



# **CIMS Expatriates Guideline**

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

V9.0 updated 06 June 2023

**Bahagian Dasar 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 silhouettes of people. Below it, the contact information for CIDB CARELINE is displayed: 1300 88 CIDB(2432), cidb@cidb.gov.my, and operating hours from 8:30 AM to 5:30 PM, excluding public holidays. 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, there are sections for 'Kontraktor Berdaftar' and 'Daftar Baru'. On the right side, a navigation menu is shown with a 'Construction Personnel' link and a 'Construction Personnel Module' link. A yellow arrow points from the 'Construction Personnel' link to the 'Construction Personnel Module' link. A yellow box with a red border contains the CIMS URL and the first step of the login process. A yellow box with a red border contains the second step of the login process.

**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?

**2**

Construction Personnel

Construction Personnel Module

View Details

**1**

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

1. Login with company CIMS Username and Password

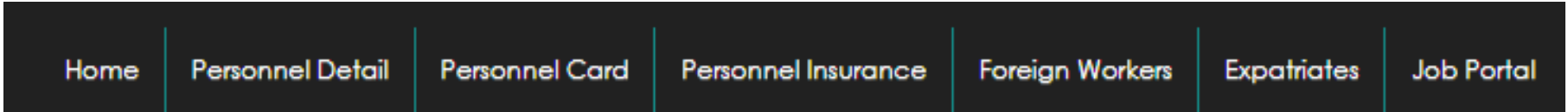
2. Click **Contruction Personnel & View Details**



# CIMS Expatriates MENU

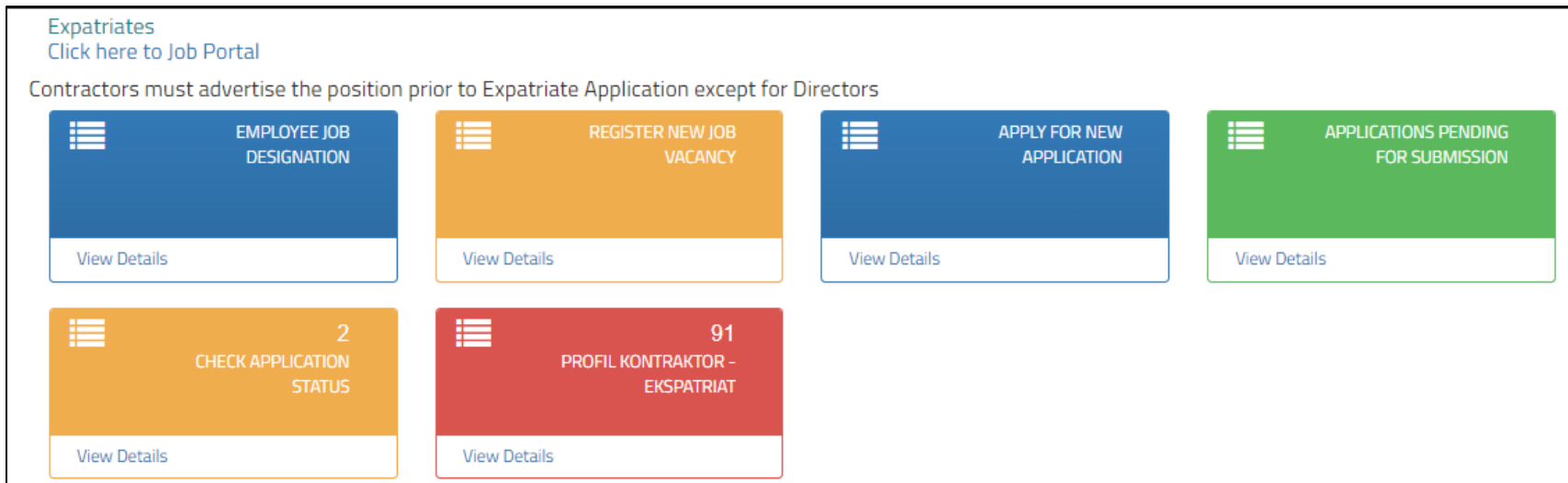
1. Click **Expatriates** in top Menu

1



2

2. System display the Expatriates screen





# How to apply?

## Application Steps

### Step 1:

Employee Job Designation

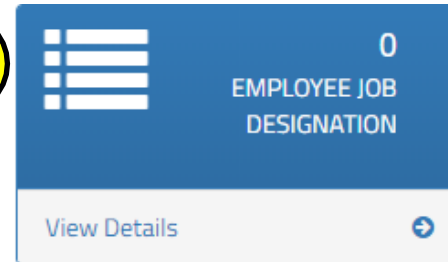
### Step 2:

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

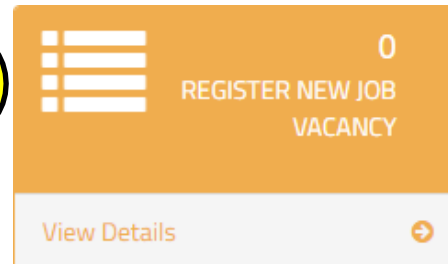
### Step 3:

Apply For New Application

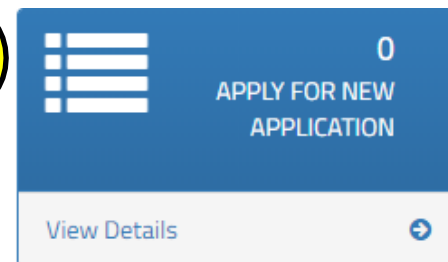
1



2



3





# Step 1

1

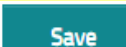
0

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 Description \*



# Step 2

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  
 Male  Female

Job Qualification (Detail)\*

Job Experience (Detail)\*

Salary Range

Age Range

Language Preference

Job State \*  Job Location \*

## Step 2 : Register New Job Vacancy

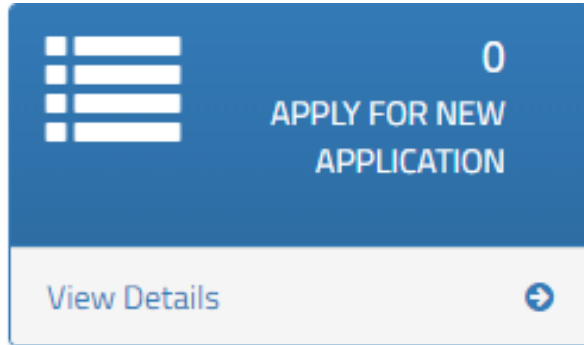
NOTES :

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.

3



## Step 3 : New Application

### NOTES :

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

### 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

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)

Application Type\*  
 New  Renew

Passport No \*  
 Identity No: [input] Expatriate Name \* [input] Nationality \* [input]

Job Apply [input] Duration (Month)\* [input]

Year of Experience \* [input] Academic Level \* [input]

Work Experience (Detail)\* [input]

Age \* [input] Salary (Per month/RM) \* [input]

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

CV [input] Browse... Certificate [input] Browse... Letter Offer [input] Browse...  
 Passport [input] Browse... Others [input] 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											

Latest Project LA : (Allow File Size : 5 Megabyte , Single PDF file) [input] Browse...  
 Latest Organization Chart : (Allow File Size : 5 Megabyte , Single PDF file) [input] Browse... Total Request [input]

Clear Create & Save





# How to submit the application?

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APPLICATIONS  
PENDING FOR  
SUBMISSION

View Details
➔

## Application Pending for Submission

### NOTES :

1. Click pencil icon to review the application.
2. Click Submit 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@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?

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PROFIL KONTRAKTOR -  
EKSPATRIAT

View Details

### 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) \*

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@gmai 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@gmai 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@gmai 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**  
Corporation of Investment Development Berhad  
 100, Jalan Ampang, Kuala Lumpur  
 50420, Kuala Lumpur, Malaysia  
 Tel: 603-2033 8888, Fax: 603-2033 8889

**PROFIL KONTRAKTOR - EKSPATRIAT**

Nama Syarikat : MMC GAMUDA KVMRT (T) SDN. BHD.

Tajuk Project : Underground Works Package: Design, Construction And Commissioning of Tunnels, Stations & Associated Structures from Jambak North Access Shaft to LRT Interpark South Portal For Project Mass Rapid Transit (MRT) - Serdang - Stajaya (SS1)

No Hujukan Kami : U/PSA/2023/S2

Tarikh Terima Permohonan : 23/05/2023

Tarikh dikeluarkan : 23/05/2023

Bekalkan Kepada : TALEN CONSTRUCTION MALAYSIA BERHAD

Senarai Ekspatriat yang Tidak Perlu Diisytiharkan Kepada CIDB seperti nama dibawah :

BIL.	NAMA	NO. PASTI	NEGERI ASAL	NEGERI	JAWATAN	GAJI	CATATAN
1	DAWK	12345678	BANGLADESH		ELECTRICIAN	5,000.00	NOT SUITABLE

\* Setiap Personal Binaan adalah diisytiharkan berdaftar dengan CIDB dibawah Seksyen 33 Akta 520

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

06 June 2023

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan

  
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# CIMS Expatriate Contact

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