



CIMS Foreign Workers Guide

Manual for **FOREIGN WORKERS** application (Integration with ePPAx)

v2.00 updated 28 February 2018

**Bahagian Pendaftaran Personel
CIDB Malaysia**



Pre-requisites

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

Kindly refer to the Bahagian Pendaftaran Kontraktor CIDB should you require further clarification on the above issues.



CIMS Foreign Workers Guide

The screenshot shows the CIMS app interface. At the top, there is a header with the CIMS logo and contact information for CIDB CARELINE: 1300 88 CIDB(2432), cidb@cidb.gov.my, and operating hours from 8:30 AM to 5:30 PM. Below this is a login form with a yellow circle '1' next to the text 'Log masuk ke akaun CIDB anda'. The form includes fields for 'ID pengguna' and 'Kata laluan', a 'Log Masuk' button, and a 'Ingat Kata laluan' checkbox. Below the login form are sections for 'Kontraktor Berdaftar' and 'Daftar Baru'. To the right, a menu is visible with a yellow circle '2' next to it. The menu includes 'Construction Personnel' and a 'View Details' button with a right arrow.

1 Log masuk ke akaun CIDB anda

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 / Penyelea latihan baru / Pelatih baru dan lain-lain

Lupa ID pengguna? / Lupa kata laluan?

2 Menu | Home\Menu

Construction Personnel

View Details

CIMS URL

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

1. Login with your CIMS Username and Password

*Nothing Happens!
Your company has not complete the Registration*

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



CIMS Foreign Worker MENU

1

Foreign Workers

1. Click **Foreign Workers** in top Menu

2. System displays the Foreign Workers screen

2

Foreign Workers

0
APPLY FOR NEW APPLICATION
View Details →

0
CHECK APPLICATION STATUS
View Details →

0
PERMIT VS CONSTRUCTION PERSONNEL CARD ISSUED
View Details →

0
APPLICATION HISTORY
View Details →



Apply Application

1

0
APPLY FOR NEW APPLICATION

View Details

Application for Foreign Workers

Company Registration No : 123456A Company Name : A COMPANY CORPORATION SDN. BHD.

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.

A CIDB Project (On-Going) * **B** Project Category *

C Latest Project LA and Levy Receipt/L2 : (Allow File Size : 5 Megabyte , PDF file)*
Please compile in one PDF file

Upload

D Please fill in the Total Request for Foreign Workers.

Total Request (Pax) *

E

Clear Submit

Steps:

1. Click “Apply for New Application”
 - A) Select CIDB Project (On-Going)
 - B) Select Project Category
 - C) Upload Project LA and Levy Receipt / L2 (Single PDF) (Allow File Size : 5Mb – PDF file)
 - D) Fill in the Total Request for Foreign Workers
- Check the details again**
- E) Click Submit button



Next steps

1 Application for Foreign Workers / *Permohonan Pekerja Asing*

Application has been received and will be processed within **7 working days**. Please email to papd@cidb.gov.my if you did not receive any result after **7 working days**.

Permohonan yang telah diterima akan diproses dalam tempoh **7 hari bekerja**. Sila e-mel ke papd@cidb.gov.my jika anda tidak menerima sebarang keputusan selepas **7 hari bekerja**.

2

From: info@cidb.com.my [<mailto:info@cidb.com.my>]
Sent: Saturday, 28 October, 2017 2:28 PM
To: pemohon@demo.com.my
Subject: Foreign Workers Application Approved

Your application has been supported, please visit the EPPAX system to apply for JCS foreign workers.

Permohonan anda telah disokong, sila layari sistem EPPAX untuk membuat permohonan JCS pekerja asing.

Thank You / *Terima kasih*

1. System shall display a message that your application has been submitted.
2. Once CIDB Officers has reviewed the application, CIMS System shall sent a notification email to your company registered email address.
3. Kindly proceed to EPPAX for the next steps



Check Status

2

0
CHECK APPLICATION
STATUS

View Details

Progress List of Application for Foreign Workers

Company Registration No : 123456A

Company Name : A COMPANY CORPORATION SDN. BHD.

Registered Status

APPLICATION IN-PROGRESS

ENTER TEXT TO SEAR

In-Progress Details

Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Proje
18/02/2018 08:28:28	garrett@comp	A COMPANY CORPORATION SDN. BHD.	Application In-Progress	Projek Mass Rapid Transit Laluan 2: Sungai Buluh - Serdang-Putraja (Ssp) ; Package V209: Construction And Completion Of Viaduct Guideway And Other Associated Works From Perisaran Alpina To	

Steps:

1. Click Foreign Workers in top Menu
2. Click Check Application Status

You can check the status of the application in the “Check Application Status”.



Application Recommended

2

0
CHECK APPLICATION
STATUS

View Details

Progress List of Application for Foreign Workers

Company Registration No : 123456A

Company Name : A COMPANY CORPORATION SDN. BHD.

Registered Status

RECOMMENDED

ENTER TEXT TO SEARCH

In-Progress Details

Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Proj
08/02/2018 16:30:18	garrett8@com	A COMPANY CORPORATION SDN. BHD.	Recommended	Projek Pembangunan Loji Rawatan Air Labohan Dagang, Daerah Kuala Langat, Selangor Pakej B – Membina, Menguji Dan Mentauliah Sebuah Tangki Air Konkrit Bertetulang Muatan 40ML, Kerja-Kerja Cerun, Jalan Masuk Serta Kerja-Kerja Berkaitan Di Bukit Jura, Kuala Langat	

Steps:

2. Click Check Application Status

You can check the status of the application in the “Check Application Status” under “**Recommended**” status



Application Rejected

3

0
APPLICATION HISTORY

View Details →

Steps:

3. Click Foreign Workers in top Menu and Click Application History

You can check the status of the rejected application in the "Application History" Refer to the CIDB message column.

Registered Date/Time	Registered By	Company Name	Registered Status	CIDB Message
08/02/2018 14:14:33	garrett@company	A COMPANY CORPORATION SDN. BHD.	Application Rejected	nilai projek tidak sama dengan dokumen yang dimuatnaik tarikh tamat projek tidak sama dengan dokumen yang dimuatnaik



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