



# CIMS Stranded Guide

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## Manual for **STRANDED** Expatriate Application (CIDB Supporting Letter)

v1 updated 15 July 2020

**Bahagian Pendaftaran Personel Binaan**  
**CIDB Malaysia**



# CIMS Stranded 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 Stranded 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 1

View Details

CHECK APPLICATION STATUS 0

View Details

SUPPORTING LETTER 11

View Details

APPLICATIONS FOR APPEAL- PDB 0

View Details

APPLICATION FOR STRANDED 0

View Details

CHECK APPLICATION STRANDED STATUS 1

View Details

SUPPORTING LETTER STRANDED 0

View Details



# Application Process

1

0  
APPLICATION FOR STRANDED

View Details

2

1  
CHECK APPLICATION STRANDED  
STATUS

View Details

3

0  
SUPPORTING LETTER STRANDED

View Details

## Application Steps

**Step 1:**  
Application For Stranded

**Step 2:**  
Check Application Stranded  
Status

**Step 3:**  
Supporting Letter Stranded



# Step 1

1

0

APPLICATION FOR STRANDED

View Details

## Application for Foreign Expatriate (Stranded)

Company Registration No : 521393A Company Name : SANTARLI SDN. BHD.

a

Search Passport

IDENTITY NO

CIDB Project (On-Going)

b

Current Expatriate Detail

Passport No \* IDENTITY NO

Expatriate Name \* EXPATRIATE NAME

Nationality \* [dropdown]

Job Apply \* [dropdown]

Academic Level \* CERTIFICATE

Duration (Month)\* 12 (MONTHS)

Year of Experience \* 1

Work Experience (Detail)\* [text area]

Age \* 1

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

c

Fill Expatriate Expiry date and Upload Latest EP Document

EP Expiry Date \* [calendar icon]

EP (PDF file) Browse..

Project LA (Click to View)

Organization Chart (Click to View)

Clear Submit

d

### Step 1 :

### Application For Stranded


#### NOTE:


- a) Key in passport number for the stranded personnel.
- b) All existing record will be display including supported project and document.
- c) Key in EP expiry date and attach EP supporting document. (PDF file)
- d) Submit button will appear once record display and application can be submitted.



# Step 5

2

 1  
**CHECK APPLICATION STRANDED STATUS**

[View Details](#) 

**Step 2:**  
Check Application Status

ENTER TEXT TO SEARCH

In-Progress Details

Edit	Application Type	Submission Date/Time	View	Registered By	Registered Status	Company Name	Project Title
	New	19/06/2020 21:44:29		garret@company	Application In-Progress	COMPANY SDN.BHD	TOWER, PODIUM FACADE & MOCK-UP WORKS CAI BANGUNAN PERDAGANGAN BERCAMPUR 118 TINJAUAN 795.796.797.799.800 & SEBAHAGIAN LOT 746, REZA BANDAR KUALA LUMPUR

3

0

SUPPORTING LETTER

View Details
➔

**Step 3 :**  
Supporting Letter

1. Click the Print icon button to display the Supporting Letter
2. Print or Save the Supporting Letter
3. Click this button to view the submitted application.

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			19/06/2020 21:44:29	garret@ company	COMPANY SDN.BHD	Application Reviewed (Final)	TOWER, PODIUM FACADE & MOC BANGUNAN PERDAGANGAN BER 795,796,797,799,800 & SEBAHAGI BANDAR KUALA LUMPUR
1 & 2	3						



# Sample Supporting Letter



Nama Syarikat : COMPANY SDN.BHD

Tajuk Projek : PROJEK PEMBINAAN BANGUNAN A2

No Rujukan Kami : UEPA/2020/15(S)

Tarikh Terima Permohonan : 14/07/2020

Tarikh Dikeluarkan : 14/07/2020

Salinan Kepada : TALENT CORPORATION MALAYSIA BERHAD

Senarai Pengawal Dagang yang dimohon seperti nama dibawah (TERKANDAS SEMASA PKP) :

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

BIL	NAMA	NO.PASSPORT	WARGANEGARA	JAWATAN	STATUS
1	KUNKAT	XX12345678	Thailand	STRUCTURAL COORDINATOR	DISOKONG

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

\* Surat ini hanya sah laku dalam tempoh 30 hari dari tarikh dikeluarkan dan akan terbatal dengan sendirinya sekiranya melepasi tempoh sah laku

14 July 2020

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Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan





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