



CIMS Expatriates Guideline

Guideline REDEPLOYMENT APPLICATION (Foreign Worker)

v1 updated 23 October 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 Expatriates Login

1

Log masuk ke akaun CIDB anda



User Name



Password is required.

Password



Ingat Kata laluan

2

Login

CIMS CIDB URL

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

1. Login with registered CIMS username & password.
2. Click “login”.

Kontraktor Berdaftar

- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru
- Tidak menerima emel Pengaktifan?

Daftar Baru

- Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain

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



CIMS Expatriates Login

The screenshot shows the CIMS web application interface. At the top, there is a header with the CIMS logo and 'Centralized Information Management System' on the left, and 'ALUMINIMUM DISTRIBUTIONS SDN. BHD. (1478512-P)' in the center. On the right, there are links for 'Information', 'ALUMINUMDISTRIBUTIONS@GMAIL.COM', a language dropdown set to 'BM', and a 'Logout' button.

Below the header is a navigation bar with 'Home', 'Contractor Profile', 'Help', and 'Foreign Contractor Registration'.

The main content area shows the 'Construction Personnel' module. The left sidebar menu is highlighted, with 'Construction Personnel' marked with a red box and the number '1'. A dropdown menu is open for 'Construction Personnel', with 'View Details' marked with a red box and the number '2'. A yellow box with a red border contains the following instructions:

1. Click **“Construction Personnel”** on the sidebar menu.
2. Click **“View Details”**.

The right sidebar contains sections for 'Registration Information', 'Payments Due', 'Inbox' (with one approved message), and 'Outbox'.



CIMS Expatriates MENU

1. On the top right corner of the taskbar, click on the foreign worker's menu.

Foreign Workers

- APPLY FOR NEW APPLICATION
- CHECK APPLICATION STATUS 1
- PERMIT VS CONSTRUCTION PERSONNEL CARD ISSUED
- APPLICATION HISTORY 1

CIDB MALAYSIA

2. CIMS will display submenu for foreign worker's module.



Steps to apply?

Application Steps:

Step 1:

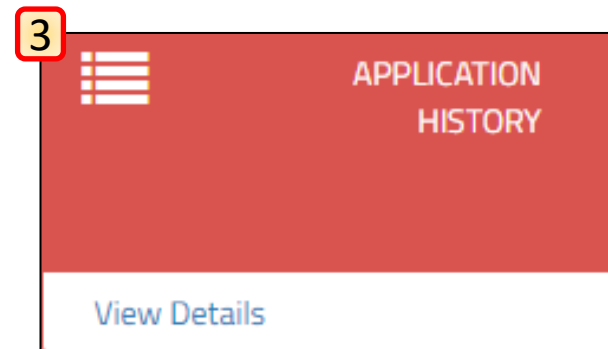
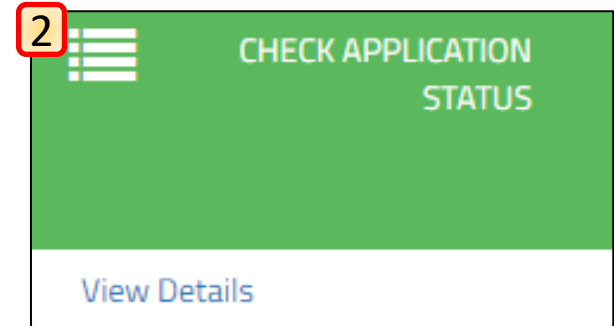
Apply for New Application

Step 2:

Check Application Status

Step 3:

Application History





Step 1: Apply for New Application

Please fill in Personal detail
Field with an asterisk (*) are mandatory

The following are the requirements for foreign workers (EPPAX) applications:

1. Completed CIMS Company Registration
2. Company has declared new project.
3. Levy project has been paid.

DISCLAIMER : The application for foreign workers through CIDB CIMS system is only valid for on-going projects in Peninsular Malaysia only.
PENAFIAN : Permohonan Pekerja Asing melalui sistem CIMS CIDB hanya bagi projek yang dijalankan di Semenanjung Malaysia sahaja.

Application Type * 3

CIDB Project (On-Going) * 4 Project Category * 5

Latest project LA (Allow File Size : 5 Megabyte , PDF file)*
Please compile in one PDF file 6

Others (Allow File Size : 5 Megabyte , PDF file)
Please compile in one PDF file 7

Please fill in the Total Request for Foreign Workers. 2

Total Request (Pax) 8

9

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I have read and understood the Requirements

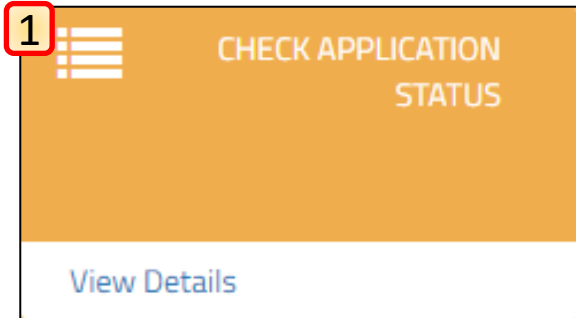
Step 1: APPLY FOR NEW APPLICATION

NOTES :

1. Find “**Apply for New Application**” menu in foreign worker submenu.
2. Click (/) on the checkbox of the disclaimer.
3. Choose application type “**Redeployment (Pertukaran Majikan)**”.
4. Choose projects from the listing.
5. Choose project category.
6. Upload LOA/Agreement/Contract/PO/Work Order/other document representing the job award as a proof.
7. Upload the necessary Supporting Documents accordingly (Maximum file size: 5MB in PDF format).
8. Fill in the total request (Pax) for foreign workers.
9. Click “**Submit**” to submit the application.



How to Check Status of Application?



Check Application Status

NOTES :

1. Find “**Check Application Status**” menu in foreign worker’s submenu.
2. Choose registered status “**Application In-Progress**” from the dropdown.
3. If the application is successfully submitted, it will appear in the listing below in light green .
4. The application will now be reviewed by CIDB officer.

Progress List of Application for Foreign Workers

Company Registration No : 1478512P

Company Name ALUMINIMUM DISTRIBUTIONS SDN. BHD.

Registered Status

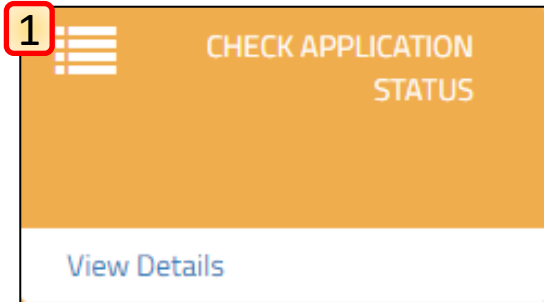
Application In-Progress 2
Application In-Progress
Recommended

In-Progress Details

Registered Date/Time	Application Type	Registered By	Company Name	Registered Status	Project Title	Project Value	Quota	CIDB Message
							Requested	
24/10/2024 16:57:40	Redeployment (Pertukaran Majikan)			Application In-Progress	ISOLATEK FIREPROOFING FOR STRUCTURE	10,589,400.00	20	



Status of Application (Recommended)



Check Application Status

NOTES :

1. Find “**Check Application Status**” menu in foreign worker’s submenu.
2. Choose registered status “**Recommended**” from the dropdown.
3. If the application is successfully reviewed and is recommended by CIDB officer, it will appear in the listing below in dark green .

Progress List of Application for Foreign Workers

Company Registration No : 1478512P

Company Name ALUMINIMUM DISTRIBUTIONS SDN. BHD.

Registered Status

Recommended

2

Enter text to search...

In-Progress Details

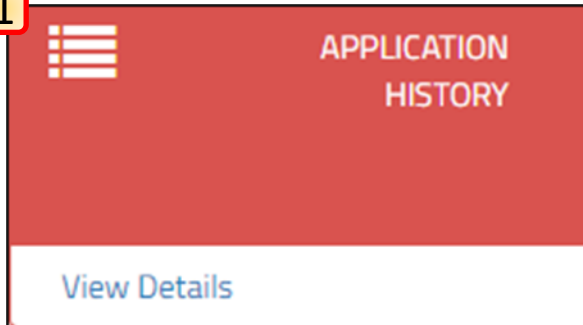
Registered Date/Time	Application Type	Registered By	Company Name	Registered Status	Project Title	Project Value	Quota	CIDB Message
							Requested	
09/10/2024 20:45:31	Redeployment (Pertukaran Majikan)			Recommended	ISOLATEK FIREPROOFING FOR STRUCTURE	10,589,400.00	29	Testing

3



Status of Application (Recommended)

1



Check Application Status

NOTES :

1. Find “**Application History**” menu in foreign worker’s submenu.
2. If the application is rejected by CIDB officer, it will appear in the listing below with a remarks for future reference.

History List of Application for Foreign Workers

Company Registration No 1478512P

Company Name ALUMINIMUM DISTRIBUTIONS SDN. BHD.

Enter text to search...

In-Progress Details

Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Project Value	Quota	CIDB Message
						Requested	
18/01/2024 12:37:33	abc@gmail.com	ALUMINIMUM DISTRIBUTIONS SDN. BHD.	Application Rejected	Insulation For Sphere Tanks	4,528,320.00	30	Tidak Jelas Dokumen Levy

2





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