



# Manual for **EXPATRIATE** application (CIDB Supporting Letter)

v8 updated 11 November 2022

# Bahagian Dasar Personel Binaan CIDB Malaysia

# **Pre-requisites** Completed CIMS Company registration. 1. Company has declared all project. 2. 3. Levy project has been paid. 4. Payment has been made through CLAB Expatriate Application System.

Kindly refer to Contractor Registration & Levy Department / CIDB State Office for further clarification on the above issues (1-3).



		CLA	<b>B</b> Expatriate Application Process
MENU	Expatriate	1	
	New Applic	ation	1. System auto display the Application Screen
	Progress list	t	
	History	New Applica         Please fill in the or         COMPANY DETAIL         SSM NO.         COMPANY NAME         COMPANY GRED	ation Letail below CIDB NO.

	Step 1
<complex-block></complex-block>	<ul> <li>Step 1: New CLAB Expatriate Application</li> <li>NOTE: <ol> <li>Key in expatriate details.</li> <li>Click on "Add to List" button and the listing will appear. Added record can be edit or delete.</li> </ol> </li> <li>Click on "Payment" button to proceed with payment screen.</li> </ul> *Please double check all record details are correct before submit the application.

CIMS Expatriate Guide v7.1

Continue	Step	1
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1	000	

New Application
Please fill in the detail below

	CIDB NO.			
COMPANY NAME				
COMPANY GRED COMPANY EX	(PIRY DATE			
APPLICATION DETAIL Application Type				
New 💽 Renew				
Passport No P	assport Holder Name			
Nationality	EP Expiry Date			- (
🖺 Add to List 💍 Clear				
EXPATRIATE LISTING				
Show 10 🗢 entries		Search:		
	Passport Name î 🕴 Nationality î 🌡 Appli	cation Type 🏦 🕴 Renew Date	$\uparrow\downarrow$ Action $\uparrow\downarrow$	- (
No. ↑↓ Passport No ↑↓ I	No data available in table			
No. <sup>↑↓</sup> Passport No <sup>↑↓</sup> I				
No. 1 Passport No 1 Passport N			Previous Next	
No. 1 Passport No 1 I			Previous Next	

### **Step 1 :** Renew CLAB Expatriate Application

#### NOTE:

- i. Select Application Type as renew.
- ii. Fill up the old passport number and EP expiry date. Others record will display on screen.
- iii. Click on "Add to List" button and the listing will appear. Added record can be edit or delete.
- iv. Click on "Payment" button to proceed with payment screen.

2				Step 2 : Procced Payment	
rotal AMOUNT TO PA Person-InCharge ♪ Submit	NID: RM O	Contact No	i	NOTE: i. Key in all the dat required and clic "Submit" button. ii. Payment detail w be display and cl "Pay" button.	a k vill ick
PAYMENT C					
Order Id	INV20210822002				
Amount	RM 0	PAY Convel			

## **Continue Step 2**

SECURE ONLINE PAYMENT
Amount (MYR) RM 0
Order ID INV20210822002
Name XXXXXXXX
Email xxxxxx@xxxxx.com.my
Contact Number XXXXXXXXXX
Description Payment for Expatriate Application
By clicking the continue button, you agree to the <u>Terms of Service</u> & <u>Privacy Policy</u> .
Pay via Internet Banking (FPX)

Continue Step 2 : Procced Payment

### NOTE:

- i. Click "Payment Options" to choose payment method.
- ii. Key in the data required (If any).
- iii. Click "Pay" button to proceed and complete the payment.

							Ste	<b>e</b> p
3 MENU								
	Expatriate	^		Ste	ep 3 :			
	New Application			i.	Check ap	plication	status on His	tory
	Progress list				Page			
	History							
	P Application history ist of Application waiting for approve APPLICATION LISTING	al from CLAB and history appl	ication.					
Show 10	♦ entries						Search:	
No.	1 4 Application No	î ↓ Total Pax	î ↓ Total Ar	ount î l	Submitted date	↑↓	Status	1
1	000108	2	RM		22/08/2021		Payment Pending MAKE PAYMENT	

	CIMS Expatriate Guid
CIDB CARELINE 1300 88 CIDB(2432) cidb@cidb.gov.my Isnin - Jumaat (Kecuali Hari Kelepasan Am) 8:30 AM - 5:30 PM	2 Menu   Home\Menu Construction Personnel
Log masuk ke akaun CIDB anda	View Details
Kata Jaluan	CIMS URL
Log Masuk Kontraktor Berdaftar • Ada ID pengguna, dapatkan kata laluan CIMS anda	http://cims.cidb.gov.my         1.       Login with company         CIMS Username and
<ul> <li>Tiada ID pengguna atau cipta ID pengguna baru</li> <li>Daftar Baru</li> <li>Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain</li> </ul>	Password
Lupa ID pengguna? / Lupa kata laluan?	



### **Application Process**



**Application Steps** 

Step 1: Employee Job Designation

**Step 2:** Job Portal Registration (Except for Directors with shareholder)

Step 3: New Application

**Step 4:** Applications Pending for Submission

Step 5 : Check Application Status

Step 6 : Supporting Letter

Step 7 : Application For Appeal

	0 EMPLOYEE JOB DESIGNATION	Step 1 : Employee Job Designation
View Details	O	NOTE: 1. Key in all position in the company.
Job Designation * JOB TITLE		
Job Designation * JOB TITLE Job Description *		





#### New Job Vacancy

Job Title \*

Step 2 : Register New Job Vacancy

NOTES :

- 1. The Job Title taken from Step 1
- 2. Job Title advertised must be the same position as the Expatriate application.



### Step 3 : **New Application**

#### NOTES:

- Select the Expatriate details on dropdown and fill up all the data.
- Year of Experience based on Academic Level ii. and minimum experience must be 5 years and above.
- iii. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, Others) (Maximum File Size : 5 Megabyte, in PDF format). "Others" Document that to support the applicant.
- Click Add button and the listing will appeared. iv. Added record can be edit
- Upload "Organization Chart" and clearly ν. identify or differentiate colour between local & foreign personnel.
- Upload Letter of Award / Contract Agreement vi. / PO.
- Click "Create & Save" to submit application. vii.



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Step 3

### **Edit Submission**



## **System Notification**

	System shall display an error message after select the on-going project:
Project value exceeded Registration Grade - Please Upgrade ок	a) If the company project value exceeded Registration Grade
Contract Duration less than 6 months from date of application	b) If the company project contract duration less than 6 months from date of application
C Project value exceeded Registration Grade - Please Upgrade and Contract Duration less than 6 months from date of application	c) If the company project value exceeded Registration Grade and company project contract duration less than 6 months from date of application
ОК	

### **System Notification**

1	Support Document - CV cannot be empty ОК	System shall display an error message if the applicant did not upload the following supporting document:
2	Support Document - Certificate cannot be empty	<ol> <li>If the CV do not upload.</li> <li>If the Certificate do not upload.</li> </ol>
3	Support Document - Letter Offer cannot be empty	<ol> <li>3. If the Letter Offer do not upload.</li> <li>4. If the Passport do not upload.</li> </ol>
4	Support Document - Passport cannot be empty	
5	Support Document - EP cannot be empty	Renew Application 5. If the EP do not upload.



# **Continue Step 3**

#### Continue Step 3 : Renew Application

Renew Application

### NOTES :

- i. Select the Expatriate details on dropdown and existing record will display on screen.
- ii. Update passport number on "New Passport No" field if applicable.
- iii. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- iv. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, EP, Others) (Maximum File Size : 5 Megabyte, in PDF format). "Others" Document that to support the applicant.
- v. Click Add button and the listing will appeared. Added record can be edit
- vi. Upload "Organization Chart" and clearly identify local & foreign personnel. i.e:-colour coding, etc.
- vii. Upload Letter of Award / Contract Agreement / PO.
- viii. Click "Create & Save" to submit application.

plicati	on for E	xpatriate											_
npany Reg	istration No :		Company Name :										
ase fill in	the Applic	ation detail											
ase take	note,befor	re submit the E	Expatriate Applicat	ion , please make	e sure Organisatio	on Structure of (	Company/Projec	t is define properly	y.				
I with an a	sterisk (*) are	mandatory											
CIDB PR	oject (On-Goi	ng) -								~	1		
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Plas	so solort	the Expatriate	o Dotail from list	ing and include	into Worker List	ina							
Plea	se take not	e , expatriate de	etail below base or	payment done th	ru Construction La	bour Exchange (	Centre Bhd (CLA	B)			٦		
A\$	oplication Typ	e.											
	New	Renew											
PI	assport No *			Expatriate Name *				Nationality *					
	Identity No			Expatriate Name						× ]			
Jo	b Apply *0				Duratio	on (Month)* ()					L		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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	Pasapon		B	rowse			Browse						
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Ent	ter text to sea	arch											
Exp	patriate Det	ails											
No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level		
								No data	a to display				V
1	_							_					
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Latest Pr	oject LA: (Alk	ow File Size : 5 Me	egabyte , Single PDF	file) 0		_							
					Browse								
Latest Or	rganisation Cl	hart : (Allow File S	lize : 5 Megabyte , Sir	gie PDF file) 🚯		Total Re	equest	Ļ		vi vi	i viii		
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a	ear	Create & Sa	we										
-													



Project value exceeded Registration Grade - Please Upgrade		
	ОК	

System shall display an error message after select the on-going project and renew application type:

- If the company project value exceeded Registration Grade

		Step 4
4 APPLICA PENDIN SUBMI	0 ATIONS IG FOR ISSION	Step 4 : Application Pending for Submission NOTES :
View Details	O	<ol> <li>Review and confirm the Application</li> <li>Click Submit to finalize the application</li> </ol>
		3. Click "X" to delete application if

ENTER	TEXT TO S	EARCH				)			
Pendin	g List								
Edit		Application	Registered	Registered By	Registered	Project Title	Project Value	System Remarks	Headcount
Luit		Mode	Date/Time	Registered by	Status	Toject file	Troject value	System Remarks	Requested
ø	*	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

necessary.

4			APPLICA PENDIN SUBM	0 Ations Ig For Ission					<b>Step 4 :</b> Application Pending for Submission
		View Detail	ls	Ð					Review the Application
	TEXT TO	SEARCH							NOTE: If the system detender no error, it shall display the SUBMIT button.
lo	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Submit
1	* /	CV Certificate Letter Offer Passport Others		N	EH7349659	ALBERTO ATIENZA MENDOZA	31		
	*	Certificate Letter Offer Passport Others		N	EH7349659	ALBERTO ATIENZA MENDOZA	31		
Project	LA: (Allo	w File Size : 5 Mega	byte , Single PDF file	:)	Browse				

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Step 4



In-Prog	ress Details						
Edit	Application Type	Submission Date/Time	View	Registered By	Registered Status	Company Name	Project Title
	New	18/12/2018 13:34:14		garret@co mpany	Application Review (First Level)	COMPANY SDN.BHD	IN RELATION TO THE COMPLETION OF THE REMAINING SCHEME WORKS ULU JELAI HYDROELECTRIC PROJECT AND ASSOCIATED WORKS) AND PART EM1 (ELECTRICAL

									Step 6
6 V Register Da 01/02/201	iew Details	PORTING LETTE	0 ER •• te (To) *	Submit		<b>Ste</b> Su 1. 2. 3.	pporting I Select F the app Click th display	Letter Register D lication. e Print ico the Suppo Goo Save the	Pate to view In button to Dorting Letter Supporting
ENTER TEXT TO	) SEAR								
History Details	3								
Application Type	Print Supporting Letter	View	Registered Date/Time	Registered By	Company Name			Registered Status	Project Title
New		0	19/02/2018 15:29:36	garrett@company	COMPANY SDN. BHD.			Application Reviewed (Final)	PROJECT MASS RA SERDANG-PUTRAJ

# **Sample Supporting Letter**



# Step 7



- Steps 7 : Appeal
- 1. Please justify the appeal clearly for evaluation.
- 2. You can submit an Appeal for Applicants who are Not Recommended.

\*Application pending for appeal without submission will be auto deleted after 14 days.

#### Please be informed that application pending for appeal without submission will be auto deleted after 14 days

Appea	Pending List	Desistand		Desistand			Quarterer	Headcount
Edit	Mode	Date/Time	Registered By	Status	Project Title	Project Value	Remarks	Requested
1	Appeal	22/02/2018 14:44:56	garrett@company	Application created.	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-	1,620,904,660.00		
				Cancel Appeal	POTRAJATA			
		1			1		1	

		Step 7
	0 ICATIONS FOR APPEAL- PD8	Steps 7 : Appeal 1. Click To clearly justify the appeal for expatriate.
View Details	Ð	must be compile and uploaded
		in 1 PDF file (All file size: 10 Megabyte, in PDF format).

Please fill	l in Job Justifica	tion Column								
Enter text	to search									
Fitle	Nationality	Academic Level	Salary Offer	Apply Duration (Month)	Include in Organization	Year Of Experience	Working Experience	Job Justification	Supporting Document	System Remarks
CTOR RATOR	BGL	CERTIFICATE	6000.00	0	Yes	12	Tunneling 🥶	 By	CV Certificate Letter Offer Fassport	

#### LA Documents

opeal Document: (All file size : 10MB, PDF, must compile all documents.)	
	Browse
tal Request *	
1	



Expatriate Details												
#		Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level	Salary Offer	Apply Duration (Month)	Include i Organiza
*		N	K7655903	NAVEEN KUMAR SANKAR	30		TEST MANAGER	IND	DEGREE	3000.00	12	Yes
×		N	K8888888	GARRETT FERNANDEZ	30		TEST MANAGER	PGL	DEGREE	3000.00	12	Yes

	Step 7
7       0         APPLICATIONS FOR         APPEAL- PD8	<ul> <li>Steps 7 : Cancel Appeal</li> <li>1. Click "Applications for Appeal".</li> <li>2. Click the Cancel Appeal button.</li> <li>3. The Appeal application shall be removed. The Project shall appear back in the On-going List</li> </ul>

	Appear	peal Pending List									
	Edit	Application Mode	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount		
						Troject file			Requested		
ļ		Appeal 22/ 14:-	22/02/2018	garrett@company	Application created.	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG- PUTRAJAYA	1,620,904,660.00				
	8		14:44:56		Cancel Appeal						





### For any enquiries, kindly email to <u>expatriate@clab.com.my</u>