



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

v4 updated 15 July 2020

Bahagian Pendaftaran Personel Binaan CIDB Malaysia



Department / CIDB State Office for further clarification on the above issues.

	CIMS Expatriate Guid
CIDB CARELINE 1300 88 CIDB(2432) cidb@cidb.gov.my Isnin - Jumaat (Kecuali Hari Kelepasan Am) 8:30 AM - 5:30 PM	2 Menu Home\Menu Construction Personnel
Log masuk ke akaun CIDB anda	View Details
Kata Jaluan	2. Click View Details in Construction Personnel button
Ingat Kata laluan Log Masuk	CIMS URL http://cims.cidb.gov.my
 Kontraktor Berdaftar Ada ID pengguna, dapatkan kata laluan CIMS anda Tiada ID pengguna atau cipta ID pengguna baru Daftar Baru 	1. Login with company CIMS Username and Password
 Untuk kontraktor baru / Personel binaan baru / Penyelia latihan baru / Pelatih baru dan lain-lain Lupa ID pengguna? / Lupa kata laluan? 	



Application Process



CIMS Expatriate Guide v4

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 '
C EMPLOYEE JOB DESIGNATION View Details	Step 1 : Employee Job DesignationNOTE: 1. Key in all position in the company.
Designation * OB TITLE Description *	





New Job Vacancy

Job Title *

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 :

- i. Fill up all the data.
- Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, Others) (Maximum File Size : 5 Megabyte, in PDF format). "Others" Document that to support the applicant.
- iii. Click Add button and the listing will appeared. Added record can be edit
- iv. Upload Organisation Chart and clearly identify local & foreign personnel. i.e:colour coding, etc.
- v. Upload Letter of Award / Contract Agreement / PO.
- vi. Click "Create & Save" to submit application.

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Step 3

Edit Submission



- Click icon 🗱 to delete the added record.
- Click icon 🧳 to edit / update the application.
- Once the application has been edited / updated, click "Save" button to add the latest record.

System Notification

		Sys afte	stem shall display an error message or select the on-going project:
a	Project value exceeded Registration Grade - Please Upgrade	a)	If the company project value exceeded Registration Grade
b	Contract Duration less than 6 months from date of application OK	b)	If the company project contract duration less than 6 months from date of application
c	Project value exceeded Registration Grade - Please Upgrade and Contract Duration less than 6 months from date of application	c)	If the company project value exceeded Registration Grade and company project contract duration less than 6 months from date of application
	ОК		

System Notification

1	Support Document - CV cannot be empty	System shall display an error message if the applicant did not upload the following supporting document:
2	Support Document - Certificate cannot be empty	 If the CV do not upload. If the Certificate do not upload.
3	Support Document - Letter Offer cannot be empty	 3. If the Letter Offer do not upload. 4. If the Passport do not upload.
4	Support Document - Passport cannot be empty OK	
5	Support Document - EP cannot be empty	Renew Application 5. If the EP do not upload.



Continue Step 3

Continue Step 3 : Renew Application

Reliew Application

NOTES :

- i. Fill up the passport number and EP expiry date. Existing record will display on screen
- Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, EP, Others) (Maximum File Size : 5 Megabyte, in PDF format).
 "Others" Document that to support the applicant.
- iii. Click Add button and the listing will appeared. Added record can be edit
- iv. Upload Organisation Chart and clearly identify local & foreign personnel. i.e.-colour coding, etc.
- v. Upload Letter of Award / Contract Agreement / PO.
- vi. Click "Create & Save" to submit application.

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Project value exceeded Registration Grade - Please Upgrade		
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System shall display an error message after select the on-going project and renew application type:

- If the company project value exceeded Registration Grade

		Step 4
4 APPLI PEND SUB	0 CATIONS DING FOR MISSION	Step 4 : Application Pending for Submission NOTES :
View Details	Θ	1. Review and confirm the Application
		2. Click Submit to finalize the application

Edit	Application Made	Registered	Pagistarad By	Degistered Status	Project Title	Project Value	System Domarks	Headcount
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Expatriate Details Academic Application Expatriate Passport No # Age EP Expiry Job Title Nationality Туре Level Name SUSUMU * TG7881596 30 DIRECTOR JPN DEGREE Ν OSHIBE Latest Project LA: (Allow File Size : 5 Megabyte , PDF file) Browse.. Upload Click to View Total Request * Latest Organization Chart: (Allow File Size : 5 Megabyte , PDF file) Browse.. Upload **Click to View** Submit

Step 4

Step 4 : Application Pending for Submission

Review the Application

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





In-Prog	ress Details						
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5 July 2020 Page 1 of 1	Surat ini hanya sah laku o	lalam tempoh 90 hari dari tarikh dik	keluarkan dan akan terbatal			
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PUTRAJAYA

Cancel Appeal

CIMS Expatriate Guide v4



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×		N	K8888888	GARRETT FERNANDEZ	30		TEST MANAGER	PGL	DEGREE	3000.00	12	Yes		

	Step 7			
7 Image: Constraint of the second secon	 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	rending List										
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ſ		Appeal	22/02/2018 14:44:56	garrett@company	Application created.	PROJECT MASS RAPID TRANSIT LEMBAH	1,620,904,660.00					
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For any enquiries, kindly email to papd@cidb.gov.my