Beneficiary Name * Beneficiary Contact No *
 [Beneficiary ID] [Beneficiary Name] [Beneficiary Contact No]

Beneficiary Address *
[]

Add to list 2

Add 1

TAB 7 – MAKLUMAT BENEFISIARI

1. Klik  dan lengkapkan maklumat benefisiari.
2. Klik "Add to List".
3. Klik "Next".

Company Registration No :

Company Name :



Enter text to search...

Registered Personal Details

Category Type	Identity Type	Identity No	Name	Duration (Year)
Passport	Personal Binaan			1

1

Tarikh Tamat Pendaftaran Personel Binaan diselaraskan mengikut Tarikh Tamat Kerja yang ditetapkan oleh Jabatan Imigresen Malaysia

The Expiry Date for the Construction Personnel Registration is adjusted accordingly to the Expiry Date of the Work Permit as determined by the Immigration Department of Malaysia

Back Finish

2

TAB 8 - TEMPOH PENDAFTARAN

1. Tarikh luput pendaftaran adalah berdasarkan maklumat Jabatan Imigresen Malaysia (JIM).
2. Klik **“Finish”**.

Applied for Construction Personnel Card

Company Registration No :

Company Name : I

Click icon for each process to continue

Summary			Registration Process								
Tick for Payment	Applicant Identity No	Applicant Name	Personnel Information	Employer/ Self-employed	Safety Certificate	Academic Information	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
<input checked="" type="checkbox"/>											19/12/2024

Sila klik butang payment untuk teruskan dengan skrin bayaran.

Payment

PROSES PEMBAYARAN – LANGKAH 1

1. Klik ✓ .
2. Klik “Payment”.

Declaration & Payment

Insurance : ZURICH TAKAFUL MALAYSIA BERHAD (ZTMB) Collection Mode : Alamat Majikan Registered Address : 1

Tel No for Postage purpose : No.Tel/Handphone

This address refers to the employer's mailing address

Registered Personal Details

Category Type	Identity Type	Identity No	Name	Card Detail		
				Duration(Year)	Expiry date	Fees
Identification Card	Personal Binaan			1	19/12/2024	25

Note: Card Printing not required for Construction Personnel for 2nd Time and onwards Application.

I hereby acknowledge that all the information and documents declared on this system is true, correct and complete. If the information submitted is found to be untrue, incorrect or incomplete, I agree to be subjected by CIDB. 2

Total Processing Fees (RM)	Total Registration Fees (RM)	Total Need to Pay (RM)
-----------------------------------	-------------------------------------	-------------------------------

10.00	25.00	35.00
-------	-------	-------

Payment Type : 3

PILIHAN PENGEPOSAN DAN BAYARAN

1. Pemohon boleh membuat pilihan pengeposan/ Collection Mode:
 - a) **Alamat majikan** – alamat majikan di Sistem CIMS.
 - b) **CIDB Negeri/ Cawangan** – di Sabah/ Sarawak sahaja.
2. Semak maklumat yang dipaparkan dan tanda (/) pada kotak **“Disclaimer Agreement”**.
3. Klik **“Confirm Payment”** untuk proses pembayaran secara atas talian.

PROFORMA INVOICE					
MAT BIN KILAU LOT 111 JALAN KILAU HILIR MELAKA 12345 MELAKA			Proforma Invoice No : Proforma Invoice Date : 09/06/2022 Due Date : 19/06/2022 Reference No : Receipt No :		
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
1	FI PENDAFTARAN PERSONEL BINAAN - 2 TAHUN	1	50.00	0.00	50.00
2	FI PROSES PENDAFTARAN PERSONEL BINAAN	1	10.00	0.00	10.00
				Total (RM)	60.00
				GST 0.00 %	0.00
				Total Amount (RM)	60.00

***Remarks:**

FPX (B2C) - Retails/Individual Account
 FPX (B2B1) - Corporate Account (min RM 1,000)
 CCX - Credit/Debit Card

Payment Option

- Select --
- FPX (B2C)
- Credit / Debit Card

Proceed with Payment

PROSES PEMBAYARAN – LANGKAH 1

1. Sila pilih kaedah pembayaran:
 - a) Langkah 3A proses pembayaran secara FPX.
2. Klik '**Proceed with Payment**'.

VIP1

< virtual internet payment >



Amount MYR60.00

Bank List

Customer Email

Back

Terms & Conditions: By clicking on the "Proceed"

Owned by CID

- Please Select a Bank
- Please Select a Bank
- *** New Bank *** (Offline)
- Affin Bank
 - Agrobank
 - Alliance Bank
 - AmBank
 - Bank Islam
 - Bank Muamalat
 - Bank Rakyat
 - BSN
 - CIMB Clicks
 - Hong Leong Bank
 - HSBC Bank
 - KFH
 - Maybank M2E
 - Maybank2U
 - OCBC Bank
 - Public Bank
 - RHB Bank
 - Standard Chartered

1

PROSES PEMBAYARAN – LANGKAH 3A

1. Sila pilih Bank.
2. Klik 'Proceed'.

Dear User,

Please be informed that your **Construction Personnel Registration** is completed successfully.
Please be informed that we (CIDB) received your payment successfully.

Refer to link below for Tax Invoice.

[LINK](#)

1

Thank you

Tujuan Pembayaran		Kuantiti	No. Rujukan	Jumlah (RM)
1. FI PENDAFTARAN PERSONEL BINAAN-1 TAHUN		1		35.00
2. FI PROSES PENDAFTARAN PERSONEL BINAAN		1		10.00
Keterangan:		Jumlah		35.00
		Tambah GST (0%)		0.00
Tiga Puluh Lima Ringgit Sahaja		Jumlah Keseluruhan (RM)		35.00
Cara Bayaran		Kaylar		Bayaran Online

Resit ini adalah cetakan computer. Tandatangani tidak diperlukan. Sila gunakan No. Resit bagi urusan seterusnya

2

Nota:

1. Klik "**LINK**" untuk memuat turun resit rasmi pembayaran.
2. Paparan resit.

-TAMAT-



MANUAL PENGGUNA

PENDAFTARAN PERSONEL BINAAN PERMOHONAN BARU IMM13P

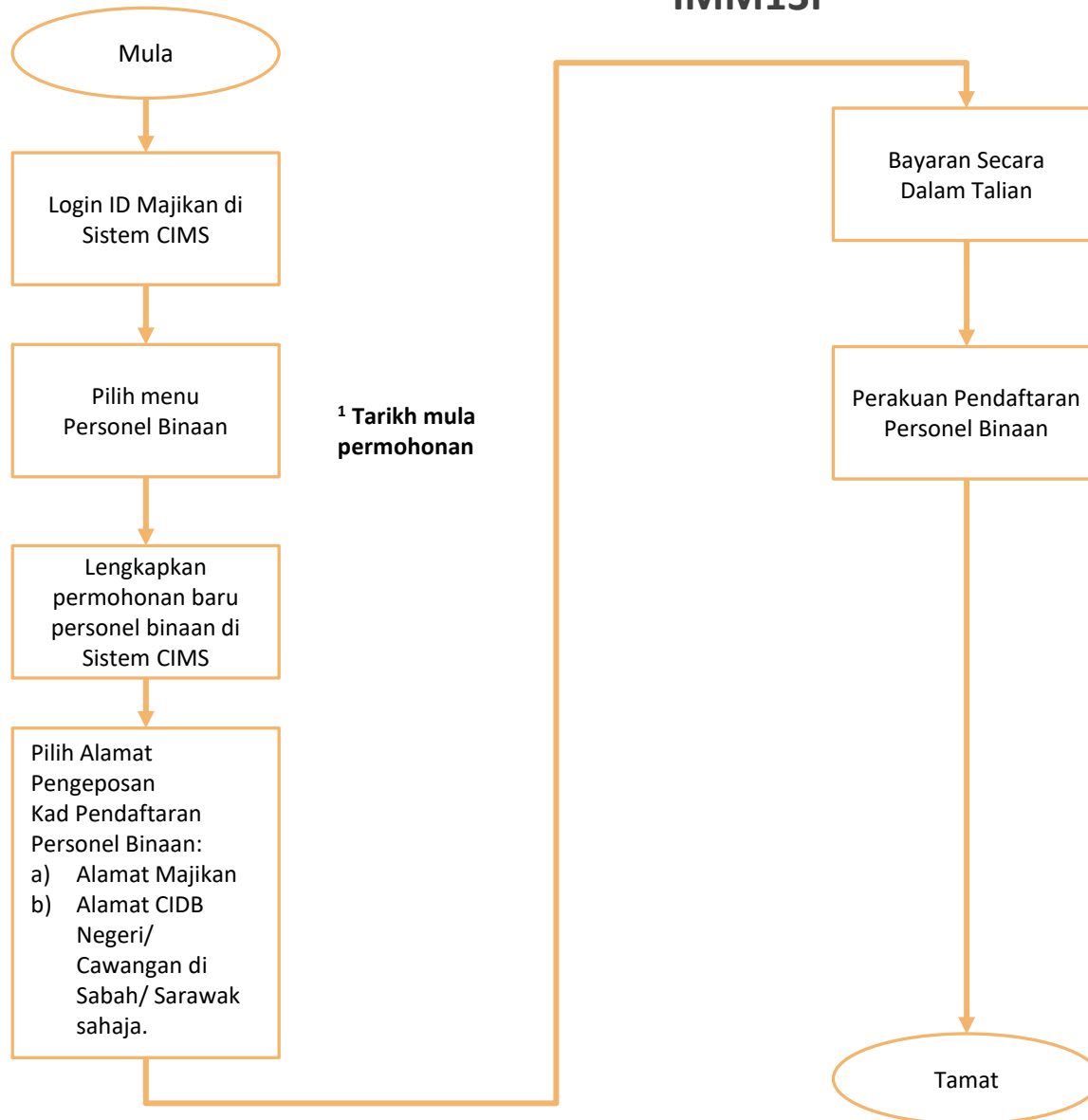
ID MAJIKAN - KONTRAKTOR

PERMOHONAN IMM13P TERHAD KEPADA
KONTRAKTOR DI SABAH SAHAJA

Versi 1.0



PROSES PERMOHONAN PENDAFTARAN PERSONEL BINAAN – IMM13P



Nota

1) Bayaran perlu dibuat dalam tempoh 30 hari dari tarikh mula permohonan.

Log masuk ke akaun CIDB anda



ID pengguna

2



Kata laluan diperlukan.

Kata laluan

Ingat Kata laluan

Log Masuk

3

Kontraktor Berdaftar

- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru

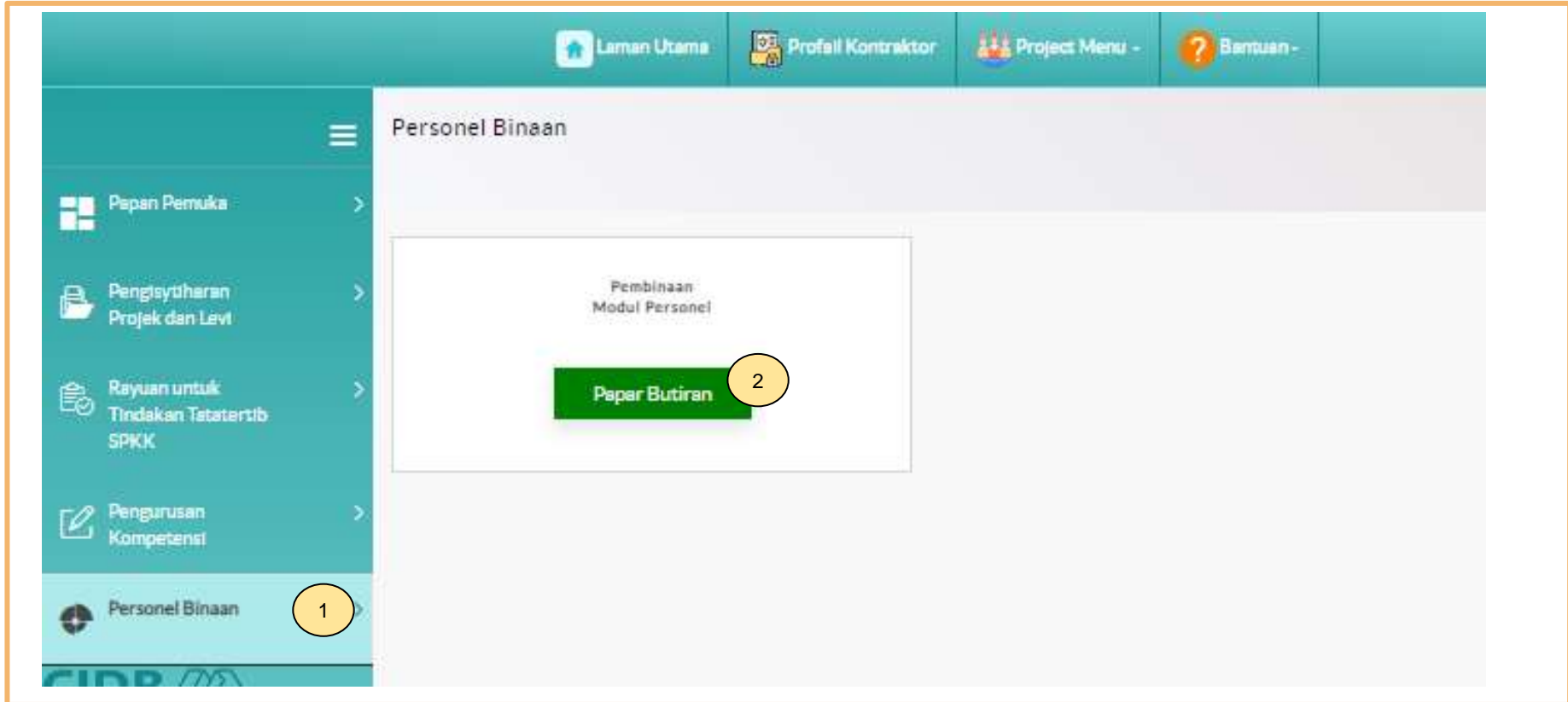
Daftar Baru

- Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain
- Tidak menerima emel Pengaktifan? **New!**

Lupa ID pengguna? / Lupa kata laluan?

NOTA:

1. Layari laman sesawang Sistem CIMS CIDB > <https://cims.cidb.gov.my/smis/regcontractor/index.vbhtml>
2. Masukkan **ID Majikan** dan **Kata Laluan**.
3. Klik **“Log Masuk”**.



1. Klik **Personel Binaan**.
2. Klik **Papar Butiran** pada menu **Pembinaan Modul Personel**.

The screenshot displays the CIDB Malaysia portal interface. At the top, a navigation bar includes a user profile icon, a redacted name, and several menu items: Home, Butiran peribadi (highlighted with a yellow circle labeled '1'), Kad Personel, Insurans Personel, Pekerja Asing, Ekspatriat, and Portal Kerja. Below the navigation bar, the main content area is titled 'Butiran peribadi' and features seven service cards arranged in two rows. Each card has a list icon in the top-left corner and a 'View Details' link at the bottom. The cards are: BUTIRAN PERSONEL TEMPATAN (blue), BUTIRAN PERSONEL ASING (green), DAFTAR PEKERJA ASING (orange, showing 434), PERMOHONAN IMM13P (green, with a yellow circle labeled '2' over the 'View Details' link), TAMBAH PERSONEL BINAAN TEMPATAN (red), PUSH EXISTING PB FOREIGN WORKERS DETAILS (green), and PERMOHONAN KEBENARAN KHAS (orange). The CIDB MALAYSIA logo is located in the bottom-left corner of the main content area.

1. Klik **Butiran peribadi**.
2. Klik **“View Details”** pada menu **Permohonan IMM13P**.

Company Registration No : Company Name :

[New Registration](#)

Click Delete button to remove from the list

#	Personal Details			
	Person Id	Person Name	Submission	Status
	IP1234678	AMAN	05/04/2023	Personnel Application Approved
	IP12345	AHMAD	05/04/2023	Personnel Application Approved

Total : 2

[Apply](#)

1. Setelah permohonan disahkan dan diluluskan oleh pegawai CIDB, status permohonan akan bertukar kepada **“Personnel Application Approved”**.
2. Klik **“Apply”**.













Applied for Construction Personnel Card (Foreign)

Company Registration No :


Company Name :

Click icon for each process to continue

1

Summary			Registration Process							
Tick for Payment	Passport No	Passport Holder Name (Applicant)	Personnel Information	Safety Certificate	Academic	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
		AHMAD	✓							
		AMAN	✓							

2

1. Berikut adalah paparan skrin bagi proses Permohonan Pendaftaran Baru Personal Binaan
2. Klik ikon  untuk lengkapkan permohonan.

Safety Certificate

Company Registration No :

Company Name :



Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>	

2a

Safety Certificate

Field with an asterisk (*) are mandatory

Applicant Name *


Safety Training Course *
Course Date *
Certificate (Max File Size: 1 Megabyte) (jpg, jpeg, pdf file only)

2b

3

1

TAB 3 – MAKLUMAT SIJIL/ PASPORT KESELAMATAN

1. Klik  dan lengkapkan maklumat sijil/ passport keselamatan.
2. Terdapat 2 opsyen bagi sijil/ passport keselamatan:
 - a) **Sijil SICW/ eSICW** - Maklumat **dipaparkan secara automatik bagi sijil SICW & eSICW**. Pemohon tidak perlu memuat naik sijil kursus.
 - b) **Sijil/ passport keselamatan yang diiktiraf CIDB - wajib** dimuat naik. Pilih jenis sijil/ passport keselamatan dan muat naik dokumen berkenaan. Klik **'ADD TO LIST'**. Senarai sijil keselamatan yang diiktiraf CIDB boleh dirujuk [di sini](#).
3. Klik **"NEXT"**.

Nota

Sila hubungi Pusat Latihan Bertauliah/Tenaga Pengajar bagi memastikan pengesahan kehadiran peserta jika maklumat tidak dipaparkan setelah menghadiri kursus **SICW/e-SICW**.

Academic Information

Company Registration No Company Name :

Maklumat ini tidak wajib , jika perlu baru isi
This information not mandatory , if required need to fill in.

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
+	

4

Academic Information

Field with an asterisk () are mandatory

Applicant Name *

Education Course Type * Education Course *

Education Level * Education Course *

Certificate (Other File Size : 1 Mيجابايت) (jpg, jpeg, pdf file only)

Upload

3

Add to List

2

1

5

Back Next

TAB 4 – MAKLUMAT AKADEMIK

1. Klik dan lengkapkan maklumat akademik.
2. Pilih dan muat naik sijil akademik berkaitan.
3. Klik **“ADD TO LIST”** untuk mengemaskini maklumat dan memuat naik dokumen.
4. Klik **“X”** untuk mengeluarkan/ membatalkan maklumat yang telah diisi.
5. Klik **“NEXT”**.

Skilled Information

Company Registration No :


Company Name :

Maklumat ini tidak wajib , jika perlu baru isi

This information not mandatory , if required need to fill in.

The screenshot shows a web interface for entering skilled information. At the top, there are fields for 'Company Registration No' and 'Company Name'. Below these, a blue text box states: 'Maklumat ini tidak wajib , jika perlu baru isi' and 'This information not mandatory , if required need to fill in.' A progress bar at the top indicates steps 1 through 9, with step 5 highlighted. The main form area is divided into two sections. The left section, labeled 'Personnel Detail', has a table with columns 'Applicant Identity No' and 'Applicant Name'. A plus sign icon is next to the table, and a circled '4' points to it. Below the table are 'Back' and 'Next' buttons, with a circled '5' pointing to the 'Next' button. The right section, titled 'Skilled Information', contains several fields: 'Choose the Applicant Name *' (with a circled '2' pointing to the dropdown), 'Skill Course *' (with a dropdown), 'Education Centre Type *' (with a dropdown), and 'Education Centre *' (with a dropdown). Below these is a file upload field for 'Certificate (Allow File Size : 1 Megabyte) .jpg .jpeg .pdf file only' with a blue 'Browse...' button. At the bottom of this section is a green 'Add to List' button, with a circled '3' pointing to it. On the far right, there is an 'Add' button with a plus sign icon, with a circled '1' pointing to it.

TAB 5 - MAKLUMAT KEMAHIRAN

1. Klik  dan lengkapkan maklumat kemahiran.
2. Pilih dan muat naik sijil kemahiran berkaitan.
3. Klik **“ADD TO LIST”** untuk mengemaskini maklumat dan memuat naik dokumen.
4. Klik **“X”** untuk mengeluarkan/ membatalkan maklumat yang telah diisi.
5. Klik **“NEXT”**.

Company Registration No :

Company Name :



Enter text to search...

Registered Personal Details

#	Category Type	Identity Type	Identity No	Name	Job Category (System Generated)	Tred List	System Message (if any)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	IMM13P	Personal Binaan	IP12345	AHMAD	PEKERJA BINAAN AM	CGW0	
	IMM13P	Personal Binaan	IP1234678	AMAN	PEKERJA BINAAN AM	CGW0	

TAB 6 – PENGESYORAN KATEGORI PEKERJAAN & TRED

1. Maklumat “**Job Category**” & “**Tred List**” berdasarkan kelayakan akademik dan kemahiran.
2. Sila semak semula proses terdahulu jika tiada “**Next**” pada paparan ini.
3. Klik “**Next**”.

Beneficiary

Company Registration No : Company Name :

1 2

Enter text to search...

Personnel Detail	
Applicant Identity No	Applicant Name
+ []	[]

Back Next 3

Beneficiary

Field with an asterisk () are mandatory*

Applicant Name *
[]

Beneficiary Relation Type *
[]


Beneficiary ID (Passport No/Mykad No) * Beneficiary Name * Beneficiary Contact No *
 [Beneficiary ID] [Beneficiary Name] [Beneficiary Contact No]

Beneficiary Address *
[]

Add to list 2

Add 1

TAB 7 – MAKLUMAT BENEFISIARI

1. Klik  dan lengkapkan maklumat pewaris.
2. Klik "Add to List".
3. Klik "Next".

Company Registration No :

Company Name



Enter text to search...

Registered Personal Details

Category Type	Identity Type	Identity No	Name	Duration (Year)
IMM13P	Personal Binaan	IP12345	AHMAD	<input checked="" type="radio"/> 1 <input type="radio"/> 2
IMM13P	Personal Binaan	IP1234678	AMAN	<input checked="" type="radio"/> 1 <input type="radio"/> 2

1

Back

Finish

2

TAB 8 - TEMPOH PENDAFTARAN

1. Tempoh pendaftaran berdasarkan tempoh dokumen IMM13P.
2. Klik "Finish".

Applied for Construction Personnel Card

Company Registration No :

Company Name :

Click icon for each process to continue

Summary			Registration Process								
Tick for Payment	Applicant Identity No	Applicant Name	Personnel Information	Employer/ Self-employed	Safety Certificate	Academic Information	Skilled Information	Beneficiary	Job Category & Trade Summary	Duration	Latest Card Expiry
<input checked="" type="checkbox"/>											19/12/2024

Sila klik butang payment untuk teruskan dengan skrin bayaran.

Payment

PROSES PEMBAYARAN – LANGKAH 1

1. Klik ✓ .
2. Klik “Payment”.

Declaration & Payment

Insurance : ZURICH TAKAFUL MALAYSIA BERHAD (ZTMB) Collection Mode : Alamat Majikan Registered Address : 1

Tel No for Postage purpose : No.Tel/Handphone

This address refers to the employer's mailing address

Registered Personal Details				Card Detail		
Category Type	Identity Type	Identity No	Name	Duration(Year)	Expiry date	Fees
Identification Card	Personal Binaan			1	19/12/2024	25

Note: Card Printing not required for Construction Personnel for 2nd Time and onwards Application.

I hereby acknowledge that all the information and documents declared on this system is true, correct and complete. If the information submitted is found to be untrue, incorrect or incomplete, I agree to be subjected by CIDB. 2

Total Processing Fees (RM)	Total Registration Fees (RM)	Total Need to Pay (RM)
10.00	25.00	35.00

Payment Type : 3 Confirm Payment Back

PILIHAN PENGEPOSAN DAN BAYARAN

1. Pemohon boleh membuat pilihan pengeposan/ Collection Mode:
 - a) **Alamat majikan** – alamat majikan di Sistem CIMS.
 - b) **CIDB Negeri/ Cawangan** – di Sabah/ Sarawak sahaja.
2. Semak maklumat yang dipaparkan dan tanda (/) pada kotak **“Disclaimer Agreement”**.
3. Klik **“Confirm Payment”** untuk proses pembayaran secara atas talian.

PROFORMA INVOICE					
MAT BIN KILAU LOT 111 JALAN KILAU HILIR MELAKA 12345 MELAKA			Proforma Invoice No : Proforma Invoice Date : 09/06/2022 Due Date : 19/06/2022 Reference No : Receipt No :		
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
1	FI PENDAFTARAN PERSONEL BINAAN - 2 TAHUN	1	50.00	0.00	50.00
2	FI PROSES PENDAFTARAN PERSONEL BINAAN	1	10.00	0.00	10.00
				Total (RM)	60.00
				GST 0.00 %	0.00
				Total Amount (RM)	60.00

***Remarks:**

FPX (B2C) - Retails/Individual Account
 FPX (B2B1) - Corporate Account (min RM 1,000)
 CCX - Credit/Debit Card

Payment Option

- Select --
- FPX (B2C)**
- Credit / Debit Card

Proceed with Payment

1

2

PROSES PEMBAYARAN – LANGKAH 3

1. Sila pilih kaedah pembayaran:
 - a) Langkah 3A proses pembayaran secara FPX.
2. Klik '**Proceed with Payment**'.

VIP1

< virtual internet payment >



Amount MYR60.00

Bank List

Customer Email

Back

Terms & Conditions: By clicking on the "Proceed"

Owned by CID

- Please Select a Bank
- Please Select a Bank
- *** New Bank *** (Offline)
- Affin Bank
 - Agrobank
 - Alliance Bank
 - AmBank
 - Bank Islam
 - Bank Muamalat
 - Bank Rakyat
 - BSN
 - CIMB Clicks
 - Hong Leong Bank
 - HSBC Bank
 - KFH
 - Maybank M2E
 - Maybank2U
 - OCBC Bank
 - Public Bank
 - RHB Bank
 - Standard Chartered

1

PROSES PEMBAYARAN – LANGKAH 1A

1. Sila pilih Bank.
2. Klik 'Proceed'.

Dear User,

Please be informed that your **Construction Personnel Registration** is completed successfully.
Please be informed that we (CIDB) received your payment successfully.

Refer to link below for Tax Invoice.

[LINK](#)

1

Thank you

Tujuan Pembayaran		Kuantiti	No. Rujukan	Jumlah (RM)
1. FI PENDAFTARAN PERSONEL BINAAN-1 TAHUN		1		35.00
2. FI PROSES PENDAFTARAN PERSONEL BINAAN		1		10.00
Keterangan:		Jumlah		35.00
		Tambah GST (0%)		0.00
Tiga Puluh Lima Ringgit Sahaja		Jumlah Keseluruhan (RM)		35.00
Cara Bayaran		Kaylar		Bayaran Online

Resit ini adalah cetakan computer. Tandatangani tidak diperlukan. Sila gunakan No. Resit bagi urusan seterusnya

2

Nota:

1. Klik "**LINK**" untuk memuat turun resit rasmi pembayaran.
2. Paparan resit.

-TAMAT-