Manual for EXPATRIATE application
(CIDB Supporting Letter)

v4 updated 28 December 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.
1. Login with company CIMS Username and Password

2. Click View Details in Construction Personnel button

CIMS URL
http://cimsapp.cidb.gov.my

1. Login with company CIMS Username and Password
1. Click **Expatriate** in top Menu

2. System display the Expatriate screen

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

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: Employee Job Designation

NOTE:
1. Key in all position in the company.
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:
New Application

NOTES:
1. RENEW is only applicable for extension pass working with the same company.


Step 4:
Application Pending for Submission

NOTES:
1. Review and confirm the Application
2. Click to finalize the application
Step 4

Application Pending for Submission

Review the Application

NOTE: If the system detects no error, it shall display the SUBMIT button.
Step 5:
Check Application Status (For the 1st Review)
Step 6

Steps 6 : Supporting Letter
1. Click the Print icon button to display the Supporting Letter
2. Print or Save the Supporting Letter
Nama Syarikat : COMPANY SDN BHD
Tajuk Projek : PROJECT MASS RAPID TRANSIT LEMBANG KELANG, JAJARAN SUNGAI BULOH SERDANG-
PUTRAJAYA
No Rujukan Kami : UEPA2018/48
Tarikh Terima Permohonan : 19/02/2018
Tarikh Dikeluarkan : 21/02/2018
Salinan Kepada : TALENT CORPORATION MALAYSIA BERHAD

* Jumlah Peserta Binsan adalah diwajibkan bordsatar dengan CIDB dibawah Sekyan 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

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan
Steps 7: Appeal

1. Please justify the appeal clearly for evaluation.
2. You can submit an Appeal for Applicants who are Not Recommended.
Step 7

Steps 7:
Select Candidates for Appeal

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

<table>
<thead>
<tr>
<th>#</th>
<th>Application Type</th>
<th>Passport No</th>
<th>Expatriate Name</th>
<th>Age</th>
<th>EP Expiry</th>
<th>Job Title</th>
<th>Nationality</th>
<th>Academic Level</th>
<th>Salary Offer</th>
<th>Apply Duration (Month)</th>
<th>Include Organizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td>K76555603</td>
<td>NAVEEN KUMAR SANKAR</td>
<td>30</td>
<td></td>
<td>TEST MANAGER</td>
<td>IND</td>
<td>DEGREE</td>
<td>3000.00</td>
<td>12</td>
<td>Yes</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>K38888888</td>
<td>GARRET FERNANDEZ</td>
<td>30</td>
<td></td>
<td>TEST MANAGER</td>
<td>PGL</td>
<td>DEGREE</td>
<td>3000.00</td>
<td>12</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Edit</th>
<th>Application Mode</th>
<th>Registered Date/Time</th>
<th>Registered By</th>
<th>Registered Status</th>
<th>Project Title</th>
<th>Project Value</th>
<th>System Remarks</th>
<th>Headcount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appeal</td>
<td>22/02/2018 14:44:56</td>
<td>garrett@company</td>
<td>Application created.</td>
<td>PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA</td>
<td>1,620,904,660.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For any enquiries, kindly email to papd@cidb.gov.my