

SISTEM PENGURUSAN KOMPETENSI (CMS) PERMOHONAN PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB)

Panduan Pengguna v1.0



ISI KANDUNGAN

- 1. Permohonan Pendaftaran ID Baharu
- 2. Permohonan Baharu PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Pemohon)
- 3. Permohonan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Pemohon)
- 4. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Pengesyoran)
- 5. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Pengesahan)
- 6. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Tetapan Mesyuarat Audit)
- 7. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Urusetia Mesyuarat Audit)
- 8. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Tetapan Mesyuarat Jawatankuasa)
- 9. Proses Permohonan Baharu dan Kemaskini PUSAT PENILAIAN KOMPETENSI BERTAULIAH (PPKB) (Mesyuarat Jawatankuasa)







Sila pilih jenis pengguna untuk permohonan pendaftaran

Organisasi 🗸	1. Pilih Pusat Latihan Bertauliah/Penyedia Latihan
Kontraktor Tempatan Sila Pilih jika anda ingin memohon untuk mendattar sebagai Kontraktor Tempatan	
Kontraktor Asing Sila Pilih jika anda ingin memohon untuk mendattar sebagai Kontraktor Asing	
 Syarikat (Bukan Kontraktor) Sila Pilih jika anda ingin memohon sebagai agensi yang berkaitan dengan industri pembinaan (Konsultan/Pemilik Projek/Pemaju) 	
Pusat Latihan Bertauliah/Penyedia Latihan Sila Pilih jika anda ingin memohon sebagai Pusat Latihan Bertauliah/Penyedia Latihan (PLSICW/PLBK/PLB atau CPD)	
Sija pilih pilihan ini jika anda ingin berdattar sebagai Kontraktor Usahasama	
O Penyedia Perkhidmatan Pembinaan Projek Luar Negara (Perkhidmatan Berkaitan Pembinaan) yang ditubuhkan di Malaysia. Sila pilih jika anda ingin membuat deklarasi Projek Luar Negara	
O Apprentice Company	
O Apprentice Sponsor	
Individu 🗸	Teruskan → 2. Tekan butang Teruskan



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Position *	Position			
I/C No.*	I/C No			
	Eg: 820428472989 (YYMMDD999999)			
H/P No.*	H/P No			
	Eg:012000000			
E-mail*	E-Mail			
User Profile				
Click here if user details are	same as Applicant			
Name *	Name			
	Please key in your Identity Card No. (as per MYKAD IC NO.)			
	Please key in your identity card No. (as per MITKAD ic NO.)			
IC NO "	ICNo			
IC No "	IC No Eg: 820428472989(YYMMDD999999)			
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H/P No. *	IC No Eg: 820428472989(YYMMDD999999) H/P No Eg: 01xxxxxxxx			
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gian yang mandatory (*)





Back to Home

- 1. Mesej **Paparan berjaya mendaftar** dapat dilihat dan perlu menyemak ruangan emel untuk pengaktifan ID.
- 2. Setelah akaun aktif, sila login dengan menggunakan nama pengguna dan kata laluan yang didaftarkan





Sila login dengan menggunakan nama pengguna dan kata laluan yang didaftarkan

Kemudian tekan View Details untuk Pendaftaran Baru bagi ID tersebut



Incorporated with Companies • Please select this option Not incorporated with Compa • Please select this option	Commission of Malaysia (SSM) if your company is incorporated with Companies Commission of Malaysia (SSM). nies Commission of Malaysia (SSM) if your organization is a government Ministry, government Agency, Association/Society, Cooperative, University or any Other.	1 .	Sila	i baca dan buat	pilihan menge	enai syai	rikat anda.
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		Postcode*	Postcode		 Maklumat Alamat Berdaftar.
Department / Agency	✓	City*	Please Select 🗸		
Section	Please Select 🗸	State*	Please Select.		 Maklumat Alamat Surat-menyurat,
		District*	Please Select 🗸		 Maklumat Alamat Perniagaan
Unit		Correspondence	Address		Maklumat Orang untuk dihubungi
Registration/Company No*	ID Registration No	Same As Registered Ad	dress		
Company Name [*]	Company Name	Correspondence Address	Business Address		
Registration Date ⁴	Registration Date		6		
Country Incorporated*	Malaysia	Postcode	Postcode		
Nature of Business	Nature of Business	Correspondence City	Please Select	► 2.	Selesai mengisi, tekan butang Save & Continue
Company Web Address	s Company Web Address	Correspondence State	Please Select 🗸		
Office Fax No.					
E-mail*	E-mail	Same As Registered A	ess vidraes		
Principal Contact	t Person	Business Address	Business Address		
The Principal Contact per	rson is the same as the Applicant				
Name*	Name			4	
Position*	Position	Postcode	Postcode		
H/P No.*	H/P No.	Business City	Please Select	~	
E-mail*	E-mail	Business State	Please Select	~)	
		Business District	Please Select		



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Henu >	Company Details Saved Successfully			
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Competency Management	ViewDetails	View Details	View Details	3.

- Setelah maklumat Berjaya disimpan, Nama Syarikat akan dipaparkan di bahagian atas.
- Pemakluman Berjaya menyimpan maklumat Syarikat turut dipaparkan
- 8. Seterusnya rujuk cara membuat <u>Permohonan</u> <u>Baharu</u>











			1. Klik butang New Application
Application List			
NEW APPLICATION			
Notes: • Your applications will appear here. You can view the status of your applications from column Application status • 			
Total Count : 0 Page Size : 5 v		« Previous 1 Next »	
No Reference No Application Date Application Type	Application Status Letter Payment Status	Payment History	
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NEW APPLICATION		\odot	
Premise Type: *	PPKB		2. Klik butang Proceed untuk teruskan
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is CIDD Subsidiary.			
Apply for: *			
	Assessment Centre		
Cancel	Proceed		



APPLICATION INFORMATION CATEGORY : PLBS, CREATED	N Date: 30/01/2024				Days left for submission
1 Organization	2 Assessment Trade	3 Assessment Centre Premise	4 Assessment Centre PIC & Contact Details	5 Upload Company Documents	6. Summary
COMPANY INFORMATION					
AKADEMI BINAAN MALAYSIA (JO	DHOR) SDN. BHD.				
Type Of Registration Registrar of Companies (ROC) (SSN	Λ)	Registration No / SSM No 0020200825-XMY001700			

• Kategori PLBS:

- Sistem akan memaparkan maklumat yang perlu dikemaskini. Sila lengkapkan semua seksyen.
- 1. Organization
- 2. Assessment Trade
- 3. Assessment Centre Premise
- 4. Assessment Centre PIC & Contact Details
- 5. Upload Company Documents
- 6. Summary



Organization	2 Assessment Trade	Assessment Centre Premise	Assessment Centre PIC & Contact Details	G Uplead Co	impany Documents	
COMPANY INFORMATION						•
Company / Organization Name						
AKADEMI BINAAN MALAYSIA (JOHOR) SDN. BHI	D.					
Type Of Registration		Registration No / SSM No				
Registrar of Companies (ROC) (SSM)		0020200825-XMY001700				
Registration Information						
Address			H/P No		Office Tel. No	
ARAS B-01, WISMA YPJ HOLDINGS NO. 5, JALAN	SRI PERKASA 1/3 TAMAN TAMPOI UTAMA		072388152		072388152	
Post code						
81200						
Fax No		City		Company Email 🚺		
072345808				abmjohor@gmail.com		
State						
JOHOR						
Management Informatio	on				1	
					Add Director +	
Director Details						\bigotimes
Director Na	me	Director (CNumber	Gender		Position	-
Director Nema	Director Ichi	•	Please Select	~	Director Position	
		CANCEL	SAVE			
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ORGANIZATION

Sistem akan menarik maklumat dari SSM untuk bahagian Company Information dan Registration Information.

1. Di bahagian management Information, pemohon boleh menambah ahli dengan menekan butang Add Director > sistem akan paparkan skrin pop-up untuk masukkan maklumat berkaitan iaitu:

- Director Name (Nama Pengarah)
- *Director IC Number* (Nombor IC Pengarah)
- Gender (Jantina)
- *Position* (Jawatan)
- 2. Klik butang SAVE selepas selesai mengisi
- 3. Klik butang NEXT untuk teruskan ke seksyen berikutnya.



APPLICATION INFORMATION CATEGORY : PLBS, CREATED DATE : 30/01	2024	- Dzys Mit (For schenistion	► AS	SESSMENT TRADE
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ASSESSMENT CENTRE PREMISE

- Bahagian Assessment Centre Information pemohon perlu mengisi semua maklumat yang diperlukan di bahagian maklumat alamat premis.
- 2. Pada bahagian *Premise Ownership & Status* pemohon perlu memilih status premis yang diperlukan.
- 3. Bahagian *Facilities Information* pemohon perlu memuatnaik dokumen yang berkaitan seperti yang dinyatakan diperlukan dengan menekan butang Choose File. Pastikan saiz dokumen yang hendak dimuat naik tidak melebihi 2MB. Pastikan semua dokumen yang dinyatakan dimuatnaik.
- Tekan Tekan SAVE dan NEXT untuk teruskan ke seksyen berikutnya.



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Name •		Position *				
H/P No. *		Office Tel. No				
Mobile Number		Office No				
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ASSESSMENT CENTRE PIC & CONTACT DETAILS

- . Bahagian Assessment Centre PIC pemohon perlu mengisi semua maklumat yang diperlukan di bahagian ini.
- Tekan Tekan SAVE dan NEXT untuk teruskan ke seksyen berikutnya.



10	Organization	2 Assessment Trade	3 Assessment Centre Premise	Assessment Centre PIC & Contact Details	5 Upload Company Documents	Security	UP	LOAD	COMPANY	DOCUMENT
L UPLOAD CO	MPANY DOCUMENTS se ensure the documents uploa	uded are correct and in PDF format exce	ept for Passport Photo in JPEG/PING.				1.	Sila dinya	muatnaik Itakan.	dokumen
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- Sila muatnaik dokumen berkaitan seperti yang
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 - Pastikan semua dokumen yang dinyatakan dimuatnaik
 - Klik butang SAVE dan NEXT untuk teruskan ke seksyen



10	Organization	2 Assessment Trade	3 Assessment Centre Premise	4 Assessment Centre PIC & Contact Details	5 Upload Company Documents	G Summary
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2	Training Centre's Profile				Training_Centre_s_Profile.pdf	
3	Sale & Purchase Agreement				SNPpdf	
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6	Additional Supporting Docume	ent 3 (Any other document to support)	the application)			
We hereby cr necessary de BACI	onfirm that the information provide cision by CIDB.	ed herein is accurate, correct and comp	lete and that the documents submitted along wit	h this application are genuine. We understand that	failure to provide accurate, correct and comple	te information and documents & subject to any Submit

- SUMMARY
- Sistem akan paparkan ringkasan maklumat yang diisi oleh pemohon.
- 2. Sila pastikan semua maklumat yang dimasukkan adalah betul.
- Sekiranya terdapat perubahan boleh klik pada butang
 BACK dan isikan semula bahagian yang diperlukan
- Klik checkbox Perakuan Pemohon dan Klik butang Submit untuk menghantar permohonan.







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BAYARAN YURAN PROSES PERMOHONAN PENDAFTARAN DAN STATUS PERMOHONAN

- Application Status akan memaparkan status permohonan Submitted.
 - Sebarang pertukaran maklumat tidak boleh dilakukan lagi kecuali dengan memadam permohonan pada butang adan perlu diisi semula daripada awal (New Application)
- 2. Klik Application No. untuk melihat ringkasan permohonan PLBS yang dihantar.
 - Sila buat bayaran yuran proses untuk memastikan permohonan akan diproses.
 - . Jika bayaran sudah dijelaskan, status bayaran akan dikemaskini ke Process fee paid
 - Status permohonan akan dihantar kepada pegawai CIDB untuk proses seterusnya.





BAYARAN YURAN AUDIT PROSES PERMOHONAN BAYARAN AUDIT DAN STATUS PERMOHONAN

- . Application Status akan memaparkan status permohonan Verified.
 - Sebarang pertukaran maklumat tidak boleh dilakukan lagi.
- Klik Application No. untuk melihat ringkasan permohonan PPKB yang dihantar.
- Sila buat bayaran yuran audit untuk memastikan permohonan akan diproses.
- Jika bayaran sudah dijelaskan, status bayaran akan dikemaskini ke Audit fee paid
- Status permohonan audit akan dihantar kepada pegawai CIDB untuk proses seterusnya.





BAYARAN SIJIL DAN STATUS PERMOHONAN

- Application Status akan memaparkan status Approved setelah pegawai pengesah selesai memproses *Sekiranya gagal, status akan menjadi Reject
- Klik Aplication No. untuk melihat ringkasan permohonan PPKB yang dihantar.
- Surat boleh dilihat pada View Approval Letter
- . Sila buat bayaran yuran sijil untuk mendapatkan sijil
- Jika bayaran sudah dijelaskan, status bayaran akan dikemaskini ke Certificate fee paid
- Tekan link view Certificate untuk menjana sijil.



15		PPKB BATU PAHAT	РРКВ	01/02/2027 PI	.8/JH/2024/0108			Viêw	(Variation
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Total Cou Show 5	nt: 16 Page Size	5 V						 Previous 1 2 3 Search: 	3 4 Next »
No	Application No	Training Institute Type	Training Institute Name	Application Date	Application Type	Training Centre (Premise) Application Status	Letter	Payment Status	Letters
1	PPK8202401300296	РРКВ	PPKB BATU PAHAT	30/01/2024	NEW	Completed 🧭	View Approval Letter	Certificate fee paid	Letters

PERMOHONAN KEMASKINI

- .. Pemohon Log masuk ke dalam CIMS dan Klik butang Update untuk PPKB Accreditation (Update)
- Pemohon boleh memuat turun logo CIDB untuk ditampalkan pada premis yang telah disahkan sebagai Pusat Latihan Bertauliah oleh CIDB
- Skrin akan paparkan sijil dan status permohonan yang terdahulu
- 4. Klik butang UPDATE untuk meneruskan permohonan pembaharuan



(\mathbf{X})				cation	PPKB Appli
			of Application	Туре	
				dd/Remove Program (level 1-3 & level 4-6)	🗌 Update - A
	CANCEL	SAVE			
	CANCEL	SAVE		dd/Remove Program (level 1-3 & level 4-6)	Update - A

- PERMOHONAN KEMASKINI
 - Pemohon boleh memilih pilihan jenis jenis kemaskini yang tersedia di dalam Pusat Penilaian Kompetensi Bertauliah (PPKB)

2. Sila klik pada mana mana pilihan jenis kemaskini dan Tekan SAVE



APPLICATION INFORMATION CATEGORY : PLBS, CREATED DATE : 30/01/2024								
1 Organization	2 Assessment Trade	Assessment Centre Premise	Assessment Centre PIC & Contact Details	6 Upload Company Documents	6 Summary			
COMPANY INFORMATION Company / Organization Name AKADEMI BINAAN MALAYSIA (JOI	HOR) SDN. BHD.							
Type Of Registration Registrar of Companies (ROC) (SSM		Registration No / SSM No 0020200825-XMY001700						

PERMOHONAN KEMASKINI

- Sistem akan paparkan maklumat yang perlu dikemaskini oleh pemohon. Lengkapkan semua maklumat dan SUBMIT permohonan.
- 2. Ulang proses seperti di bahagian permohonan Baru
 - Lengkapkan kesemua maklumat yang diperlukan dan bayar proses seperti di bahagian permohonan Baru