

MANUAL PENGGUNA

PENDAFTARAN PERSONEL BINAAN PERMOHONAN KEBENARAN KHAS MEMASUKI TAPAK BINA

ID MAJIKAN - KONTRAKTOR

Versi 1.0



ISI KANDUNGAN

<u>2.3.1</u>	PERMOHONAN KEBENARAN KHAS MEMASUKI TAPAK BINA	03-14
2.3.2	JANA PERAKUAN KEBENARAN KHAS MEMASUKI TAPAK BINA	16-20

PERMOHONAN KEBENARAN KHAS MEMASUKI TAPAK BINA

	1300 88 CIDB (2432)
Log	masuk ke akaun CIDB anda
1	ID pengguna
0	Kata laluan diperlukan.
	Ingat Kata laluan
Кс	ntraktor Berdaftar
	Ada ID pengguna, dapatkan kata laluan CIMS anda
	Tiada ID pengguna atau cipta ID pengguna baru
Da	iftar Baru
	• Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain
	Tidak menerima emel Pengaktifan? New !
1.0	pa ID pengguna? / Lupa kata laluan?

NOTA:

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



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



- 1. Klik Butiran peribadi.
- 2. Klik Add Personal Listing pada menu "Special Permission Application".

Add New	v Personal	1 emove from the list	
Enter text to	o search		
	Personal De	tails	
#	Passport N Temporary MyKad No		Performa No.
	B2101858	Add Personal Special Permission	PFHQP12306000010
	971031145		PFHQP12306000009
*	87196868	Please fill in Personal detail Maklumat yang bertanda (*) adalah mandatory MyKad No. / Passport No. /Document No. * Save & Submit Clear Close	Make Payment 5

Langkah 1:

- 1. Klik "Add New Personal".
- 2. Masukkan MyKad No./ Passport No./Dokumen No. dan nama.
- 3. Sistem CIMS secara automatik memaparkan tarikh kehadiran kursus keselamatan SICW/ eSICW berdasarkan No. ID.
- 4. Klik **"Save & Submit".**
- 5. Klik "Make Payment".

nline Payment
or Special Permission Application
Unline Payment
Applicant Id: 934628H
Applicant Name: MMC GAMUDA KVMRT (T) SDN. BHD.
Total Amount (RM) :150
Proceed 2

Langkah 2:

- Sila pastikan maklumat pemohon betul.
 Klik **"Proceed".**

Centralized Information Management System	Online Payment

		PROFORMA	INVOICE		
MAT LOT 1 JALAN 12345	BIN KILAU .11 N KILAU HILIR MELAKA 5 MELAKA			Proforma Invoice No : Proforma Invoice Date : Due Date : 07/07/2023 Reference No : Receipt No :	07/06/2023
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM
1	YURAN PERMOHONAN KEBENARAN KHAS MEMASUKI TAPAK BINA	1	150.00	0.00	150.0
				Total (RM)	150.0
				Total Amount (RM)	150.0
*Remark	5:			Payment Option	FPX (B2C)
FPX (B2C)) - Retails/Individual Account			Back to Module	Proceed with Paymer
CCX - Cre	1) - Corporate Account (min RM 1,000) edit/Debit Card				

Langkah 3:

- 1. Sila pilih kaedah pembayaran daripada senarai "Payment Option":
 - a) Langkah 3A proses pembayaran secara FPX (B2C) / FPX (B2B1).
 - b) Langkah 3B proses pembayaran secara Credit/ Debit Card.
- 2. Klik "Proceed with Payment".

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< virtual internet payment >

♦FPX

Amount	MYR150.00
Bank List	Please Select a Bank
Customer Email	Please Select a Bank
Back	Affin B2C - Test ID
Torms & Conditions: By dicking on the "Drogood	Amn Bank
Terms & conditions. By clicking on the Proceed	Alliance Bank
Owned by CID	AmBank
	Bank Islam
	Bank Muamalat
	Bank of China
	Bank Rakyat
	BSN
	CIMB Clicks
	Uti Bank - Retail
	Maybank2E
	Maybank2U
	OCBC Bank

Langkah 3A:

- 1. Sila pilih Bank dari senarai pilihan bank.
- 2. Klik "Proceed".

Success! - Transaction Successful

ILIR MELAKA				Proforma Invoice No : Proforma Invoice Date : 07/0 Due Date : 07/07/2023	06/2023
				Reference No :	
cription		Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
AN PERMOHONAN KEB AK BINA	ENARAN KHAS MEMASUKI	1	150.00	0.00	150.00
		· · · · · · · · · · · · · · · · · · ·		Total (RM)	150.00
				Total Amount (RM)	150.00
'Individual Account rate Account (min RN Card	1 1,000)			* Payment Option	FPX (B2C) 2 Back to Module
ion Date	Customer Id	FPX Transaction Id			
23 10:03:03		2306071002470801	Details 1)	
	Individual Account rate Account (min RM Card ion Date 3 10:03:03	Individual Account rate Account (min RM 1,000) Card ion Date Customer Id	Individual Account rate Account (min RM 1,000) Card ion Date Customer Id FPX Transaction Id 3 10:03:03 2306071002470801	Individual Account rate Account (min RM 1,000) Card ion Date Customer Id FPX Transaction Id 3 10:03:03 2306071002470801 Details 1	K BINA Total (RM) Total (RM) Total (RM) Total Amount (RM) Individual Account rate Account (min RM 1,000) Card ion Date Customer Id FPX Transaction Id 3 10:03:03

Langkah 4:

- 1. Paparan resit.
- 2. Klik **"Back to Module"** untuk teruskan permohonan.

(2)	2 Home Personnel Detail Personnel	Card Personnel Insurance Foreign	Workers Expatriates Job Portal
Personnel Detail			
LOCAL PERSONNEL DETAIL	FOREIGN PERSONNEL DETAIL	REGISTER FOREIGN WORKERS	IMM13P APPLICATION
View Details	View Details	View Details	View Details
ADD LOCAL CONSTRUCTION PERSONNEL DETAIL	PUSH EXISTING PB FOREIGN WORKERS DETAILS	SPECIAL PERMISSION APPLICATION	
View Details	View Details	Menu -	
		Add Personal Listing Personal Registration 3	-

Langkah 5:

- 1. Klik "Personnel Detail".
- 2. Klik "Personal Registration" pada menu "Special Permission Application".

Nou And		Maklumat vand bertanda	(*) adalah mandatory							
New App	plication	Document Typ	2							
Click Delete	e button to rem	PAS PELAJAR				*				
	Personal	MyKad No. / Passport No. /Document No. * Applicant's Name *					SICW Date			
#	Documer Type		•					xpired	Submission	Status
0	KAD PENGEN/ PERMAS	Enter text to search			Expired Date/ Valid Until *		023	06/06/2023	Personnel Application Rejecter	
	SEMENTA (MyKAS)	Passport No / Temporary MyKad No	Applicant Name	SICW Date	*		•			
		4 971031145897	MUHAMMAD SHAFIQ AHMAD FAUZI	06/01/2018	-					
		AU099390	PASCA ALFONSUS TAMPUBOLON	15/01/2018						
		QW123456	JUAN JI YIN	01/05/2023						

Langkah 6:

- 1. Klik **"New Application".**
- 2. Pilih jenis dokumen pada "Document Type".
- 3. Pilih Individu berkenaan.

Cor	nstruction Project *		_
			4
ocur	nent Upload list		C
ne m	Ust not be more than 2MB and only in JPEG/ JPG/ PDF format*	Unload Document	Mary Degramment
NO	List of Document	Upload Document	View Document
1	MyKad/ Passport & Permit/ Others	Browse	
	*Social Visit Pass must have stamp/ endorsed from Immigration Department of Malaysia	- 5	
2	Job Offer Letter With Scope Of Work From The Employer.	Browse	
Not	e: This individual is not covered under takaful insurance scheme		
	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		

Langkah 7:

- 1. Masukkan jawatan pada ruangan "Designation". Pastikan "designation" sama pada surat tawaran.
- 2. Pilih "Nationality".
- 3. Pilih tarikh tamat pada ruangan "Expired Date/Valid Until*".
- 4. Buat pilihan projek daripada senarai yang terpapar pada ruangan "Construction Project".
- 5. Muat naik dokumen yang berkaitan berdasarkan pilihan jenis dokumen pada ruangan "Document Type".
- 6. Klik (/) pada pernyataan disclaimer.
- 7. Klik "Save & Submit".
- 8. Maklumat terpapar status "Pending for Approval".

-TAMAT-

JANA PERAKUAN KEBENARAN KHAS MEMASUKI TAPAK BINA

2	Home	Butiran peribadi Kad Personel Insurans Pe	ersonel Pekerja Asing Ekspatriat Portal Kerja	٥
Kad Personel	, Kad Personel Baru	380 PEMBAHARUAN KAD PERSONEL	GANTIAN KAD PERSONEL	KEROSAKAN KAD PERSONEL
View Details		View Details	View Details	View Details
		517 SENARAI KAD PERSONEL	PEMBAYARAN BELLIM SELESAI	908 PEMBAYARAN SELESAI
View Details		View Details	View Details	View Details
	E-SERAHAN	APPLICATION IN-PROGRESS	LOG PERMOHONAN DIBATALKAN	SEARCH BIODATA PERSONNEL
View Details		Menu 🕶	View Details	View Details
		SENARAI KEBENARAN KHAS		
View Details		View Details	View Details	

- 1. Klik Kad Personel.
- 2. Klik "View Details" pada menu Senarai Kebenaran Khas.

Special Permission List

istration No :		Company Name								
Enter text to search										
Special Permission Details 1										
Document Type	Passport No / Temporary MyKad No / Document No	Applicant Name	Nationality	Position	Pass Expired Date					
PAS LAWATAN SOSIAL & COP KEBENARAN BEKERJA DARI JABATAN IMIGRESEN MALAYSIA (JIM)	911219101010	MUHAMMAD AIMAN	INDIA	QAQC ENGINEER	02/03/2024					
PAS RESIDENT	911219101010	MUHAMMAD AIMAN	INDIA	DEPUTY GENERAL MANAGER	10/01/2027					
KAD PENGENALAN SEMENTARA	_911219101010	MUHAMMAD AIMAN	PHILIPPINES	WELDER	10/02/2028					
	istration No : search Document Type PAS LAWATAN SOSIAL & COP KEBENARAN BEKERJA DARI JABATAN IMIGRESEN MALAYSIA (JIM) PAS RESIDENT KAD PENGENALAN SEMENTARA	istration No : search Document Type Passport No / Temporary MyKad No / Document No PAS LAWATAN SOSIAL & COP KEBENARAN BEKERJA DARI JABATAN IMIGRESEN MALAYSIA (JIM) PAS RESIDENT 911219101010 KAD PENGENALAN SEMENTARA _911219101010	Istration No : Company Name Search Inission Details Passport No / Temporary MyKad No / Document No PAS LAWATAN SOSIAL & COP KEBENARAN BEKERJA DARI JABATAN IMIGRESEN MALAYSIA (JIM) PAS ESIDENT 911219101010 MUHAMMAD AIMAN KAD PENGENALAN 911219101010 MUHAMMAD AIMAN	istation No : Company Name search Inission Details Passport No / Temporary MyKad No / Document No Applicant Name Nationality PAS LAWATAN SOSIAL & COP KEBENARAN BEKERJA DARI JABATAN IMIGRESEN MALAYSIA (JIM) PAS PAS RESIDENT 911219101010 MUHAMMAD AIMAN INDIA INDIA KAD PAN PENGENALAN 911219101010 MUHAMMAD AIMAN PHILIPPINES	Istation No : Company Name Search					

- 1. Sistem akan paparkan senarai personel yang berdaftar dibawah kategori Kebenaran Khas.
- 2. Klik ikon "**printer"** untuk jana Perakuan Kebenaran Khas.



-TAMAT-