

CIMS Expatriates Guideline

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

V11 updated 20 May 2024

Bahagian Pendaftaran Kontraktor &

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 Ex	patriates Login
1 Log masuk ke akaun CIDB anda	CIMS CIDB URL <u>http://cims.cidb.gov.my</u> 1. Login with registered CIMS username & password. 2. Click " login ".	
Password is required. Password		
 Ingat Kata laluan Kontraktor Berdaftar Ada ID pengguna, dapatkan kata l 	Login	
 Tiada ID pengguna atau cipta ID p Tidak menerima emel Pengaktifar 	pengguna baru n?	
 Daftar Baru Untuk kontraktor baru / Personel Pelatih baru dan lain-lain 	binaan baru / Penyelia latihan baru /	
Lupa ID pengguna? / Lupa kata laluan?		

	CIMS	Expatriate	s Login
Centralized Information Management System Centralized Information Management System Thome Construction Per ALUMINIMUM DISTRIBUTIONS SDN 2 Construct	ALUMINIMUM DISTRIBUTIONS SDN. BHD. (1478512-P) Contractor Profile ? Help- Foreign Contractor Registration	Information ALUMINIANDIS TREUTIONS & GMALLCOM Friday, 17/05/2024 10:45	BM +
(Contractor) Image: Contractor (Contractor) Image: Contractor (Contractor) Image: Contractor (Contractor) Image: Contractor (Contractor) Image: Contractor (Contractor) Image: Contractor (Contractor) Image: Contractor) Image: Contractor) Image: Contractor)	 Click "Construction Personnel" on the sideba menu. Click "View Details" . 	r	Payments Due
E Construction Personnel			Inbox W420320230316000001 (APPROVED)

	CIMS Expatriates MENU
1. On th	e top right corner of the taskbar, click on the expatriate's menu.
Home Home	Personnel Detail Personnel Card Personnel Insurance Foreign Workers Expatriates Job Portal
Click here to Job Portal	
Contractors must advertise the po EMPLOYEE JOB DESIGNATION	REGISTER NEW JOB VACANCY
View Details	View Details View Details View Details
CHECK APPLICATION STATUS	PROFIL KONTRAKTOR - EKSPATRIAT
View Details	View Details
	2. Clivio will display submenu for expanate s screen.



Steps to apply?

Application Steps:

Step 1: Employee Job Designation.

Step 2:

Register New Job Vacancy (Post of Director / Shareholder may skip this step) "Ensure the applied post for Director (s) and Shareholder (s) are registered and similar to the e-SSM & CIDB Contractor Registration Profile)"

Step 3:

Apply For New Application (New / Renew).

Step 4:

Submit & make payment for Applications / Update & re-submit returned applications.

Step 5:

Profil Kontraktor-Ekspatriat



Step 1: E	Employee Job Designation
Image: Source of the second secon	 Step 1: Employee Job Designation NOTE: Find "Employee Job Designation" menu in expatriate submenu. Click "New" to create a new job designation. Fill in the mandatory fields with red asterisk (*). Click "Save". New job designation successfully saved will be listed on the job title listing. Click "Delete" to remove saved job designation
Enter tex 5 ch	Job Detail
SENIOR PROJECT MANAGER PROJECT MANAGER	Senior Project Manager Project Manager

Step 2: Re	gister New Job Vacancy
<section-header></section-header>	 Step 2: Register New Job Vacancy NOTES: Find "Register New Job Vacancy" menu in expatriate submenu. Choose saved job designation & job category from the job title dropdown. Fill in the mandatory fields with red asterisk (*). Click "Save". Click "Publish" to publish the job to CIMS. New job title successfully published will be listed on the job apply on the application form
PRANCHAR MANAGEMENT PROVANTION PROVANTION PROVANTION PROCESSION PROVE PROVANTION PROVE PROVE PROVE PROVANTION PROVE <p< th=""><th> *P/S: A. Ensure the applied post for Director (s) and Shareholder (s) are registered and similar to the e-SSM & CIDB Contractor Registration Profile)" B. Posts as Engineer or Quantity Surveyor or Architect or Interior Designer are not under CIDB purview. </th></p<>	 *P/S: A. Ensure the applied post for Director (s) and Shareholder (s) are registered and similar to the e-SSM & CIDB Contractor Registration Profile)" B. Posts as Engineer or Quantity Surveyor or Architect or Interior Designer are not under CIDB purview.

CIMS Expatriate's Guideline v11

Step 3: A	pply for New Application
1 APPLY FOR NEW APPLICATION View Details View Details Step 3: APPLY FOR NEW APPLICATION	Application for Expatriate Registration No: 1131 NE OFFSHORE SDNL BHD. Please fill in the Application detail Cold Preset (De-Carrel)* Cold Preset (De-Carrel)* Please fill in New Expatriate Detail and include into Worker Listing Application file
 NOTES : 1. Find "Apply for New Application" menu in expatriate submenu. 2. Choose projects from the listing 3. Choose application type "New ". 4. Key in all Expatriate details. 5. Years of Experience are calculated upon the date of the granted Academic / Non-Academic Certification. Please refer the FAQ document for details. 6. Upload the necessary Supporting Documents accordingly (Maximum file size: 5MB in PDF format). Please note that you may upload other supported documents under Others. 7. Click "Add" button and the listing will appear in the Expatriate Details (in the blue color table). You may edit the details necessarily before submitting. 8. Upload LOA/Agreement/Contract/PO/Work Order/other document representing the job award as a proof 9. Upload "Organization Chart". Clearly identify or differentiate by color/text/label between local & foreign personnel. 10. Click "Create & Save" to save the application. 	Image: marge:



Continue to Step 3: Renew Application

Application for Expatriate

Dist

Step 3: APPLY FOR RENEW

NOTES :

- 1. Find "**Apply for New Application**" menu in expatriate submenu.
- 2. Choose projects from the listing
- 3. Choose application type "Renew ".
- 4. Key in the Passport No. and existing record will be displayed.
- 5. Update passport number on "**New Passport No**" field (if applicable).
- 6. Key in all Expatriate details.
- 7. Years of Experience are calculated upon the date of the granted Academic / Non-Academic Certification. Please refer the FAQ document for details.
- 8. Upload the necessary Supporting Documents accordingly (Maximum file size: 5MB in PDF format). Please note that you may upload other supported documents under Others.
- 9. Click "**Add**" button and the listing will appear in the Expatriate Details (in the blue color table). You may edit the details necessarily before submitting.
- 10. Upload LOA/Agreement/Contract/PO/Work Order/other document representing the job award as a proof.
- 11. Upload "**Organization Chart**". Clearly identify or differentiate by color/text/label between local & foreign personnel.
- 12. Click "Create & Save" to save the application."

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	Viev	v Details	APPLICA PENDIN SUBM	TIONS Ig for Ission			 Step 4: Application NOTES : Find "Application Submission submenu. Click pencil id application. Click "X" to conecessary. 	ons Pendi ations Per " menu in e con to revie delete the a	ng for nding for expatriate w the pplication if	
Enter text to se	earch				1	Deviational		Project Value	System Remarks	Headco
Enter text to se Pending List Edit	Application Mode	Payment Status	Proforma No	Registered Date/Time	Registered By	Status	Project Title	Floject value	10.50	Reque









Proceed for Payment

Proceed for Payment

NOTES :

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

		-	Payment Details P
Soutine Payment System			 Redirect to Payment Details Page NOTES : Cross check of the payment deta Choose payment option from the dropdown listing. You may only choose FPX paym for a transaction above RM1,000 Click "Proceed with Payment" proceed to payment gateway.
	PROFORMA INVOICE		
ALUMINIUM DISTRIBUTIONSSDN BHD LOT 111 JALAN KILAU HILIR MELAKA 12345 MELAKA		Proforma Invoice No : Proforma Invoice Date Due Date : 19/06/2022 Reference No : REG- 20220601122128280617 Receipt No :	PFHOP12206007396 : 09/06/2022 7/CPBF302072394
# Description	Qty Unit Price (RM)	Discount (RM)	Amount (RM)
FI PENDAFTARAN PENGGAJIANEKSPATRIAT	4 1000.00	Total (RM) GST 0.00 % Total Amount (RM)	4000.00 4000.00 0.00 60.00
*Remarks:		2 Payment Option	Select Select FPX (B2C)

CIMS Expatriate's Guideline v11



2	Home Personne	I Detail Personnel Card	Personnel Insurance	Foreign Workers	Expatriates Job	Portal	Ho	w to Check Payment
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View Details	View	Details	View Details	Viev	v Details		1.	Find "Personnel Card"
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PAYMENT	HISTORY		r noch					the main menu taskbar.
View Details	View	Details	Menu 🗸	Viev	v Details		2.	Find "Payment History
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ay Outstanding P Payment CUSTOMER NAME : HYI ROM dd, Search Proforma Invoice PFHQP12405000012 PFHQP12405000008 PFHQK1230500006 PFHQK12302000151	Payments Payme History History UNDAI ENGINEERING MAL ////////////////////////////////////	AYSIA SDN. BHD. MODU 5 TO Description RFE-20240503135738290993 RFE-20240502172259324837 W460120230530116082 W420320230224000001 W42032023022400001	tistory Cancelled A ILE Select dd/MM/yyyy	Applications (1) Receipt No 6 2HQF32405100008 2HQF32305100120 2HQF32305100096		ID Total (RM) 11 3,000.00 10 1,000.00 10 2,800.00 10	3. 4. 5. 6.	menu. Click on the taskbar " Payment History " to view the receipt for successful payment. Choose what " Module " data to be display. Choose date to filter the results shown. Click on the " Receipt No. " hyperlink to view receipt.

Personnel Card	me Personnel Detail Personnel C	ard Personnel Insurance Foreign W	Vorkers Expatriates Job Portal	How to proceed with payment?	h
2 New Personnel	155 RENEW PERSONNEL	514 PERSONNEL LISTING	E 4 PAYMENT PENDING	NOTES :	
View Details	View Details	View Details APPLICATION IN- PROGRESS	View Details DELETED APPLICATION LOG	1. Find "Personnel Card" on the top corner of the main	el p rig ain
View Details	View Details	Menu 🗸	View Details	menu taskbar.	
Outstanding Payment	avment	efund History 💿 Cancelled Applic	cations (1)	 Find "Payment History" menu. Click on the tasks "Outstanding 	kbar
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				APPLIC PENDI	ATIONS	5 R			Update & Re-submit Returned Application		
ist o	f Appl	Viev List of App ication P	v Detail	S ing for Submission ir Submission		- HYUINDAI ENGIN		IA SDN BHD	 NOTES : 1. Find "Applications Pending for Submission" menu in expatriate submenu. 2. Click pencil icon to review the returned application. 3. Registered status is to show the count of the returned application. 		
ompan	y registra	ch				4. You may receive 3 time					
ompany Enter te	ext to sear								returned applications. No that the date of applicatio will be reflecting the date		
ompany Enter tr Pendin Edit	g List	Application Mode	Payment Status	Proforma No	Registered Date/Time	Registered By	Registered Status	Project Title	that the date of applications will be reflecting the date		
ompany Enter to Pendin Edit	g List	Application Mode	Payment Status Payment Done	Proforma No PFHQP12405000012	Registered Date/Time	Registered By ΔLUMINIMUM SOSTRIBUTIONS SDN. BHD. σ	Registered Status In-Progress - Require Update Info	Project Title TENDER FOR ENGINEERING, PROCUREMENT, CONST COMMISSIONING OF A 1800MW TO 2400MW COMBINE TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MA	that the date of applications. Note that the date of application will be reflecting the date of your resubmission.		



Re-submit Application

NOTES :

- 1. Please refer to CIDB Remarks column to identify the action to be taken.
- 2. Click on the pencil icon to edit the applicant's details.
- 3. After completing the updates, click "**Save**".
- 4. Click "**Update**" to update necessary attachment.
- Click "Re-Submit" to resubmit the application.
 *Note: applications can be resubmit for three (3) times only.



	1	CHE	CK AF	PLICATIC	N			Check Application Status
© M ppli Enter t	View Nenu / EProg Cation Stat y Registration No rext to search	gress List of Applica tus for Expatri 1478512P	tion for Ex	patriate	ny Name ALUMINIMUN	M DISTRIBUTION	S SDN. BHD.	 NOTES : Find "Check Application Status" menu in expatriate's submenu. If the application is successfully submitted, it will appear in the listing below in yellow . Green colored applications is to indicate that the application has been reviewed and is ready for first level review.
n-Pro	gress Details						•	
Edit	Application Type	Submission Date/Time	- View	Registered By	Proforma No	Registered Status	Company Name	Project Title
			•			Application		
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l	Vie	w Deta	PROFIL K - ils	ontrak Ekspati	89 TOR RIAT			Ste NO 1. 2.	p 5: Profil Kontraktor – Ekspatriat TES : Find "Profil Kontraktor- Ekspatriat" menu in expatriate's submenu. Choose a date (time frame) for the data to be displayed.		
								 Click "Submit". Green colored printer icon is to indicate that the application is "Recommended". Red colored printer icon is to indicate that the application is "No Recommended". 			
History Detail	ls							6.	Click on the printer icon to display		
Application Type	Profil Kontraktor - Ekspatriat	View	Registered Date/Time	Registered By	Company Name	Registered Status	Project Title				
eManual	4	0	17/11/2023 09:48:49	sahiri@hec.co.kr	ALUMINIUM DISTRIBUTIONS SDN. BHD	Application Reviewed (Final)	eManual		0.00 20/11/2023		
		0	26/12/2023	sabiri@bac.co.kr	ALUMINIUM DISTRIBUTIONS SDN BHD	Application	PROVISION OF	F ENGINEERING ,PROCUREMENT,CONSTRUCTION & 1,433,194,471.65 27/12/2023			



