



CIMS Expatriates Guideline

Guideline EXPATRIATES APPLICATION **(Profil Kontraktor - Ekspatriat)**

V10 updated 28 December 2023

Bahagian Dasar Personel Binaan
CIDB Malaysia



Pre-requisites

1. Completed CIMS Company registration.
2. Company has declared all project.
3. Levy project has been paid.


Kindly refer to Contractor Registration & Levy Department / CIDB State Office for further clarification on the above issues (1-3).




CIMS Expatriates Login

CIDB CARELINE
1300 88 CIDB(2432)
cidb@cidb.gov.my
Isnin - Jumaat (Kecuali Hari Kelepasan Am)
8:30 AM - 5:30 PM

Log masuk ke akaun CIDB anda

 ID pengguna

 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

[Lupa ID pengguna? / Lupa kata laluan?](#)

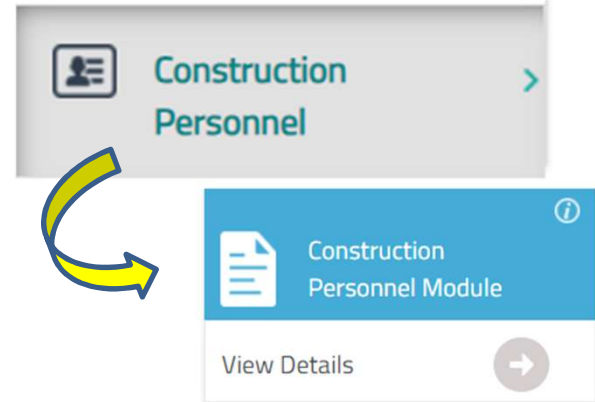
1

CIMS URL

<http://cims.cidb.gov.my>

1. Login with company CIMS Username and Password

2



2. Click **Contruction Personnel & View Details**



CIMS Expatriates MENU

1. Click **Expatriates** in top Menu

1

Home

Personnel Detail

Personnel Card

Personnel Insurance

Foreign Workers

Expatriates

Job Portal

2


2. System display the Expatriates screen

Expatriates
[Click here to Job Portal](#)


Contractors must advertise the position prior to Expatriate Application except for Directors

EMPLOYEE JOB DESIGNATION


View Details

REGISTER NEW JOB VACANCY


View Details

APPLY FOR NEW APPLICATION


View Details

APPLICATIONS PENDING FOR SUBMISSION

View Details

2
CHECK APPLICATION STATUS

View Details

91
PROFIL KONTRAKTOR - EKSPATRIAT

View Details



How to apply?

Application Steps

Step 1:
Employee Job Designation

Step 2:
Register New Job Vacancy
(Directors & shareholder
skip this step)

Step 3:
Apply For New Application

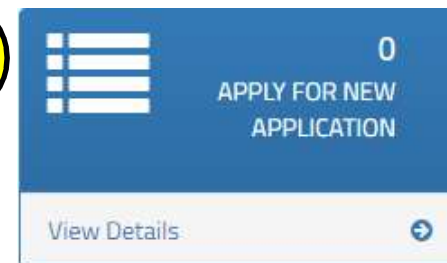
1



2



3






Step 1

1

0
EMPLOYEE JOB
DESIGNATION
View Details →

Step 1 : Employee Job Designation

NOTE:

1. Fill in the details position to apply.
2. And click 

Job Designation *

JOB TITLE

Job Description *



Step 2

2

Please fill in the detail

Field with an asterisk (*) are mandatory

Job Title * Job Category *

Job Responsibility *

Job Requirement *

Qualification Level* ☐ CERTIFICATE ☐ DEGREE AND ABOVE ☐ DIPLOMA ☐ SPM

Skills Required*

Years of Experience (Start)* Years of Experience (End)*

Gender ☐ Male ☐ Female

Job Qualification (Detail) *

Job Experience (Detail)*

Salary Range




Age Range

Language Preference

Job State * Job Location *

Step 2 : Register New Job Vacancy

NOTES :

1. Click 
2. Fill in all the details as shown.
3. Click  & 

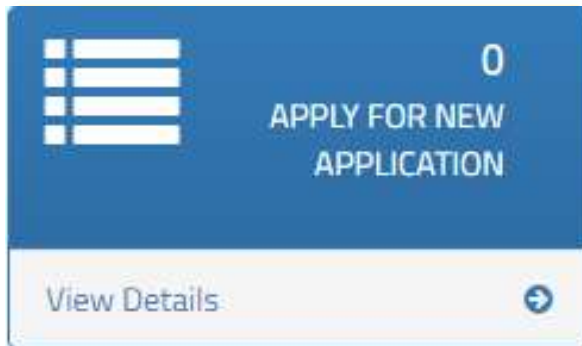
p/s :

1. Please ensure that listed director and shareholder in SSM & CIDB profile must be similar – refer Contractor Registration Department.
2. Engineer, Surveyor, Architect and Interior Design are not under purview CIDB.



Step 3

3



Step 3 : New Application

NOTES :

- Choose the project on the dropdown button.
- Key in all the details as picture.
- All document must in PDF format & maximum file size : 5 Megabyte).
- “Others” field is for document to support the applicant. (p/s : Any position as Director & shareholder need to upload latest SSM e-info)
- Add button can be add more expatriates.
- “Organization Chart” need to clearly identify or differentiate colour between local & foreign worker.
- Click “Create & Save”.

Application for Expatriate

Registration No : 1131 VE OFFSHORE SDN. BHD.

Please fill in the Application detail

Please take note before submit the Expatriate Application , please make sure Organisation Structure of Company/Project is define properly.

Field with an asterisk (*) are mandatory

Old Project (On-Going) *

Please fill in New Expatriate Detail and include into Worker Listing

Application Type*

☒ New ☐ Renew

Passport File *

Identity No

Expatriate Name *

EXPATRIATE NAME

Nationality *

Job Apply *

Duration (Month) *

12 (Months)

Year of Experience *

5

Academic Level *

DEGREE AND ABOVE

Work Experience (Detail) *

Age *

1

Salary (Minimum/Maximum) *

1,000.00

Supporting document : (Allow File Size : 5 Megabyte, PDF file)

CV

Browse...

Certificate

Browse...

Letter Offer

Browse...

Passport

Browse...

Others

Browse...

Add

Clear

Enter text to search...

Expatriate Details

No	s	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level
No data to display											

Label: Project LA (Allow File Size : 5 Megabyte, Single PDF file) *

Browse...

Label: Organisation Chart (Allow File Size : 5 Megabyte, Single PDF file) *

Browse...

Total Request

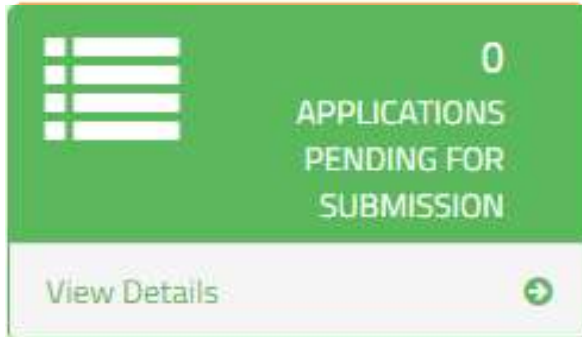
0

Clear

Create & Save






How to submit the application?



Application Pending for Submission

NOTES :

1. Click pencil icon to review the application.
2. Click  to finalize the application.
3. Click "X" to delete if necessary.

ENTER TEXT TO SEARCH...									
Pending List									
Edit		Application Mode	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount Requested
		New	02/12/2020 15:46:50	garrett@compan	Application created.	PROJEK MASS RAPID TRANSIT LALUAN 2: SUNGAI BULOH-SERDANG-PUTRAJAYA (SSP)	15,470,000,000.00		1



How to check the application successful submitted?



CHECK
APPLICATION
STATUS

[View Details](#)

Check Application Status

NOTES :

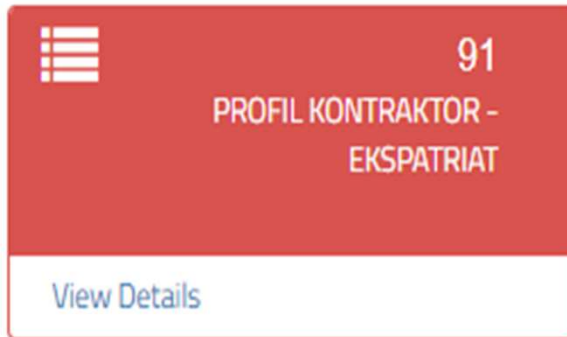
If application success to submit, it will appear as shown below.

GREEN for application ready for enter meeting

In-Progress Details								
Edit	Application Type	Submission Date/Time	View	Registered By	Registered Status	Company Name	Project Title	Project Value
	New	02/06/2023 10:41:30		abc@gmail.com	Application In-Progress	ABC Construction SDN. BHD.	EAST COAST RAIL LINK	



How to check the history of application?




Profil Kontraktor - Ekspatriat

NOTES :

1. Choose date.
2. Click the print icon to view the Profil Kontraktor - Ekspatriat



3. Click  to view the application.

Register Date (From) *

01/02/2018









Register Date (To) *

28/02/2018

Submit

Enter text to search...

History Details

Application Type	Profil Kontraktor - Ekspatriat	View	Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Project Va
New			23/05/2023 09:51:31	abc@gmail.com	ABC Construction SDN. BHD.	Application Reviewed (Final)	Underground Works Package: Design, Construction And Completion Of Tunnels, Stations & Associated Structures From Jalan Ipoh North Escape Shaft To Desa Waterpark South Portal For Projek Mass Rapid Transit Laluan 2: Sungai Buluh - Serdang - Putrajaya (SSP)	15,470,000
New			25/05/2023 09:40:28	abc@gmail.com	ABC Construction SDN. BHD.	Application Reviewed (Final)	PROJEK MASS RAPID TRANSIT LALUAN 2: SUNGAI BULOH-SERDANG-PUTRAJAYA (SSP)	450,000
Appeal			25/05/2023 11:08:12	abc@gmail.com	ABC Construction SDN. BHD.	Application Reviewed (Final)	PROJEK MASS RAPID TRANSIT LALUAN 2: SUNGAI BULOH-SERDANG-PUTRAJAYA (SSP)	450,000
			25/05/2023			Application		



Sample Profil Kontraktor - Ekspatriat

CIDB MALAYSIA
Gembong Pembangunan Industri/Pembinaan
No. 1, Jalan Duta/One-Point Dapengharis,
No. 15, Jalan Tun Razak, 50000, Kuala Lumpur

PROFIL KONTRAKTOR - EKSPATRIAT

Nama Syarikat : MMC GAMUDAKUMET (T) SDN. BHD.

Tajuk Project : Underground Works Package: Design, Construction And Completion Of Tunnels, Stations & Associated Structures From Jambatan North Bridge Shell To Jambatan South Portal For Projek Mawar Rapid Transit (Jambatan North - Serdang - Strajayaya (SSP))

No Hujukan Kami : U/PSA/2023/S2

Tarikh Terima Permohonan : 23/05/2023

Tarikh Dikeluarkan : 23/05/2023

Saluran Kepada : TALEN EKSPATRIAT MALAYSIA BERHAD

Senarai Ekspatriat yang Tidak Boleh Digunakan Dalam Kertas Kerja CIDB seperti nama dibawah :

SIL	NAMA	NO. PASTA/POH	NEGERI/GAJA	JAWATAN	GAJI	CATAN
1	DAWID	SA/DA/18	BANGLADESH	ELECTRICIAN	5,000.00	NOT SUITABLE

* Setiap Personal Binaan adalah wajib berdaftar dengan CIDB dibawah Seksyen 32 Akta 520

* Surat ini hanya sah dalam tempoh 90 hari dari tarikh dikeluarkan.

06 Jun 2023

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan



Page 1 of 1



CIMS Expatriate Contact

For any enquiries, kindly email to
papd@cidb.gov.my