



CIMS Expatriate Guide

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

v7 updated 23 August 2021

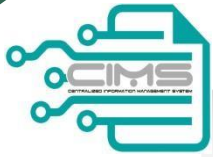
**Bahagian Dasar Personel Binaan
CIDB Malaysia**



Pre-requisites

1. Completed CIMS Company registration.
2. Company has declared all project.
3. Levy project has been paid.
4. Payment has been made through CLAB Expatriate Application System.

Kindly refer to Contractor Registration & Levy Department / CIDB State Office for further clarification on the above issues (1-3).



CLAB Expatriate Application Guide



1

CLAB URL

<https://www.clab.com.my>

1. Login with company CIMS Username and Password



CLAB Expatriate Application

CIMS User id

CIMS Password

Login



CLAB Expatriate Application Process

MENU



Expatriate

1

New Application

Progress list

History

1. System auto display the Application Screen



New Application

Please fill in the detail below

COMPANY DETAIL

SSM NO.

CIDB NO.

COMPANY NAME

COMPANY GRED

COMPANY EXPIRY DATE

APPLICATION DETAIL



Step 1

1



New Application

Please fill in the detail below

COMPANY DETAIL

SSM NO.

CIDB NO.

COMPANY NAME

COMPANY GRED

COMPANY EXPIRY DATE

APPLICATION DETAIL

Application Type

New Renew

Passport No

Passport Holder Name

Nationality

EXPATRIATE LISTING

Show 10 entries

Search:

No.	Passport No	Passport Name	Nationality	Application Type	Renew Date	Action
No data available in table						

Showing 0 to 0 of 0 entries

0 Total Expatriate

As per-list above

RM 0 Total Amount
RM 300.00@perpax

i

ii

iii

Step 1 :

New CLAB Expatriate Application

NOTE:

- i. Key in expatriate details.
- ii. Click on “Add to List” button and the listing will appear. Added record can be edit or delete.
- iii. Click on “Payment” button to proceed with payment screen.

*Please double check all record details are correct before submit the application.



Continue Step 1

1



New Application

Please fill in the detail below

COMPANY DETAIL

SSM NO. CIDB NO.

COMPANY NAME

COMPANY GRED COMPANY EXPIRY DATE

APPLICATION DETAIL

Application Type
 New Renew

Passport No Passport Holder Name

Nationality EP Expiry Date

EXPATRIATE LISTING

Show 10 entries Search:

No.	Passport No	Passport Name	Nationality	Application Type	Renew Date	Action
No data available in table						

Showing 0 to 0 of 0 entries

i,ii

iii

iv

Step 1 :

Renew CLAB Expatriate Application

NOTE:

- i. Select Application Type as renew.
- ii. Fill up the passport number and EP expiry date. Others record will display on screen.
- iii. Click on “Add to List” button and the listing will appear. Added record can be edit or delete.
- iv. Click on “Payment” button to proceed with payment screen.

0 Total Expatriate
As per-list above

RM 0 Total Amount
RM 300.00@perpax



Step 2

2

TOTAL AMOUNT TO PAID: **RM 0**

Person-InCharge

Contact No

▶▶ Submit

i

Step 2 :

Procced Payment

NOTE:

- i. Key in all the data required and click "Submit" button.
- ii. Payment detail will be display and click "Pay" button.

PAYMENT CART

PAYMENT DETAIL

Order Id INV20210822002

Amount RM 0

PAY

Cancel

ii



Continue Step 2

3

SECURE ONLINE PAYMENT i « Payment Options

Amount (MYR)

Order ID

Name





Email

Contact Number

Description

By clicking the continue button, you agree to the [Terms of Service](#) & [Privacy Policy](#).

Pay via Internet Banking (FPX) ii

Powered By:    



Continue Step 2 :
Procced Payment

NOTE:

- i. Click "Payment Options" to choose payment method.
- ii. Key in the data required (If any).
- iii. Click "Pay" button to proceed and complete the payment.

3

MENU

-  **Expatriate** 
- New Application
- Progress list
- History**

Step 3 :

- Check application status on History Page



EP Application history

List of Application waiting for approval from CLAB and history application.

EP HISTORY APPLICATION LISTING

Show entries

Search:

No.	Application No	Total Pax	Total Amount	Submitted date	Status
1	000108	2	RM 0	22/08/2021	Payment Pending MAKE PAYMENT

Showing 1 to 1 of 1 entries

Previous **1** Next



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

Home

Personnel Detail

Personnel Card

Personnel Insurance

Foreign Workers

Expatriates

Job Portal

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- PDB 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.

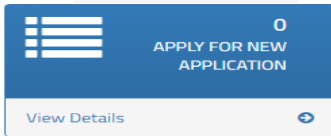
New Job Vacancy

Job Title *



Step 3

3



Step 3 : New Application

NOTES :

- i. Select the Expatriate details on dropdown and 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

CDB Project (On-Going) *

Please select the Expatriate Detail from listing and include into Worker Listing

Please take note , expatriate detail below base on payment done thru Construction Labour Exchange Centre Bhd (CLAB)

Application Type*

New Renew

Passport No *

IDENTITY NO

Expatriate Name *

EXPATRIATE NAME

Nationality *

Nationality

Job Apply *

Job Apply

Duration (Month)*

12 (MONTH)

Year of Experience *

5

Academic Level *

DEGREE AND ABOVE

Work Experience (Detail)*

Work Experience (Detail)

Age *

1

Salary (Per-month)(RM) *

2,000.00

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

CV

Browse...

Certificate

Browse...

Letter Offer

Browse...

Passport

Browse...

Others

Browse...

Add Clear

ENTER TEXT TO SEARCH...

Expatriate Details

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 Workers Listing: (Allow File Size : 5 Megabyte , Single PDF or Excel file)

Browse...

Total Request *

0

Clear Create & Save

i,ii

iii



iv

v,vi,vii





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. Update passport number on “New Passport No” field if applicable.
- iii. Year of Experience based on Academic Level and minimum experience must be 5 years and above.
- iv. 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.
- v. Click Add button and the listing will appeared. Added record can be edit
- vi. Upload “Organization Chart” and clearly identify local & foreign personnel. i.e:- colour coding, etc.
- vii. Upload Letter of Award / Contract Agreement / PO.
- viii. 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 select the Expatriate Detail from listing and include into Worker Listing
Please take note, expatriate detail below base on payment done thru Construction Labour Exchange Centre Bhd (CLAE)

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

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

Job Apply* [dropdown] Duration (Month)* 12 (MONTH-G) [dropdown]

Year of Experience* [dropdown] Academic Level* CERTIFICATE [dropdown] Work Experience (Detail)* [text area]

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

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

CV [Browse...] Certificate [Browse...] Letter Offer [Browse...]
EP [Browse...] Passport [Browse...] Others [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 Workers Listing: (Allow File Size : 5 Megabyte, Single PDF or Excel file) [Browse...]

Total Request* 0

Clear Create & Save

i,ii

iii

iv

v,vi,vii



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



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
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)

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

Total Request *

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

0

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) *

01/02/2018

Register Date (To) *

28/02/2018

Submit

ENTER TEXT TO SEAR

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

☰

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

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

For any enquiries, kindly email to
expatriate@clab.com.my