



# CIMS Expatriate Guide

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

v5 updated 2 December 2020

**Bahagian Pendaftaran Personel Binaan  
CIDB Malaysia**



## Pre-requisites

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

**Kindly refer to Contractor Registration & Levy Department / CIDB State Office for 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

Menu | Home \ Menu

Construction Personnel

View Details

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

## CIMS URL

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

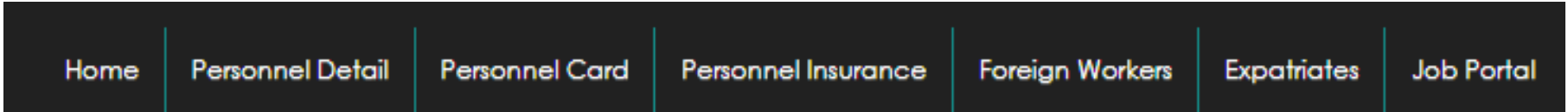
1. Login with company CIMS Username and Password



# 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

0 EMPLOYEE JOB DESIGNATION View Details →	0 REGISTER NEW JOB VACANCY View Details →	0 APPLY FOR NEW APPLICATION View Details →	0 APPLICATIONS PENDING FOR SUBMISSION View Details →
0 CHECK APPLICATION STATUS View Details →	0 SUPPORTING LETTER View Details →	0 APPLICATIONS FOR APPEAL- PDB 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 :

- i. Fill up all the data.
- ii. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- iii. 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.
- iv. Click Add button and the listing will appeared. Added record can be edit
- v. Upload Organization Chart and clearly identify local & foreign personnel. i.e:- colour coding, etc.
- vi. Upload Letter of Award / Contract Agreement / PO.
- vii. Click "Create & Save" to submit application.

### Application for Expatriate

Company Registration No:      Company Name

Please fill in the Application detail  
Please take note, before submit the Expatriate Application , please make sure Organisation Structure of Company/Project is define properly.  
Field with an asterisk (\*) are mandatory

CIDB Project (On-Going) \*

Please fill in New Expatriate Detail and include into Organisation

Application Type \*  
 New     Renew

Passport No \*      Expatriate Name \*      Nationality \*  
IDENTITY NO      EXPATRIATE NAME

Job Apply \*      Duration (Month) \*  
12 (MONTHS)

Year of Experience \*      Academic Level \*      Work Experience (Detail) \*  
5      DEGREE AND ABOVE

Minimum value for Year of Experience must be 5 years

Age \*      Salary (Per-month)(RM) \*  
1      3,000.00

Supporting document : (Allow File Size : 5 Megabyte, PDF file)

CV      Certificate      Letter Offer  
Passport      Others

Add    Clear

ENTER TEXT TO SEARCH...

No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level
No data to display											

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

Project Organisation Chart: (Allow File Size : 5 Megabyte , Single PDF file)

Total Request \*  
0

Clear    Create & Save

i

ii

iii



iv,v,vi







# Edit Submission

iii

Expatriate Details							
No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age
1	 	CV Certificate Letter Offer Passport Others		N	A4568759	TEST	1

1 & 2

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

Successfully save with edit information

System shall display this message after application successfully saved.



# System Notification

**a**

Project value exceeded Registration Grade - Please Upgrade

OK

**b**

Contract Duration less than 6 months from date of application

OK

**c**

Project value exceeded Registration Grade - Please Upgrade and  
Contract Duration less than 6 months from date of application

OK

System shall display an error message after select the on-going project:

- a) If the company project value exceeded Registration Grade
- b) If the company project 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



# System Notification

1

Support Document - CV cannot be empty

OK

2

Support Document - Certificate cannot be empty

OK

3

Support Document - Letter Offer cannot be empty

OK

4

Support Document - Passport cannot be empty

OK

5

Support Document - EP cannot be empty

OK

System shall display an error message if the applicant did not upload the following supporting document:

1. If the CV do not upload.
2. If the Certificate do not upload.
3. If the Letter Offer do not upload.
4. If the Passport do not upload.

Renew Application

5. If the EP do not upload.



# Continue Step 3

## Continue Step 3 : Renew Application

### NOTES :

- i. Fill up the passport number and EP expiry date. Existing record will display on screen
- ii. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- iii. 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.
- iv. Click Add button and the listing will appeared. Added record can be edit
- v. Upload Organization Chart and clearly identify local & foreign personnel. i.e:- colour coding, etc.
- vi. Upload Letter of Award / Contract Agreement / PO.
- vii. Click "Create & Save" to submit application.

Application for Expatriate

Company Registration No : \_\_\_\_\_ Company Name : \_\_\_\_\_

Please fill in the Application detail  
Please take note, before submit the Expatriate Application , please make sure Organisation Structure of Company/Project is define properly.  
Field with an asterisk (\*) are mandatory

CIDB Project (On-Going) \*  
PROJEK MASA-RAPAT TRANSIT LEMBAH-KELANG, JAJARAN SUNGAI BULOH-KAJANG : UNDERGROUND WORKS (TUNNEL, STATIONS & ASSOCIATED STRUCTURES) BETWEEN SEMANTAN NOR

Please fill in New Expatriate Detail and include into Organisation

Application Type \*    EP Expiry Date \*    Search Passport No \*  
 New     Renew    [ ]    IDENTITY NO [ ]

Passport No \*    Expatriate Name \*    Nationality \*  
 IDENTITY NO [ ]    EXPATRIATE NAME [ ]    [ ]

Job Apply \*    Duration (Month) \*  
 [ ]    12 (MONTHS) [ ]

Year of Experience \*    Academic Level \*    Work Experience (Detail) \*  
 5 [ ]    DEGREE AND ABOVE [ ]    [ ]

Age \*    Salary (Per-month)(RM) \*  
 1 [ ]    3,000.00 [ ]

Supporting document : (Allow File Size : 5 Megabyte, PDF file)

CV	Certificate	Letter Offer
EP	Passport	Others

[Browse...] [Browse...] [Browse...]

[Add] [Clear]

ENTER TEXT TO SEARCH...

No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level
No data to display											

Latest Project LA: (Allow File Size : 5 Megabyte , Single PDF file)  
[Browse...]

Latest Organisation Chart: (Allow File Size : 5 Megabyte , Single PDF file)  
[Browse...]

Total Request \*    0

[Clear] [Create & Save]

i

ii

iii

iv,v,vi



# System Notification

Project value exceeded Registration Grade - Please Upgrade

OK

System shall display an error message after select the on-going project and renew application type:

- If the company project value exceeded Registration Grade

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
3. Click “X” to delete application if necessary.

#### Pending List

Edit		Application Mode	Registered Date/Time	Registered By	Registered Status	Project Title	Project Value	System Remarks	Headcount Requested
		New	02/12/2020 15:46:50	garrett@compan	Application created.	PROJEK MASS RAPID TRANSIT LALUAN 2: SUNGAI BULOH-SERDANG-PUTRAJAYA (SSP)	15,470,000,000.00		1



# Step 4

4

☰

0

APPLICATIONS  
PENDING FOR  
SUBMISSION

View Details
➔

ENTER TEXT TO SEARCH...

### Expatriate Details

No	#	Supporting Document	System Remarks	Application Type	Passport No	Expatriate Name	Age	EP Expiry
1		CV Certificate Letter Offer Passport Others		N	EH7349659	ALBERTO ATIENZA MENDOZA	31	

### Step 4 :

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 , Single PDF file)

Browse...

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

Browse...

Total Request \*

1

Submit

5

0

**CHECK APPLICATION STATUS**

View Details
➔

**Step 5 :**

Check Application Status  
(For the 1<sup>st</sup> 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

0

SUPPORTING LETTER

View Details
➔

### Steps 6 : Supporting Letter

1. Select Register Date to view the application.
2. Click the Print icon button to display the Supporting Letter



3. Print or Save the Supporting Letter

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



# Sample Supporting Letter



Nama Syarikat : ABC SDN BHD  
 Tajuk Projek : PROJEK PEMBINAAN BANGUNAN A2  
 No Rujukan Kami : UEPA/2019/2654  
 Tarikh Terima Permohonan : 20/09/2019  
 Tarikh Dikeluarkan : 25/09/2019  
 Salinan Kepada : TALENT CORPORATION MALAYSIA BERHAD

*Senarai Pengawal Dagang yang DiSokong seperti nama dibawah :*

*Keputusan muktamad kemasukan Ekspatriat akan diputuskan dalam Jawatankuasa Ekspatriat (ESD)*

BIL	NAMA	NO.PASSPORT	WARGANEGARA	JAWATAN	TEPOH (BULAN)
1	ABDUL SAMAD	1234567	India	BLASTER	12

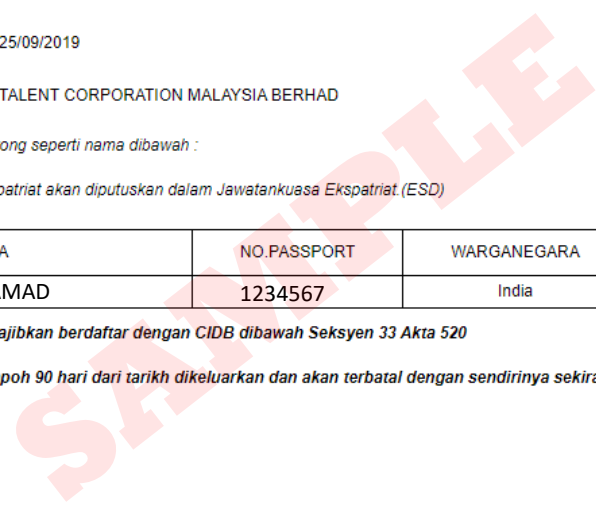
*\* Setiap Personel Binaan adalah diwajibkan berdaftar dengan CIDB dibawah Seksyen 33 Akta 520*

*\* Surat ini hanya sah laku dalam tempoh 90 hari dari tarikh dikeluarkan dan akan terbatal dengan sendirinya sekiranya melepasi tempoh sah laku*

15 July 2020

Page 1 of 1

*Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan*





# Step 7

7

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0

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. <span style="background-color: #e74c3c; color: white; padding: 2px;">Cancel Appeal</span>	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

0

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. <div style="border: 1px solid red; padding: 2px; display: inline-block;">Cancel Appeal</div>	PROJECT MASS RAPID TRANSIT LEMBAH KELANG, JAJARAN SUNGAI BULOH-SERDANG-PUTRAJAYA	1,620,904,660.00		



# CIMS Expatriate Guide

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For any enquiries, kindly email to  
**[papd@cidb.gov.my](mailto:papd@cidb.gov.my)**