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

v5 updated 2 December 2020

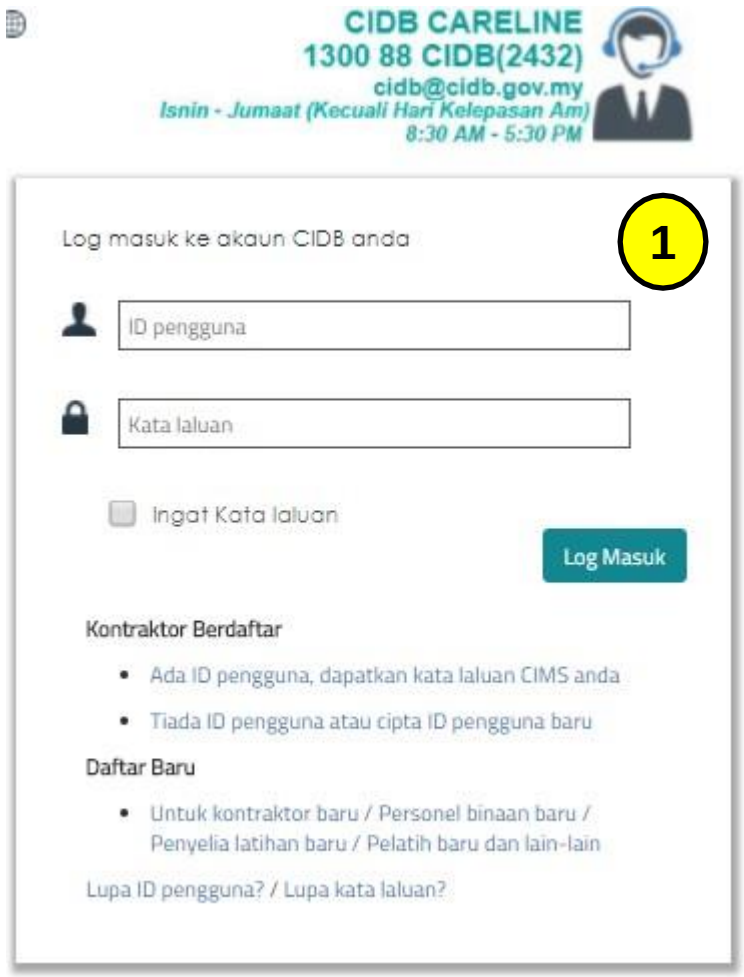
Bahagian Pendaftaran Personel Binaan
CIDB Malaysia

Pre-requisites

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

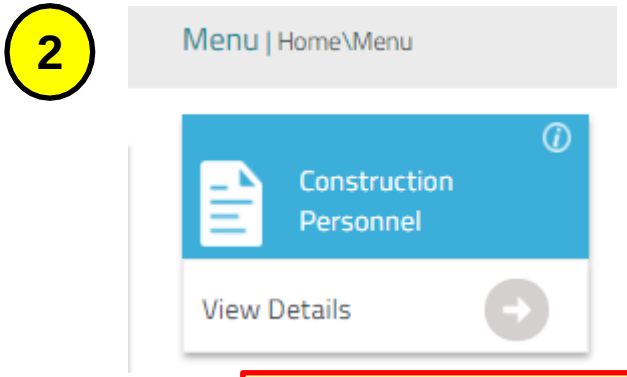
Kindly refer to Contractor Registration & Levy Department / CIDB State Office for further clarification on the above issues.

CIMS Expatriate Guide



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

1. Login with company CIMS Username and Password

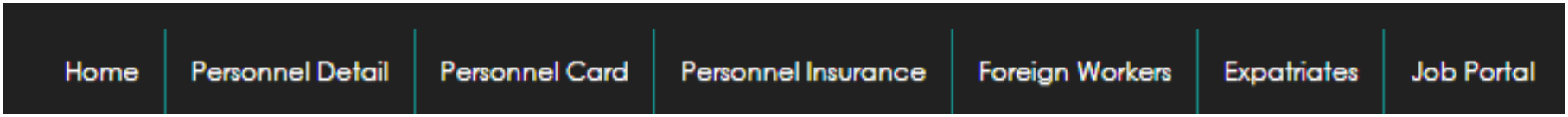


2. Click **View Details** in Construction Personnel button

CIMS Expatriate MENU

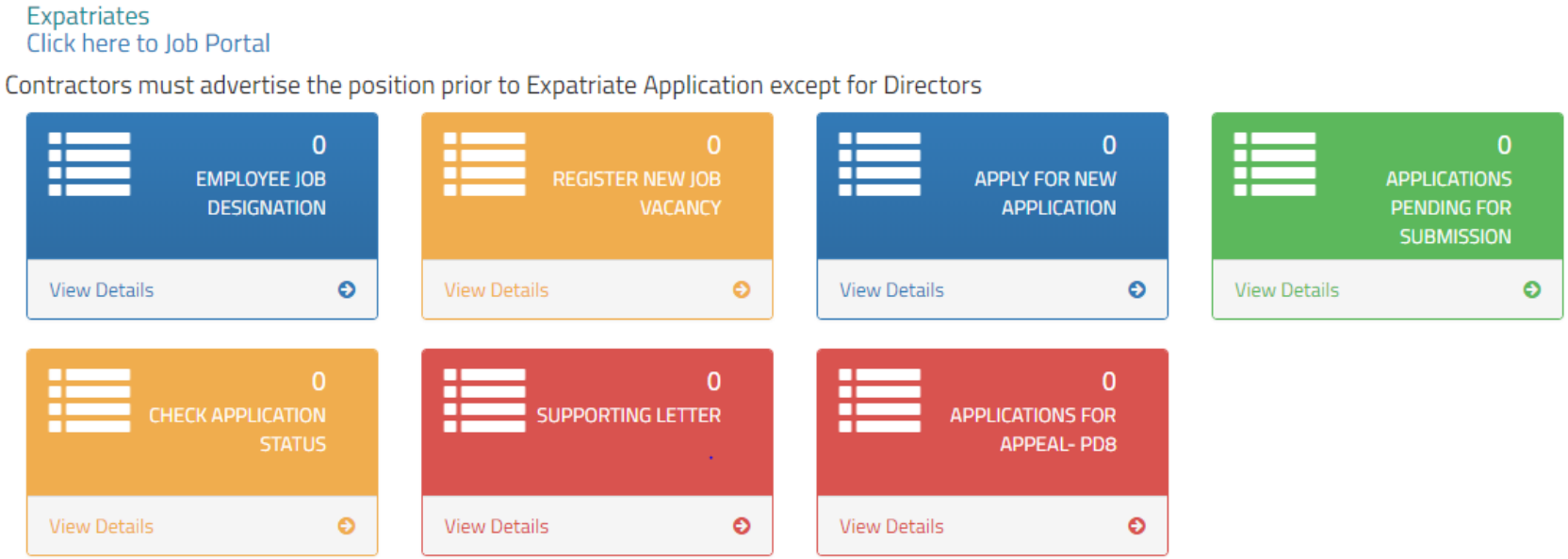
1. Click **Expatriate** in top Menu

1



2

2. System display the Expatriate screen



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

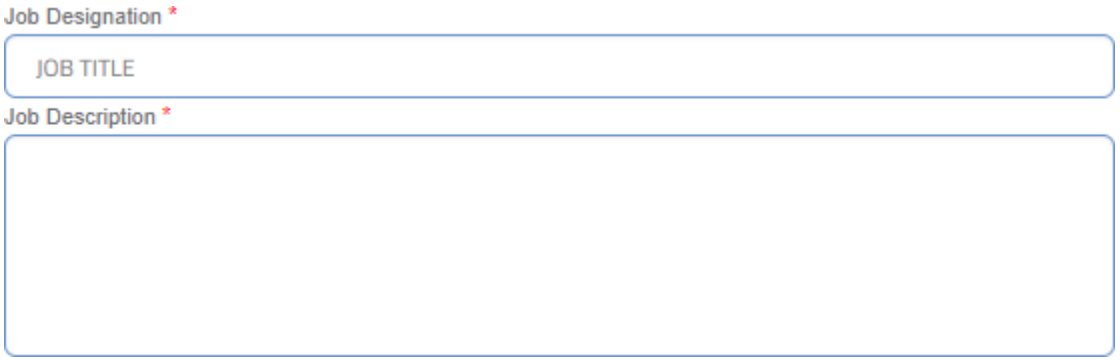
Step 6 :
Supporting Letter

Step 7 :
Application For Appeal

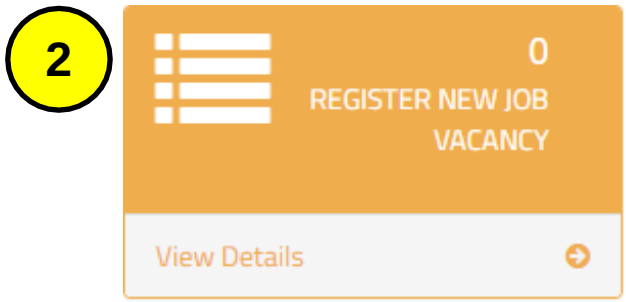
Step 1

Step 1 :
Employee Job Designation

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



Step 2



Step 2 :
Register New Job Vacancy

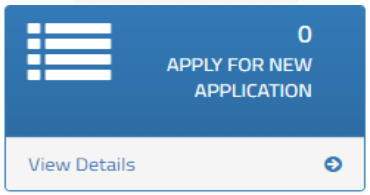
NOTES :

1. The Job Title taken from Step 1

2. Job Title advertised must be the same position as the Expatriate application.

Step 3

3



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.

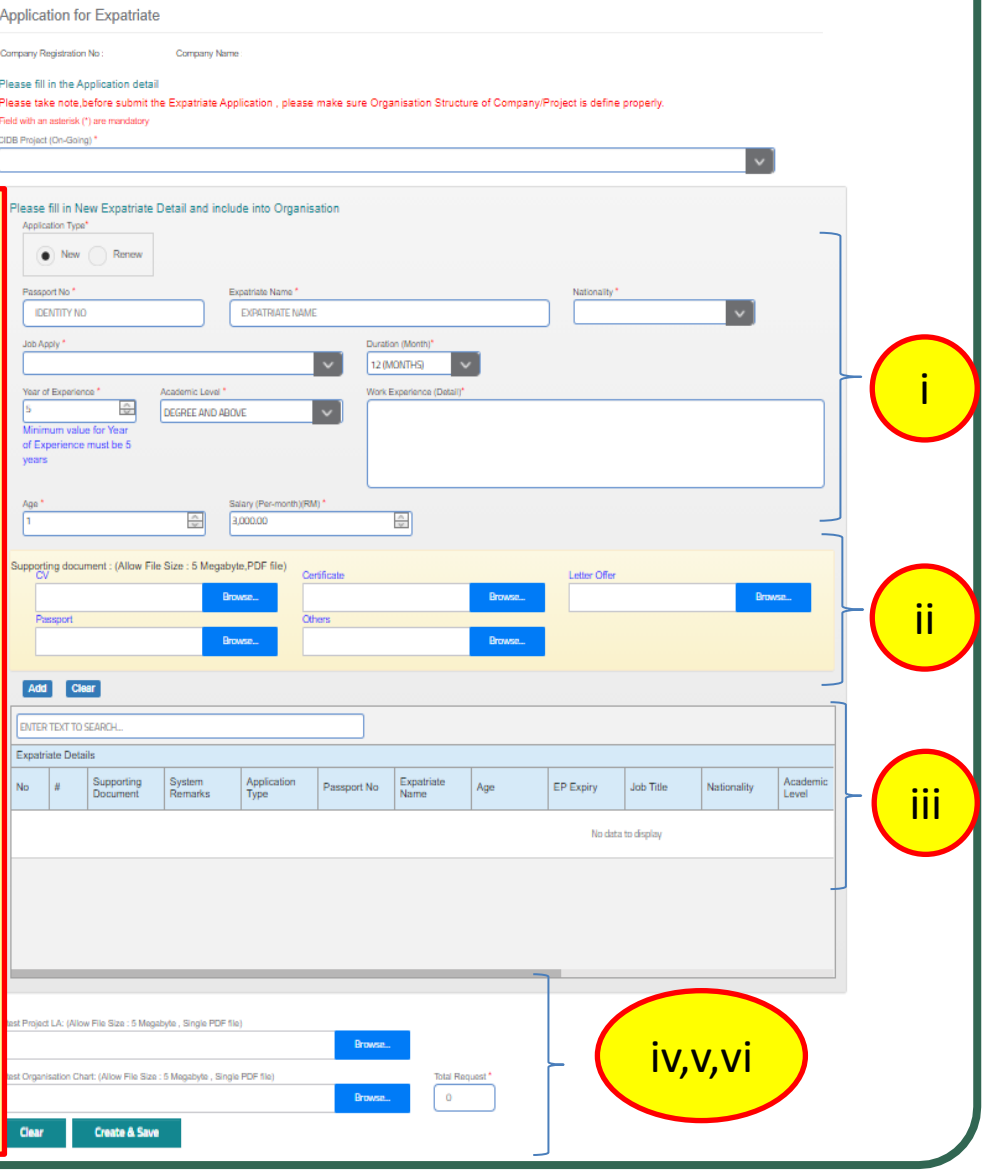
iii. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, Others) (Maximum File Size : 5 Megabyte, in PDF format). “Others” Document that to support the applicant.

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.



Edit Submission

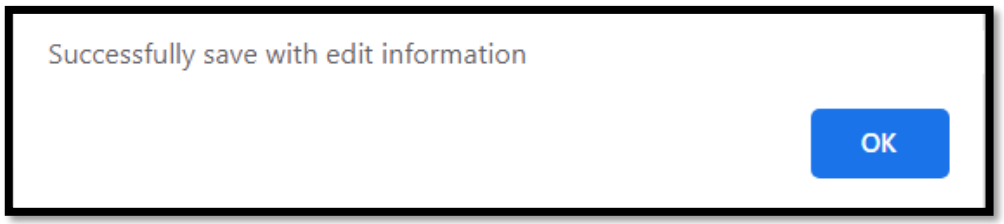
iii

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

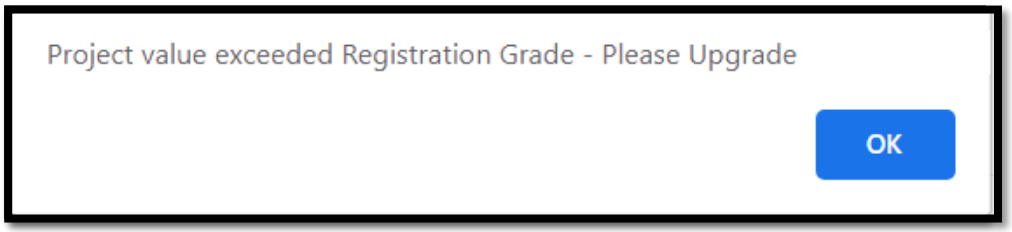
1. Click icon to delete the added record.
2. Click icon to edit / update the application.
3. Once the application has been edited / updated, click “Save” button to add the latest record.



System shall display this message after application successfully saved.

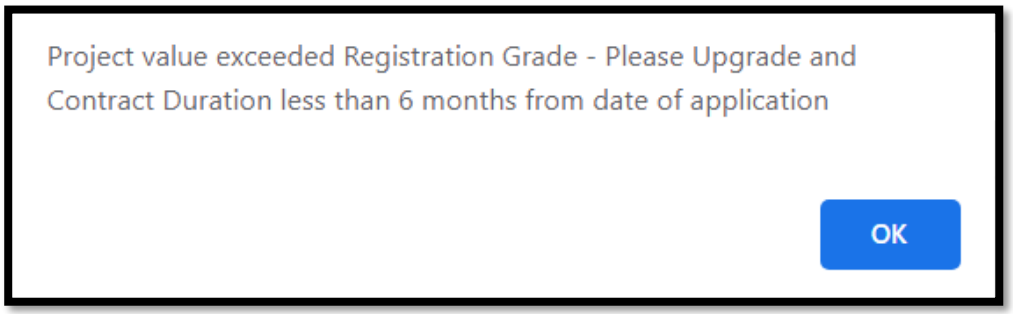
System Notification

a



b

c



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

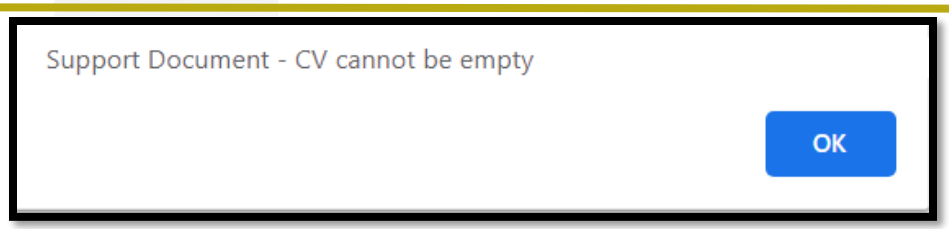
a) If the company project value exceeded Registration Grade

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



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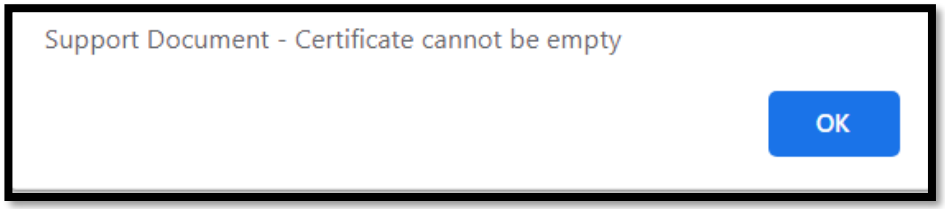
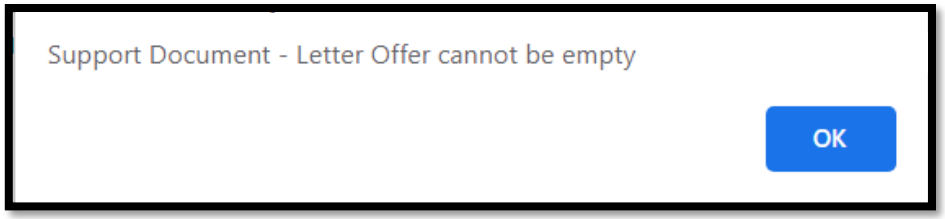
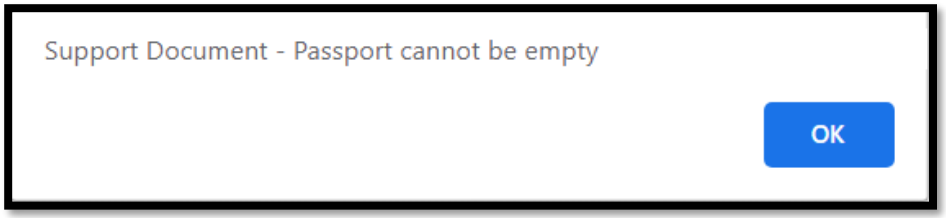


3



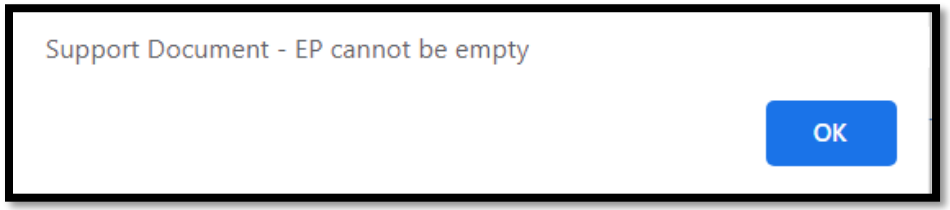
4



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.

5



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.

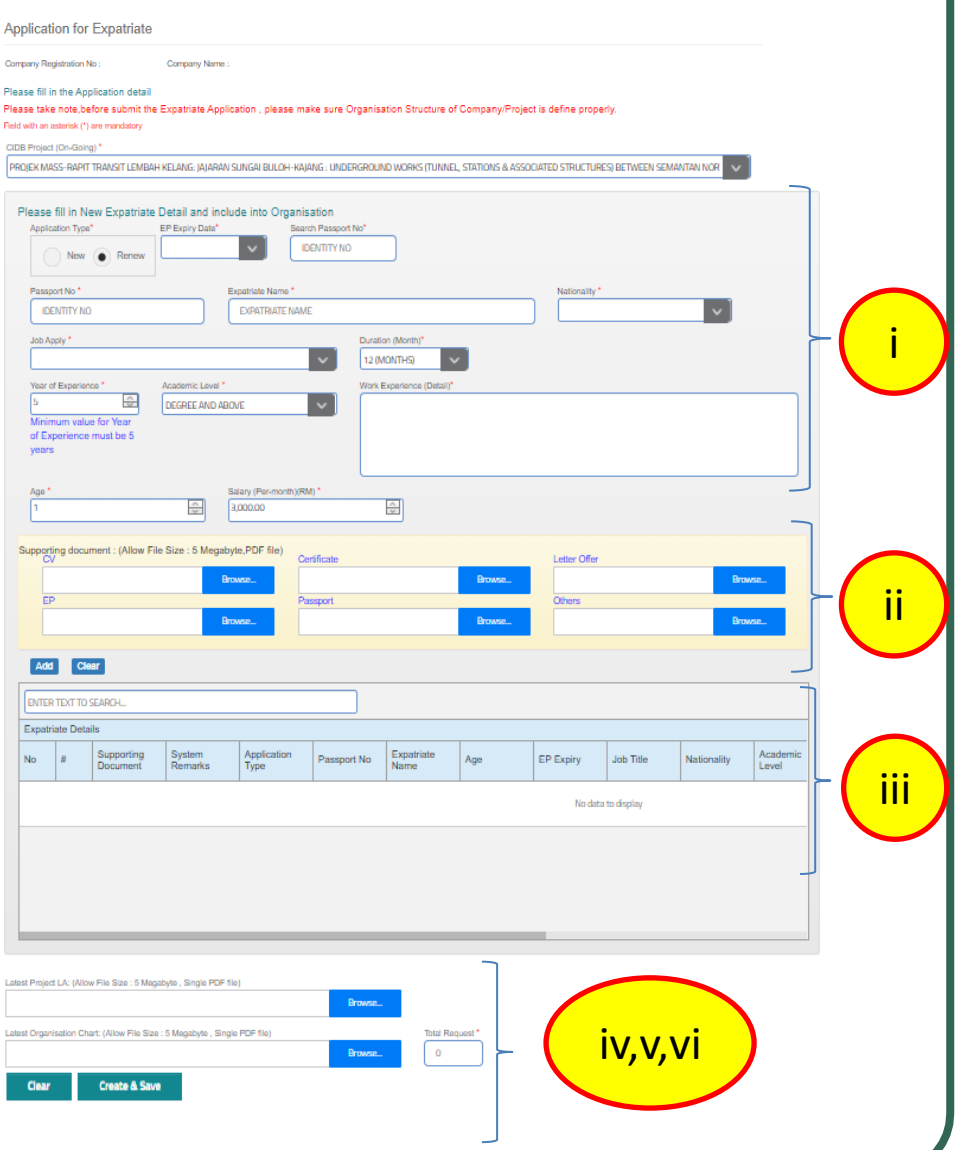
iii. Supporting Document must be upload in separate field according to each category (CV, Certificate, Letter Offer, Passport, EP, Others) (Maximum File Size : 5 Megabyte, in PDF format). “Others” Document that to support the applicant.

iv. Click Add button and the listing will appeared. Added record can be edit

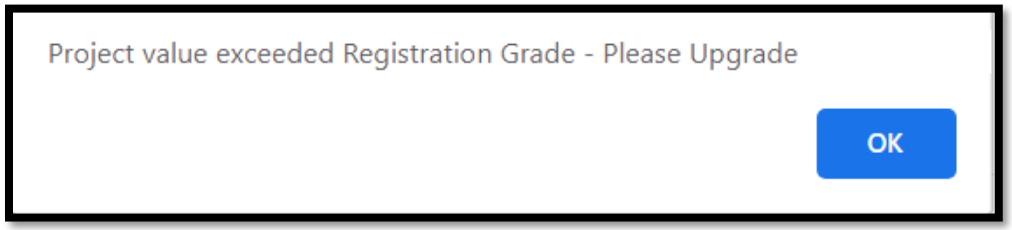
v. Upload Organization Chart and clearly identify local & foreign personnel. i.e:- colour coding, etc.

vi. Upload Letter of Award / Contract Agreement / PO.

vii. Click “Create & Save” to submit application.



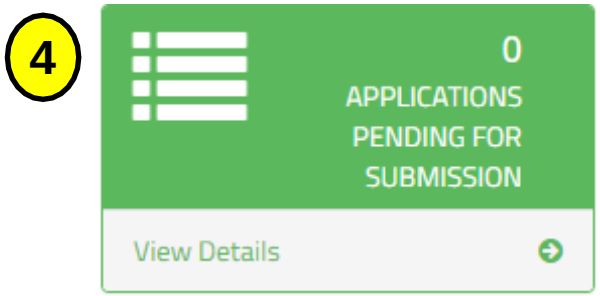
System Notification



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

- If the company project value exceeded Registration Grade

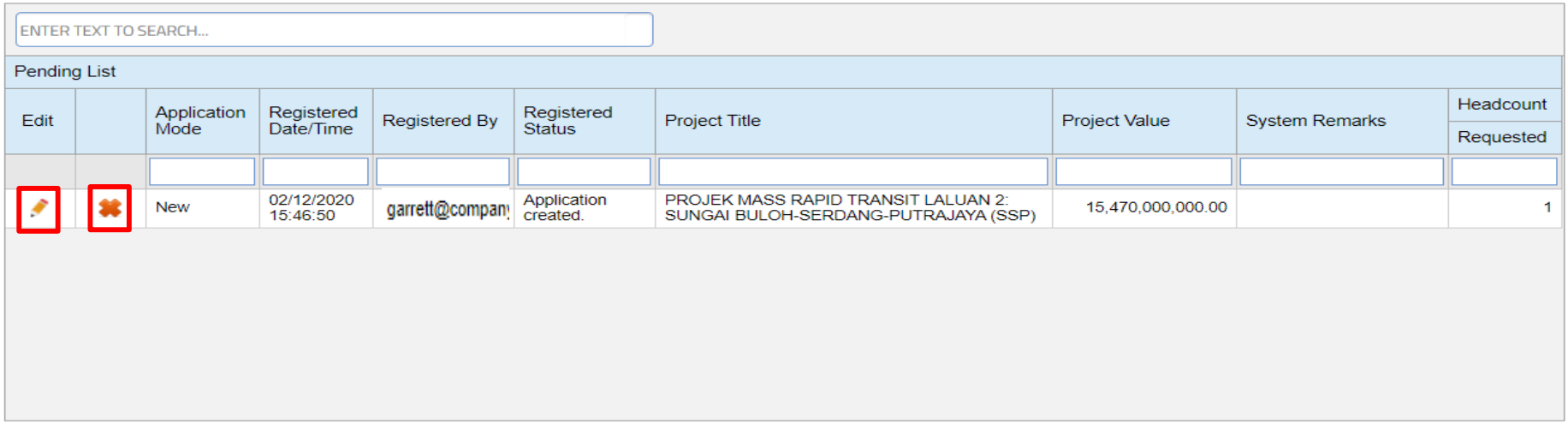
Step 4



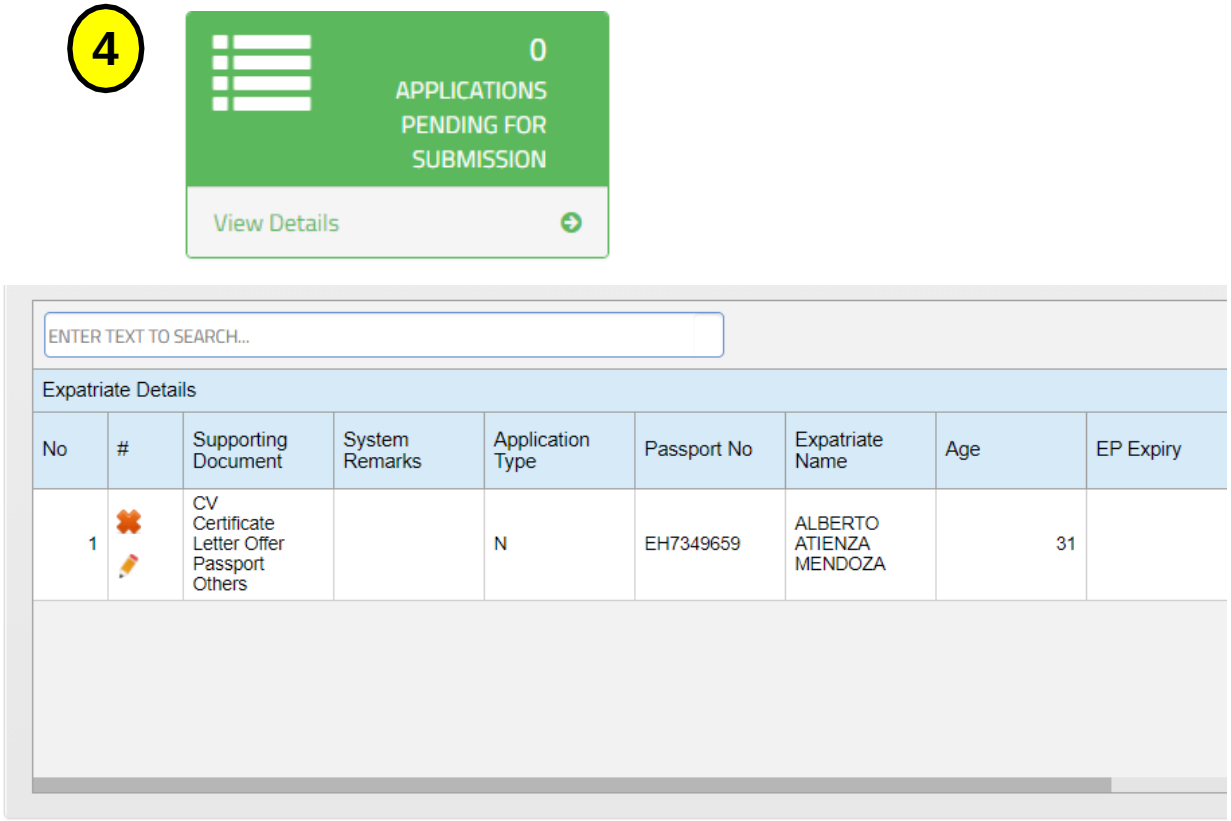
Step 4 :
Application Pending for Submission

NOTES :

1. Review and confirm the Application
2. Click Submit to finalize the application
3. Click "X" to delete application if necessary.



Step 4



Step 4 :
Application Pending for Submission

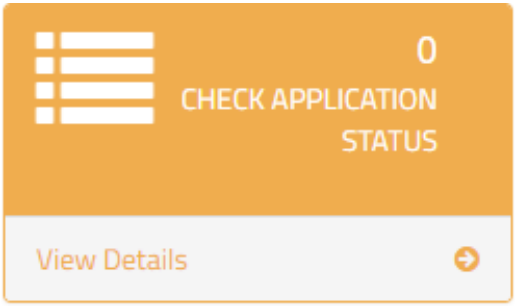
Review the Application

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

Submit

Step 5

5



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

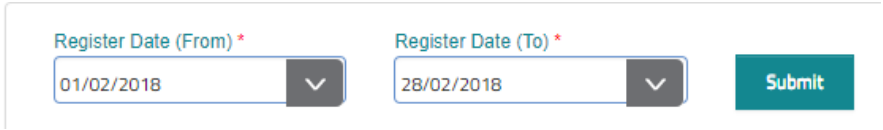
Step 6

6

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



Sample Supporting Letter

CIDB MALAYSIA

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 Pengawai Dagang yang DiSokong seperti nama dibawah :

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

BIL	NAMA	NO.PASSPORT	WARGANEGARA	JAWATAN	TEMPOH (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***

SAMPLE

15 July 2020

Page 1 of 1

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan

Step 7

7

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

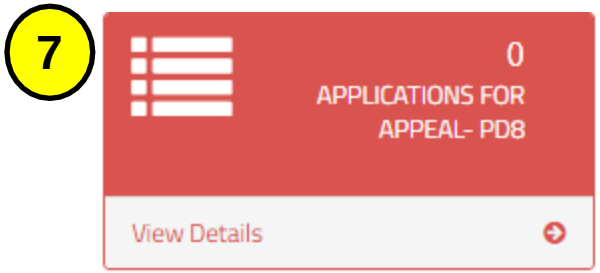
Appeal Pending List

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. 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



Steps 7 :
Select Candidates for Appeal

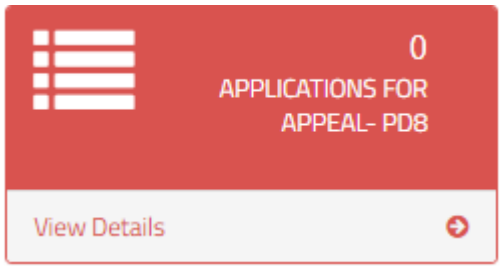
1. Click the X icon to remove an applicant from the Appeal.

Expatriate Details

#	Application Type	Passport No	Expatriate Name	Age	EP Expiry	Job Title	Nationality	Academic Level	Salary Offer	Apply Duration (Month)	Include i Organiza
✖	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

Step 7

7



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

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