

SISTEM PENGURUSAN KOMPETENSI (CMS)

KURSUS INDUKSI KESELAMATAN PEKERJA TAPAK BINAAN SICW

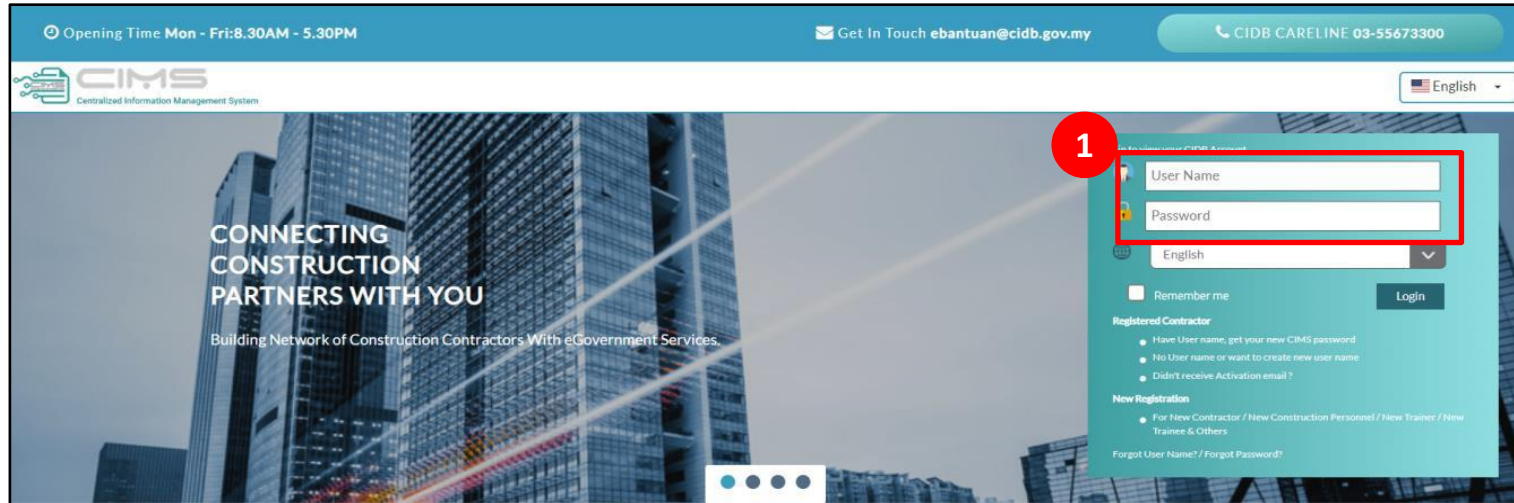
PERANAN: INDIVIDU / MAJIKAN

Panduan Pengguna v1.0

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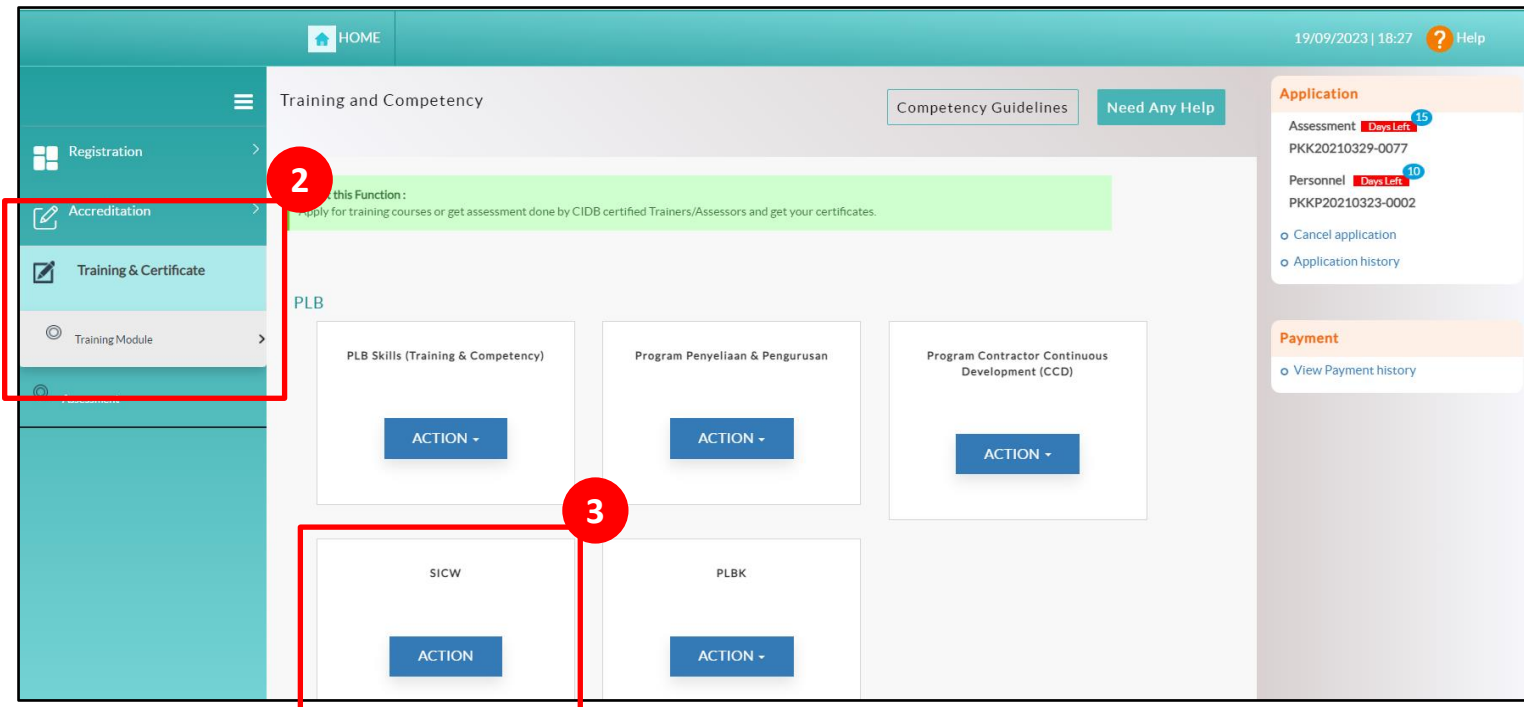
KURSUS INDUKSI KESELAMATAN PEKERJA TAPAK BINAAN SICW PERANAN: INDIVIDU

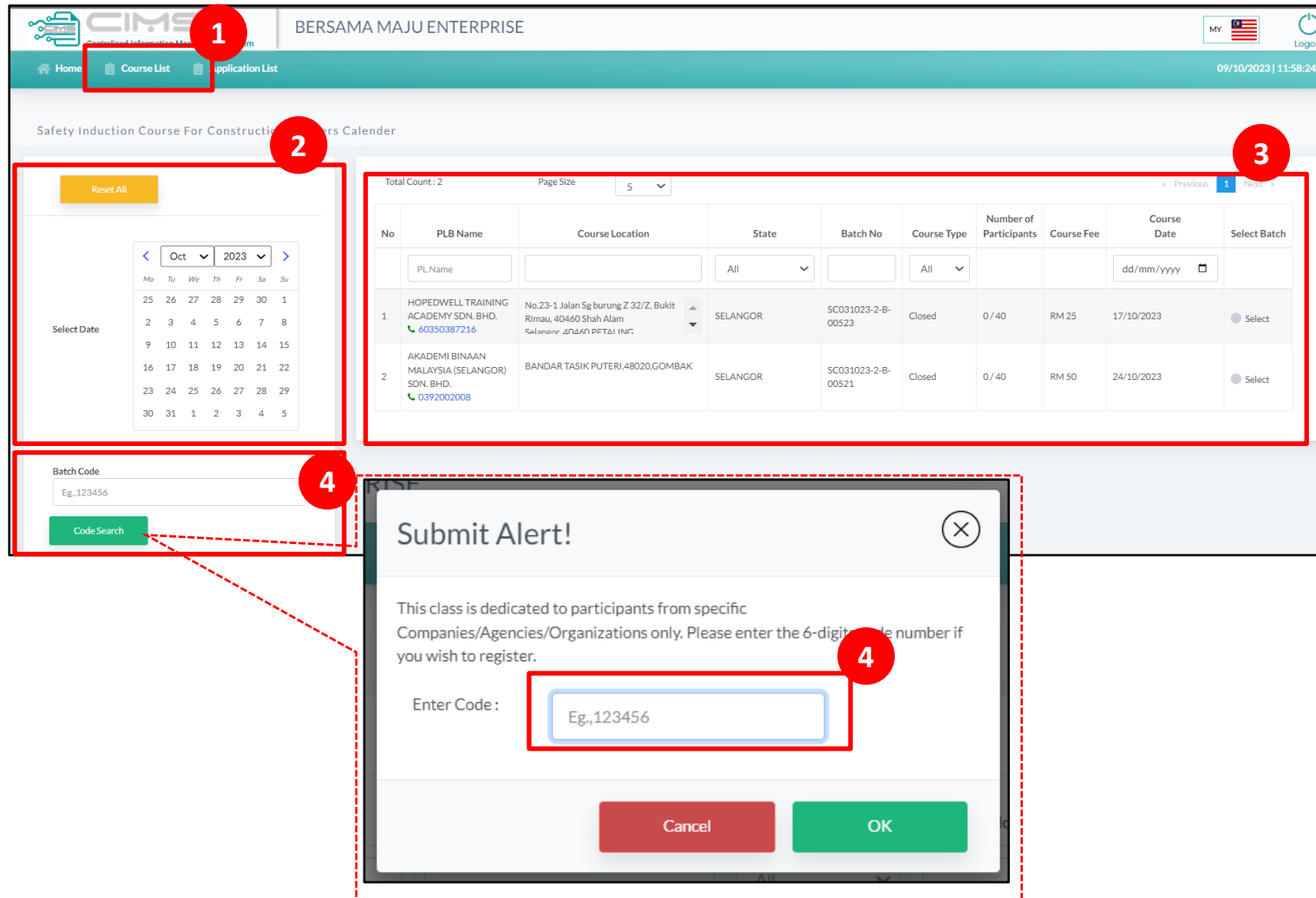


URL: <https://cims.cidb.gov.my>

1. Masukkan User ID dan kata laluan.
2. Klik menu Training & Certificate > Training Module
3. Klik butang Apply di kotak SICW

Nota: Mohon kemaskini maklumat profil CIMS anda di Manage User Profile sebelum meneruskan permohonan mengikuti kursus SICW.





1 BERSAMA MAJU ENTERPRISE

Home Course List Application List

09/10/2023 | 11:58:24

Safety Induction Course For Construction Workers Calendar

Reset All

Select Date

Batch Code
Eg., 123456

Code Search

2

Total Count: 2 Page Size: 5

No	PLB Name	Course Location	State	Batch No	Course Type	Number of Participants	Course Fee	Course Date	Select Batch
1	HOPEDWELL TRAINING ACADEMY SDN. BHD. 60350387216	No.23-1 Jalan Sg burung Z 32/Z, Bukit Rimau, 40460 Shah Alam Selangor. 27/04/2023	SELANGOR	SC031023-2-B-00523	Closed	0 / 40	RM 25	17/10/2023	Select
2	AKADEMI BINAAN MALAYSIA (SELANGOR) SDN. BHD. 0392002008	BANDAR TASIK PUTERI, 48020, GOMBAK	SELANGOR	SC031023-2-B-00521	Closed	0 / 40	RM 50	24/10/2023	Select

3

4

Submit Alert!

This class is dedicated to participants from specific Companies/Agencies/Organizations only. Please enter the 6-digit code number if you wish to register.

Enter Code:

Cancel OK

Training & Certificate > Training Module > Tab Course List

1. Course List > Senarai kursus yang ditawarkan oleh Penyedia Latihan
2. Klik tarikh di dalam kalendar untuk memaparkan senarai kursus yang ditawarkan, ATAU
3. Pilih Kursus > Klik Select di ruangan Select Batch > Lengkapi maklumat di bahagian Course Detail, ATAU
4. Pilih Kursus Tertutup > Klik Select di ruangan Select Batch > Isikan 6-digit kod > Klik butang OK > Lengkapi maklumat di bahagian Course Detail

Home Course List Application List 19/09/2023 | 12:10:36

Course Details

Batch Type	Open	Course Promotion	Cara Bayaran Dan Maklumat Promosi Kelas
Training Location Address	Axiata Tower	Postcode	51000
City	Kuala Lumpur	District	Kuala Lumpur
State	Wilayah Persekutuan Kuala Lumpur		

Training Details

Start Date	01/10/2023	Start Time	08:00	End Time	15:00
------------	------------	------------	-------	----------	-------

No	Trainer Name	IC No.	Phone No.	Email
1	FARAH HAZWANI BINTI MOHAMMED ZAINI	890104065464	0440798789	

Course Fee

No	Item	Cost(RM)	Notes
1	Basic Charge	25.00	
2	Food & Beverages	10.00	Makan minum

Training & Certificate > Training Module > Tab Course List

5. Sistem akan memaparkan ringkasan kursus yang dipilih.
6. Di bahagian Participant details, lengkapkan semua maklumat yang diminta > Klik butang Save
7. Klik butang OK.

Participant Details

MyKad ⓘ 920630105504 Date Of Birth 30/06/1992

Full Name HAJAR ATIQA H BINTI MOHD HUSNAN Age 31

Gender Mobile No. 0102095795

Race Email

Religion

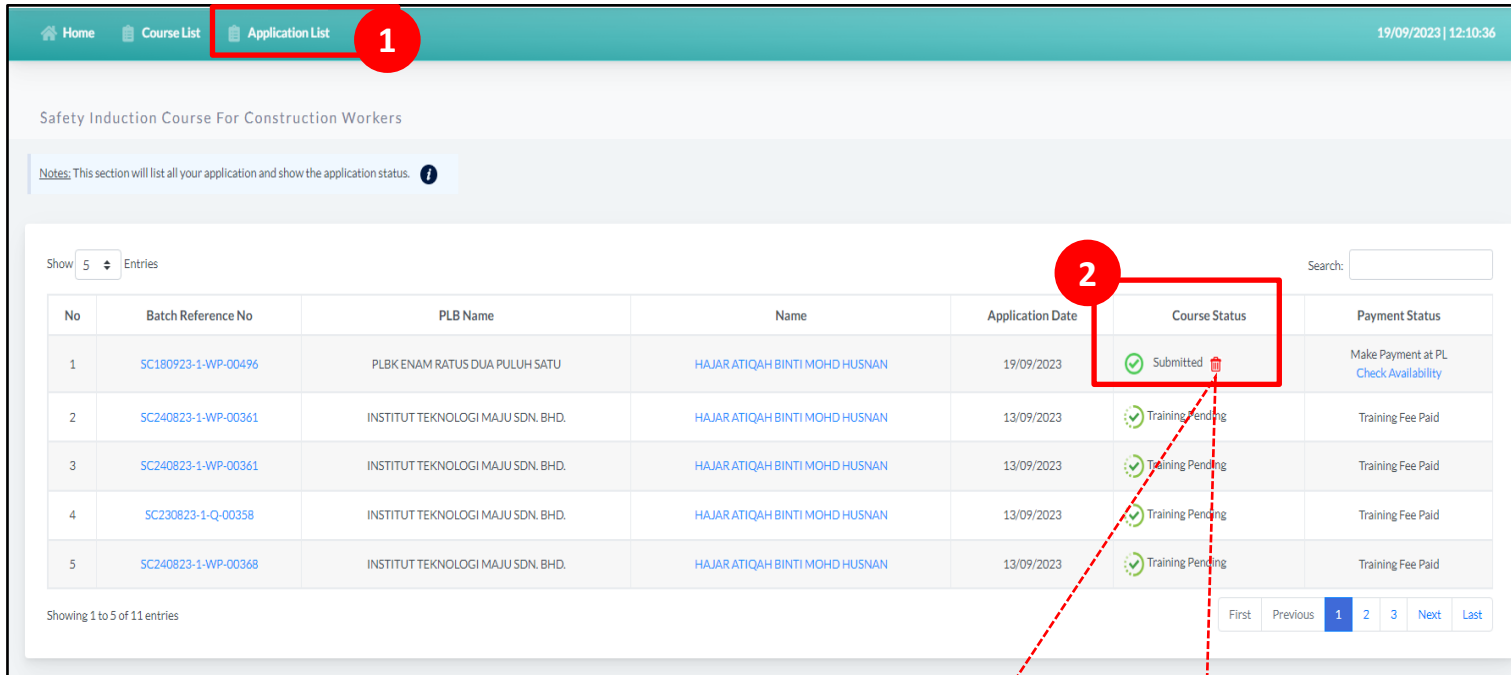
Clear **SAVE**

Submit Alert!

Thank You! Please verify the application before you submit.

You cannot add or edit any content once submitted. Click OK to confirm.

Cancel **OK**

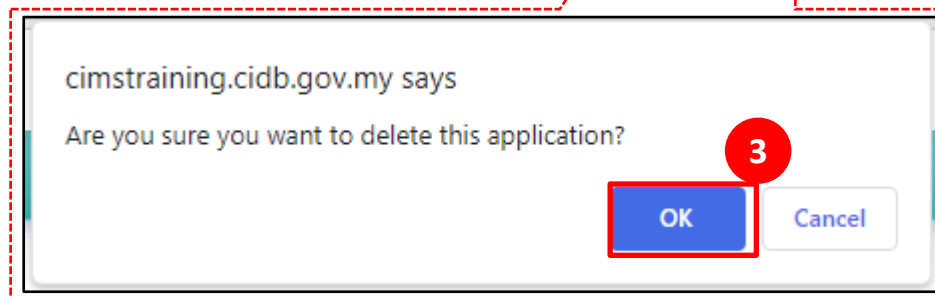


No	Batch Reference No	PLB Name	Name	Application Date	Course Status	Payment Status
1	SC180923-1-WP-00496	PLBK ENAM RATUS DUA PULUH SATU	HAJAR ATIQA BINTI MOHD HUSNAN	19/09/2023	Submitted	Make Payment at PL Check Availability
2	SC240823-1-WP-00361	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQA BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
3	SC240823-1-WP-00361	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQA BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
4	SC230823-1-Q-00358	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQA BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
5	SC240823-1-WP-00368	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQA BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid

Training & Certificate > Training Module > Tab Application List

1. Klik tab Application List
2. Klik butang Delete untuk hapus permohonan kursus
3. Paparan pengesahan hapus permohonan > Klik butang OK

Nota: Nama peserta yang tidak disahkan pendaftaran oleh PL akan dilepaskan dari sistem secara automatik selewat-lewatnya 2 hari sebelum tarikh kursus.



cimstraining.cidb.gov.my says

Are you sure you want to delete this application?

OK Cancel

Home Course List **Application List** 1 19/09/2023 | 12:10:36

Safety Induction Course For Construction Workers

Notes: This section will list all your application and show the application status. ⓘ

Show 5 Entries

No	Batch Reference No	PLB Name	Name	Application Date	Course Status	Payment Status
1	SC180923-1-WP-00496	PLBK ENAM RATUS DUA PULUH SATU	HAJAR ATIQAH BINTI MOHD HUSNAN	19/09/2023	Submitted	Make Payment at PL Check Availability
2	SC240823-1-WP-00361	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQAH BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
3	SC240823-1-WP-00361	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQAH BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
4	SC230823-1-Q-00358	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQAH BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid
5	SC240823-1-WP-00368	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQAH BINTI MOHD HUSNAN	13/09/2023	Training Pending	Training Fee Paid

Showing 1 to 5 of 11 entries

First Previous 1 2 3 Next Last

Training & Certificate > Training Module > Tab Application List

1. Klik tab Application List
2. Sistem akan memaparkan senarai permohonan kursus. Peserta boleh menyemak status kursus dan bayaran.
3. Klik pautan Check Availability bagi menyemak jumlah peserta yang telah didaftarkan oleh PL (disahkan bayaran)
 - Make Payment at PL – tindakan peserta untuk membuat bayaran kepada PL.
 - Payment status akan bertukar kepada Training Fee Paid setelah PL membuat pengesahan pendaftaran.

Training & Certificate > Training Module > Tab Application List

1. Sistem akan memaparkan senarai permohonan kursus. Klik pautan View Certificate untuk paparan eSijil seterusnya boleh dimuat turun.

2. Terdapat 4 jenis status kursus :

- Submitted – peserta berdaftar tetapi tidak membuat bayaran
- Pautan View Certificate (hijau) – klik pada pautan, sijil peserta akan dipaparkan (pernah klik paparan sijil)
- Pautan View Certificate (hitam) – klik pada pautan, sijil peserta akan dipaparkan (sijil tidak pernah dipaparkan)
- Fail – peserta tidak hadir kursus SICW penuh

Home Course List Application List 19/09/2023 | 04:57:49

Safety Induction Course For Construction Workers

Notes: This section will list all your application and show the application status. ⓘ

Show 5 Entries Search:

No	Batch Reference No	PLB Name	Name	Application Date	Course Status	Payment Status
1	SC180923-1-WP-00496	PLBK ENAM RATUS DUA PULUH SATU	HAJAR ATIQA BINTI MOHD HUSNAN	19/09/2023	 View Certificate	Training Fee Paid
2	SC240823-1-WP-00361	INSTITUT TEKNOLOGI MAJU SDN. BHD.	HAJAR ATIQA BINTI MOHD HUSNAN	13/09/2023	 Training Pending	Training Fee Paid

2

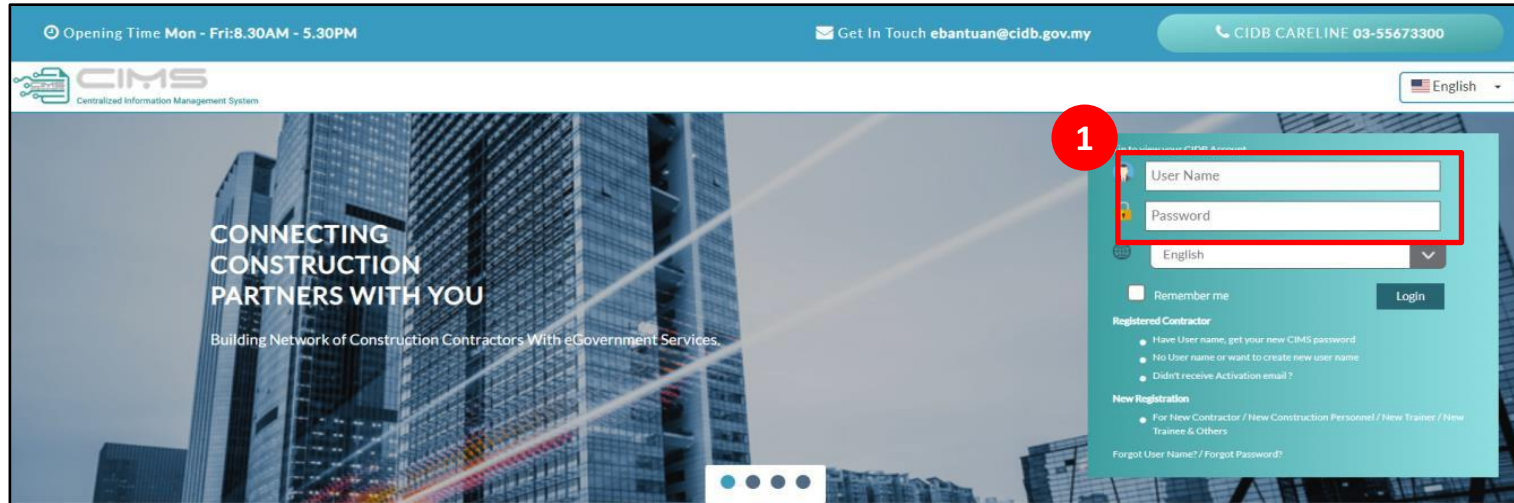
 Submitted

 View Certificate

 View Certificate

 Fail

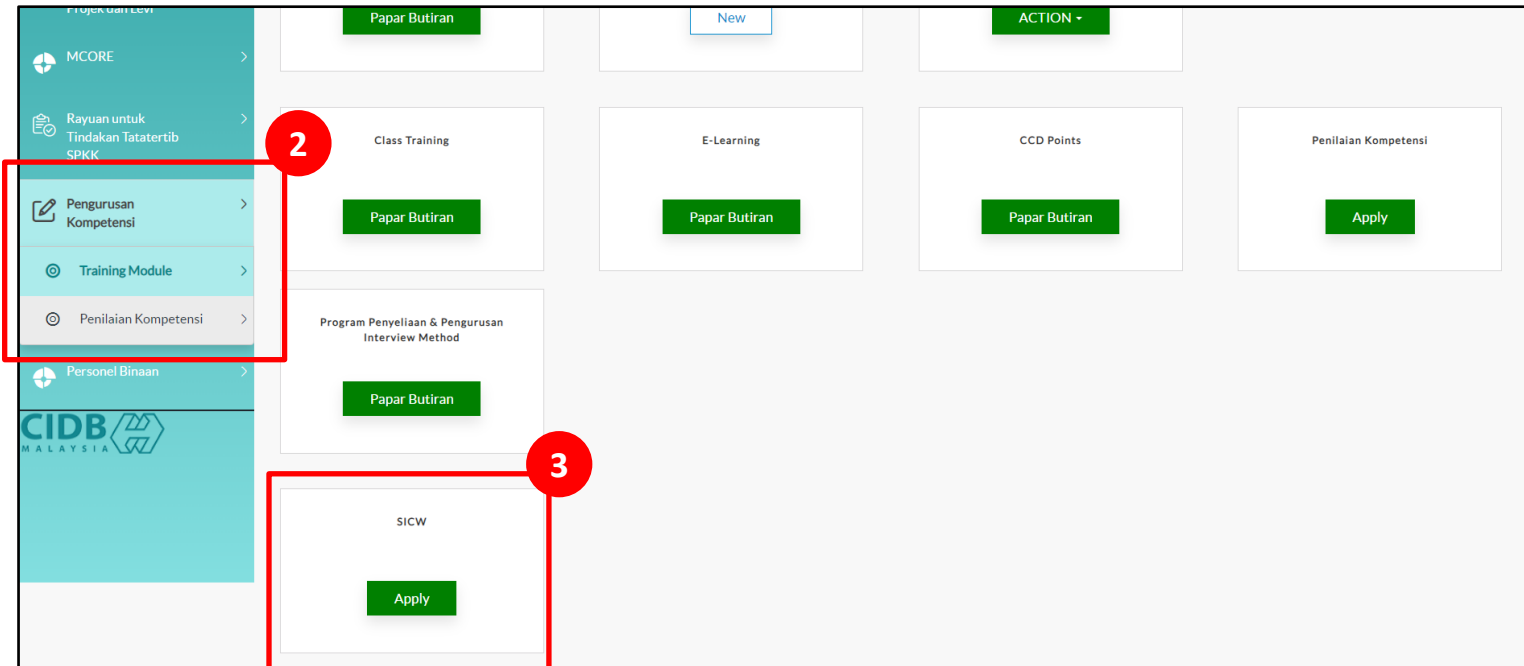
KURSUS INDUKSI KESELAMATAN PEKERJA TAPAK BINAAN SICW PERANAN: MAJIKAN

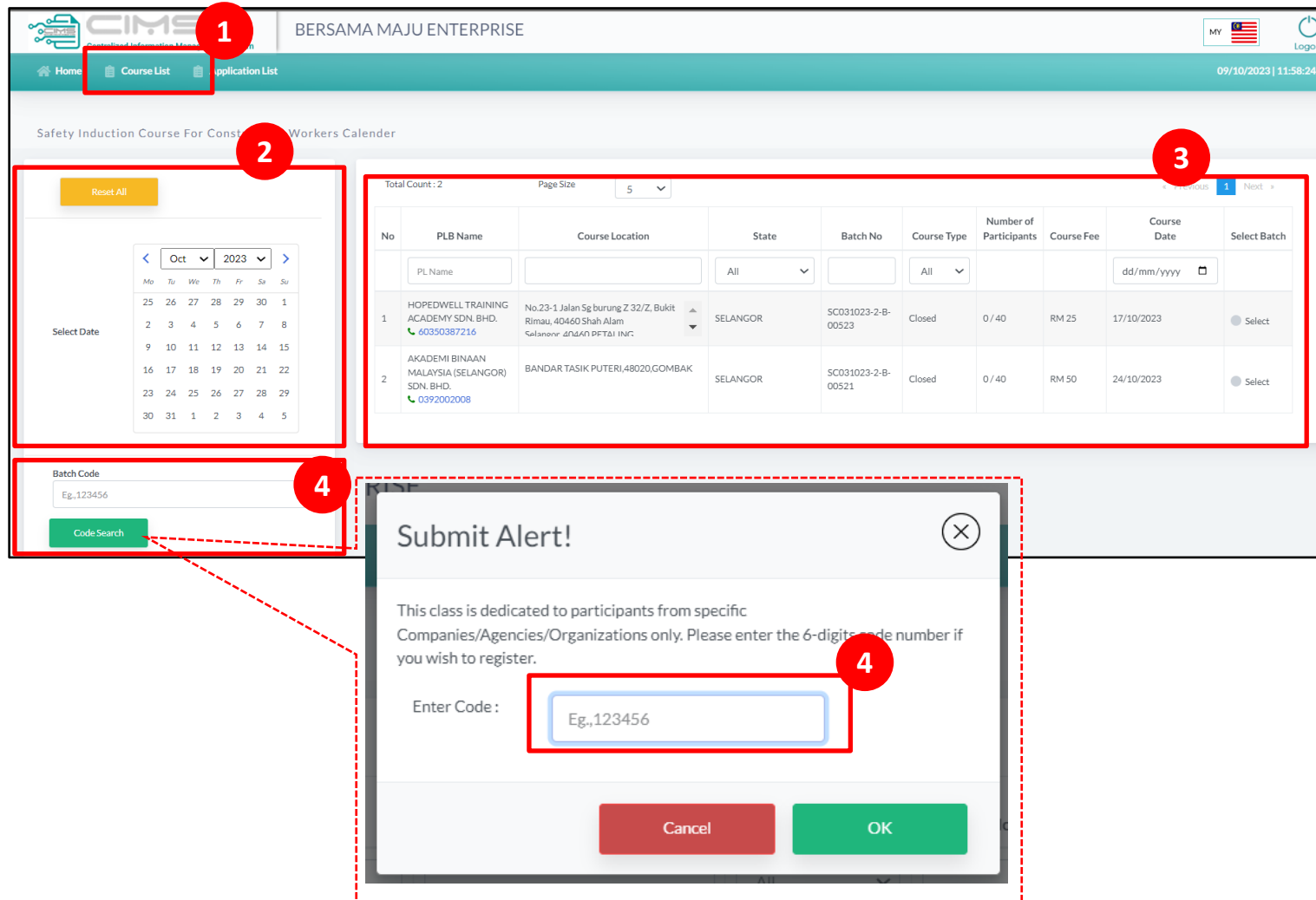


URL: <https://cims.cidb.gov.my>

1. Masukkan User ID dan kata laluan.
2. Klik menu Pengurusan Kompetensi > Training Module
3. Klik butang Apply di kotak SICW

Nota: Mohon kemaskini maklumat profil CIMS anda di Manage User Profile sebelum meneruskan permohonan mengikuti kursus SICW.





The screenshot shows the CIDB BERSAMA MAJU ENTERPRISE interface. The top navigation bar includes 'Home', 'Course List', and 'Application List'. The 'Course List' tab is selected. Below the navigation bar, there is a 'Safety Induction Course For Construction Workers Calendar' section with a 'Reset All' button and a calendar. To the right, a table lists available courses. A 'Submit Alert!' dialog box is open, prompting the user to enter a 6-digit code number.

Course List Table:

No	PLB Name	Course Location	State	Batch No	Course Type	Number of Participants	Course Fee	Course Date	Select Batch
1	HOPEDWELL TRAINING ACADEMY SDN. BHD. 60350387216	No.23-1 Jalan Sg burung Z 32/Z, Bukit Rimau, 40460 Shah Alam Selangor. 27/04/2023 11:00	SELANGOR	SC031023-2-B-00523	Closed	0 / 40	RM 25	17/10/2023	Select
2	AKADEMI BINAAN MALAYSIA (SELANGOR) SDN. BHD. 0392002008	BANDAR TASIK PUTERI 48020 GOMBAK	SELANGOR	SC031023-2-B-00521	Closed	0 / 40	RM 50	24/10/2023	Select

Submit Alert! Dialog:

This class is dedicated to participants from specific Companies/Agencies/Organizations only. Please enter the 6-digits code number if you wish to register.

Enter Code:

Buttons: Cancel, OK

Pengurusan Kompetensi > Training Module > Tab Course List

1. Course List > Senarai kursus yang ditawarkan oleh Penyedia Latihan
2. Klik tarikh di dalam kalendar untuk memaparkan senarai kursus yang ditawarkan, ATAU
3. Pilih Kursus > Klik Select di ruangan Select Batch > Lengkapi maklumat di bahagian Course Detail, ATAU
4. Pilih Kursus Tertutup > Klik Select di ruangan Select Batch > Isikan 6-digit kod > Klik butang OK > Lengkapi maklumat di bahagian Course Detail

Nota: Rujuk mukasurat 12 dan 13 bagi 2 cara untuk menambah nama peserta

CIMS Centralized Information Management System | BERSAMA MAJU ENTERPRISE

Home | Course List | Application List | 09/10/2023 | 11:58:24 | MY | Logout

Safety Induction Course For Construction Workers Calendar

Reset All

Total Count: 2 | Page Size: 5

No	PLB Name	Course Location	State	Batch No	Course Type	Number of Participants	Course Fee	Course Date	Select Batch
1	HOPEDWELL TRAINING ACADEMY SDN. BHD. 60350387216	No.23-1 Jalan Sg burung Z 32/Z, Bukit Rimau, 40460 Shah Alam Selangor. 81240 PETAH INC.	SELANGOR	SC031023-2-B-00523	Closed	0 / 40	RM 25	17/10/2023	Select

Submit Alert!

Do you wish to continue with the selected batch.

Cancel OK

Pengurusan Kompetensi > Training Module > Tab Course List > Add Participant – Method 1

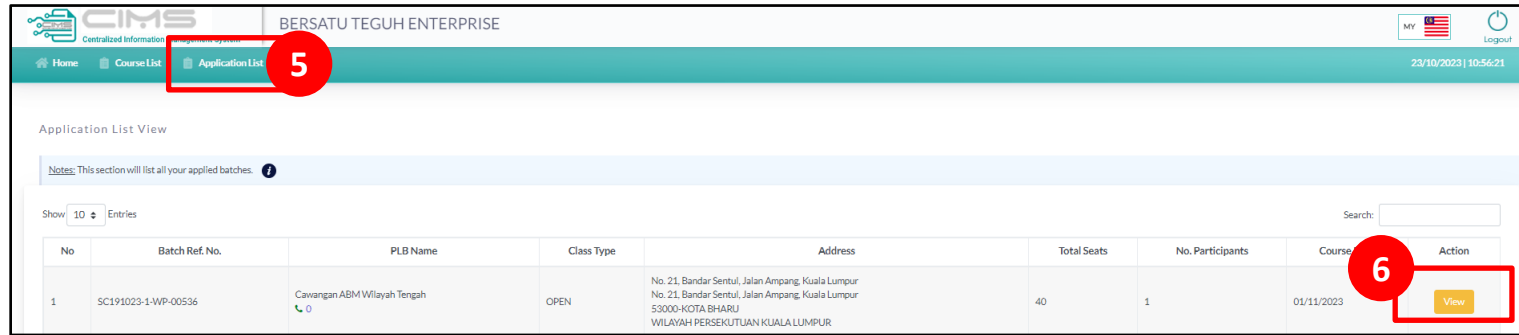
- Course List Tab > Klik Select di ruangan Select Batch (Batch yang ingin ditambah peserta)
- Klik butang OK.
 - Klik butang Add Participant > Tetingkap Participant Detail akan terpapar > Isikan maklumat peserta dengan lengkap > Klik butang Submit

The screenshot shows the CIMS interface for the 'BERSAMA MAJU ENTERPRISE' system. The top navigation bar includes 'Home', 'Course List', and 'Application List'. The main content area displays 'Course Details' for a 'Safety Induction Course For Construction Workers'. Below this, there are sections for 'Training Details', 'Course Fee', and 'Applicants List'. The 'Applicants List' section shows a table with columns: No, Name, Application Date, IC Number, Mobile No, Course Status, Payment Status, and Action. The 'Add Participants' button is highlighted with a red circle and the number 7.

The screenshot shows the 'Participant Details' form. It includes fields for MyKad/Passport, Date Of Birth, Full Name, Age, Gender, Race, Citizen, Religion, Mobile No., and Email. The 'Submit' button is highlighted with a red circle and the number 8.

Pengurusan Kompetensi > Training Module > Tab Course List > Add Participant – Method 1

7. Sistem akan memaparkan ringkasan kursus yang dipilih. Klik butang Add Participant > Tetingkap Participant Detail akan terpapar.
8. Isikan maklumat peserta dengan lengkap > Klik butang Submit.
 - Klik butang Add Participant untuk menambah peserta

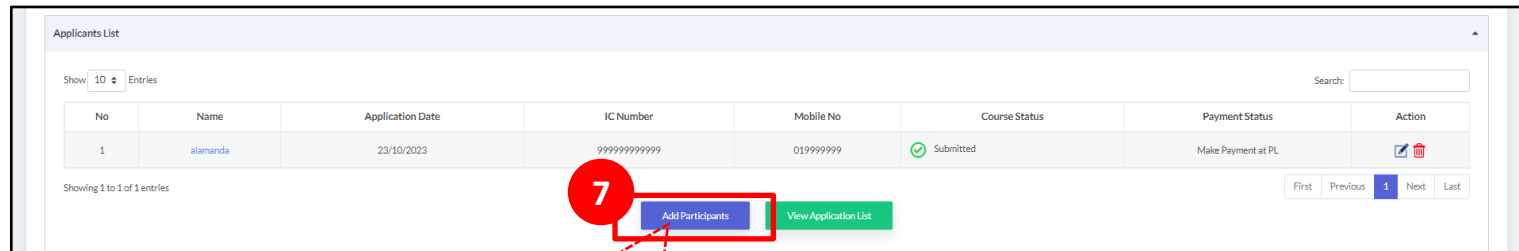


Application List View

Notes: This section will list all your applied batches.

Show 10 Entries

No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course	Action
1	SC191023-1-WP-00536	Cawangan ABM Wilayah Tengah	OPEN	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur 53000-KOTA BHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	1	01/11/2023	View



Applicants List

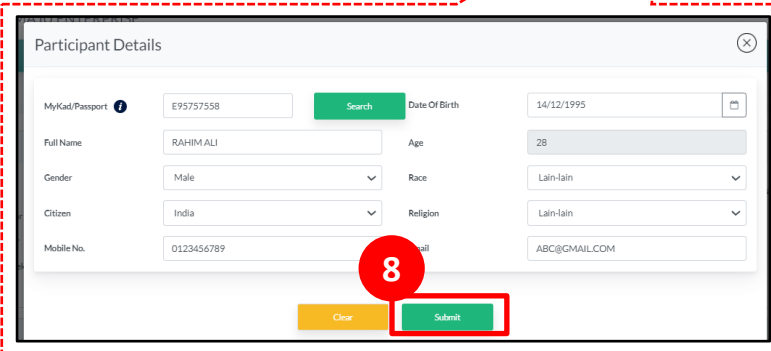
Show 10 Entries

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
1	alamanda	23/10/2023	999999999999	019999999	Submitted	Make Payment at PL	View Application List

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Add Participants View Application List



Participant Details

MyKad/Passport: E95757558 Search Date Of Birth: 14/12/1995

Full Name: RAHIM ALI Age: 28

Gender: Male Race: Lain-lain

Citizen: India Religion: Lain-lain

Mobile No: 0123456789 Email: ABC@GMAIL.COM

Clear Submit

Pengurusan Kompetensi > Training Module > Tab Application List > Klik View > Add Participant – Method 2

- Application List Tab
- Klik (Batch yang ingin ditambah peserta)
- Sistem akan memaparkan ringkasan kursus dan senarai peserta lain yang telah didaftarkan. Klik butang Add Participant > Tetingkap Participant Detail akan terpapar.
- Isikan maklumat peserta dengan lengkap > Klik butang Submit.
 - Klik butang Add Participant untuk menambah peserta

CIMS BERSAMA MAJU ENTERPRISE

Home Course List Application List 09/10/2023 | 11:58:24

Safety Induction Course For Construction Workers

Course Details

Batch Type	Closed	Course Promotion	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur
Training Location Address	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur	Postcode	53000
City	Kuala Lumpur	District	Kuala Lumpur
State	Wilayah Persekutuan Kuala Lumpur	Batch Code	000681

Training Details

Course Fee

Applicants List

Show 10 Entries Search:

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
Showing 0 to 0 of 0 entries							

Add Participants **View Application List**

COURSE DETAIL > VIEW APPLICATION LIST

9. Klik butang View Application List > Maklumat penyertaan kursus akan terpapar.
10. Klik butang View > Perincian penyertaan kursus akan terpapar.
 - Majikan boleh membuat tambahan nama peserta
 - Majikan boleh rujuk status pengesahan kursus peserta di kolom Course Status

Application List View

Notes: This section will list all your applied batches. ?

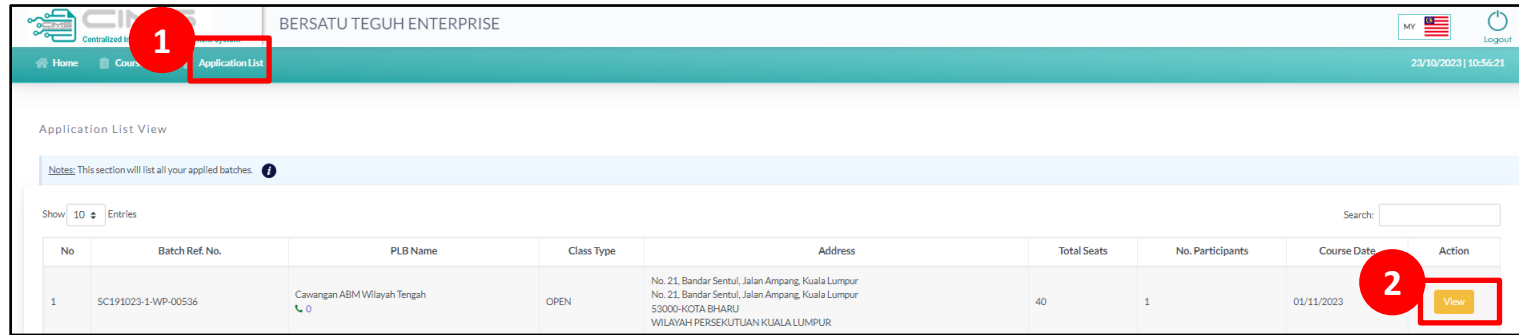
Show 10 Entries Search:

No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course Date	Action
1	SC091023-1-WP-00529	Cawangan ABM Wilayah Tengah	OPEN	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur 53000-KOTA BHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	2	29/10/2023	View

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

BACK

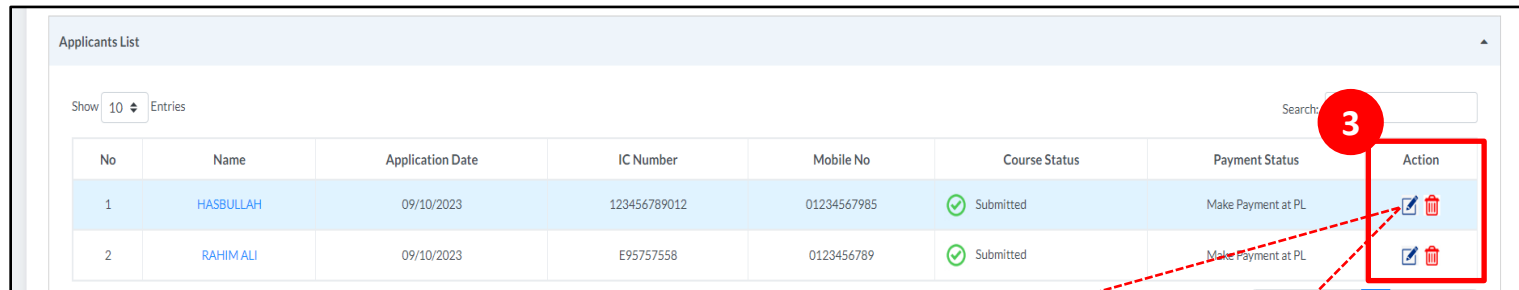


Application List View

Notes: This section will list all your applied batches.

Show 10 Entries

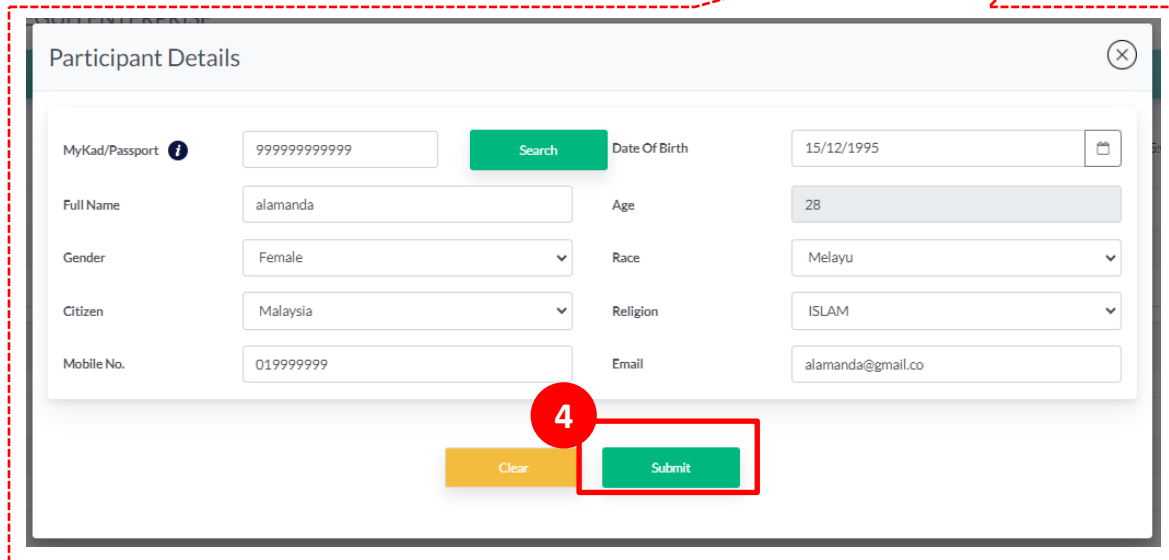
No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course Date	Action
1	SC191023-1-WP-00536	Cawangan ABM Wilayah Tengah	OPEN	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur 53000-KOTA BAHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	1	01/11/2023	



Applicants List

Show 10 Entries

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
1	HASBULLAH	09/10/2023	123456789012	01234567985	Submitted	Make Payment at PL	 
2	RAHIM ALI	09/10/2023	E95757558	0123456789	Submitted	Make Payment at PL	 



Participant Details

MyKad/Passport 9999999999  Date Of Birth 15/12/1995

Full Name alamanda Age 28

Gender Female Race Melayu

Citizen Malaysia Religion ISLAM

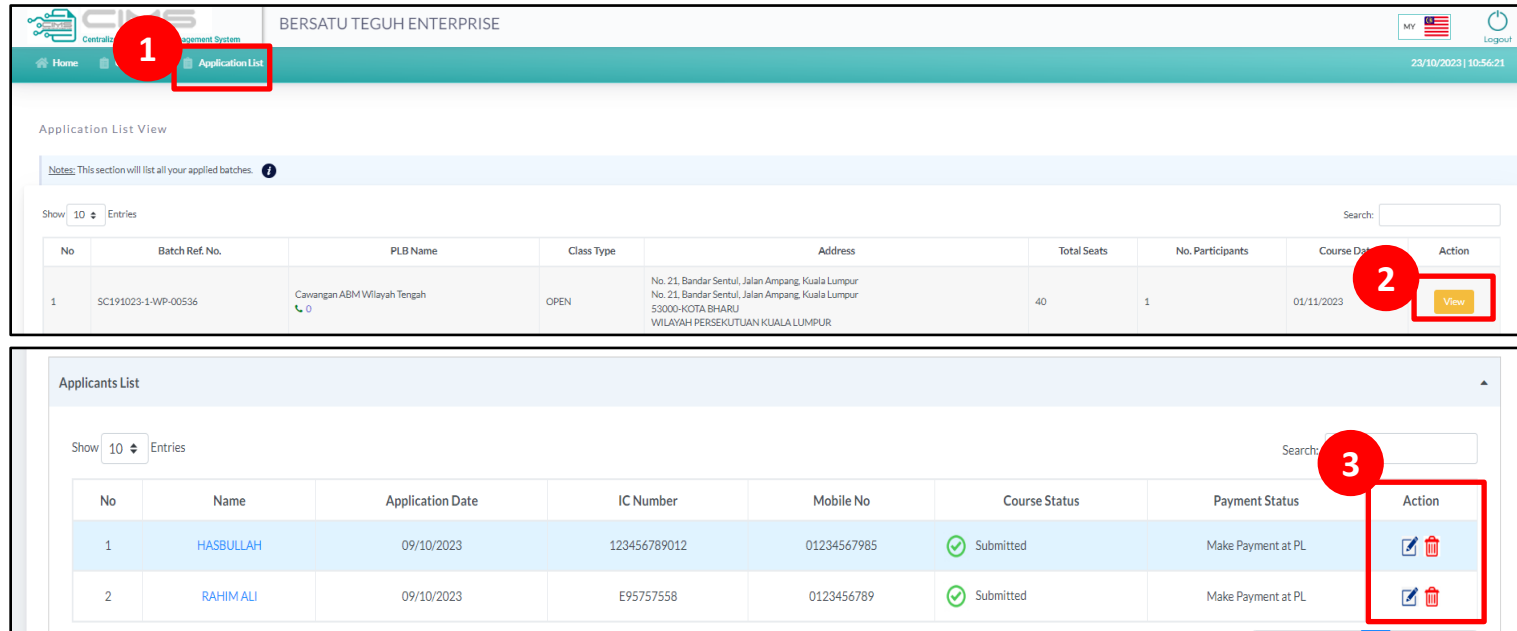
Mobile No. 019999999 Email alamanda@gmail.co

Applicant List > Butang View > Butang Edit

1. Klik tab Applicant List
2. Klik butang View
3. Klik butang Edit untuk mengemaskini maklumat peserta.
4. Paparan Participant Details >Klik butang Submit

Nota: Butang Edit dan Delete akan terhapus selepas PL membuat pengesahan bayaran.



Application List View

Notes: This section will list all your applied batches.

Show 10 Entries

No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course Date	Action
1	SC191023-1-WP-00536	Cawangan ABM Wilayah Tengah	OPEN	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur 53000-KOTA BAHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	1	01/11/2023	

Applicants List

Show 10 Entries

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
1	HASBULLAH	09/10/2023	123456789012	01234567985	✓ Submitted	Make Payment at PL	 
2	RAHIM ALI	09/10/2023	E95757558	0123456789	✓ Submitted	Make Payment at PL	 

Confirmation Dialog:

cimstraining.cidb.gov.my says

Are you sure you want to delete this application?

OK **Cancel**

Applicant List > Butang View > Butang Delete

1. Klik tab Applicant List
2. Klik butang View
3. Klik butang Delete untuk hapus permohonan peserta.
4. Paparan pengesahan hapus permohonan > Klik butang OK

Nota: Butang Edit dan Delete akan terhapus selepas PL membuat pengesahan bayaran.

1 Application List

Application List View

Notes: This section will list all your applied batches.

Show 10 Entries

No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course Date	Action
1	SC191023-1-WP-00536	Cawangan ABM Wilayah Tengah	OPEN	No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur No. 21, Bandar Sentul, Jalan Ampang, Kuala Lumpur 53000-KOTA BAHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	1	01/11/2023	2 View

Applicant List > Butang View

1. Klik tab Applicant List
2. Klik butang View
3. Payment status akan bertukar kepada Training Fee Paid setelah PL membuat pengesahan pendaftaran.
4. Perbezaan status sebelum dan selepas pengesahan bayaran dari PL SICW

Applicants List

Show 10 Entries

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
1	RAHIM ALI	09/10/2023	E95757558	0123456789	Training Pending	Training Fee Paid	
2	HASBULLAH	09/10/2023	123456789012	01234567985	Training Pending	Training Fee Paid	

Showing 1 to 2 of 2 entries

Add Participants View Application List

4

STATUS SEBELUM PENGESAHAN DARI PL

Course Status	Payment Status
Submitted	Make Payment at PL
Submitted	Make Payment at PL

→

STATUS SELEPAS PENGESAHAN DARI PL

Course Status	Payment Status
Training Pending	Training Fee Paid
Training Pending	Training Fee Paid

Nota: Butang Edit dan Delete akan terhapus selepas PL membuat pengesahan bayaran.

1

Home Course List **Application List** 19/09/2023 | 12:27:33

Application List View

Notes: This section will list all your applied batches. ⓘ

Show 10 Entries Search:

No	Batch Ref. No.	PLB Name	Class Type	Address	Total Seats	No. Participants	Course Date	Action
1	SC180923-1-WP-00496	PLBK ENAM RATUS DUA PULUH SATU 0198987898	OPEN	Axiata Tower Cara bayaran dan maklumat promosi kelas 51000-KOTA BHARU WILAYAH PERSEKUTUAN KUALA LUMPUR	40	1	01/10/2023	2 View
2	SC180923-1-ST-00495	Pitbk64 0194782131	OPEN	Training address xxx yyy zzz Course promotion xx 91000-JOHOR BAHRU SABAH	40	2	01/10/2023	View

Applicants List

Show 10 Entries Search:

No	Name	Application Date	IC Number	Mobile No	Course Status	Payment Status	Action
1	ALI	19/09/2023	941103030000	01299999999	3 View Certificate	Training Fee Paid	
2	ABU	19/09/2023	921010018899	01233330000	Fail	Training Fee Paid	

Showing 1 to 2 of 2 entries

View Application List

4

Submitted

View Certificate

View Certificate

Fail

Pengurusan Kompetensi > Training Module > Applicant List Tab

- Applicant List > Senarai penyertaan kursus akan terpapar.
- Klik butang View pada pilihan kursus > Perincian penyertaan kursus akan terpapar.
- Course Status > Klik pautan View Certificate > Sijil terpapar.
- Terdapat 4 jenis status kursus :
 - Submitted – peserta berdaftar tetapi tidak membuat bayaran
 - Pautan View Certificate (hijau) – klik pada pautan, sijil peserta akan dipaparkan (pernah klik paparan sijil)
 - Pautan View Certificate (hitam) – klik pada pautan, sijil peserta akan dipaparkan (sijil tidak pernah dipaparkan)
 - Fail – peserta tidak hadir kursus SICW penuh

Nota: Nama peserta yang tidak disahkan pendaftaran oleh PL akan dilepaskan dari sistem secara automatik selewat-lewatnya 2 hari sebelum tarikh kursus.

Certificate No. CIDB/PLSICW/WP0000016

**PERAKUAN KEHADIRAN
KURSUS SICW**

Adalah disahkan bahawa

HAJAR ATIQA BINTI MOHD HUSNAN

920630105504

Telah menghadiri

**Kursus Induksi Keselamatan dan Kesihatan Pekerja Tapak Bina
Safety and Health Induction Course for Construction Worker
(SICW)**

Pada

19 SEPTEMBER 2023

Nombor Kelompok

SC180923-1-WP-00496

Dianjurkan Oleh

PLBK ENAM RATUS DUA PULUH SATU

Pengajar

FARAH HAZWANI BINTI MOHAMMED ZAINI



10 Mata CCD

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)