



# **CIMS Expatriates Guideline**

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

V11 updated 03 May 2024

**Bahagian Pendaftaran Kontraktor &  
Personel Binaan  
CIDB Malaysia**



## Pre-requisites

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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

The screenshot shows the CIMS Expatriates Login page. At the top left, there is a CIMS logo and a contact information box for CIDB CARELINE: 1300 88 CIDB(2432), cidb@cidb.gov.my, operating from Monday to Friday (excluding public holidays) from 8:30 AM to 5:30 PM. The main login area contains a form with fields for 'ID pengguna' and 'Kata laluan', a 'Log Masuk' button, and a 'Ingat Kata laluan' checkbox. Below the form are links for 'Kontraktor Berdaftar' and 'Daftar Baru'. On the right side, there is a navigation menu with a 'Construction Personnel' link and a 'Construction Personnel Module' link with a 'View Details' button. A yellow box with a red border contains the URL 'http://cims.cidb.gov.my' and a numbered list of steps: 1. Login with company CIMS Username and Password; 2. Click Construction Personnel & View Details. A yellow circle with the number '1' points to the URL box, and a yellow circle with the number '2' points to the 'Construction Personnel' link. A yellow arrow points from the 'Construction Personnel' link to the 'Construction Personnel Module' link.

1

**CIMS URL**  
<http://cims.cidb.gov.my>

1. Login with company CIMS Username and Password

2

2. Click **Construction 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:

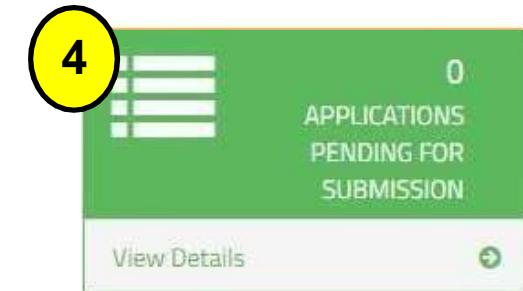
Register New Job Vacancy  
(Directors & shareholder  
skip this step)

### Step 3:

Apply For New Application  
(New / Renew)

### Step 4:

Re-submit updated returned  
applications






# Step 1

1



## 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 *	
<input type="text"/>	<input type="text"/>	
Job Responsibility *		
<input type="text"/>		
Job Requirement *		
<input type="text"/>		
Qualification Level*		
<input type="checkbox"/> CERTIFICATE <input type="checkbox"/> DEGREE AND ABOVE <input type="checkbox"/> DIPLOMA <input type="checkbox"/> SPM		
Skills Required*		
Years of Experience (Start)*	Years of Experience (End)*	Gender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Job Qualification (Detail)*	Job Experience (Detail)*	
<input type="text"/>	<input type="text"/>	
Salary Range	Age Range	
<input type="text"/>	<input type="text"/>	
Language Preference	Job State *	Job Location *
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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 1:

### New Application

### NOTES:

- i. Key in the Expatriate details & fill up all the data.
- ii. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- iii. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, Others) (Maximum File Size : 5 Megabyte, in PDF format). "Others" Document that to support the applicant.
- iv. Click Add button and the listing will appear. Added record can be edit
- v. Upload "**Organization Chart**" and clearly identify or differentiate colour between local & foreign personnel.
- vi. Click "**Create & Save**" to save the application.

### Application for Expatriate

Registration No : 1131 NE 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 No \* Identity No

Expatriate Name \* EXPATRIATE NAME

Nationality \* [Dropdown]

Job Apply \* [Dropdown] Duration (Month) \* [Dropdown] 12 (Month)

Year of Experience \* [Dropdown] 5 Academic Level \* [Dropdown] DEGREE AND ABOVE

Work Experience (Detail) \*

Age \* [Dropdown] 1 Salary (Minimum@RM) \* [Dropdown] 5,000.00

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...

No	#	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





## Continue Step 3: Renew Application

### NOTES :

- i. Choose application type “renew”
- ii. Key in the Expatriate details and existing record will display on screen.
- iii. Update passport number on “New Passport No” field if applicable.
- iv. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- v. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, EP, Others) (Maximum File Size : 5 Megabyte, in PDF format). “Others” Document that to support the applicant.
- vi. Click Add button and the listing will appear. Added record can be edit
- vii. Upload “Organization Chart” and clearly identify local & foreign personnel. i.e:- colour coding, etc.
- viii. Click “Create & Save” to save the application.

### eManual for Expatriate

Company Registration No : 1172716P Company Name : HYUNDAI ENGINEERING MALAYSIA SDN. BHD.

Please fill in the Application detail

1. Make sure all information is filled in accurately.
2. No Appeal for eManual
3. The application must be submit within 30 days

Please fill in New Expatriate Detail and include into Worker Listing

Application Type:  New  Renew

EP Expiry Date:  Search Passport No:  Identity No:  New Passport No:

Passport No:  Expatriate Name:  Nationality:

Job Apply:  Duration (Month):  12 (Months)

Year of Experience:  20 Academic Level:  CERTIFICATE

Work Experience (Detail):

Age:  1 Salary (Per-month)(RM):  5,000.00

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

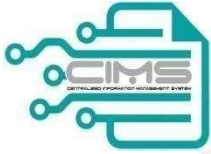
CV:   Certificate:   Letter Offer:

EP:   Passport:   Others:

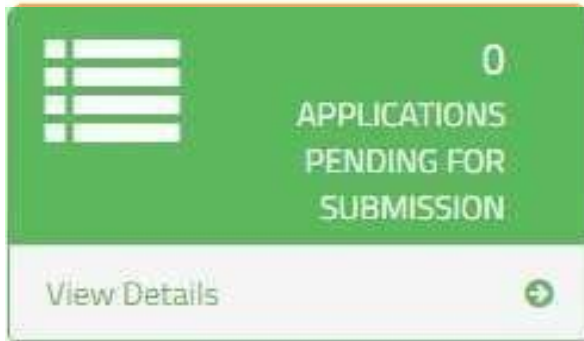
Enter text to search...

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

Latest Organisation Chart : (Allow File Size : 5 Megabyte , Single PDF file)  Total Request:  0




## How to submit & make payment for the application?



### Applications Pending for Submission

#### NOTES :

1. Click pencil icon to review the application.
2. Click “X” to delete if necessary.
3. Click (✓) for disclaimer consent before proceed for payment.
4. Click “**Submit & Make Payment**” to proceed with payment.
5. Click “**Update**” to edit the application.

Enter text to search...											
Pending List											
Edit		Application Mode	Payment Status	Proforma No	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount Requested
		New			03/05/2024 14:28:46	garrett@compan	Application created.	ENGINEERING, PROCUREMENT, CONSTRUCTION & COMMISSIONING OF THE CRUDE DISTILLATION UNIT (CDU), ATMOSPHERIC RESIDUE DESULPHURIZATION (ARDS) UNITS AND HYDROGEN COLLECTION AND DISTRIBUTION UNITS (HCDU) FOR RAPID PROJECT.	4,226,312,220.00		2



## How to proceed with payment?

Online Payment

for Expatriate Application

Online Payment

Applicant Id: 1478512P

Applicant Name: ALUMINIMUM DISTRIBUTIONS SDN. BHD.

Total Amount (RM) :1000

Proceed

### Proceed for Payment

NOTES :

1. Check for the expatriate details.
2. Click "**Proceed**" to continue with the transaction.
3. Please wait for the system to redirect to payment page.



# Step 2 : Payment Page

## Proceed to Payment Page

### NOTES :

1. Cross check of the payment details.
2. Select payment option from the dropdown listing.
3. Click “Proceed with Payment”

**AS** Online Payment  
Information Management System

PROFORMA INVOICE

ALUMINIUM DISTRIBUTIONSSDN BHD LOT 111 JALAN KILAU HILIR MELAKA 12345 MELAKA				Proforma Invoice No : <a href="#">PFHOP12206007396</a> Proforma Invoice Date : 09/06/2022 Due Date : 19/06/2022 Reference No : REG-20220601122128280617/CPBF302072394 Receipt No :	
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
	FI PENDAFTARAN PENGGAJIANEKSPATRIAT	4	1000.00	0.00	4000.00
				<b>Total (RM)</b>	4000.00
				<b>GST 0.00 %</b>	<b>0.00</b>
				<b>Total Amount (RM)</b>	<b>60.00</b>

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

Payment Option: 
 -- Select --  
 -- Select --  
**FPX (B2C)**  
 Credit / Debit Card

Proceed with Payment



## Step 3: Payment Gateway

### Payment Gateway

#### NOTES:

1. Choose preferred bank (FPX)/ payment method (creditcard / debit card) to proceed with payment.
2. Click "**Proceed**" to continue with transaction.
3. Please wait for the page to redirect to CIMS.

**VIP1**  
< virtual internet payment >

**FPX**

Amount MYR60.00

Bank List Please Select a Bank

Customer Email Please Select a Bank

Back

Terms & Conditions: By clicking on the "Proceed" button, you agree to the Terms & Conditions.

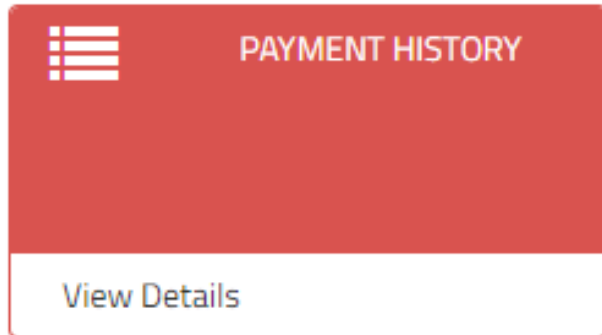
Owned by CID

Bank List:

- \*\*\* 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



# How to check payment status?



## Payment Status Checking

### NOTES :

1. Click “**Payment History**” menu.
2. Choose what “**Module**” data to be display.
3. Choose date to filter the results shown.
4. Click on the taskbar “**Payment History**” to view the receipt for successful payment.
5. Click on the “**Receipt No.**” hyperlink to view receipt.
6. Click on the taskbar “**OutstandingPayment**”to continue with payment.
7. Click “**Pay**”.

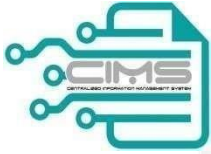
To Pay **Outstanding Payments** **Payment History** Refund History Cancelled Applications

Payment History

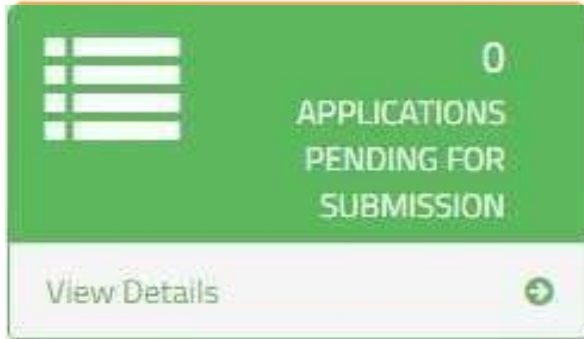
CUSTOMER NAME: ALUMINUM DISTRIBUTIONS SDN. BHD. MODULE: -- Select --

FROM: dd/MM/yyyy TO: dd/MM/yyyy Search

Proforma Invoice	Proforma Date	Description	Receipt No	Receipt Date	Total (RM)
<a href="#">PFHQP12404010016</a>	12/04/2024	REG-2024041213044769241/CPBF302815163	<a href="#">IPHOF32404120146</a>	12/04/2024	35.00
<a href="#">PFHQP12404010011</a>	12/04/2024	REG-20240412125902326697/CPBF302815158	<a href="#">IPHOF32404120143</a>	12/04/2024	35.00
<a href="#">PFHQP12403025932</a>	20/03/2024	REG-20240320163540415763/CPBF302793328	<a href="#">IPHOF32403157625</a>	20/03/2024	35.00
<a href="#">PFHQP12403013685</a>	12/03/2024	REG-20240312100539573047/CPBF302780975	<a href="#">IPHOF32403129322</a>	12/03/2024	35.00
<a href="#">PFHQP12403001200</a>	01/03/2024	REG-20240301172329435139/CPBF302768439	<a href="#">IPHOF32403102314</a>	01/03/2024	35.00
<a href="#">PFHQP12402031118</a>	27/02/2024	REG-2024022717200312515/CPBF302763178	<a href="#">IPHOF32402163994</a>	27/02/2024	35.00



# How to update & re-submit application?



## Applications Pending for Submission

### NOTES :

1. Click pencil icon to review the application returned.
2. Registered status is to show the count of the application returned.
3. For each returned application, 14 days is given for the application to be re-submit.
4. Once the period of 14 days is finished, re-submit application cannot be done anymore.

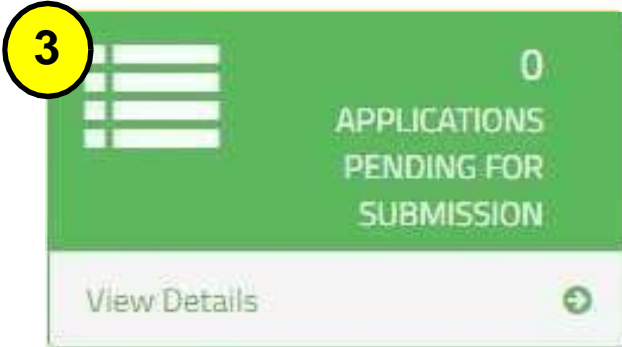
Enter text to search...

### Pending List

Edit	Application Mode	Payment Status	Proforma No	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount Requested
	New	Payment Done	PFHQP12405000012	03/05/2024 14:09:29	garrett@compan	In-Progress - Require Update Info	TENDER FOR ENGINEERING, PROCUREMENT, CONSTRUCTION AND COMMISSIONING OF A 1800MW TO 2400MW COMBINED CYCLE GAS TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MALAYSIA (PROJECT).	3,929,876,075.94		3



# Step 4



## Step 4 : Re-submit Application

### NOTES :

- i. In certain circumstances, applications can be returned for updates.
- ii. Click pencil icon on applicant's name to review the details.
- iii. After completing the updates, click **“Save”**.
- iv. Click **“Update”** to update the attachment for Latest LA Project / Latest Organization Chart (if any).
- v. Click **“Re-Submit”** to resubmit the application.

**\*Note: applications can be re-submit for three (3) times only.**

Application for Expatriate

any Registration No : 1172718P Company Name : HYUNDAI ENGINEERING MALAYSIA SDN. BHD.

Please fill in the Application detail  
Please take note, before submit the Expatriate Application, please make sure Worker listing/Project is define properly, with an asterisk (\*) are mandatory

CIDB Project (On-Going) \*

533262: TENDER FOR ENGINEERING, PROCUREMENT, CONSTRUCTION AND COMMISSIONING OF A 1800MW TO 2400MW COMBINED CYCLE GAS TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MALAYSIA (PROJECT).

Please fill in New Expatriate Detail and include into Worker Listing

Application Type \*

New  Renew

Passport No \* Identity No: EXPATRIATE NAME Nationality \*

Job Apply \* Duration (Month) \* 12 (Month)

Year of Experience \* Academic Level \* DEGREE AND ABOVE

Work Experience (Detail) \*

Age \* Salary (Per-month)(RM) \* 5,000.00

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

CV  Certificate  Letter Offer

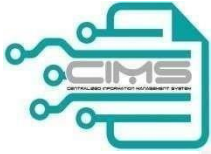
Enter text to search...

No	#	Supporting Document	System Remarks	CIDB Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality
1		CV Certificate Letter Offer Passport		KEMASKINI MAKLUMAT PROFILE EXPATRIATE	N	BL88644	AFTAB MAHMOUD	35		PIPING SUPERVISOR	BGL
2		CV Certificate Letter Offer Passport		DURATION CHANGE TO 12 (MONTHS)	N	CH55222	CHUAN SHUN CHEN	30		QA/QC WIT SUPERVISOR	CHN
3		CV Certificate Letter Offer Passport		KEMASKINI MAKLUMAT PROFILE EXPATRIATE	N	TH11223	CHALERMOJAN	35		ARCHITECTURE MANAGER	THA

Latest Project LA. (Allow File Size : 5 Megabyte, Single PDF file)

Latest Organisation Chart. (Allow File Size : 5 Megabyte, Single PDF file)  Total Request: 3





# How to Check Status of Application?



## CheckApplicationStatus

### NOTES :

1. If application success to submit, it will appear as shown below.
2. Green coloured application is to indicate that the application has been reviewed and is ready for JKSE.

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.		



# STEP 5

☰
91

PROFIL KONTRAKTOR -  
EKSPATRIAT

View Details

## Profil Kontraktor - Ekspatriat

### NOTES :

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



3. Click to view the application.

Register Date (From) \*

Register Date (To) \*

Submit

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 @grai l.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 @grai l.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 @grai l.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

Lembaga Pembangunan Industri/Pembinaan  
Kementerian Industri Asas Tulang  
No. 15, Jalan Tun Abdul Razak, Kuala Lumpur

**PROFIL KONTRAKTOR - EKSPATRIAT**

Nama Syarikat : MMC GAMUDA KVMT (I) SDN. BHD.

Tajuk Project : Underground Works Package, Design, Construction And Completion Of Tunnels, Stations & Associated Structures From Jalan Tun North Access Shaft To LRT Station Serapiak South Portal For Projek Meraf Rapid Transit (MRT) Serapiak - Serapiak Serapiak (SSP)

No Hujukan Kerja : U/SA/2023/S2

Tarikh Terima Permohonan : 23/05/2023

Tarikh dikeluarkan : 23/05/2023

Selaras Kepada : TALEN CONSTRUCTION MALAYSIA BERHAD

Senarai Ekspatriat yang Tidak Dibenarkan Masuk ke Malaysia Selepas CIDB seperti nama dibawah :

BIL	NAMA	NO. PASPOR	NEGARA	JAWATAN	GAJI	CATATAN
1	DAWKIN	AA/DA/18	BANGLADESH	ELECTRICIAN	5,000.00	NOT SUITABLE

\* Selap Personal Binaan adalah dibenarkan berdaftar dengan CIDB dibawah Seksyen 32 Akta 520

\* Surat ini hanya sah 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

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For any enquiries, kindly email to  
**[papd@cidb.gov.my](mailto:papd@cidb.gov.my)**