



CIMS Expatriates Guideline

Guideline EXPATRIATES APPLICATION (Profil Kontraktor - Ekspatriat)

V12 updated 17 Januari 2025

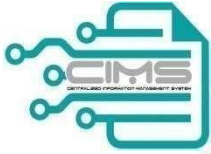
**Bahagian Pendaftaran Kontraktor &
Personel Binaan
CIDB Malaysia**



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 of the header, 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' page. On the left sidebar, the 'Construction Personnel' menu item is highlighted with a red box and a yellow '1' callout. A dropdown menu is open for 'Construction Personnel', showing 'Construction Personnel Module' and 'View Details'. The 'View Details' option is highlighted with a red box and a yellow '2' callout.

On the right side of the page, there are several informational boxes: 'Registration Information', 'Payments Due', 'Inbox' (with a message ID 'W420320230316000001 (APPROVED)'), and 'Outbox'.

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



Disciplinary Action

CIMS Centralized Information Management System

ABC COMMUNICATIONS SDN. BHD.

Home Personnel Detail Personnel Card Personnel Insurance Foreign Workers **Expatriates** Job Portal

2 The company is subjected to disciplinary action.
Click Home > Dashboard > Disciplinary Action tab for reference and further action .

CIDB MALAYSIA

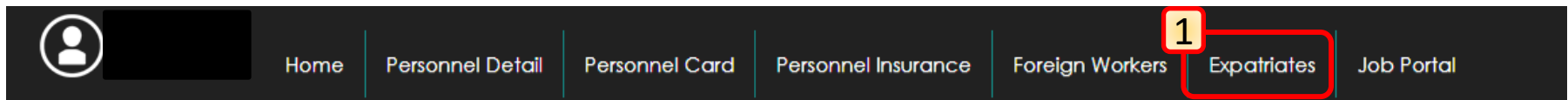
NOTES:

1. On the top right corner of the taskbar, click on the expatriate's menu.
2. Company that has been subjected to disciplinary action has been blocked from accessing “**Foreign Workers**” & “**Expatriates**” menu.
3. Click “**Home**” > “**Dashboard**” > “**Disciplinary Action**” tab for details of disciplinary action(s) .
4. Menu for “**Foreign Workers**” & “**Expatriates**” is accessible for companies that are free from disciplinary action .



CIMS Expatriates Menu

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



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

CHECK APPLICATION STATUS 1
View Details

PROFIL KONTRAKTOR - EKSPATRIAT 10
View Details

2. CIMS will display submenu for expatriate'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:

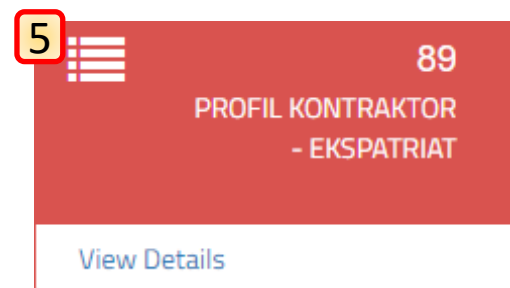
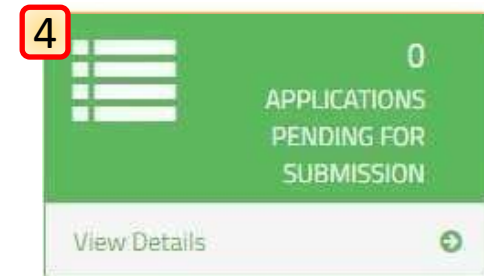
Apply For New Application (New / Renew).

Step 4:

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

Step 5:

Profil Kontraktor-Ekspatriat





Step 1: Employee Job Designation



Step 1 : Employee Job Designation

NOTES:

1. Find “**Employee Job Designation**” menu in expatriate submenu.
2. Click “**New**” to create a new job designation.
3. Fill in the mandatory fields with red asterisk (*).
4. Click “**Save**”.
5. New job designation successfully saved will be listed on the job title listing.
6. Click “**Delete**” to remove saved job designation

List of Job Designation in Company

Company Registration No : 1478512P

Company Name : ALUMINIUM DISTRIBUTIONS SDN. BHD

Please fill in the detail

Field with an asterisk (*) are mandatory

Job Designation * 3

Job Title

Job Description *

2 4 6

New Save Delete

5

Job Title	Job Detail
SENIOR PROJECT MANAGER	Senior Project Manager
PROJECT MANAGER	Project Manager



Step 2: Register New Job Vacancy

1

REGISTER NEW JOB VACANCY

View Details

Please fill in the detail

Field with an asterisk () are mandatory

Job Title *
ACCOUNTING MANAGER

Job Category *
MANAGEMENT

Job Responsibility *
1. Reporting finance issue to HQ in focus on the departmental
2. Control the project budget between project control, administration and construction department
3. Assist Administration & Finance Manager to ensure the work progress and follow the construction schedule
4. Monitor cost status of project

Job Requirement *
ability, skill, knowledge and experience in commissioning, civil, building and construction work area and scope

Qualification Level*
 CERTIFICATE DEGREE AND ABOVE DIPLOMA SPM

Skills Required*

<input checked="" type="checkbox"/> ADMINISTRATIVE	<input checked="" type="checkbox"/> ANALYTICAL ABILITY	<input checked="" type="checkbox"/> BUDGET MANAGEMENT
<input checked="" type="checkbox"/> BUSINESS MANAGEMENT	<input checked="" type="checkbox"/> COLLABORATION	<input checked="" type="checkbox"/> COMMUNICATION
<input checked="" type="checkbox"/> COORDINATION	<input checked="" type="checkbox"/> CRITICAL THINKING	<input checked="" type="checkbox"/> DECISION MAKING
<input checked="" type="checkbox"/> FINANCIAL MANAGEMENT	<input type="checkbox"/> INNOVATION	<input checked="" type="checkbox"/> LEADERSHIP
<input checked="" type="checkbox"/> LEGAL	<input checked="" type="checkbox"/> MICROSOFT OFFICE	<input checked="" type="checkbox"/> NEGOTIATING
<input checked="" type="checkbox"/> PLANNING	<input checked="" type="checkbox"/> PRESENTATION	<input checked="" type="checkbox"/> PROBLEM SOLVING
<input type="checkbox"/> PRODUCT MANAGEMENT	<input checked="" type="checkbox"/> PROJECT MANAGEMENT	<input checked="" type="checkbox"/> PROCESS MANAGEMENT
<input checked="" type="checkbox"/> TEAM MANAGER	<input checked="" type="checkbox"/> TEAMWORK	<input checked="" type="checkbox"/> TECHNICAL KNOWLEDGE

Years of Experience (Staff)
1

Years of Experience (Contract)
3D

Gender
 Male Female

Job Qualification (Detail)*
primary school, secondary school, certificate, diploma, degree

Job Experience (Detail)*
ability, skill, knowledge and experience in commissioning, civil, building and construction work area

Salary Range
RM18000-RM15000

Age Range
25-50

Language Preference
KOREAN & ENGLISH

Job State *
MELAKA

Job Location *
SUNGAI LINGG

Clear Save Publish

Step 2: Register New Job Vacancy

NOTES:

1. Find “**Register New Job Vacancy**” menu in expatriate submenu.
2. Choose saved job designation & job category from the job title dropdown.
3. Fill in the mandatory fields with red asterisk (*).
4. Click “**Save**”.
5. Click “**Publish**” to publish the job to CIMS.
6. New job title successfully published will be listed on the job apply on the application form.

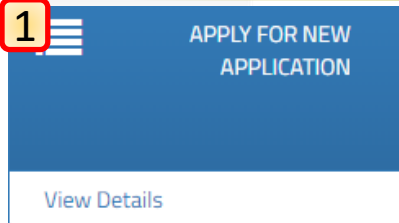
*P/S:

- 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.

4 5



Step 3: Apply for New Application



Step 3: APPLY FOR NEW APPLICATION

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.

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

CDD Project (Optional) 2

Please fill in New Expatriate Detail and include into Worker Listing

Application Type* 3

New Renew

Expatriate No* Expatriate Name* Nationality*

Identify No EXPATRIATE NAME

Job Apply* Duration (Month)

Year of Experience* Academic Level*

Work Experience (Detail)*

Age* Salary (Minimum/PMR)

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

CV Certificate Letter Offer

Passport Others

6

7 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 LOA (Allow File Size : 5 Megabyte, Single PDF file) 8

Latest Organization Chart (Allow File Size : 5 Megabyte, Single PDF file) 9

10 Clear Create & Save



Valid EP but Apply for New Application

Valid EP but Apply for New Application

NOTES :

1. Find “**Apply for New Application**” menu in expatriate submenu.
2. Choose projects from the listing
3. Choose application type “**New**”.
4. Type in passport number .
5. An error will prompt for expatriates who have a valid EP to proceed with the “**Renew**” application.

The screenshot shows the 'e-TETA Application' interface. A black error message box at the top right states: "Passport No. already exist in the system . Please proceed with the renew application." This message is highlighted with a red box and the number 5. Below the error message is the application form. The 'Application Type' section has 'New' selected, highlighted with a red box and the number 3. The 'Passport No.' field contains 'M19417362' and is highlighted with a red box and the number 4. The 'Expatriate Name' field is empty. The 'Duration (Month)' is set to '12 (Months)'. The 'Academic Level' is set to 'CERTIFICATE'. The 'Age' is '1' and 'Salary (Per-month)(RM)' is '5,000.00'. At the bottom, there are 'Supporting document' fields for CV, Certificate, Letter Offer, Passport, and Others, each with a 'Browse...' button. The 'Add' and 'Clear' buttons are at the very bottom.



Continue to Step 3: Renew Application

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.

Application for Expatriate

Company Registration No.: 020302 Company Name: NICHE SOUTHEAST ASIA 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.

Please fill in second (*) is mandatory

CSE Project (On-Going)

2

Please fill in New Expatriate Detail and include into Worker Listing

3 4 5

6

8

9

10

11

12

CV Renew... Certificate Renew... Letter Offer Renew...
 SP Renew... Passport Renew...

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

Label Project LOA (Max File Size: 5 Megabyte, Single PDF file) Renew...

Label Organization Chart (Max File Size: 5 Megabyte, Single PDF file) Renew... Total Request: 0

Clear Create & Save 12 11



Renew Application Conditions

RENEW APPLICATION CONDITIONS

NOTES :

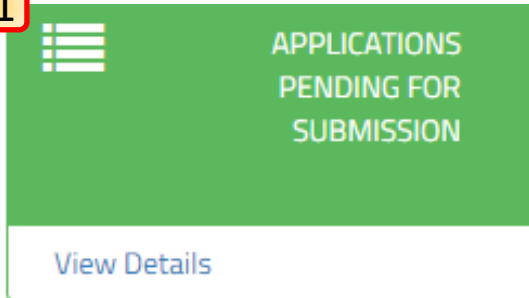
1. Find “**Apply for New Application**” menu in expatriate submenu.
2. Choose projects from the listing
3. Choose application type “**Renew**”.
4. Type in passport number .
5. An error will prompt for expatriates who have not yet registered as construction personnel / attend any of the SICW courses and comply with the condition & criteria first before proceeding for application . .
6. An error will also prompt for expatriates who have not yet registered as Construction Personnel but still have a valid EP and comply with the condition first before proceeding for application .

The screenshot shows the 'ev.cidb.gov.my/cpbv2/forms/transactions/ForeignExpatriateApplyv2.aspx' web page. The 'Application Type' dropdown is set to 'Renew' (marked with a red box and '3'). The 'Passport No' field contains 'Identity No' (marked with a red box and '2'). An error message box is overlaid on the form, titled 'cimsdev.cidb.gov.my says'. The message contains two points: '1. There is no information on Construction Personnel Registration or SICW course attendance. To continue with the application, Please attend the SICW / eSICW / eSICW CIDBH course first (refer to the application conditions and criteria as listed in the Frequently Asked Questions, FAQ document). (marked with a red box and '5')' and '2. For expatriates who have not yet registered as Construction Personnel and still have a valid EP, please register as a Construction Personnel first. (marked with a red box and '6')'. The 'OK' button is visible on the error message. Below the form, there are fields for 'Year of Experience' (20), 'Academic Level' (CERTIFICATE), 'Age' (1), and 'Salary (Per-month)(RM)' (5,000.00). At the bottom, there are 'Supporting document' fields for 'CV', 'Certificate', 'Letter Offer', 'EP', 'Passport', and 'Others', each with a 'Browse...' button.



How to submit & make payment for the application?

1



Step 4: Applications Pending for Submission

NOTES :

1. Find “**Applications Pending for Submission**” menu in expatriate submenu.
2. Click pencil icon to review the application.
3. Click “**X**” to delete the application if necessary.


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	
				03/05/2024 14:28:46	ALUMINIUM DISTRIBUTIONS SDN. BHD.	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

2

3



Continued


**APPLICATIONS
PENDING FOR
SUBMISSION**

[View Details](#)

Continue Step 4: Applications Pending for Submission

NOTES :

1. Click (✓) for disclaimer consent before proceed for payment.
2. Click **“Submit & Make Payment”** to proceed with payment.

Age * Salary (Per-month)(RM) *

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

CV Certificate Letter Offer

Passport Others

Enter text to search...

Expatriate Details											
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			N	1H789457	YAI NGAN HUAN	30		HR ASSISTANT	THA

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

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

Total Request

Total Request	Fees (RM)	Total Fees (RM)
1	1,000.00	1,000.00

1 Tick to go through the disclaimer agreement before make payment.

Thank you

2



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 Page

Redirect to Payment Details Page

NOTES :

1. Cross check of the payment details.
2. Choose payment option from the dropdown listing.
3. You may only choose FPX payment for a transaction above RM1,000.00
4. Click **“Proceed with Payment”** to proceed to payment gateway.



Online Payment

PROFORMA INVOICE

ALUMINIUM DISTRIBUTIONS SDN BHD
LOT 111
JALAN KILAU HILIR MELAKA
12345 MELAKA

Proforma Invoice No : [PFHOP12206007396](#)
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 PENGGAJIAN EKSPATRIAT	4	1000.00	0.00	4000.00
Total (RM)					4000.00
GST 0.00 %					0.00
Total Amount (RM)					60.00

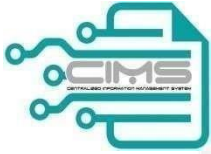
*Remarks:

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

2 Payment Option

3 Proceed with Payment

-- Select --
-- Select --
FPX (B2C)
Credit / Debit Card



Payment Gateway

Payment Gateway

NOTES:

1. Choose preferred bank to proceed with payment.
2. Click “**Proceed**” to continue with the 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 **1**
Customer Email Please Select a Bank
Back *** 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

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



How to check payment status?

1

Home Personnel Detail **Personnel Card** Personnel Insurance Foreign Workers Expatriates Job Portal

Personnel Card

2 NEW PERSONNEL 2 View Details

RENEW PERSONNEL 155 View Details

PERSONNEL LISTING 514 View Details

PAYMENT PENDING 4 View Details

2 PAYMENT HISTORY 177 View Details

E-SERAHAN View Details

APPLICATION IN-PROGRESS Menu

DELETED APPLICATION LOG View Details

To Pay Outstanding Payments 1 **Payment History** 3 Refund History 0 Cancelled Applications 1

Payment History

CUSTOMER NAME : HYUNDAI ENGINEERING MALAYSIA SDN. BHD. MODULE -- Select -- 4

FROM dd/MM/yyyy 5 TO dd/MM/yyyy Search

Proforma Invoice	Proforma Date	Description	Receipt No	Receipt Date	Total (RM)
PFHQP12405000012	03/05/2024	RFE-20240503135738290993/CPBF1123317315	IPHQF32405100008	03/05/2024	3,000.00
PFHQP12405000008	02/05/2024	RFE-20240502172259324837/CPBF1123317311	IPHQF32405100003	02/05/2024	1,000.00
PFHQK12305000006	30/05/2023	W460120230530116082	IPHQF32305100120	30/05/2023	5,050.00
PFHQK12302000151	24/02/2023	W420320230224000001	IPHQF32305100096	29/05/2023	2,800.00
PFHQK12302000150	24/02/2023	W420320230224000001	IPHQF32302100295	24/02/2023	50.00

Showing 1 to 5 of 5 entries

Previous 1 Next

How to Check Payment Status?

NOTES :

1. Find **“Personnel Card”** on the top right corner of the main menu taskbar.
2. Find **“Payment History”** menu.
3. Click on the taskbar **“Payment History”** to view the receipt for successful payment.
4. Choose what **“Module”** data to be display.
5. Choose date to filter the results shown.
6. Click on the **“Receipt No.”** hyperlink to view receipt.



How to proceed with payment?

1

Home Personnel Detail Personnel Card Personnel Insurance Foreign Workers Expatriates Job Portal

Personnel Card

2 NEW PERSONNEL 2 View Details

RENEW PERSONNEL 155 View Details

PERSONNEL LISTING 514 View Details

PAYMENT PENDING 4 View Details

2 PAYMENT HISTORY 177 View Details

E-SERAHAN View Details

APPLICATION IN-PROGRESS Menu

DELETED APPLICATION LOG View Details

3 To Pay Outstanding Payments Payment History Refund History Cancelled Applications

Outstanding Payment

CUSTOMER NAME : HYUNDAI ENGINEERING MALAYSIA SDN. BHD. MODULE -- Select -- 4

FROM 01/02/2024 5 TO 20/05/2024 Search

Proforma Invoice	Proforma Date	Due Date	Description	Total (RM)	Action
PFHQP1240500022	20/05/2024	03/06/2024	RFE-20240517115650396686/CPBF1123317325	1,000.00	Pay 6

Showing 1 to 1 of 1 entries

Previous 1 Next

How to proceed with payment?

NOTES :

1. Find “**Personnel Card**” on the top right corner of the main menu taskbar.
2. Find “**Payment History**” menu.
3. Click on the taskbar “**Outstanding Payment**”.
4. Choose what “**Module**” data to be display.
5. Choose date to filter the results shown.
6. Click on the “**Pay**” hyperlink to proceed with payment.



Update & Re-submit Returned Application

1



APPLICATIONS
PENDING FOR
SUBMISSION

[View Details](#)

Update & Re-submit Returned Application

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
4. You may receive 3 time returned applications. Note that the date of application will be reflecting the date of your resubmission.

Menu List of Application Pending for Submission

List of Application Pending for Submission

Company Registration No : 1172716P

Company Name : HYUNDAI ENGINEERING MALAYSIA SDN. BHD.

Enter text to search...

Pending List

Edit	Application Mode	Payment Status	Proforma No	Registered Date/Time	Registered By	Registered Status	Project Title
	New	Payment Done	PFHQP12405000012	03/05/2024 14:09:29	ALUMINIUM DISTRIBUTIONS SDN. BHD.	In-Progress - Require Update Info	TENDER FOR ENGINEERING, PROCUREMENT, CONST COMMISSIONING OF A 1800MW TO 2400MW COMBINE TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MALAYSIA (PROJECT).
	New			17/05/2024 11:58:44	ALUMINIUM DISTRIBUTIONS SDN. BHD.	Application created.	TENDER FOR ENGINEERING, PROCUREMENT, CONSTRUCTION AND COMMISSIONING OF A 1800MW TO 2400MW COMBINED CYCLE GAS TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MALAYSIA (PROJECT).





Continued

Re-submit Application

NOTES :

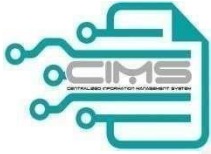
1. Please refer to CIDB Remarks column to identify the action to be taken.
2. Click on the pencil icon to edit the applicant's details.
3. After completing the updates, click **“Save”**.
4. Click **“Update”** to update necessary attachment.
5. Click **“Re-Submit”** to resubmit the application.

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

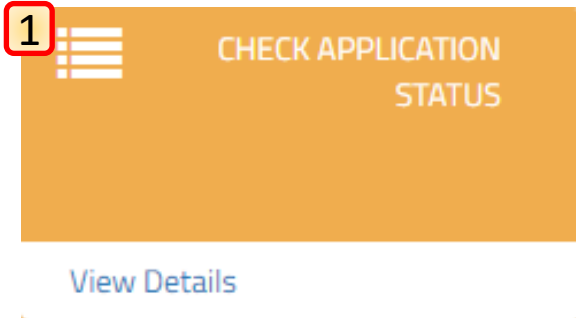
The screenshot displays the application management interface. At the top, there are input fields for ID (BL000AAA), Name (GBUGJG), and Nationality (BANGLADESH). Below this, there are dropdown menus for Job Apply (PIPING SUPERVISOR), Duration (36 Months), Year of Experience (10), and Academic Level (CERT). A large text area for Work Experience (Default) contains placeholder text. Further down, there are input fields for Age (35) and Salary (Per-month)(RM) (1,000.00). A section for Supporting documents includes fields for CV, Certificate, Letter Offer, Passport, and Others, each with a 'Browse...' button and a 'Click to View' button. A green 'Save' button is highlighted with a red box and the number 3. Below this is a search bar and a table of Expatriate Details.

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	BL000444	GBUGJG	35		PIPING SUPERVISOR	BGL
2		CV Certificate Letter Offer Passport		DURATION CHANGE TO 12 (MONTHS)	N	CH555222	CHUAN SHUN CHEN	30		QAQC WIT SUPERVISOR	CHN
3		CV Certificate Letter Offer Passport		KEMASKINI MAKLUMAT PROFILE EXPATRIATE	N	TH112233	CHALEMCHAI	35		ARCHITECTURE MANAGER	THA

Below the table, there are input fields for Label Project LA and Label Organisation Chart, each with a 'Browse...' button and a 'Click to View' button. At the bottom, there are buttons for 'Update' (highlighted with a red box and the number 4) and 'Re-Submit' (highlighted with a red box and the number 5). A 'Total Request' field shows the value 3.



How to Check Status of Application?



Check Application Status

NOTES :

1. Find “**Check Application Status**” menu in expatriate’s submenu.
2. If the application is successfully submitted, it will appear in the listing below in yellow .
3. Green colored applications is to indicate that the application has been reviewed and is ready for first level review.

Menu / Progress List of Application for Expatriate

Application Status for Expatriate

Company Registration No . 1478512P Company Name ALUMINIMUM DISTRIBUTIONS SDN. BHD.


Enter text to search...

In-Progress Details

Edit	Application Type	Submission Date/Time	View	Registered By	Proforma No	Registered Status	Company Name	Project Title	Pro
2	New	20/05/2024			PFHQP12405000012	Application Review (First Level)	HYUNDAI ENGINEERING MALAYSIA SDN. BHD.	TENDER FOR ENGINEERING, PROCUREMENT, CONSTRUCTION AND COMMISSIONING OF A 1800MW TO 2400MW COMBINED CYCLE GAS TURBINE POWER PLANT IN ALOR GAJAH MELAKA, MALAYSIA (PROJECT)	3.9



Step 5: Profil Kontraktor – Ekspatriat

1  89

**PROFIL KONTRAKTOR
- EKSPATRIAT**

[View Details](#)

Step 5: Profil Kontraktor – Ekspatriat

NOTES :

1. Find “**Profil Kontraktor- Ekspatriat**” menu in expatriate’s submenu.
2. Choose a date (time frame) for the data to be displayed.
3. Click “**Submit**”.
4. Green colored printer icon is to indicate that the application is “**Recommended**”.
5. Red colored printer icon is to indicate that the application is “**Not Recommended**”.
6. Click on the printer icon to display the Profil Kontraktor-Ekspatriat.

Menu / List of Application for Expatriate (History)





List of Application for Expatriate (History)

Company Registration No : _____ Company Name : _____

Register Date (From) * 2 Register Date (To) * 3

Enter text to search...

History Details

Application Type	Profil Kontraktor - Ekspatriat	View	Registered Date/Time	Registered By	Company Name	Registered Status	Project Title
eManual	 4		17/11/2023 09:48:49	sahiri@hec.co.kr	ALUMINIUM DISTRIBUTIONS SDN. BHD	Application Reviewed (Final)	eManual 0.00 20/11/2023
New			28/12/2023 20:50:18	sahiri@hec.co.kr	ALUMINIUM DISTRIBUTIONS SDN. BHD.	Application Rejected	PROVISION OF ENGINEERING ,PROCUREMENT,CONSTRUCTION & COMMISSIONING (EPC) OF MELAKA REFINERY DIESEL EURO 5 PROJECT 1,433,194,471.65 27/12/2023





Sample of Profil Kontraktor-Ekspatriat

CIDB
MALAYSIA

Jabatan Pembangunan Industri/Pembinaan
Kementerian Sumber Manusia
Kementerian Kerja Raya
Kementerian Pelancongan, Kebudayaan & Masyarakat Melayu
Kementerian Pendidikan, Sains & Teknologi
Kementerian Perumahan & Kerajaan Tempatan
Kementerian Perdagangan Antarabangsa & Industri
Kementerian Pertahanan
Kementerian Perikanan, Air dan Irigasi
Kementerian Perindustrian
Kementerian Pertanian, Perikanan & Veteriner
Kementerian Tenaga Elektrik, Air & Telekomunikasi
Kementerian Transport, Kerja Raya, Telekomunikasi & Multimedia
Kementerian Wilayah Persekutuan

PROFIL KONTRAKTOR - EKSPATRIAT

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

Tajuk Project : Underground Works Package, Design, Construction And Completion Of Tunnels, Stations & Associated Structures From Jalan Tun Razak (North) to South (South) For Project Mass Rapid Transit (MRT) Seremban - Serdang - Sepang (SS1)

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 Boleh Diizinkan di bawah Akta Sella CIDB seperti nama dibawah :


BIL	NAMA	NO. PASTI	NO. KAD	NEGERI ASAL	JAWATAN	GAJI	CATATAN
1	DAWKIN	AA/DA/01	AA/DA/01	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



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