CIMS Foreign Workers Guide

Manual for **FOREIGN WORKERS** application
(Integration with ePPAx)

v3 updated 15 July 2020

Bahagian Pendaftaran Personel Binaan
CIDB Malaysia

1. Completed CIMS Company registration.

2. Company has declared new project.

3. Levy project has been paid.

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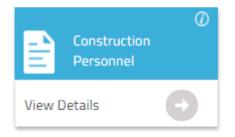
CIMS Foreign Workers Guide

CIDB CARELINE
1300 88 CIDB(2432)
cidb@cidb.gov.my
Isnin - Jumaat (Kecuali Hari Kelepasan Am)
8:30 AM - 5:30 PM

(1)

Log masuk ke akaun CIDB anda

👤 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 ➔

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

1. Login with your CIMS Username and Password

   Nothing Happens!
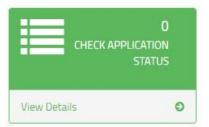   *Your company has not complete the Registration*

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

CIMS Foreign Worker MENU

1

Foreign Workers

1. Click **Foreign Workers** in top Menu

2. System displays the Foreign Workers screen

2

Foreign Workers

0 APPLY FOR NEW APPLICATION	0 CHECK APPLICATION STATUS	0 PERMIT VS CONSTRUCTION PERSONNEL CARD ISSUED	0 APPLICATION HISTORY
View Details	View Details	View Details	View Details

Apply Application

1

	0
☰	**APPLY FOR NEW APPLICATION**

View Details ➡

Application for Foreign Workers

Company Registration No :   Company Name :

Please fill in Personal detail

Field with an asterisk (*) are mandatory

The following are the requirements for foreign workers (EPPAX) applications:

1. **Completed CIMS Company Registration**
2. **Company has declared new project.**
3. **Levy project has been paid.**

Steps:
1. Click "Apply for New Application"

A) Select CIDB Project (On-Going)
B) Select Project Category
C) Upload Project LA and Levy Receipt / L2 (Single PDF) (Allow File Size : 5Mb – PDF file)
D) Fill in the Total Request for Foreign Workers
E) Please ensure that all data complete before click "Submit" button.

A CIDB Project (On-Going) *

[▼]

B Project Category *

[▼]

C Latest Project LA and Levy Receipt/L2 : (Allow File Size : 5 Megabyte , PDF file)*
Please compile in one PDF file

[Browse..]

D Please fill in the Total Request for Foreign Workers.

Total Request (Pax) *

[0]

E

[Clear] [Submit]

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 as below 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

1

Application for Foreign Workers / *Permohonan Pekerja Asing*

Application has been received and will be processed within **7 working days**.
Please email to **papd@cidb.gov.my** if you did not receive any result after **7 working days**.

Permohonan yang telah diterima akan diproses dalam tempoh **7 hari bekerja**.
Sila e-mel ke **papd@cidb.gov.my** jika anda tidak menerima sebarang keputusan selepas **7 hari bekerja**.

2

From: info@cidb.com.my [mailto:info@cidb.com.my]
Sent: Saturday, 28 October, 2017 2:28 PM
To: pemohon@demo.com.my
Subject: Foreign Workers Application Approved

Your application has been supported, please visit the EPPAX system to apply for JCS foreign workers.

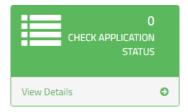Permohonan anda telah disokong, sila layari sistem EPPAX untuk membuat permohonan JCS pekerja asing.

Thank You / *Terima kasih*

1. System shall display a message that your application has been submitted.

2. Once CIDB Officers has reviewed the application, CIMS System shall sent a notification email to your company registered email address.

3. Kindly proceed to EPPAX for the next steps

Check Status

2

```
0
CHECK APPLICATION
STATUS

View Details  →
```

Progress List of Application for Foreign Workers

Company Registration No :   Company Name :

Registered Status

APPLICATION IN-PROGRESS	∨

ENTER TEXT TO SEAR

In-Progress Details

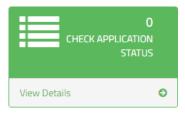| Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Proje
18/02/2018 08:28:28	garrett@comp	A COMPANY CORPORATION SDN. BHD.	Application In-Progress	Projek Mass Rapid Transit Laluan 2: Sungai Buluh - Serdang-Putraja (Ssp) ; Package V209:Construction And Completion Of Viaduct Guideway And Other Associated Works From Perisaran Alpina To	

Steps:
1. Click Foreign Workers in top Menu
2. Click Check Application Status

You can check the status of the application in the "Check Application Status".

Application Recommended

2

	0
☰ CHECK APPLICATION STATUS	
View Details ➔	

Steps:
2. Click Check Application Status

You can check the status of the application in the "Check Application Status" under "**Recommended**" status

Progress List of Application for Foreign Workers

Company Registration No :   Company Name :

Registered Status

RECOMMENDED	⌄

ENTER TEXT TO SEAR

In-Progress Details

Registered Date/Time	Registered By	Company Name	Registered Status	Project Title	Proj
08/02/2018 16:30:18	garrett8@con	A COMPANY CORPORATION SDN. BHD.	Recommended	Projek Pembangunan Loji Rawatan Air Labohan Dagang, Daerah Kuala Langat, Selangor Pakej B – Membina, Menguji Dan Mentauliah Sebuah Tangki Air Konkrit Bertetulang Muatan 40ML, Kerja-Kerja Cerun, Jalan Masuk Serta Kerja-Kerja Berkaitan Di Bukit Juora, Kuala Langat	

Application Rejected

3

0
APPLICATION
HISTORY

View Details ➜

Registered Date/Time	Registered By	Company Name	Registered Status	CIDB Message
08/02/2018 14:14:33	garrett@company	A COMPANY CORPORATION SDN. BHD.	Application Rejected	nilai projek tidak sama dengan dokumen yang dimuatnaik tarikh tamat projek tidak sama dengan dokumen yang dimuatnaik

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For any enquiries, kindly send email to
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