



CIMS Expatriates Guideline

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

V9.0 updated 06 June 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



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?

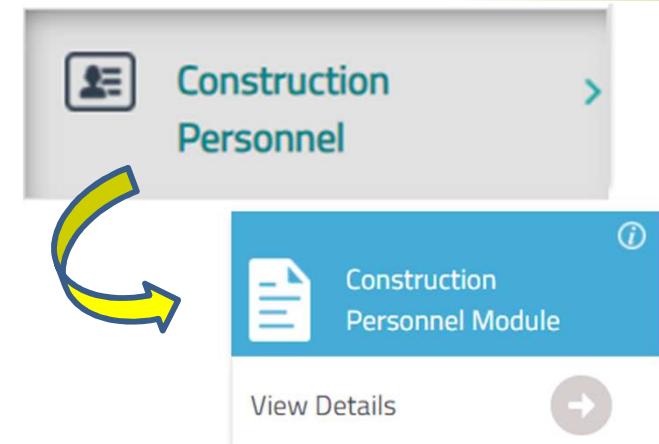
1

CIMS URL

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

1. Login with company CIMS Username and Password

2



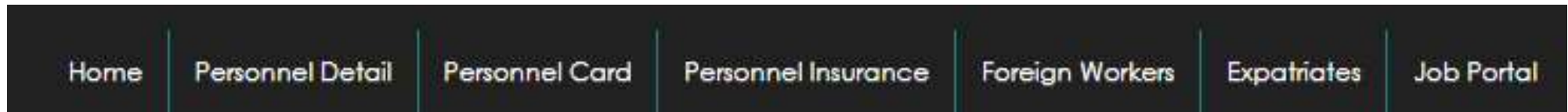
2. Click **Contruction Personnel & View Details**



CIMS Expatriates MENU

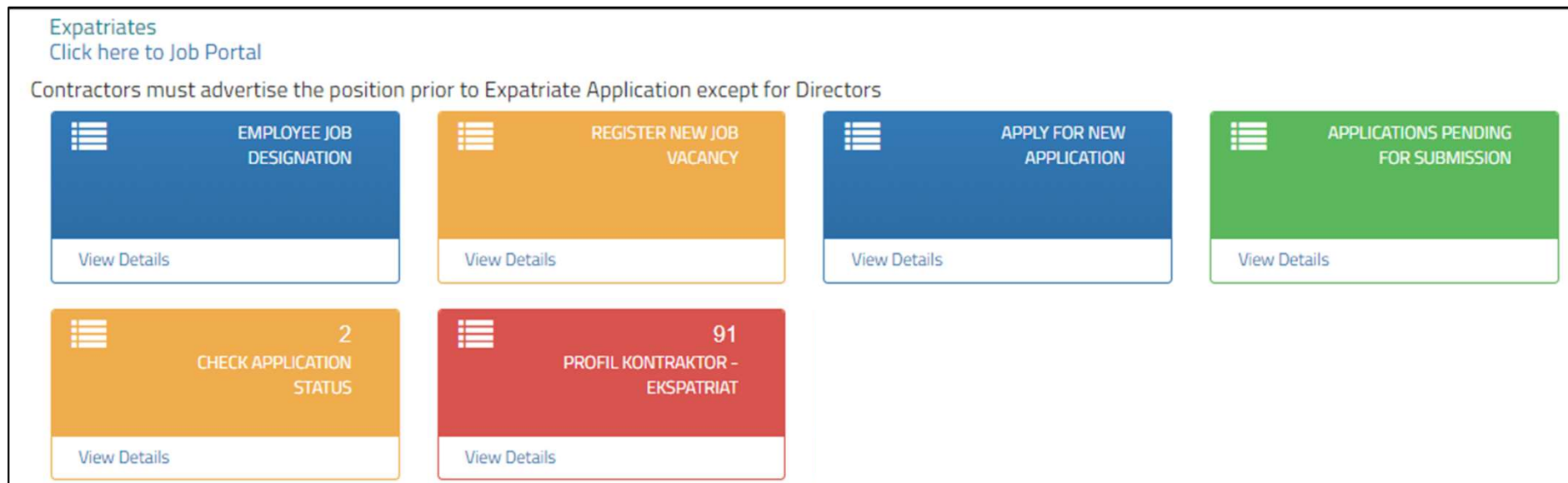
1. Click **Expatriates** in top Menu

1



2

2. System display the Expatriates screen





How to apply?

Application Steps

Step 1:

Employee Job Designation

Step 2:

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

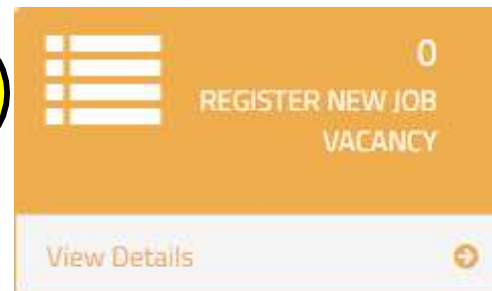
Step 3:

Apply For New Application

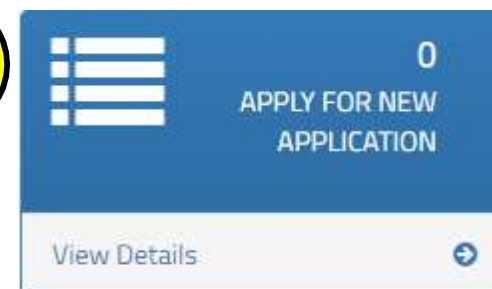
1



2



3





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 *

2

0

REGISTER NEW JOB VACANCY

View Details

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

Job Qualification (Detail) *

Job Experience (Detail)*

Salary Range

Age Range




Language Preference

Job State *

Job Location *

Step 2 : Register New Job Vacancy

NOTES :

- Click 
- Fill in all the details as shown.
- Click  & 

p/s :

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

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

Project Name: [Dropdown Menu]

Please select the Expatriate Detail from listing and include into Worker Listing

Please take note, expatriate detail below base on payment done thru Construction Labour Exchange Centre Bhd (CLAB)

Expatriate Detail: [Dropdown Menu]

Application Type*

☒ New ☐ Renew

Passport No *

Identity No

Expatriate Name *

Expatriate Name

Nationality *

[Dropdown Menu]

Job Apply *

[Dropdown Menu]

Duration (Month) *

12 (Months)

Year of Experience *

5

Academic Level *

DEGREE AND ABOVE

Work Experience (Detail) *

[Text Area]

Age *

1

Salary (Per-month)(RM) *

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...

Expatriate Details

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

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

[Browse...]

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

[Browse...]

Total Request

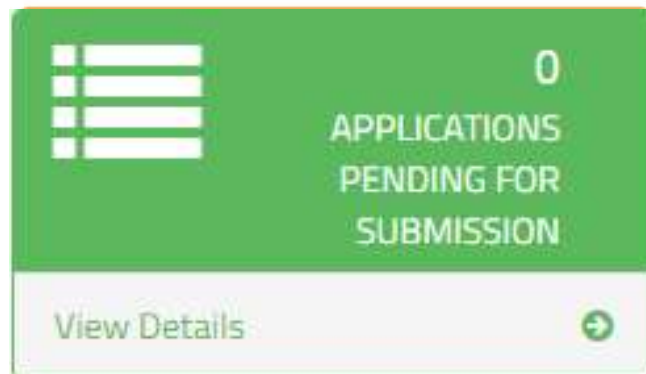
0

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.

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@compani	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 :

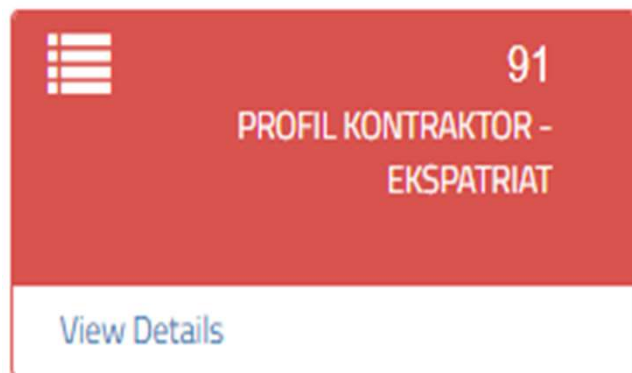
If application success to submit, it will appear as shown below.

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?



Register Date (From) *

01/02/2018

Register Date (To) *

28/02/2018


Submit









Profil Kontraktor - Ekspatriat

NOTES :

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



3. Click  to view the application.

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		





CIMS Expatriate Contact

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