



CIMS Expatriate Guide

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.



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

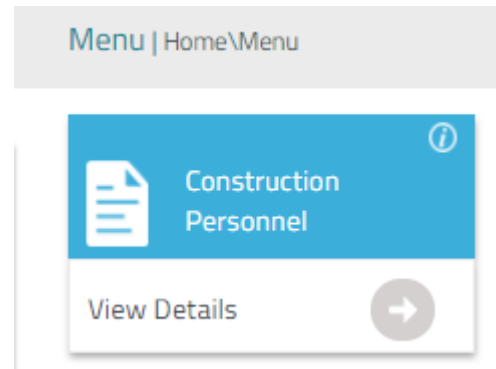
- Ada ID pengguna, dapatkan kata laluan CIMS anda
- Tiada ID pengguna atau cipta ID pengguna baru

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>

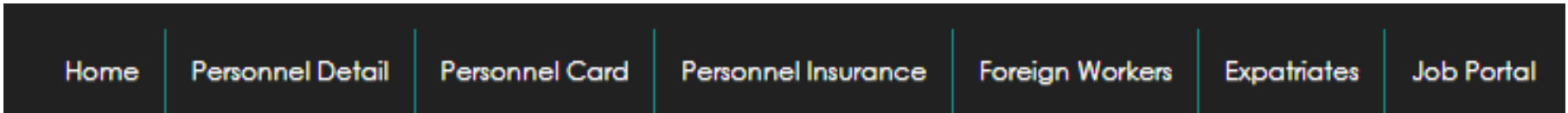
1. Login with company CIMS Username and Password



CIMS Expatriate MENU

1. Click **Expatriate** in top Menu

1



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

EMPLOYEE JOB DESIGNATION 0
View Details →

REGISTER NEW JOB VACANCY 0
View Details →

APPLY FOR NEW APPLICATION 0
View Details →

APPLICATIONS PENDING FOR SUBMISSION 0
View Details →

CHECK APPLICATION STATUS 0
View Details →

SUPPORTING LETTER 0
View Details →

APPLICATIONS FOR APPEAL- PD8 0
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](#) 

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 *



Step 3

3

0
APPLY FOR NEW APPLICATION

View Details
➔

Step 3 : 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 *

IDENTITY NO

Expatriate Name *

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)

Add Clear

Upload

Expatriate Details

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

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

Upload

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

Upload

Total Request *

Clear Create & Save



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

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 selenggaraan 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 4

4

0
APPLICATIONS
PENDING FOR
SUBMISSION

[View Details](#)

Step 4 :

Application Pending for Submission

Review the Application

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

[Submit](#)

Expatriate Details

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

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

Upload

[Click to View](#)

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

Upload


Total Request *

[Click to View](#)

[Submit](#)

5

0



CHECK APPLICATION STATUS

View Details
➔

Step 5 :

Check Application Status
(For the 1st 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

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SUPPORTING LETTER

View Details
➔

Register Date (From) *



Register Date (To) *

Submit

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 : UEP/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

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Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan

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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

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




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

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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



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