



CIMS Foreign Workers Guide

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

v5 updated 22 August 2021

**Bahagian Dasar Personel Binaan
CIDB Malaysia**



Pre-requisites

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

The screenshot shows the CIMS website interface. At the top left, there is a logo for CIDB CARELINE with contact information: 1300 88 CIDB(2432), cidb@cidb.gov.my, and operating hours: Isnin - Jumaat (Kecuali Hari Kelepasan Am) 8:30 AM - 5:30 PM. A call center icon is also present. Below this is a login form with the heading "Log masuk ke akaun CIDB anda" (marked with a yellow circle '1'). The form includes fields for "ID pengguna" and "Kata laluan", a "Logot Kata laluan" checkbox, and a "Log Masuk" button. Below the login form, there are sections for "Kontraktor Berdaftar" and "Daftar Baru". On the right side, a navigation menu is visible, with a "Construction Personnel" button (marked with a yellow circle '2') and a "View Details" button with a right arrow icon.

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
View Details →

0
CHECK APPLICATION STATUS
View Details →

0
PERMIT VS CONSTRUCTION PERSONNEL CARD ISSUED
View Details →

0
APPLICATION HISTORY
View Details →



Apply Application

1

0
APPLY FOR NEW APPLICATION
View Details

- Steps:**
1. Click "Apply for New Application"
 - A) Select CIDB Project (On-Going)
 - B) Select Project Category
 - C) Upload Latest Project LA, CIDB Levy Receipt / L2 and Others (in 3 Seperate 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.

Application for Foreign Workers

Company Registration No : 934628H Company Name : MMC GAMUDA K

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.

DISCLAIMER : The application for foreign workers through CIDB CIMS system is only valid for on-going projects in Peninsular Malaysia only.

PENAFIAN : Permohonan Pekerja Asing melalui sistem CIMS CIDB hanya bagi projek yang dijalankan di Semenanjung Malaysia sahaja.

A CIDB Project (On-Going) *
234582; PROJEK MASS-RAPIT TRANSIT LEMBAH KELANG; JAJARAN SUNGAI BULOH-KAJANG : UNDERGROUND WORKS (TUNN) ▼

Project Category * **B**

Latest project LA (Allow File Size : 5 Megabyte , PDF file)*
Please compile in one PDF file
C Browse...

CIDB Levy Receipt / L2 (Allow File Size : 5 Megabyte , PDF file)*
Please compile in one PDF file
 Browse...

Others (Allow File Size : 5 Megabyte , PDF file)
Please compile in one PDF file
 Browse...

Please fill in the Total Request for Foreign Workers.

Total Request (Pax) *
D

E



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



Next steps

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 | garretti@com | 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

Progress List of Application for Foreign Workers

Company Registration No :

Company Name :

Registered Status

RECOMMENDED

ENTER TEXT TO SEARCH

In-Progress Details

| Registered Date/Time | Registered By | Company Name | Registered Status | Project Title | Proj |
|----------------------|---------------|---------------------------------|-------------------|---|------|
| 08/02/2018 16:30:18 | garrett8@com | 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 Jura, Kuala Langat | |

Steps:



2. Click CheckApplication Status

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



Application Rejected

3

0
APPLICATION HISTORY
[View Details](#) 

Steps:

3. Click Foreign Workers in top Menu and Click Application History

You can check the status of the rejected application in the "Application History" Refer to the CIDB message column.

| 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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