



# CIMS Expatriate Guide

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

v8 updated 11 November 2022

**Bahagian Dasar Personel Binaan  
CIDB Malaysia**



# Pre-requisites

1. Completed CIMS Company registration.
2. Company has declared all project.
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).**



# CLAB Expatriate Application Guide



1

## CLAB URL

<https://www.clab.com.my>

1. Login with company CIMS Username and Password



CLAB Expatriate Application

CIMS User id

CIMS Password

Login



# CLAB Expatriate Application Process

## MENU



Expatriate



New Application

Progress list

History

1. System auto display the Application Screen



### New Application

Please fill in the detail below

#### COMPANY DETAIL

SSM NO.

CIDB NO.

COMPANY NAME

COMPANY GRED

COMPANY EXPIRY DATE

#### APPLICATION DETAIL



# Step 1

1

**New Application**  
Please fill in the detail below

---

**COMPANY DETAIL**

SSM NO.  CIDB NO.

COMPANY NAME

COMPANY GRED  COMPANY EXPIRY DATE

**APPLICATION DETAIL**

Application Type  
 New  Renew

Passport No.  Passport Holder Name

Nationality

**EXPATRIATE LISTING**

Show  entries Search:

No. ↑ ↓	Passport No ↑ ↓	Passport Name ↑ ↓	Nationality ↑ ↓	Application Type ↑ ↓	Renew Date ↑ ↓	Action ↑ ↓
No data available in table						

Showing 0 to 0 of 0 entries

---

**0** Total Expatriate  
As per-list above

**RM 0** Total Amount  
RM 300.00@perpax

i

ii

iii

**Step 1 :**  
New CLAB Expatriate Application

**NOTE:**

- i. Key in expatriate details.
- ii. Click on “Add to List” button and the listing will appear. Added record can be edit or delete.
- iii. Click on “Payment” button to proceed with payment screen.

\*Please double check all record details are correct before submit the application.



# Continue Step 1

1



## New Application

Please fill in the detail below

**COMPANY DETAIL**

SSM NO.  CIDB NO.

COMPANY NAME

COMPANY GRED  COMPANY EXPIRY DATE

**APPLICATION DETAIL**

Application Type  
 New  Renew

Passport No  Passport Holder Name

Nationality  EP Expiry Date

**EXPATRIATE LISTING**

Show 10 entries Search:

No.	Passport No	Passport Name	Nationality	Application Type	Renew Date	Action
No data available in table						

Showing 0 to 0 of 0 entries

**0 Total Expatriate**  
As per-list above

**RM 0 Total Amount**  
RM 300.00@perpax

i,ii

iii

iv

### 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.



# Step 2

2

TOTAL AMOUNT TO PAID: **RM 0**

Person-InCharge  Contact No

**Submit**

i

**Step 2 :**  
Procced Payment

**NOTE:**

- i. Key in all the data required and click "Submit" button.
- ii. Payment detail will be display and click "Pay" button.

## PAYMENT CART

**PAYMENT DETAIL**

Order Id	INV20210822002
Amount	RM 0

**PAY** **Cancel**

ii



# Continue Step 2

3

**SECURE ONLINE PAYMENT** i « Payment Options ▾

Amount (MYR)

Order ID

Name


Email




Contact Number

Description

By clicking the continue button, you agree to the [Terms of Service](#) & [Privacy Policy](#).

Pay via Internet Banking (FPX) iii

Powered By: 

**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.





# Step 3

3

## MENU



Expatriate

New Application

Progress list

History

### Step 3 :

- i. Check application status on History Page



## EP Application history

List of Application waiting for approval from CLAB and history application.

### EP HISTORY APPLICATION LISTING

Show 10 entries

Search:

No.	Application No	Total Pax	Total Amount	Submitted date	Status
1	000108	2	RM 0	22/08/2021	Payment Pending <a href="#">MAKE PAYMENT</a>

Showing 1 to 1 of 1 entries

Previous **1** Next



# CIMS Expatriate Guide

**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

1

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

Menu | Home \ Menu

Construction Personnel

View Details

2. Click **View Details** in Construction Personnel button

## CIMS URL

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

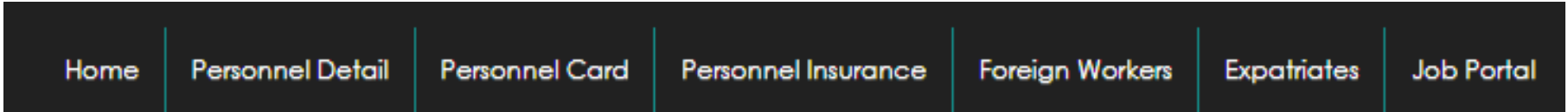
1. Login with company CIMS Username and Password



# CIMS Expatriate MENU

1. Click **Expatriate** in top Menu

1



2

2. System display the Expatriate screen

Expatriates  
[Click here to Job Portal](#)

Contractors must advertise the position prior to Expatriate Application except for Directors

0 EMPLOYEE JOB DESIGNATION View Details →	0 REGISTER NEW JOB VACANCY View Details →	0 APPLY FOR NEW APPLICATION View Details →	0 APPLICATIONS PENDING FOR SUBMISSION View Details →
0 CHECK APPLICATION STATUS View Details →	0 SUPPORTING LETTER View Details →	0 APPLICATIONS FOR APPEAL- PDB View Details →	



# Application Process

1

0  
EMPLOYEE JOB DESIGNATION  
View Details →

2

0  
REGISTER NEW JOB VACANCY  
View Details →

3

0  
APPLY FOR NEW APPLICATION  
View Details →

4

0  
APPLICATIONS PENDING FOR SUBMISSION  
View Details →

5

0  
CHECK APPLICATION STATUS  
View Details →

6

0  
SUPPORTING LETTER  
View Details →

7

0  
APPLICATIONS FOR APPEAL- PD8  
View Details →

## 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



# Step 1

1

0  
**EMPLOYEE JOB DESIGNATION**  
[View Details](#) 

## Step 1 :

Employee Job Designation

### NOTE:

1. Key in all position in the company.



Job Designation \*

Job Description \*



## Step 2

2

0  
**REGISTER NEW JOB VACANCY**  
[View Details](#) 

**New Job Vacancy**

Job Title \*

### Step 2 : Register New Job Vacancy

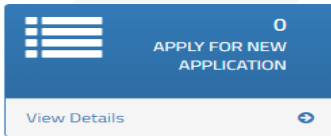
#### NOTES :

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



# Step 3

3



## Step 3 : New Application

### NOTES :

- i. Select the Expatriate details on dropdown and fill up all the data.
- ii. Year of Experience based on Academic Level 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.
- iv. Click Add button and the listing will appeared. Added record can be edit
- v. Upload "Organization Chart" and clearly identify or **differentiate colour** between local & foreign personnel.
- vi. Upload Letter of Award / Contract Agreement / PO.
- vii. Click "Create & Save" to submit application.

### Application for Expatriate

Company Registration No: Company Name

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

OIDB Project (On-Going) \*

Dropdown menu for ODB Project (On-Going) \*

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)

Dropdown menu for Expatriate Detail

Application Type\*

Radio buttons for New and Renew

Passport No \*

Identity No input field

Expatriate Name \*

Expatriate Name input field

Nationality \*

Nationality dropdown menu

Job Apply \*

Job Apply dropdown menu

Duration (Month) \*

Duration (Month) dropdown menu

Year of Experience \*

Year of Experience dropdown menu

Academic Level \*

Academic Level dropdown menu

Work Experience (Detail) \*

Work Experience (Detail) text area

Age \*

Age dropdown menu

Salary (Per-month/RM) \*

Salary (Per-month/RM) dropdown menu

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

Supporting document upload fields for CV, Certificate, Letter Offer, Passport, and Others

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) \*

Latest Project LA input field with Browse button

Latest Organisation Chart (Allow File Size : 5 Megabyte, Single PDF file) \*

Latest Organisation Chart input field with Browse button

Total Request

Total Request input field

Clear Create & Save

i,ii

iii



iv

v,vi,vii





# Edit Submission

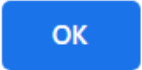
iii

Expatriate Details							
No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age
1	 	CV Certificate Letter Offer Passport Others		N	A4568759	TEST	1

1 & 2

1. Click icon  to delete the added record.
2. Click icon  to edit / update the application.
3. Once the application has been edited / updated, click "Save" button to add the latest record.

Successfully save with edit information



System shall display this message after application successfully saved.





# System Notification

**a**

Project value exceeded Registration Grade - Please Upgrade

OK

**b**

Contract Duration less than 6 months from date of application

OK

**c**

Project value exceeded Registration Grade - Please Upgrade and  
Contract Duration less than 6 months from date of application

OK

System shall display an error message after select the on-going project:

- a) If the company project value exceeded Registration Grade
- b) If the company project 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



# System Notification

1

Support Document - CV cannot be empty

OK

2

Support Document - Certificate cannot be empty

OK

3

Support Document - Letter Offer cannot be empty

OK

4

Support Document - Passport cannot be empty

OK

5

Support Document - EP cannot be empty

OK

System shall display an error message if the applicant did not upload the following supporting document:

1. If the CV do not upload.
2. If the Certificate do not upload.
3. If the Letter Offer do not upload.
4. If the Passport do not upload.

Renew Application

5. If the EP do not upload.



# Continue Step 3

## Continue Step 3 : 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.

Application for Expatriate

Company Registration No : \_\_\_\_\_ Company Name : \_\_\_\_\_

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

OIDB Project (On-Going) \*

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 \_\_\_\_\_ Expatriate Name \* \_\_\_\_\_ Nationality \* \_\_\_\_\_

Expatriate Name \_\_\_\_\_

Job Apply \* \_\_\_\_\_ Duration (Month) \* \_\_\_\_\_ 12 (Months) \_\_\_\_\_

Year of Experience \* \_\_\_\_\_ Academic Level \* \_\_\_\_\_ DEGREE AND ABOVE \_\_\_\_\_

Work Experience (Detail) \* \_\_\_\_\_

Age \* \_\_\_\_\_ Salary (Per-month)(RM) \* \_\_\_\_\_ 5,000.00 \_\_\_\_\_

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

CV \_\_\_\_\_ Certificate \_\_\_\_\_ Letter Offer \_\_\_\_\_

Passport \_\_\_\_\_ Others \_\_\_\_\_

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) \_\_\_\_\_

Latest Organisation Chart: (Allow File Size : 5 Megabyte , Single PDF file) \_\_\_\_\_

Total Request: 0

i,ii,iii

iv

v

vi,vii,viii



# System Notification

Project value exceeded Registration Grade - Please Upgrade

OK



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

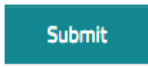
4

0  
**APPLICATIONS  
PENDING FOR  
SUBMISSION**  
[View Details](#) 



## Step 4 :

Application Pending for Submission

### NOTES :

1. Review and confirm the Application
2. Click  to finalize the application
3. Click “X” to delete application if necessary.

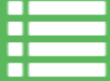
#### Pending List


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



# Step 4


4


0  
 APPLICATIONS  
 PENDING FOR  
 SUBMISSION

[View Details](#) 

ENTER TEXT TO SEARCH...

### Expatriate Details

No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry
1	 	CV Certificate Letter Offer Passport Others		N	EH7349659	ALBERTO ATIENZA MENDOZA	31	

### Step 4 :

Application Pending for Submission

Review the Application

NOTE: If the system detects no error, it shall display the SUBMIT button.

Submit

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

Browse...

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

Browse...

Total Request \*

1

Submit

5

0

**CHECK APPLICATION STATUS**

View Details
➔

**Step 5 :**

Check Application Status  
(For the 1<sup>st</sup> Review)

In-Progress Details							
Edit	Application Type	Submission Date/Time	View	Registered By	Registered Status	Company Name	Project Title
	New	18/12/2018 13:34:14		garret@company	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



6

0

SUPPORTING LETTER

View Details
➔

### Steps 6 : Supporting Letter

1. Select Register Date to view the application.
2. Click the Print icon button to display the Supporting Letter



3. Print or Save the Supporting Letter

Register Date (From) \*

01/02/2018


Register Date (To) \*

28/02/2018

Submit

ENTER TEXT TO SEAR

#### History Details

Application Type	Print Supporting Letter	View	Registered Date/Time	Registered By	Company Name	Registered Status	Project Title
New	 		19/02/2018 15:29:36	garrett@company	COMPANY SDN. BHD.	Application Reviewed (Final)	PROJECT MASS RAI SERDANG-PUTRAJA





# Sample Supporting Letter



Lembaga Pembangunan Industri Pembinaan  
Ibu Pejabat  
Bahagian Dasar Personel Binaan  
Tingkat 9, Menara Dato' Onn Pusat Dagangan Dunia,  
No 45, Jalan Tun Ismail, 50480, Kuala Lumpur

Nama Syarikat : ABC SDN BHD  
Tajuk Projek : PROJEK PEMBINAAN BANGUNAN A2  
No Rujukan Kami : UPBA/2022/001  
Tarikh Terima Permohonan : 01/11/2022  
Tarikh Dikeluarkan : 09/11/2022  
Salinan Kepada : TALENT CORPORATION MALAYSIA BERHAD

Senarai Ekspatriat yang seperti nama dibawah :

Keputusan muktamad kemasukan Ekspatriat akan diputuskan dalam Jawatankuasa Ekspatriat (ESD)

BIL	NAMA	NO.PASSPORT	WARGANEGARA	JAWATAN	GAJI	TEMPOH (BULAN)
1	ABDUL SAMAD	1234567	INDONESIA	BLUSTER	3000	12

\* Setiap Personel Binaan adalah diwajibkan berdaftar dengan CIDB dibawah Seksyen 33 Akta 520

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

11 November 2022

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan



SAMPLE

7

☰

0

APPLICATIONS FOR  
APPEAL- PD8

View Details
➔

### 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*

Appeal Pending List								
Edit	Application Mode	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount Requested
	Appeal	22/02/2018 14:44:56	garrett@company	Application created. <span style="background-color: #e74c3c; color: white; padding: 2px;">Cancel Appeal</span>	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA	1,620,904,660.00		

7

0

APPLICATIONS FOR  
APPEAL- PD8

View Details

**Steps 7 :**  
 Appeal

1. Click to clearly justify the appeal for expatriate.
2. Appeal supporting document must be compile and uploaded in 1 PDF file (All file size: 10 Megabyte, in PDF format).

Please fill in Job Justification Column

Title	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 ... 	... 	CV Certificate Letter Offer Passport	

LA Documents

Organization Chart

Appeal Document: (All file size : 10MB, PDF, must compile all documents.)

Browse...


Total Request \*

Submit




# Step 7

7



0  
APPLICATIONS FOR  
APPEAL- PD8



View Details 

## Steps 7 :

Select Candidates for Appeal

1. Click the X icon to remove an applicant from the Appeal.

### Expatriate Details

#	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level	Salary Offer	Apply Duration (Month)	Include in Organization
	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

7

0  
 APPLICATIONS FOR  
 APPEAL- PDB

View Details
➔

### Steps 7 :

#### Cancel Appeal

1. Click “Applications for Appeal”.
2. Click the Cancel Appeal button.
3. The Appeal application shall be removed. The Project shall appear back in the On-going List

Appeal Pending List

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

Cancel Appeal



# CIMS Expatriate Guide

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For any enquiries, kindly email to  
**[expatriate@clab.com.my](mailto:expatriate@clab.com.my)**