



CIMS Expatriate Guide

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

v3 updated 28 February 2018

**Bahagian Pendaftaran Personel
CIDB Malaysia**



Pre-requisites

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

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



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

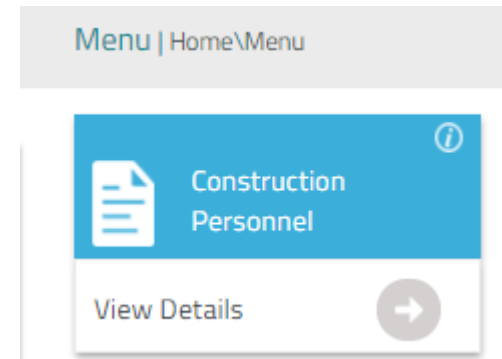
- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru

Daftar Baru

- Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain

Lupa ID pengguna? / Lupa kata laluan?

2



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

CIMS URL

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

1. Login with company CIMS Username and Password



CIMS Expatriate MENU

1. Click **Expatriate** in top Menu

1

Home

Personnel Detail

Personnel Card

Personnel Insurance

Foreign Workers

Expatriates

Job Portal

2

2. System display the Expatriate screen

Expatriates
[Click here to Job Portal](#)

Beginning 1st June 2018, Contractors must advertise the position 14 days prior to Expatriate Application

0
EMPLOYEE JOB DESIGNATION
View Details →

0
REGISTER NEW JOB VACANCY
View Details →

0
APPLY FOR NEW APPLICATION
View Details →

0
ORGANIZATIONAL STRUCTURE
View Details →

0
APPLICATIONS PENDING FOR SUBMISSION
View Details →

0
CHECK APPLICATION STATUS
View Details →

0
SUPPORTING LETTER
View Details →

0
APPLICATIONS FOR APPEAL- PDS
View Details →



APPLICATION PROCESS



Application Steps

Step 1:
Employee Job Designation

Step 2:
Register New Job Vacancy
(Except Directors)

Step 3:
Apply For New Application

Step 4:
Organizational Structure

Step 5:
Applications Pending for
Submission



Step 1

1

0
EMPLOYEE JOB DESIGNATION
[View Details](#) 

Step 1 : Employee Job Designation

Note :

1. Key in all personnel and position in the company.



Job Designation *

Job Description *



Step 2

2

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

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.

New Job Vacancy

Job Title *

3

0

APPLY FOR NEW APPLICATION

View Details
➔

Step 3 : Apply For New Application

Notes :

1. RENEW is only applicable for extension pass working with the same company.
2. Supporting Document (CV, Certificate, letter offer, EP) (Maximum File Size : 5 Megabyte, in single PDF).
3. Organization Chart clearly identify local & foreign personel.

Application for Foreign Expatriate

Company Registration No : 956180X Company Name : T TOL MALAYSIA SDN. BHD.

Please fill in the Application detail

Please take note, before submit the Foreign Expatriate Application , please make sure Organizational Structure of Company/Project is define properly.

* field with an asterisk (*) are mandatory

CDD Project (On-Going) *

Please fill in New Expatriate Detail and include into Organizational

Application Type* New Renew EP Expiry Date*

Passport No * Expatriate Name * Nationality *

Job Apply * Academic Level * Duration (Month)*

Year of Experience * Work Experience (Detail)*

Age * Salary (Per-month)(RM) *

Supporting document(CV, Certificate, letter offer,EP) : (Allow File Size : 5 Megabyte , PDF file)

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

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



Latest Organization Chart. (Allow File Size : 5 Megabyte , PDF file)

Total Request *



Step 4

4

0
**ORGANIZATIONAL
STRUCTURE**
[View Details](#) 

CIDB Project (On-Going) *

Department *

Add Dept

Level *

Sub Level *

Employee Name *

Add Employee

Clear

Add to List

Step 4 :

Organizational Structure

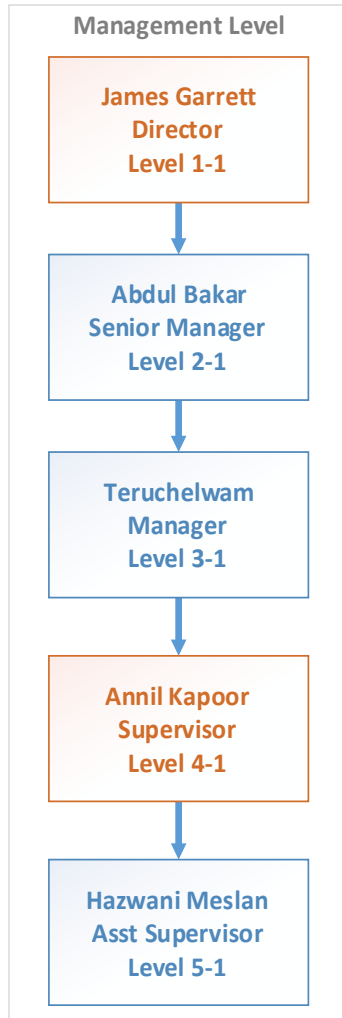
Notes :

1. Enter both Expatriate and Local personnel name and positions.
2. Please key in organizational structure as Step 4 : Guide to Key In Level and Sub Level.

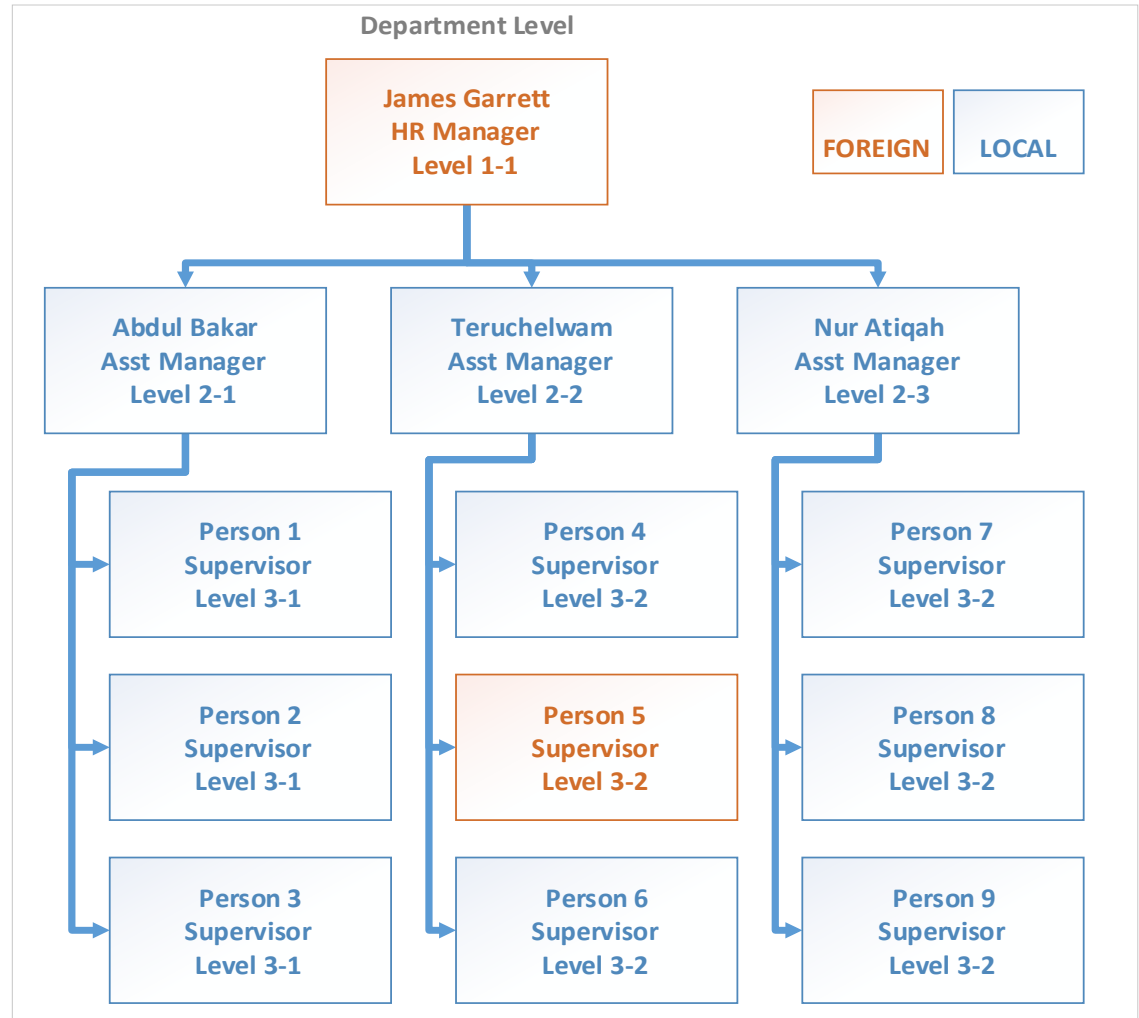


Step 4: Guide To Key In Level & Sub Level

Sample 1 : DEPARTMENT



Sample 2: DEPARTMENT



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0
 APPLICATIONS
 PENDING FOR
 SUBMISSION

[View Details](#)

Step 5 : Application Pending for Submission

Notes :

1. Review and confirm the Application
2. Click to finalize the application

Pending List								
Edit	Application Mode	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount
								Requested
	New	12/02/2018 12:09:31	garrett@compan	Application created.	perkhidmatan selenggaraaan bulanan bagi dua (2) buah lif penumpang dan satu buah "dumbwaiter" utk satu blok bangunan 4 tkt ibu pejabat pdc bayan baru pulau pinang	92,092.80		



Step 5

5

0
APPLICATIONS
PENDING FOR
SUBMISSION

View Details →

Expatriate Details

#	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level
✖	N	TG7881596	SUSUMU OSHIBE	30		DIRECTOR	JPN	DEGREE

Step 5 : 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 , PDF file)

Browse..

Upload

Click to View

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

Browse..

Upload

Total Request *

1

Click to View

Submit



Application Status

6

A red dashboard card with a white header area. On the left, there is a list icon. In the center, the text 'SUPPORTING LETTER' is displayed. On the right, the number '0' is shown. Below the card, there is a white bar with the text 'View Details' and a right-pointing arrow icon.

7

A red dashboard card with a white header area. On the left, there is a list icon. In the center, the text 'APPLICATIONS FOR APPEAL- PD8' is displayed. On the right, the number '0' is shown. Below the card, there is a white bar with the text 'View Details' and a right-pointing arrow icon.

You can check the Status of the Application

Step 6:

Print the supporting Letter (“Surat Sokongan”)

Step 7:

You can submit an Appeal for Applicants who are Not Recommended

Check Supporting Letter

6

0

SUPPORTING LETTER

View Details
➔

Register Date (From) *

Register Date (To) *

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

Steps 6 :
Supporting Letter

- Click the Print icon button to display the Supporting Letter

- Print or Save the Supporting Letter



Sample Supporting Letter



Nama Syarikat : COMPANY SDN BHD

Tajuk Projek : PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA

No Rujukan Kami : UEPA/2018/48

Tarikh Terima Permohonan : 19/02/2018

Tarikh Dikeluarkan : 21/02/2018

Salinan Kepada : TALENT CORPORATION MALAYSIA BERHAD

Senarai Pengawai Dagang yang DiSokong seperti nama dibawah :

Keputusan muktamad kemasukan Ekspatriat akan diputuskan dalam Jawatankuasa Ekspatriat.

BIL	NAMA	NO PASSPORT	WARGANEGARA	JAWATAN	TEMPOH (BULAN)
1	GARRETT FERNANDEZ	A123123123	Portugal	TEST MANAGER	24

** 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 dan akan terbatal dengan sendirinya sekiranya melepasi tempoh sah laku*

22 February 2018

Page 1 of 1

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan



Appeal

7

☰

0

APPLICATIONS FOR
APPEAL- PD8

View Details
➔

Steps 7 : Appeal

1. Please justify the appeal clearly for evaluation.

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. Cancel Appeal	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA	1,620,904,660.00		


Nationality	Academic Level	Salary Offer	Apply Duration (Month)	Include in Organization	Year Of Experience	Working Experience	Letter Offer	Job Justification	System Remarks
SSD	DEGREE	15000.00	24	Yes	21	Management...	Click to View	...	

Submit




Select Candidates for Appeal

7





0
APPLICATIONS FOR
APPEAL- PD8

View Details 

Steps 7 : 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



Cancel Appeal


7

0
APPLICATIONS FOR
APPEAL- PD8
[View Details](#) 

Steps 7 : 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. Cancel Appeal	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA	1,620,904,660.00		



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