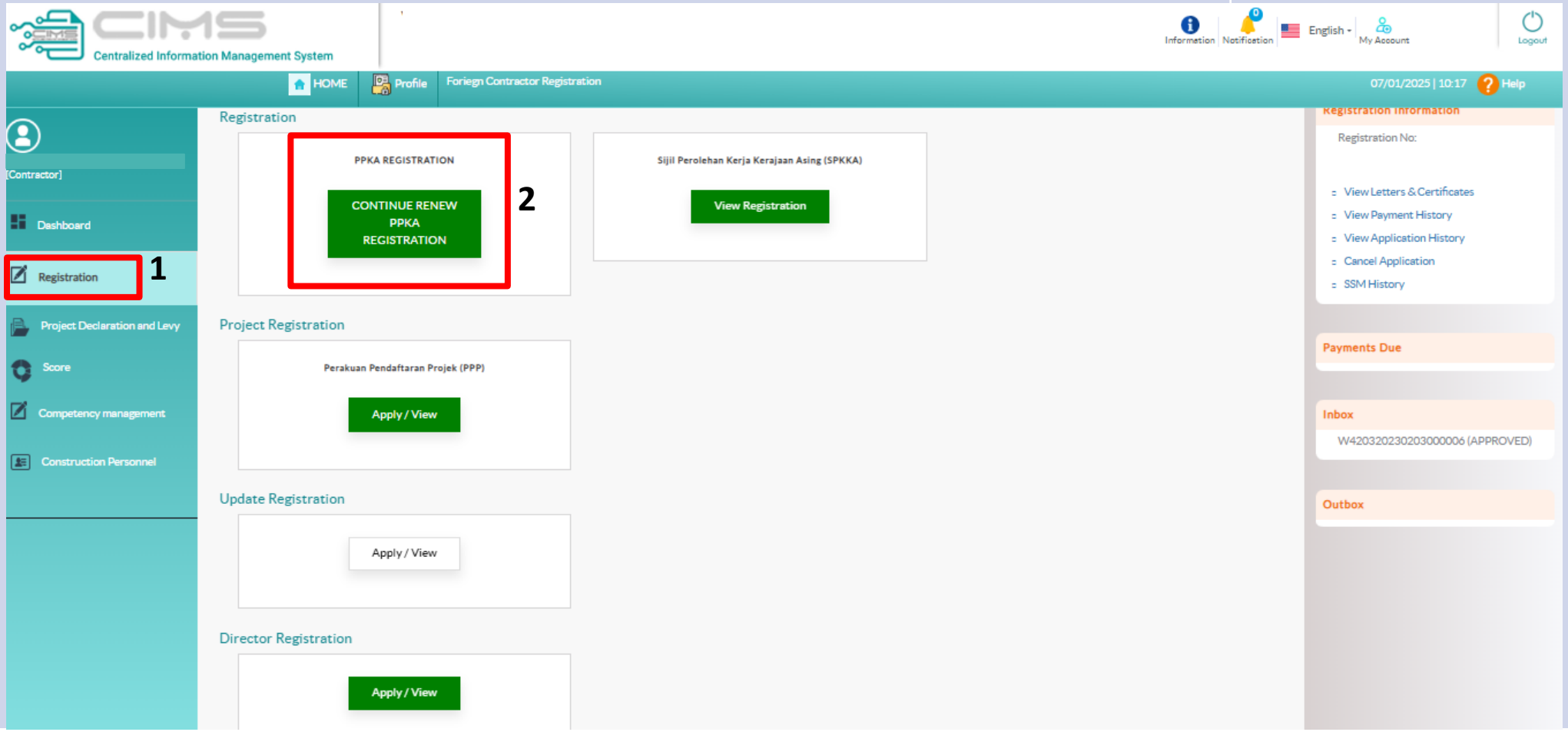
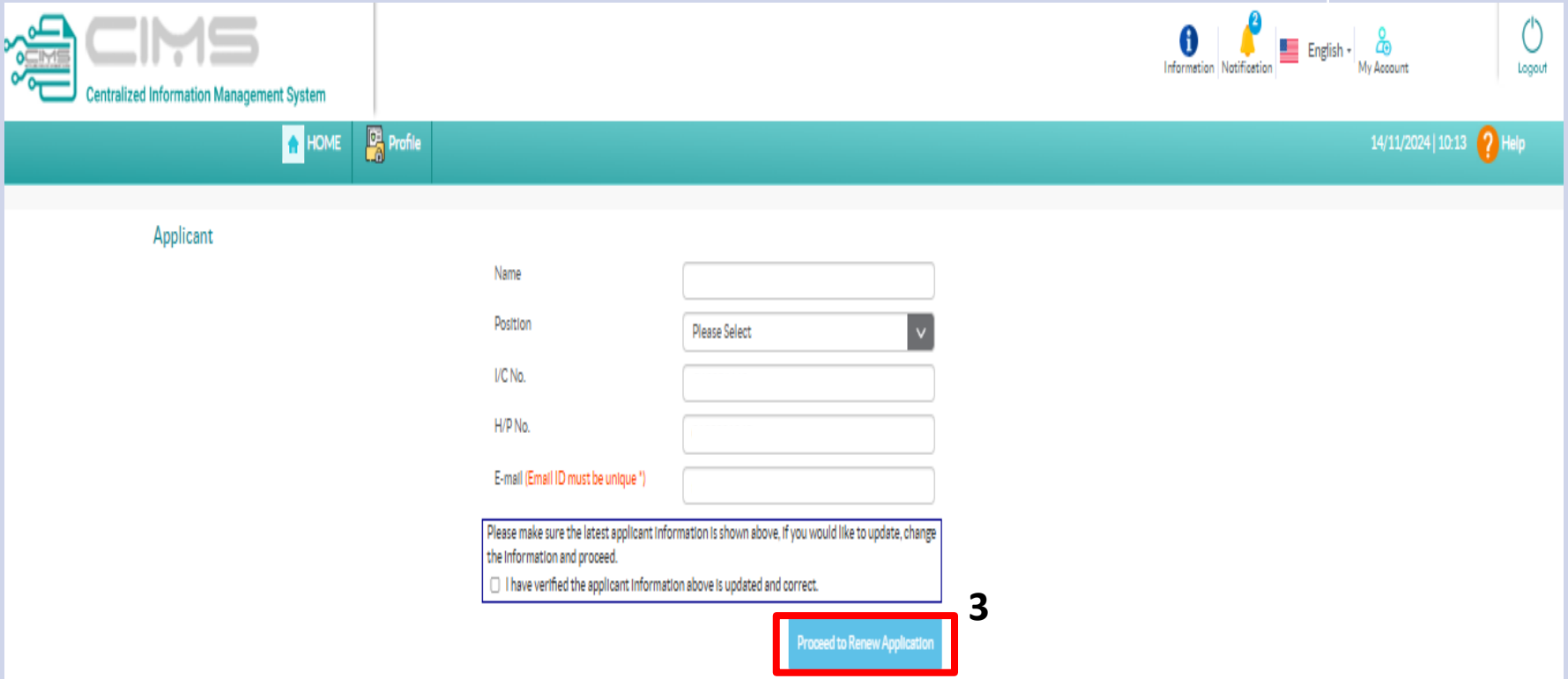
# MANUAL PENGGUNA
# (KONTRAKTOR)
# PENDAFTARAN SEMULA
# PERAKUAN PENDAFTARAN KONTRAKTOR ASING
# (PPKA)

02/01/2025 v.01

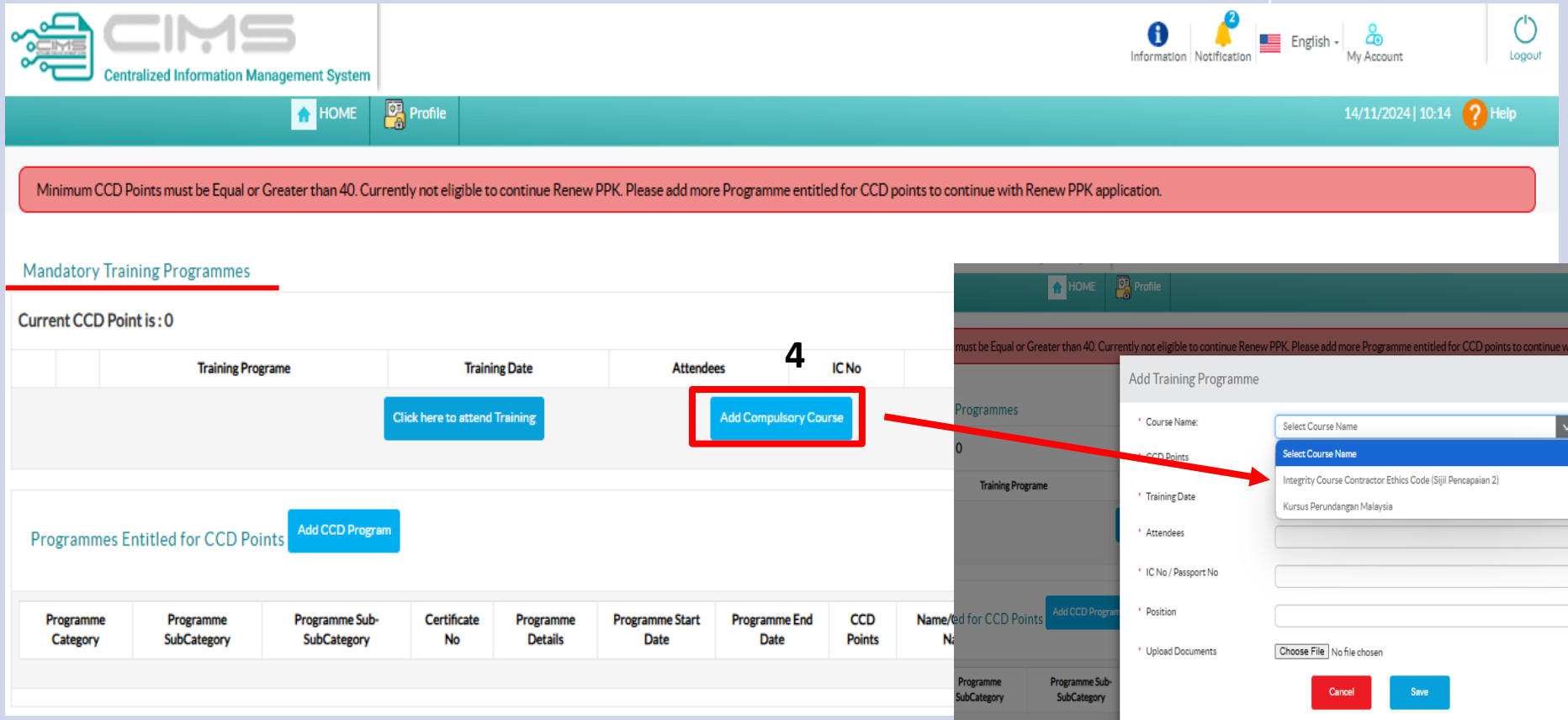
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Login in CIMS**<br>https://cims.cidb.gov.my/SMIS/regcontractor/index.vbhtml<br>Key-in the url in your browser.<br>▷ Login via given **user ID and password**<br>▷ Click **Registration > Renew PPKA Registration** | ▷ Able to login and enter sub menu |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Applicant Info**<br>▷ **Update all Applicant** Info<br>▷ Click **Proceed to Renew Application** | ▷ Able to update Applicant Information and proceed |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **CCD Point**<br>▷ All registered contractor require **to have a valid SCORE**<br>▷ As this is a first time Renewal for all PPKA company, mandatory to declare **Integrity Course and Legal Course**<br>▷ Minimum 40 CCD points to proceed with 1 year Renewal<br>▷ After key in CCD point info, proceed to next step **(Click Save & Continue)** | ▷ Mandatory to declare :<br>1. Kursus Integriti dan Kod Etika Kontraktor<br>2. Kursus Perundangan Malaysia |



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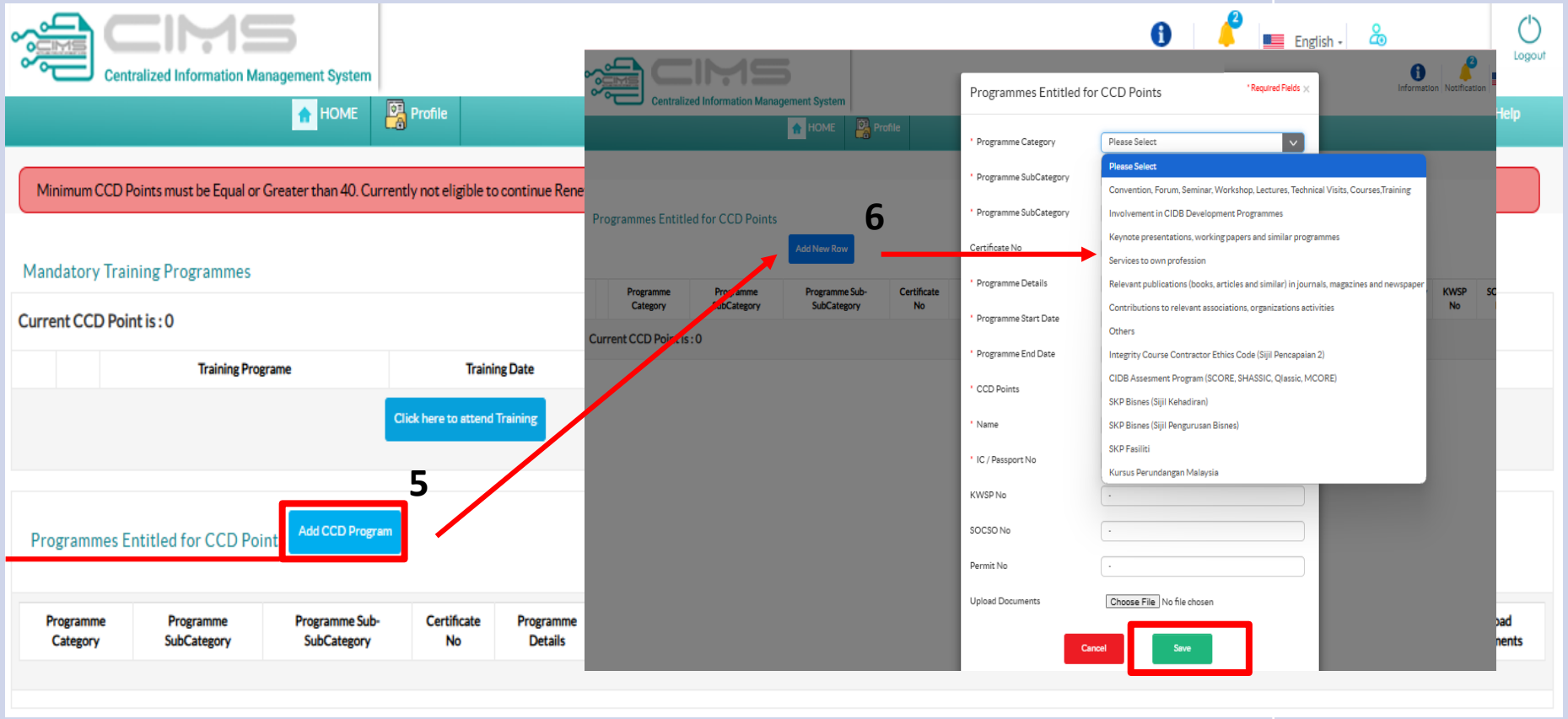

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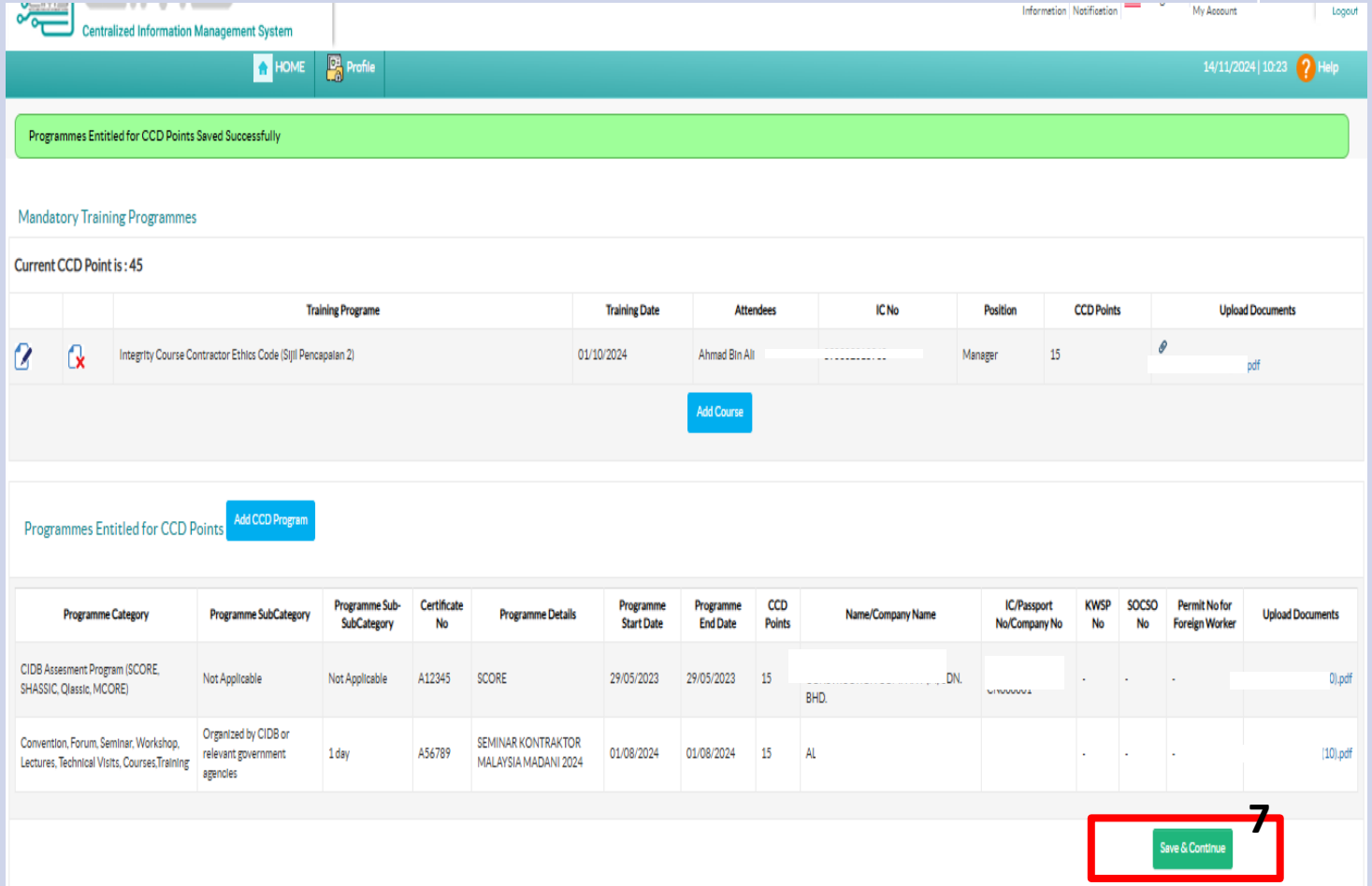
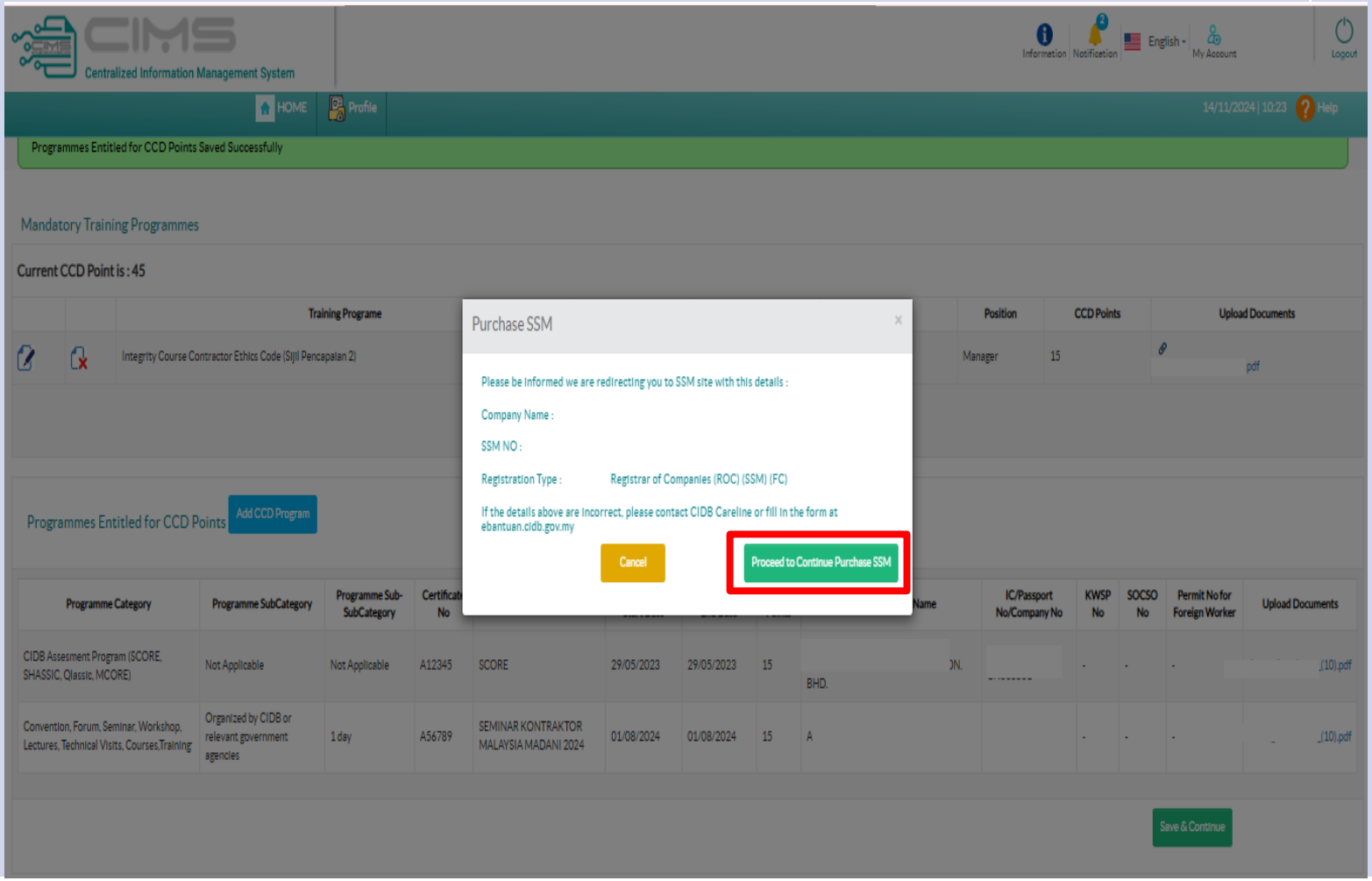
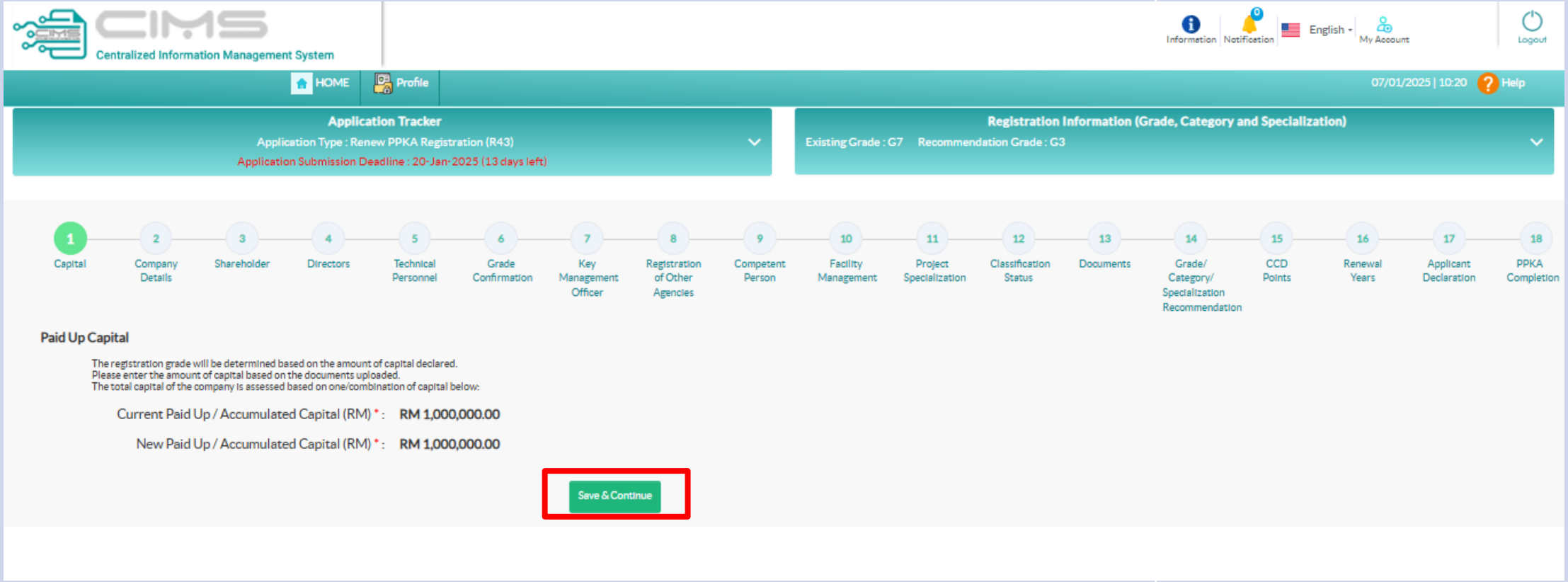
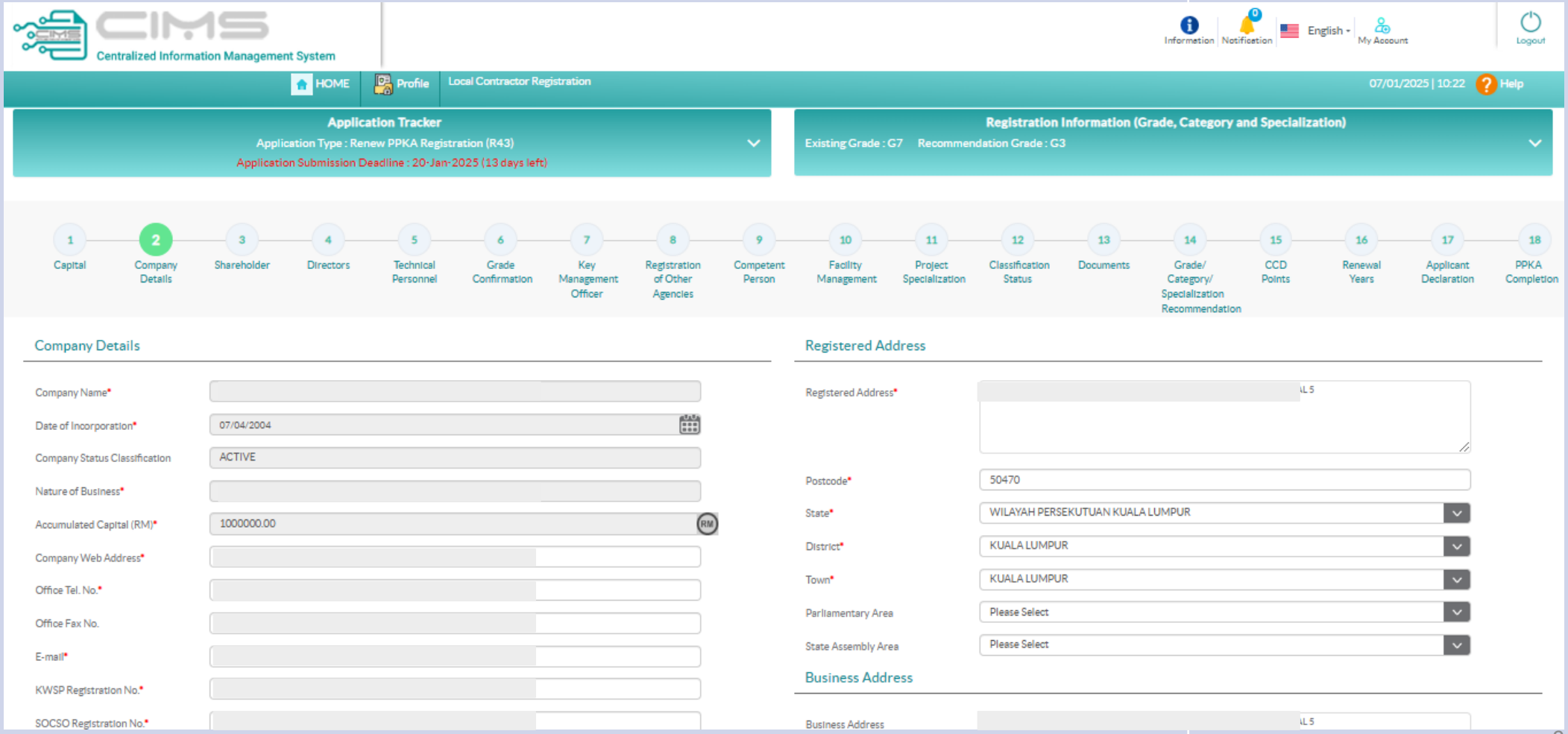


| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **SSM Purchase**<br>▷ System will direct to purchase SSM info (ROC) at SSM site, once done will direct back to CIMS Landing Page.<br>▷ Please relogin after SSM purchase done. Click **Registration > Continue**<br>▷ Click **Continue** to proceed to Application forms.<br>  | ▷ System will populate XML Data fetched from SSM<br>▷ System displays the 1 - Capital Info Page |

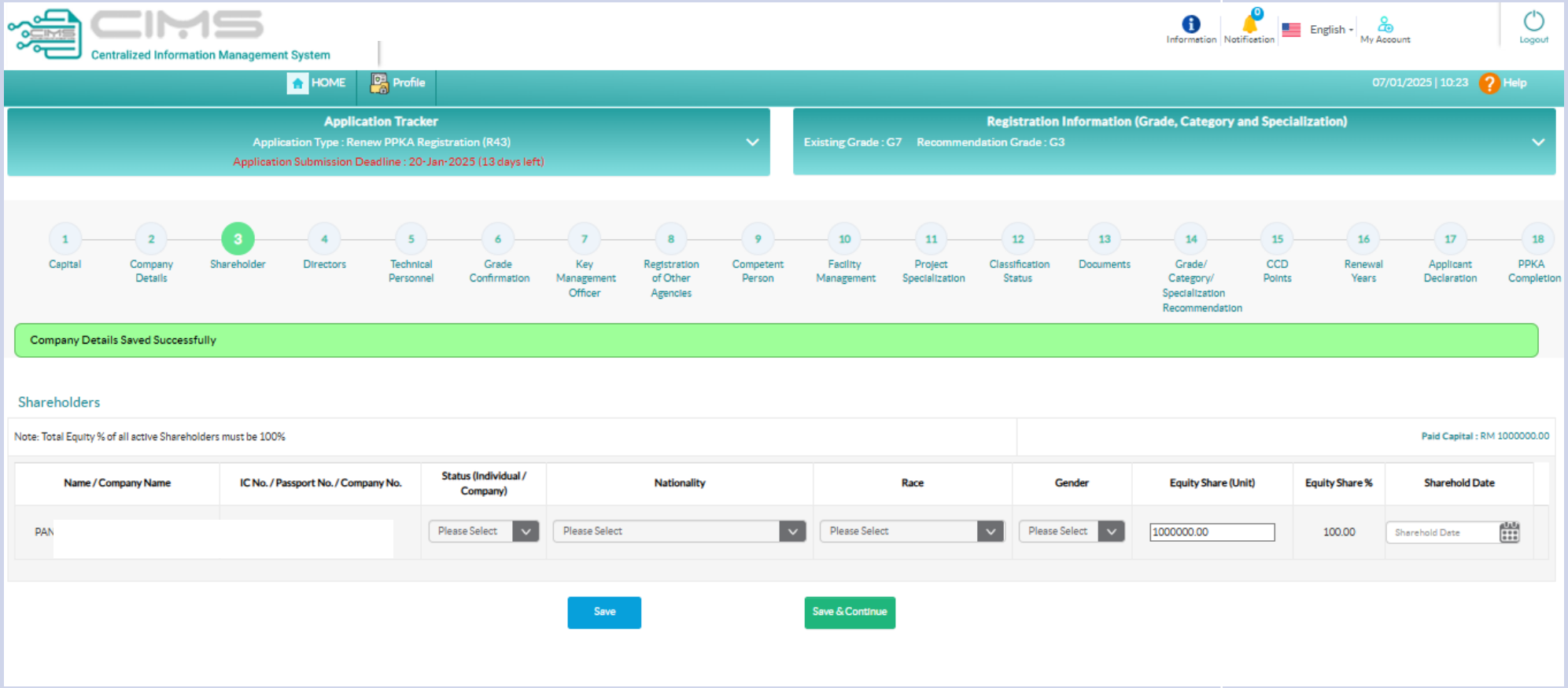
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Capital Page**<br>▷ For ROC – System will display Paid Up Capital<br>▷ Click **Save & Continue** button | ▷ Next System displays 2 – Company Details Page<br>Company details (SSM) filled in automatically by system |



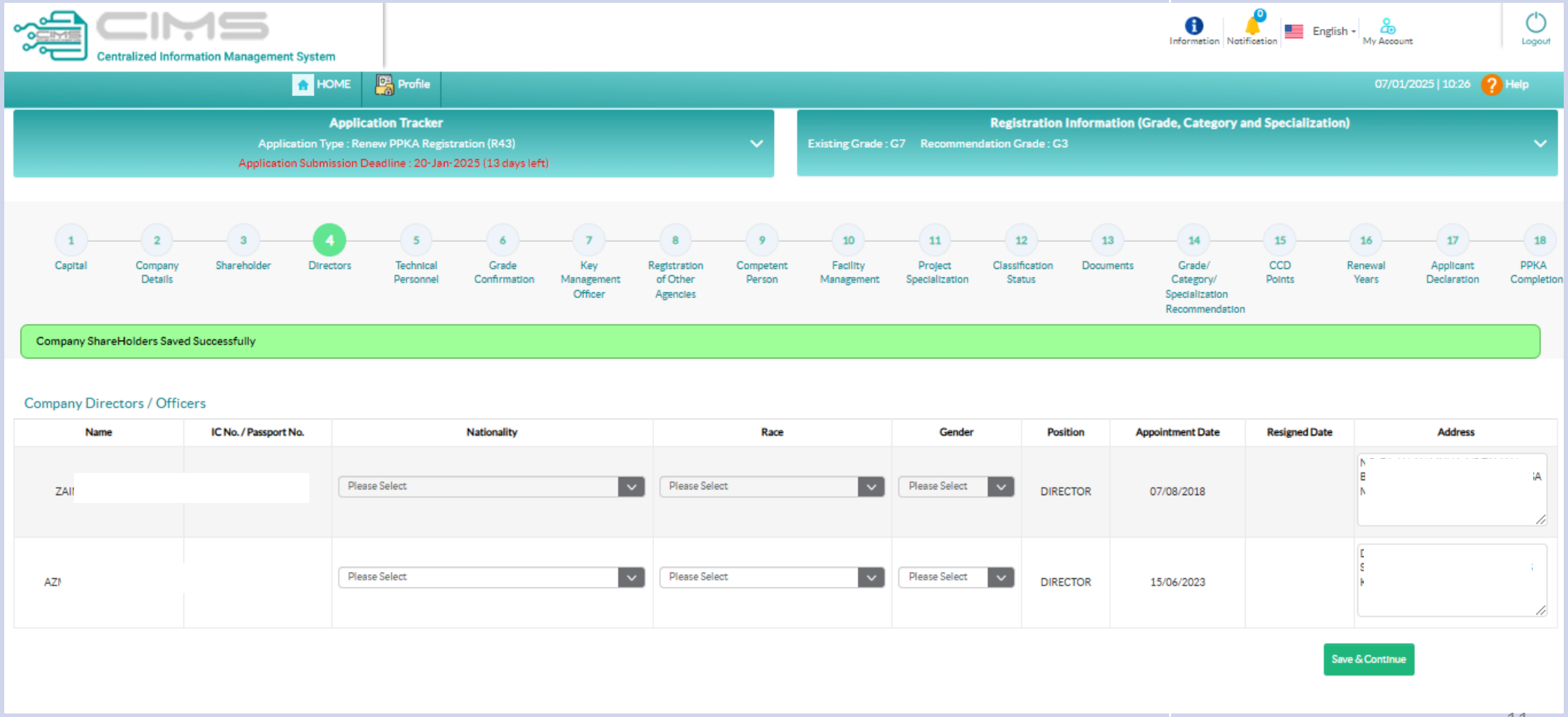
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Company Detail Page**<br>▷ Key-in/select the other required information at this Company Details Page<br>▷ Click **Save & Continue** button | ▷ Next System displays 3 – Shareholder Page<br><br>Company Shareholder information (SSM) filled in automatically by system |



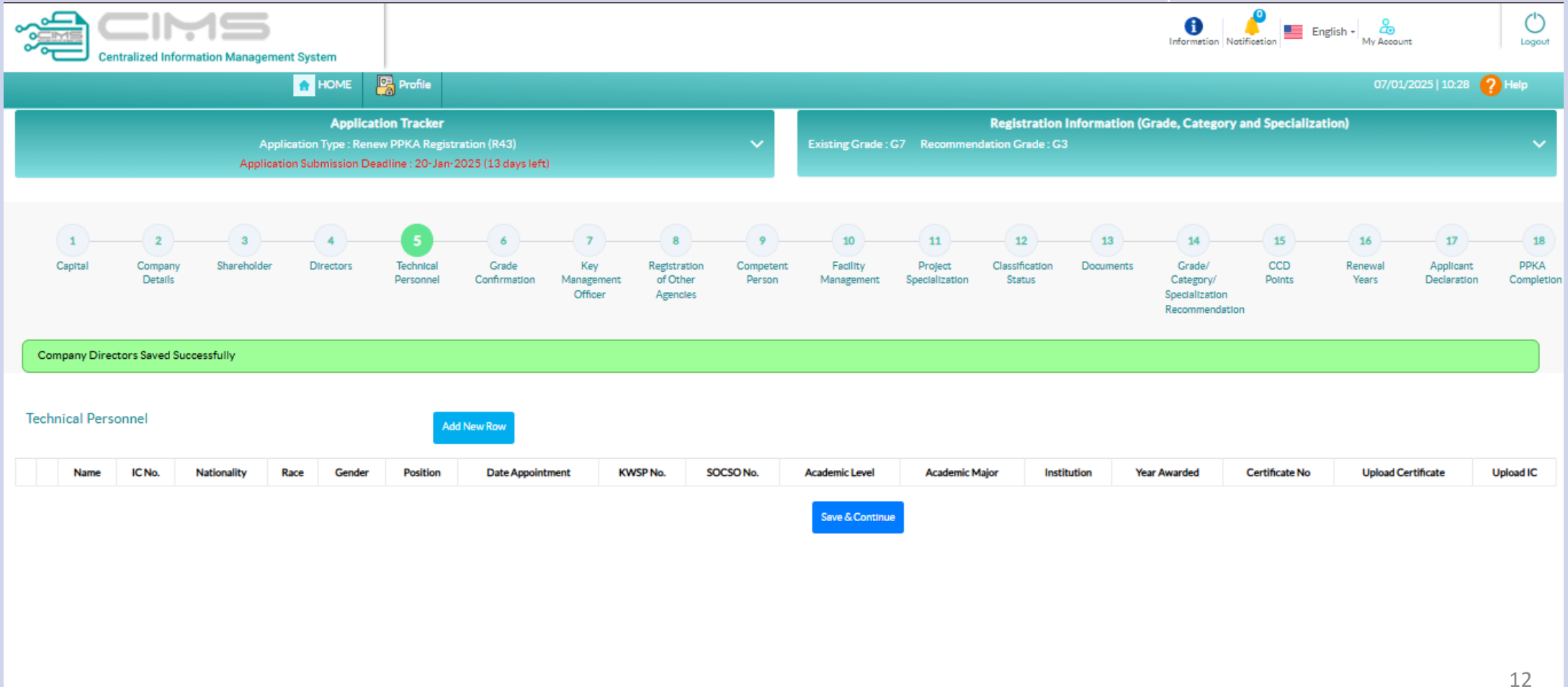
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Shareholder Page**<br>▷ Key-in/select the other required information at this Shareholder Page<br>▷ Click **Save & Continue** button<br><br>Note : Foreign Country and CPTPP Status will be derived from what is keyed in here in Shareholder Page (Nationality)<br>CPTPP Country (Malaysia, Singapore, Australia, Canada, Japan, Mexico, New Zealand, Peru, Vietnam, Brunei and Chile) | ▷ Next System displays – Director Page<br><br>Shareholder information (SSM) filled in automatically by system |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Director Page**<br>▷ Key-in/select the other required information at this Director Page<br>▷ Click **Save & Continue** button | ▷ Next System displays the 5 – Technical Personnel Page<br>▷ Indicative Grade, with Basic Category, Specialization is shown in CGS Tracker |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Technical Personnel Page**<br>▷ Click **Add New Row+** button<br>▷ Key-in Technical Personnel information in the pop-up window<br>▷ On completion of the technical personnel information, Click **Save** button<br>▷ Click **Save & Continue** button | ▷ Next System displays the 6 – Grade Confirmation Page |



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|---|---|---|
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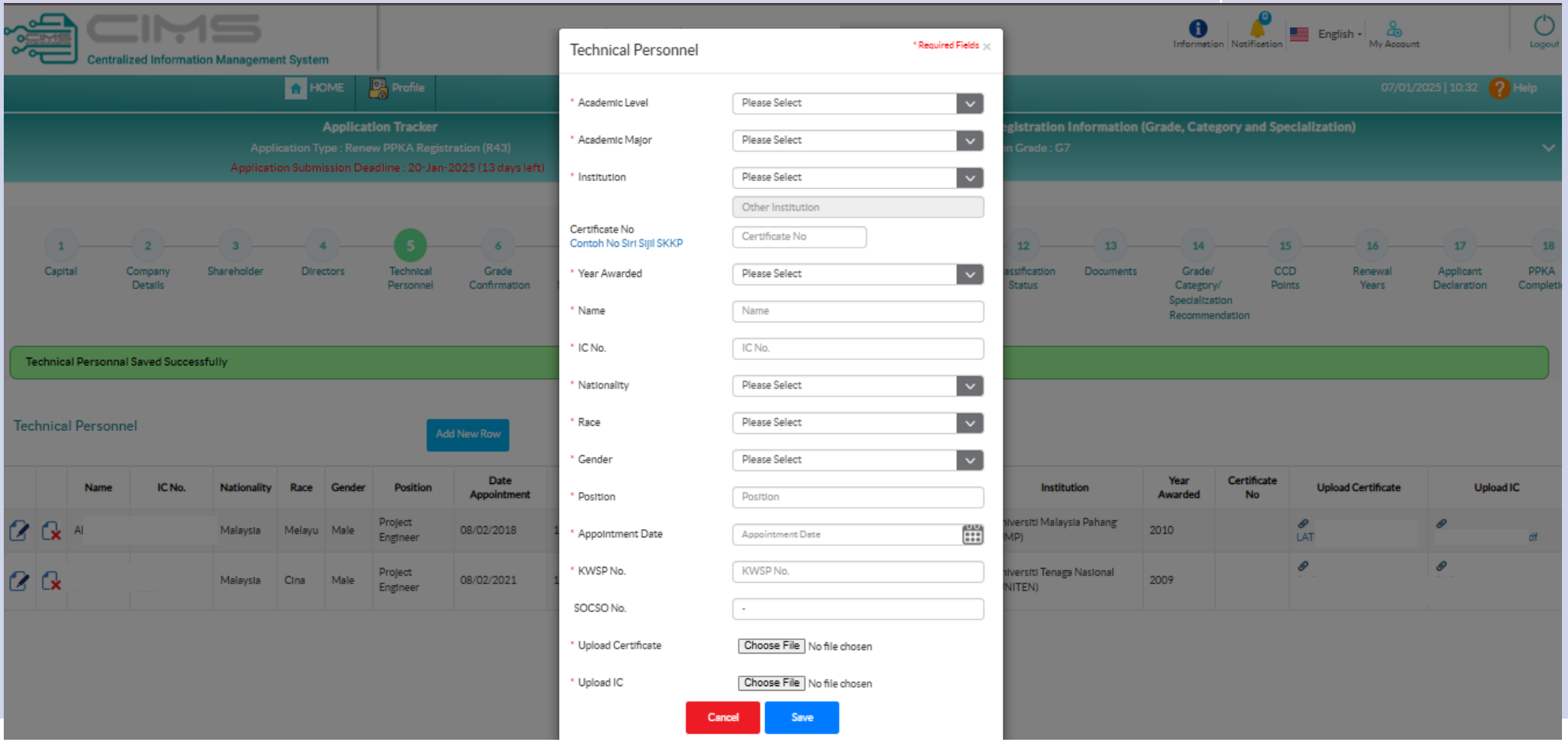
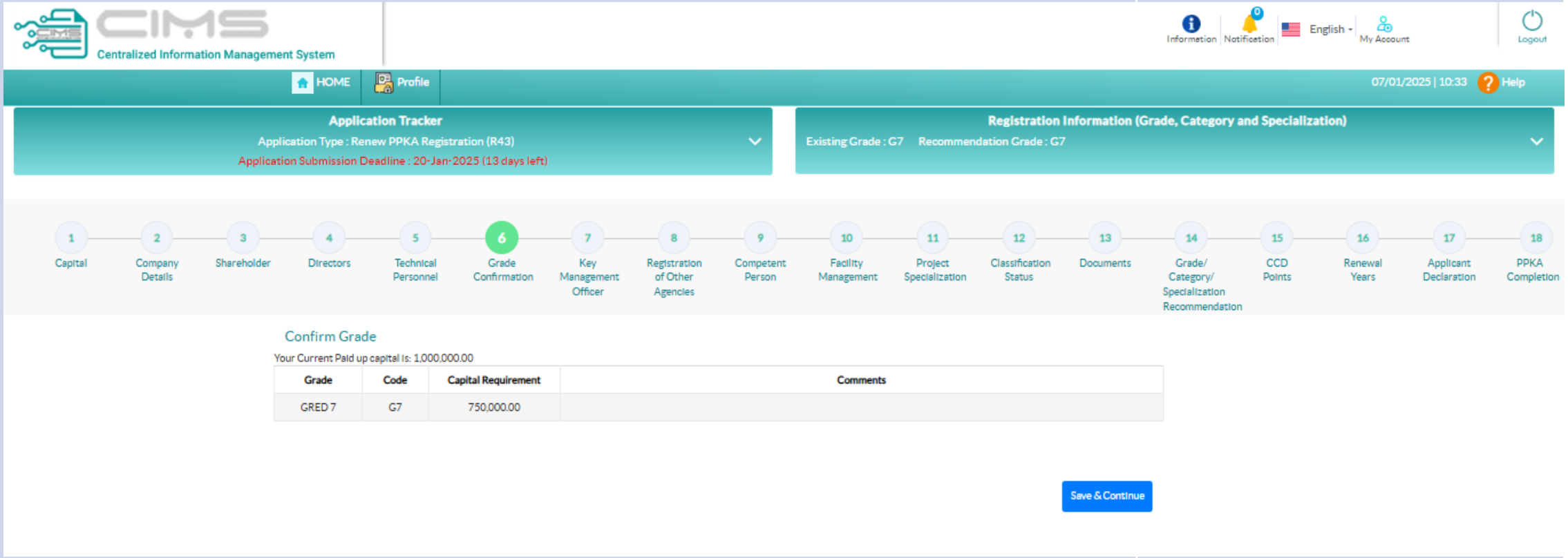
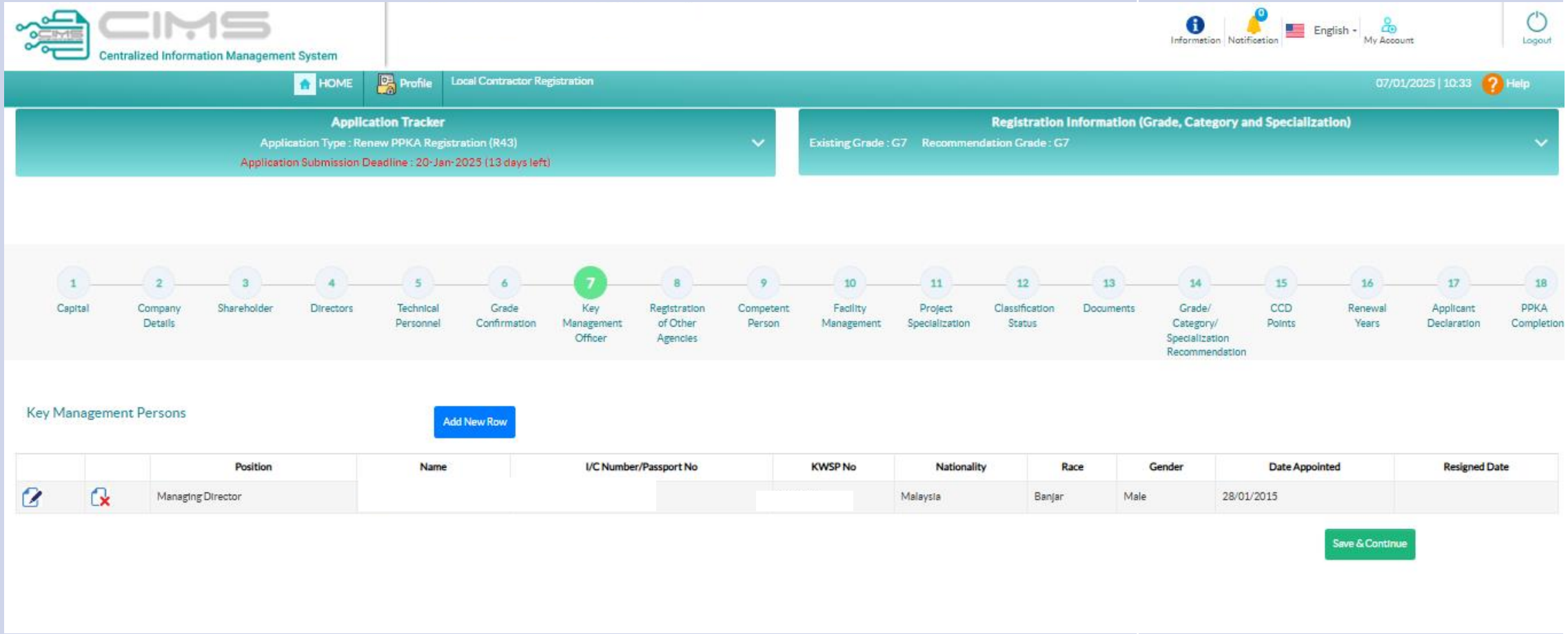


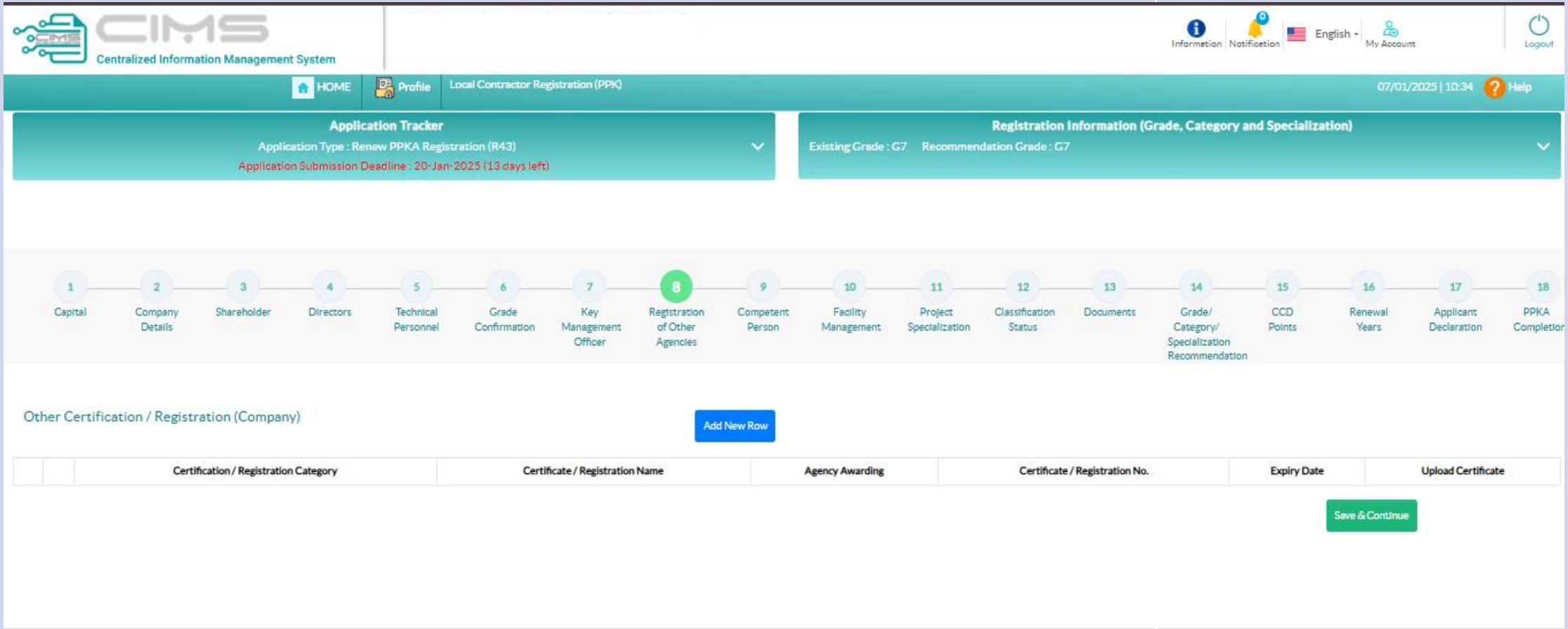
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Grade Confirmation Page**<br>▷ Based on the Capital and Technical Personnel declared, system will derive to G7 based on enough Capital and TP declared<br>▷ Click **Save & Continue** button | ▷ Next System displays the 7 – Key Management Officers Page |



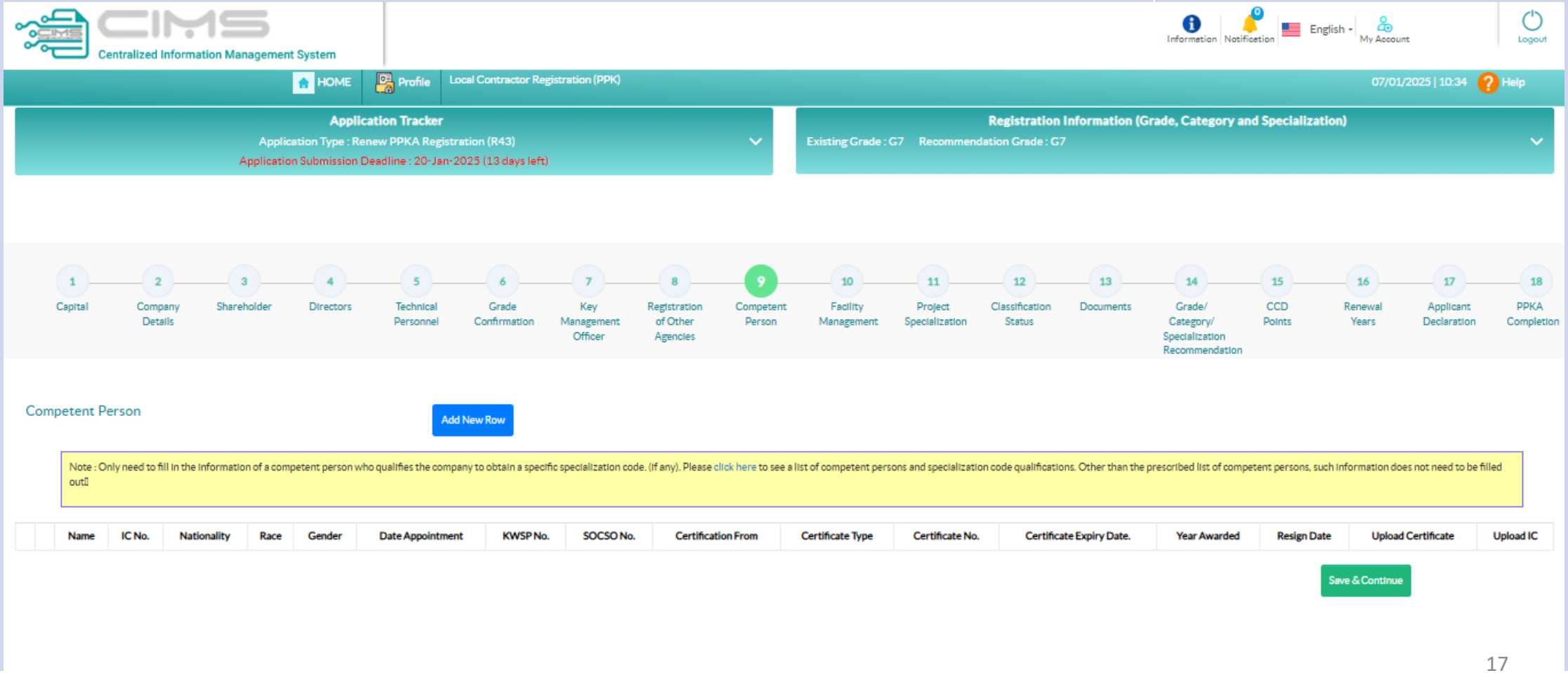
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Key Management Officers Page**<br>▷ Key-in/select the other required information<br>▷ Click **Save & Continue** button | ▷ System displays the 8 – Registration of Other Agencies Page |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Registration of Other Agencies Page**<br>▷ Click **Add New Row+** button<br>▷ Key-in/select 1 Agencies information in the pop-up window<br>▷ On completion of the technical personnel information, Click **Save** button<br>▷ Click **Save & Continue** button | ▷ System displays the 9 – Competent Person Page |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Competent Person Page**<br>▷ Click **Add New Row+** button<br>▷ Key-in/select 1 Competent Person information in the pop-up window<br>▷ On completion of the competent person information, Click **Save** button<br>▷ Click **Save & Continue** button | ▷ System displays the 10 – Facility Management Page |



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|---|---|---|
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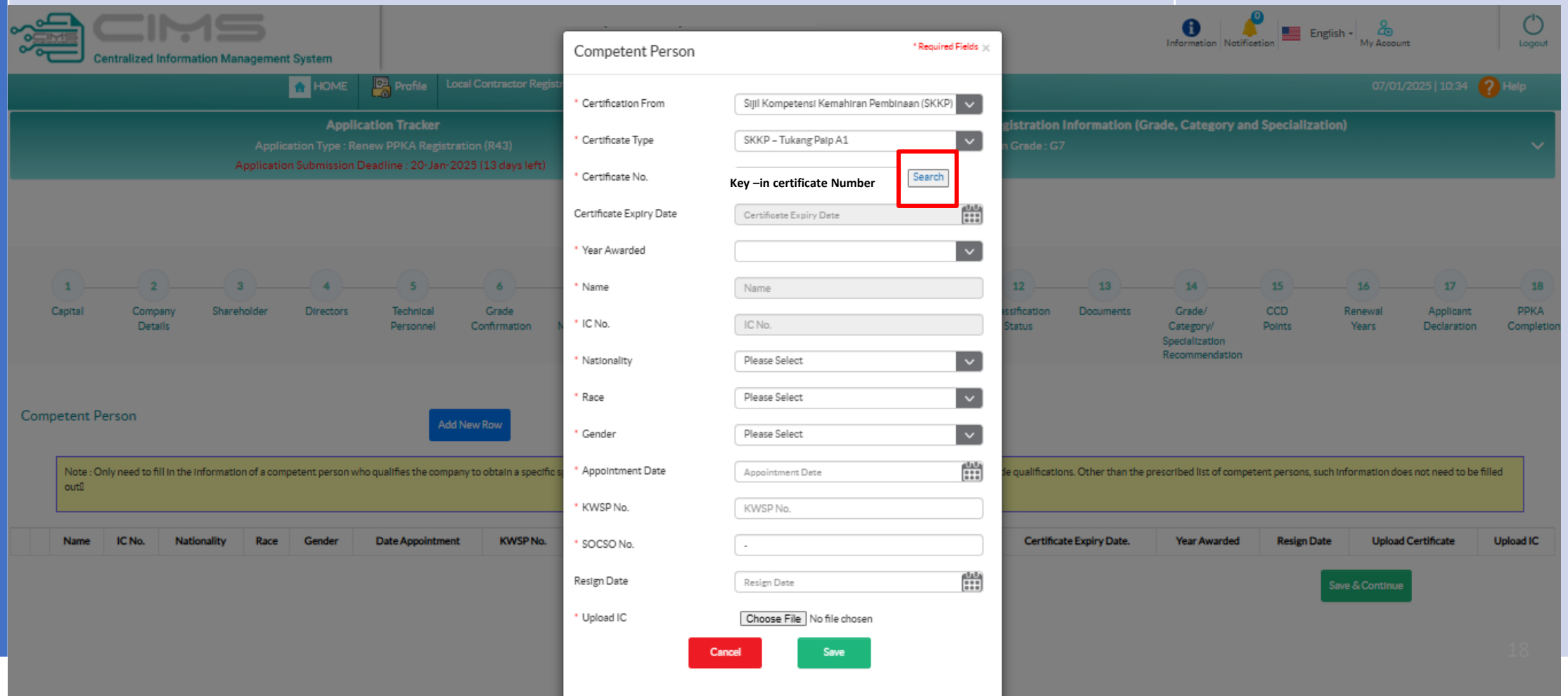
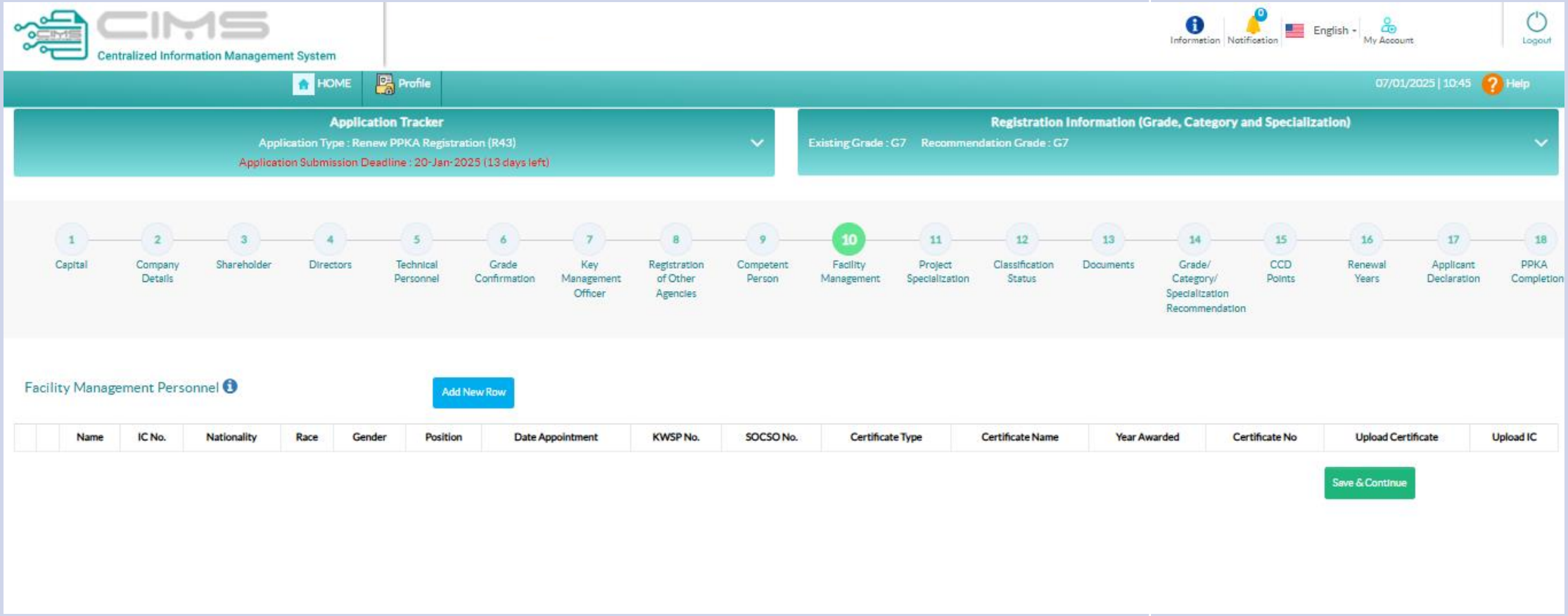


| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Facility Management Tab**<br>▷ Click **Add New Row+** button<br>▷ Key-in/select 1 Competent Person information in the pop-up window<br>▷ On completion of the competent person information, Click **Save** button<br>▷ Click **Save & Continue** button | ▷ Able to add F01 / F02<br>▷ System displays the 11 – Project Specialization Page |



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|---|---|---|
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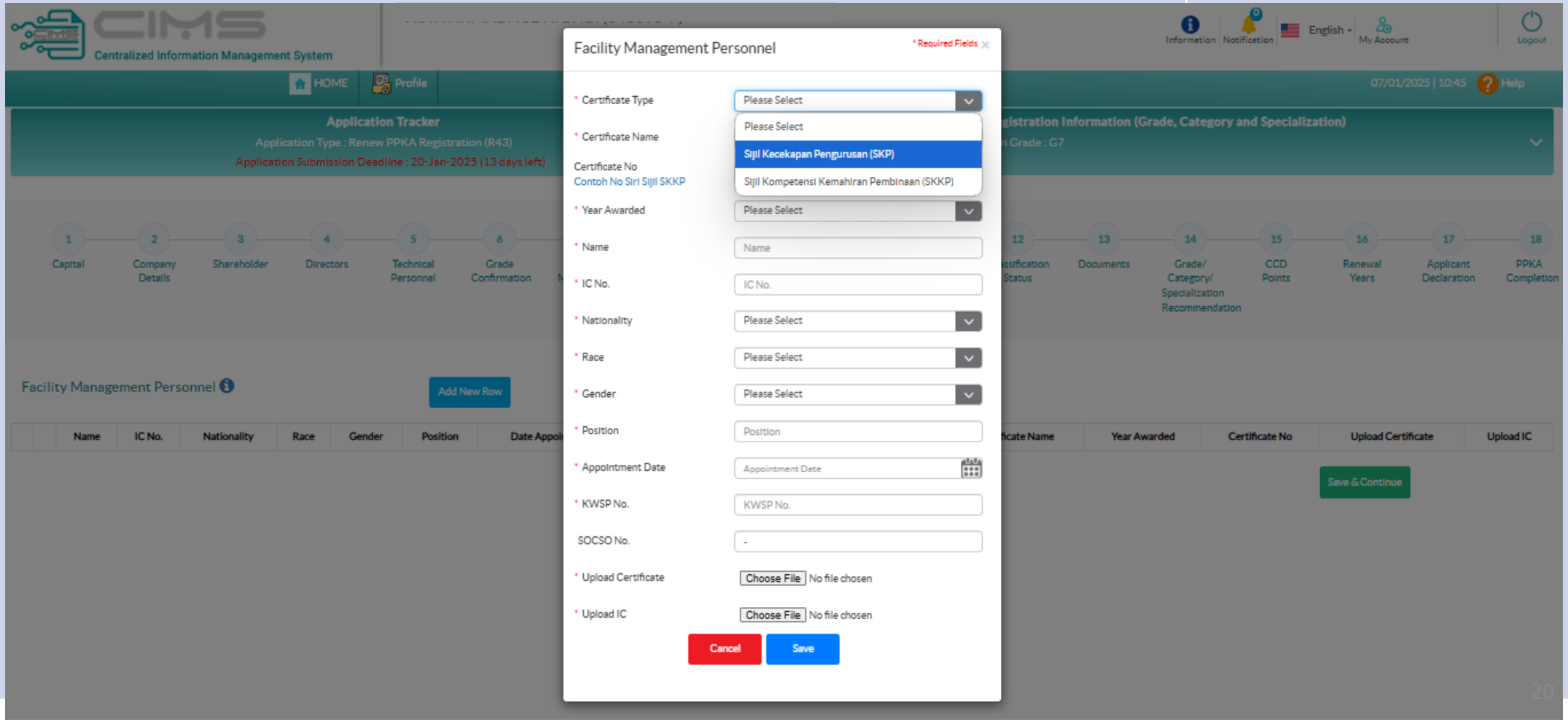
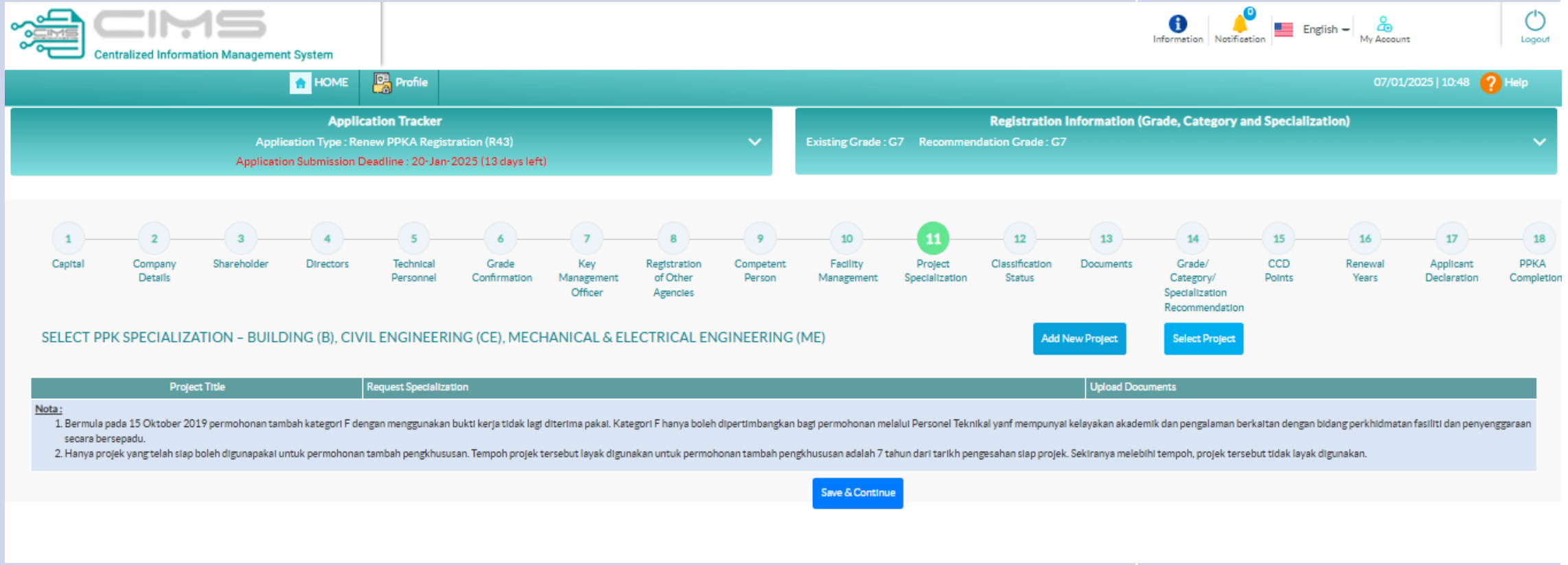
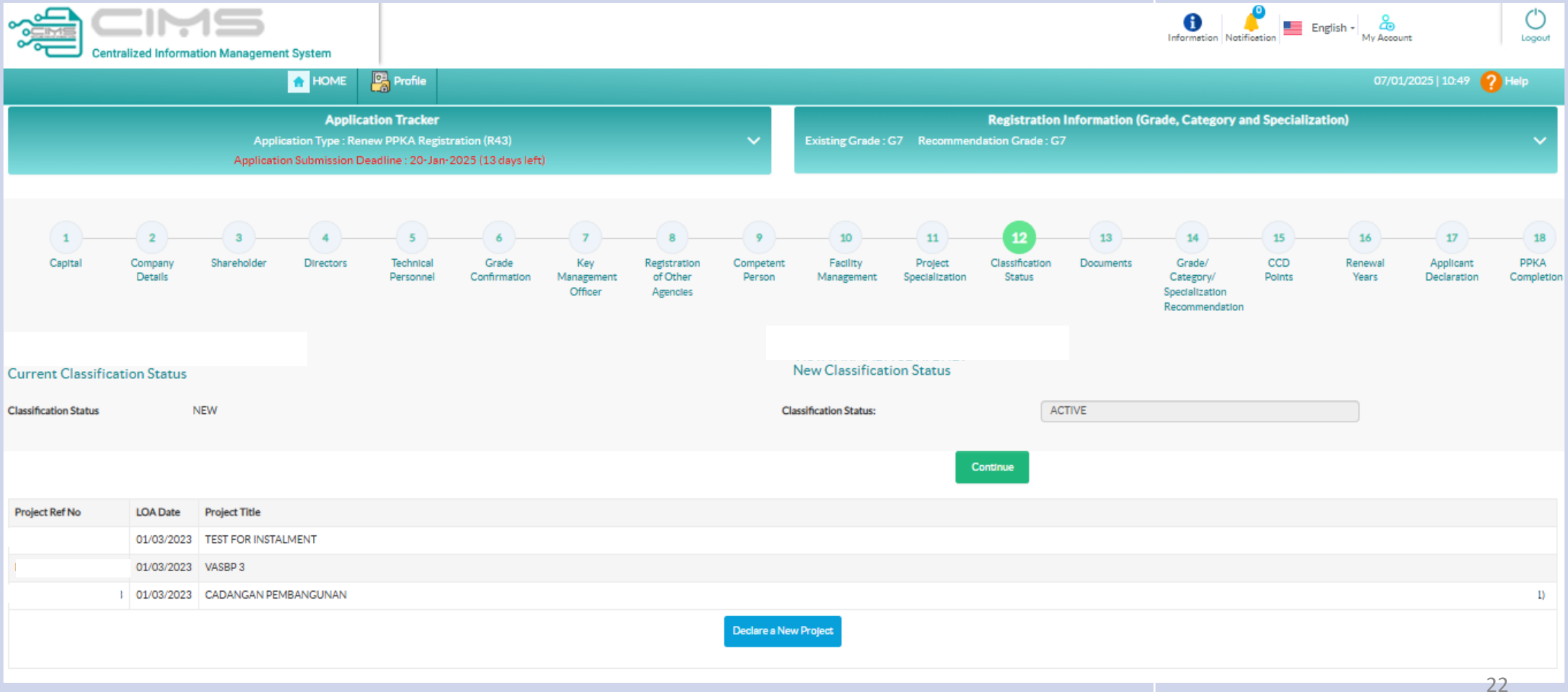


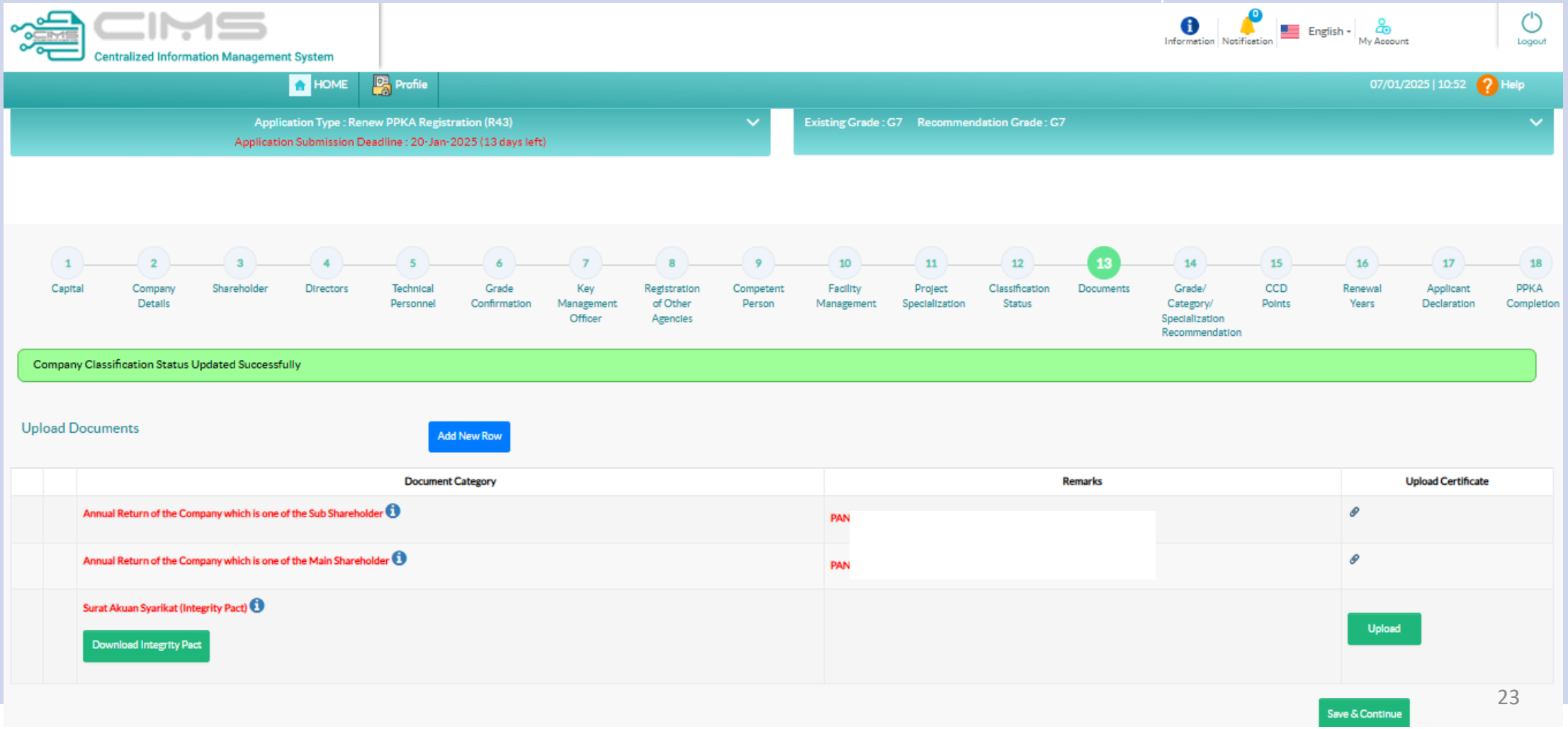
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Project Specialization Page**<br>▷ Select Project to Add Specialization by Project<br>▷ Select Specialization<br>▷ Click **Save & Continue** to proceed | ▷ Able to add Specialization by Project<br>▷ System displays the 12 – Classification Status Page |



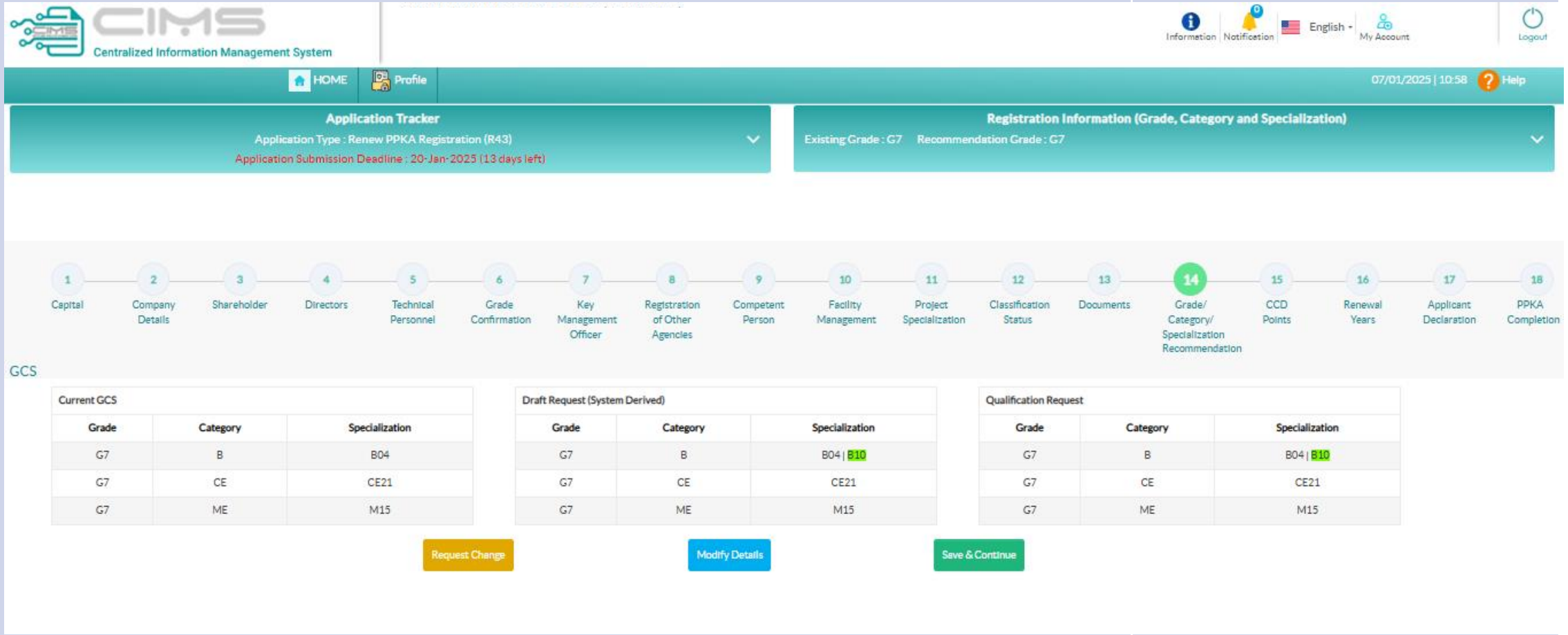
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Classification Status Page**<br>▷ Check the Classification Status<br>▷ Declare a Project if need to change Status to Active (requires project verification)<br>▷ Click **Continue** | ▷ System will auto change the Classification status to Active if there is Project declared<br>▷ System displays the 13 – Document Page |



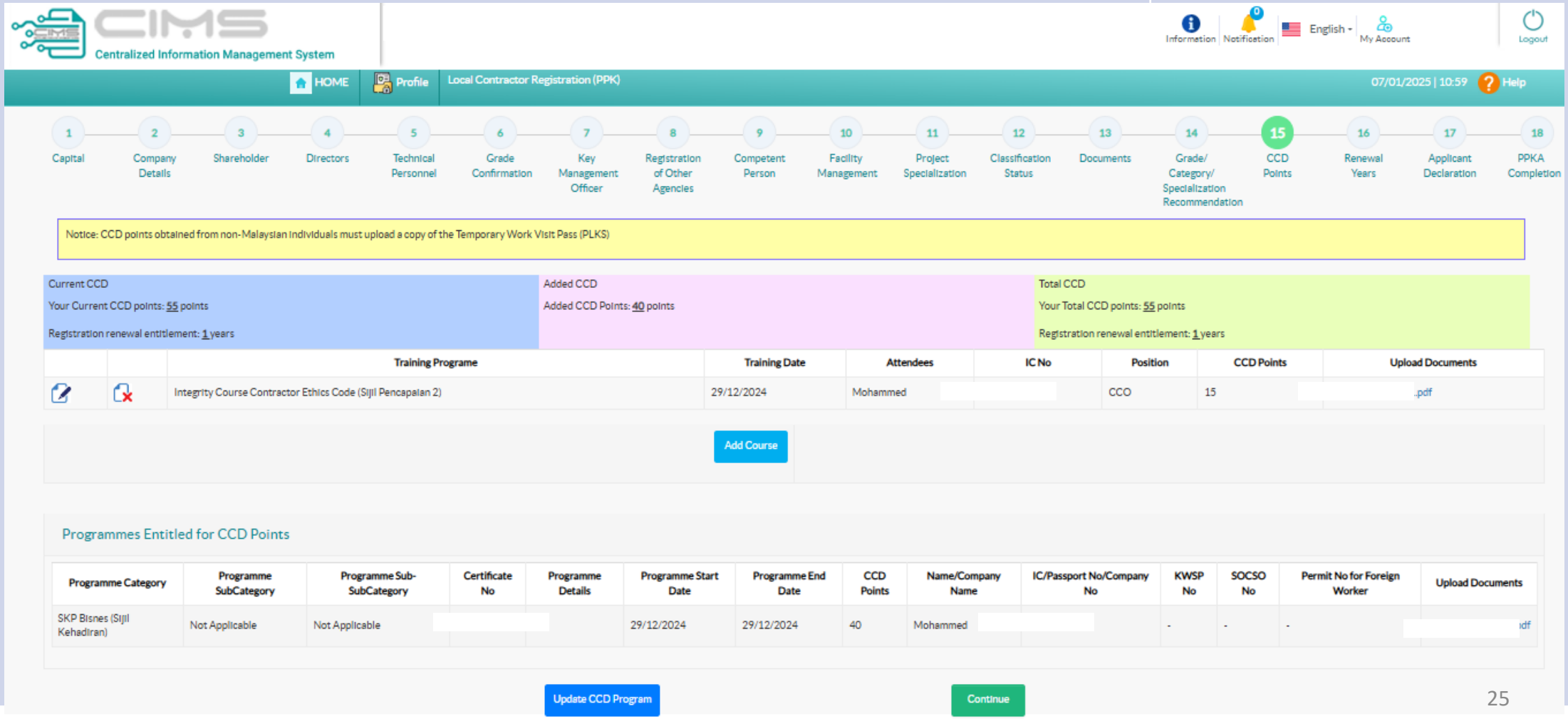
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Document Page**<br>▷ Download and Upload Integrity Pact (IP)<br>▷ Upload Integrity Pact (Document **MUST** same file name with downloaded IP)<br>▷ Click **Save & Continue** button | ▷ System pop up to alert Grade suggested<br>▷ System displays the 14 – GCS View page |



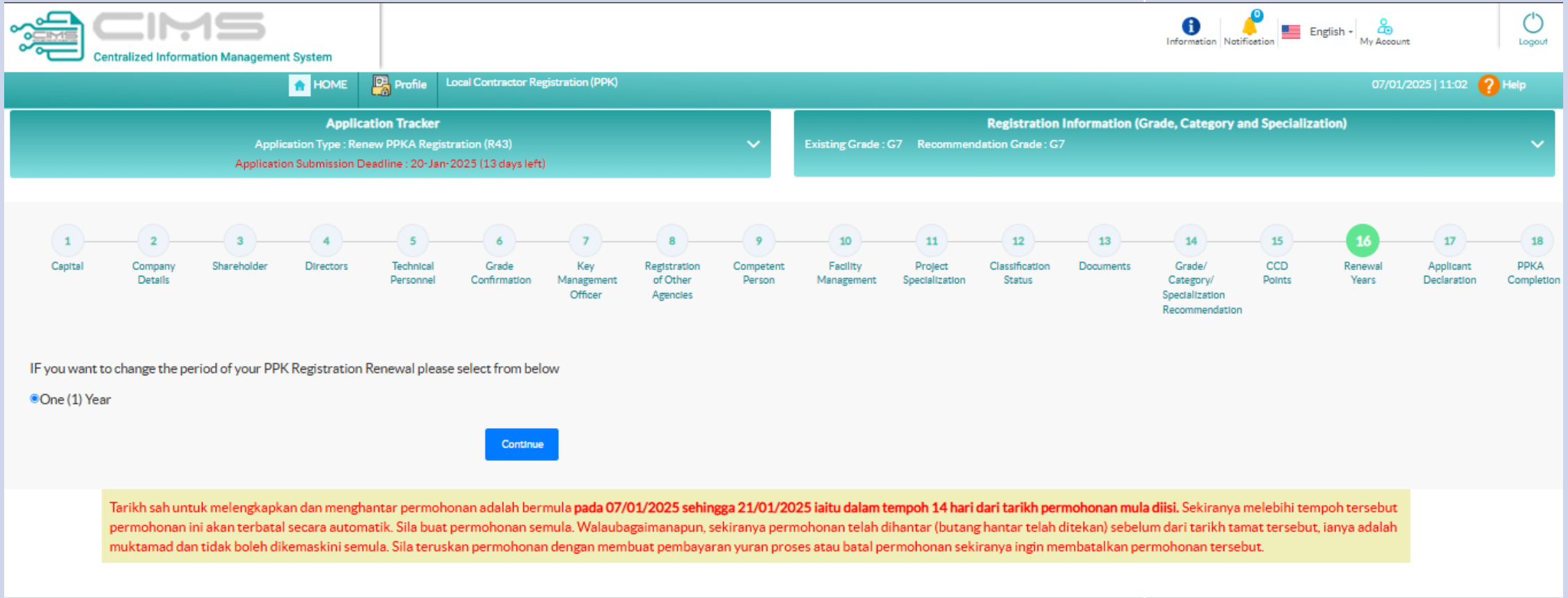
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **GCS Page**<br>▷ System displays the details of the draft qualification as per input from Paid-up Capital, Technical Personnel, Competent Persons, and Other Certification/Registration (Company), FM, Project Specialization<br>▷ Click **Save & Continue** button to proceed | ▷ System displays the 15 – CCD Page |



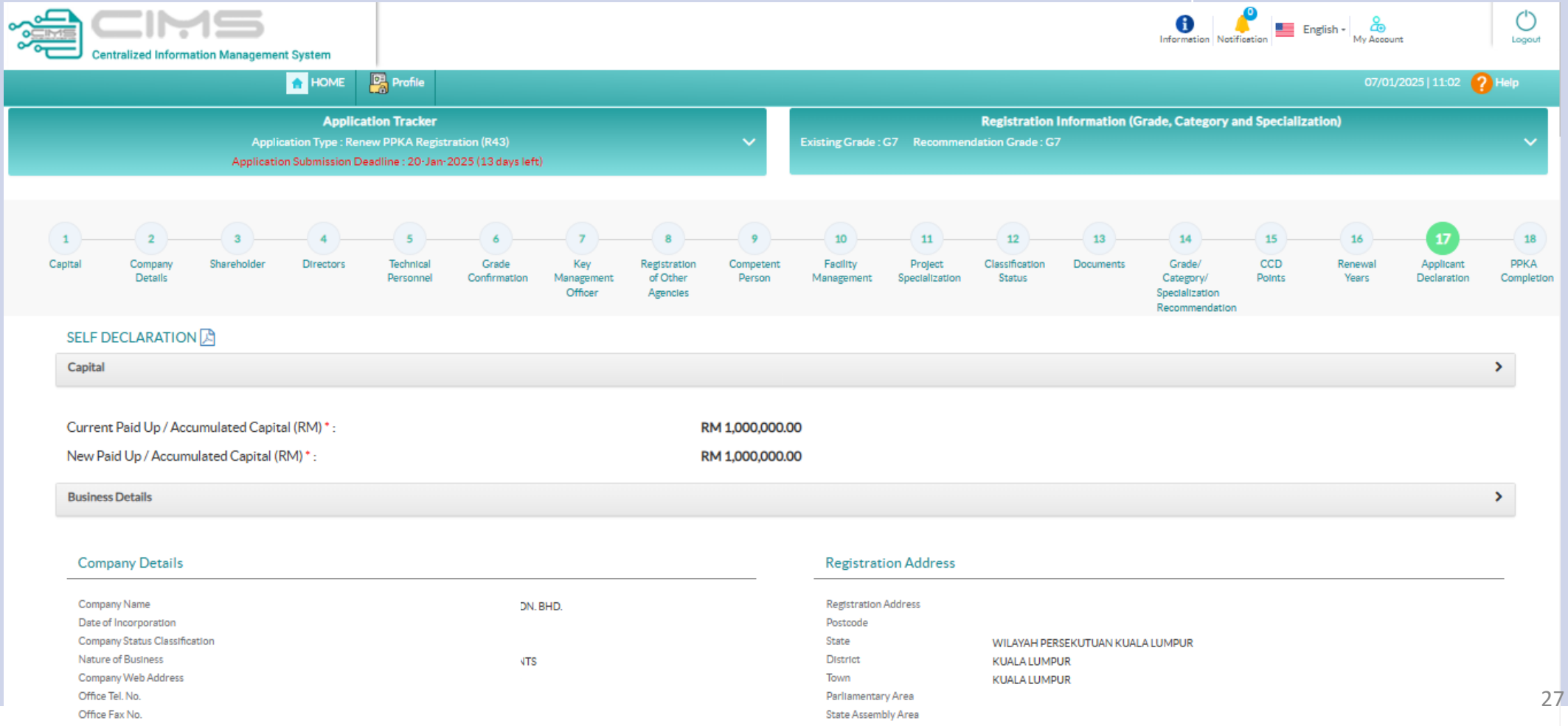
| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **CCD Page**<br>▷ System will display again all CCD points keyed in at the start of the application<br>▷ If needed can add more CCD Points<br>▷ Click **Continue** to proceed | ▷ System displays the 16 – Renewal Years Page |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Renewal Years Page**<br>▷ Choose Renewal Years<br>▷ Click **Continue** to proceed | ▷ System displays the 17 – Applicant Declaration Page |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Applicant Declaration Page**<br>In the Self Declaration Page, system will also display 1 page summary of the Renewal PPKA application, listing back all the update done during the application<br>▷ Click all **check box** at the last Declaration part to **continue submit** application<br>▷ Click **Agree and Complete PPKA** button | ▷ System displays the 18 – PPKA Completion Page |



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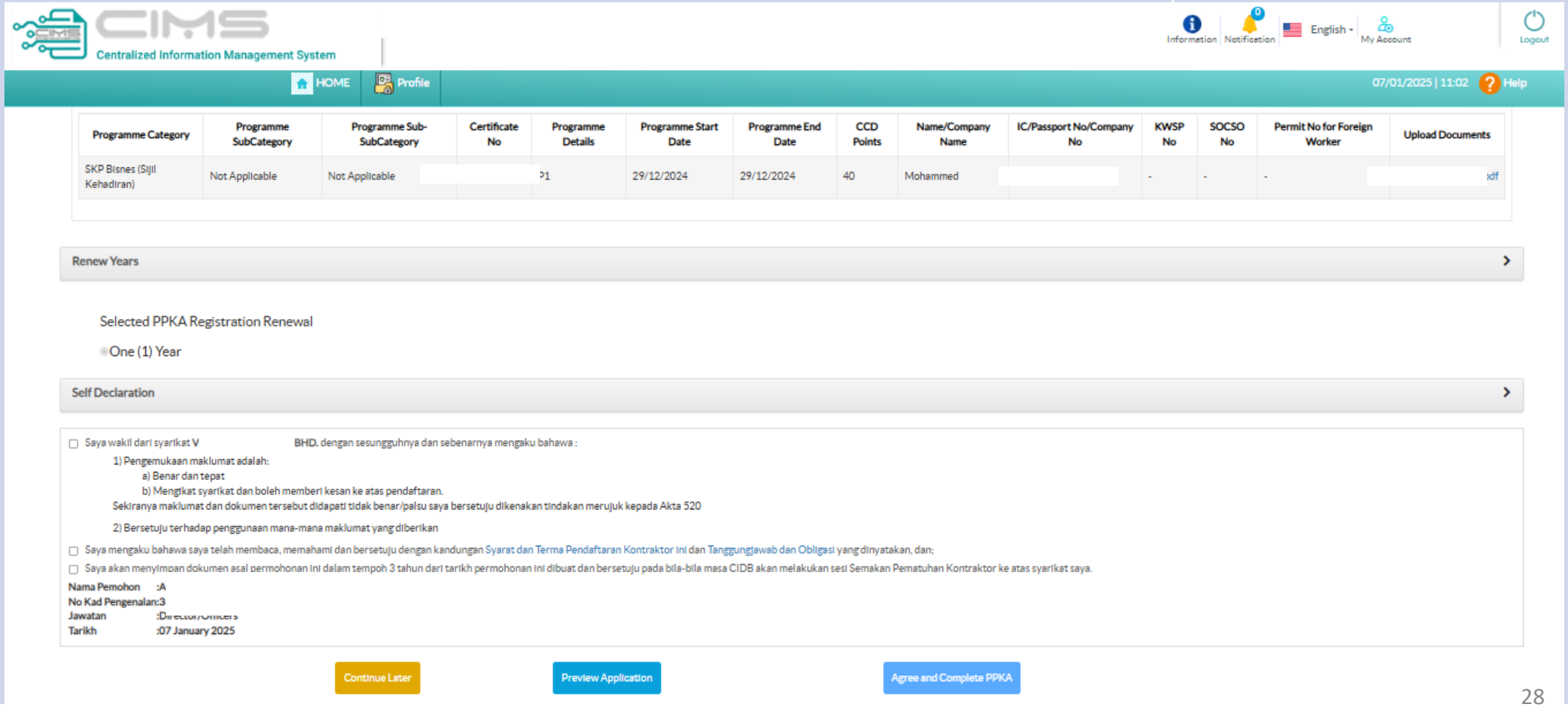
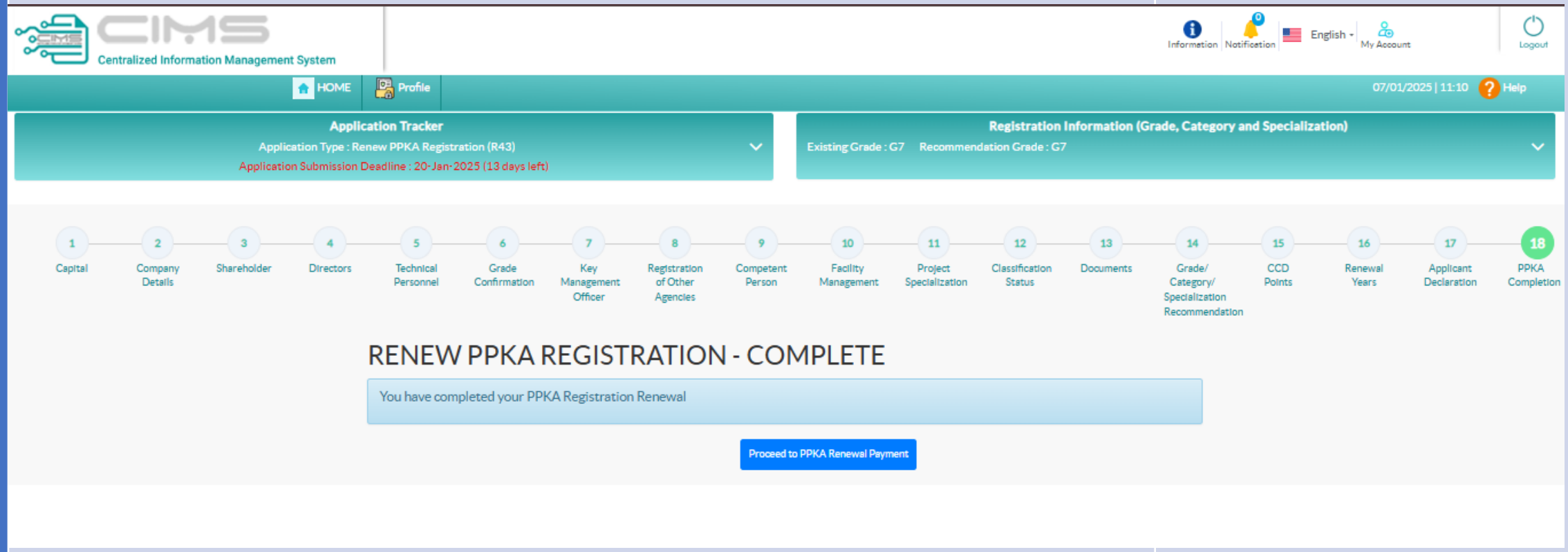
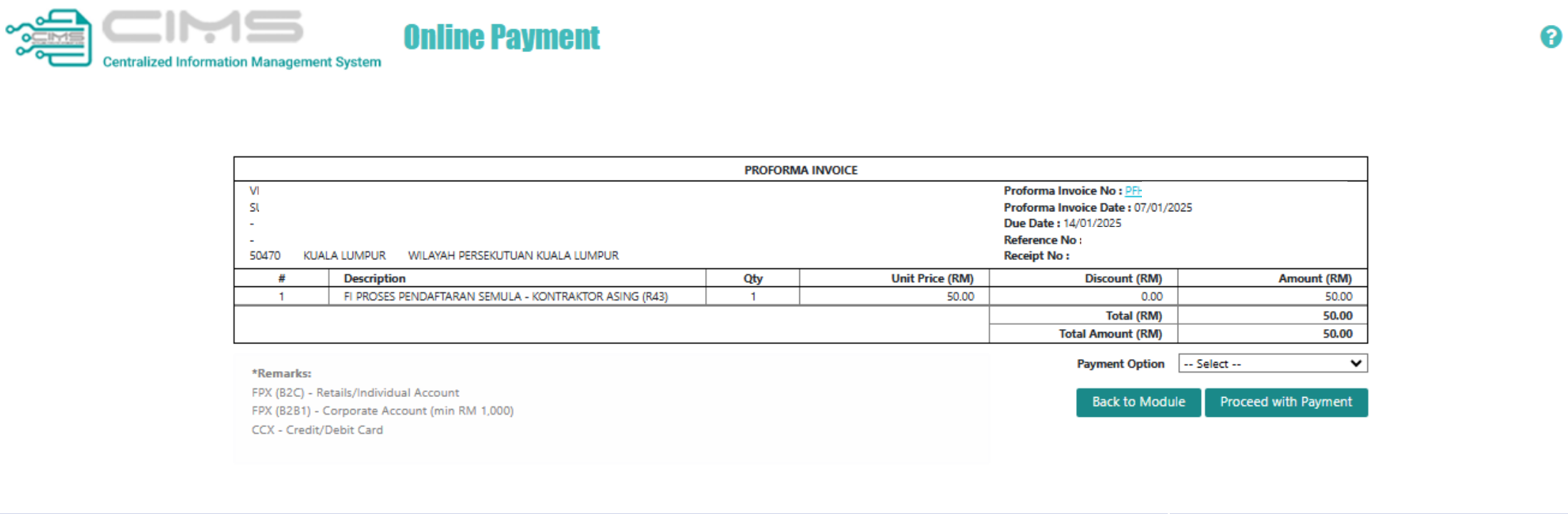
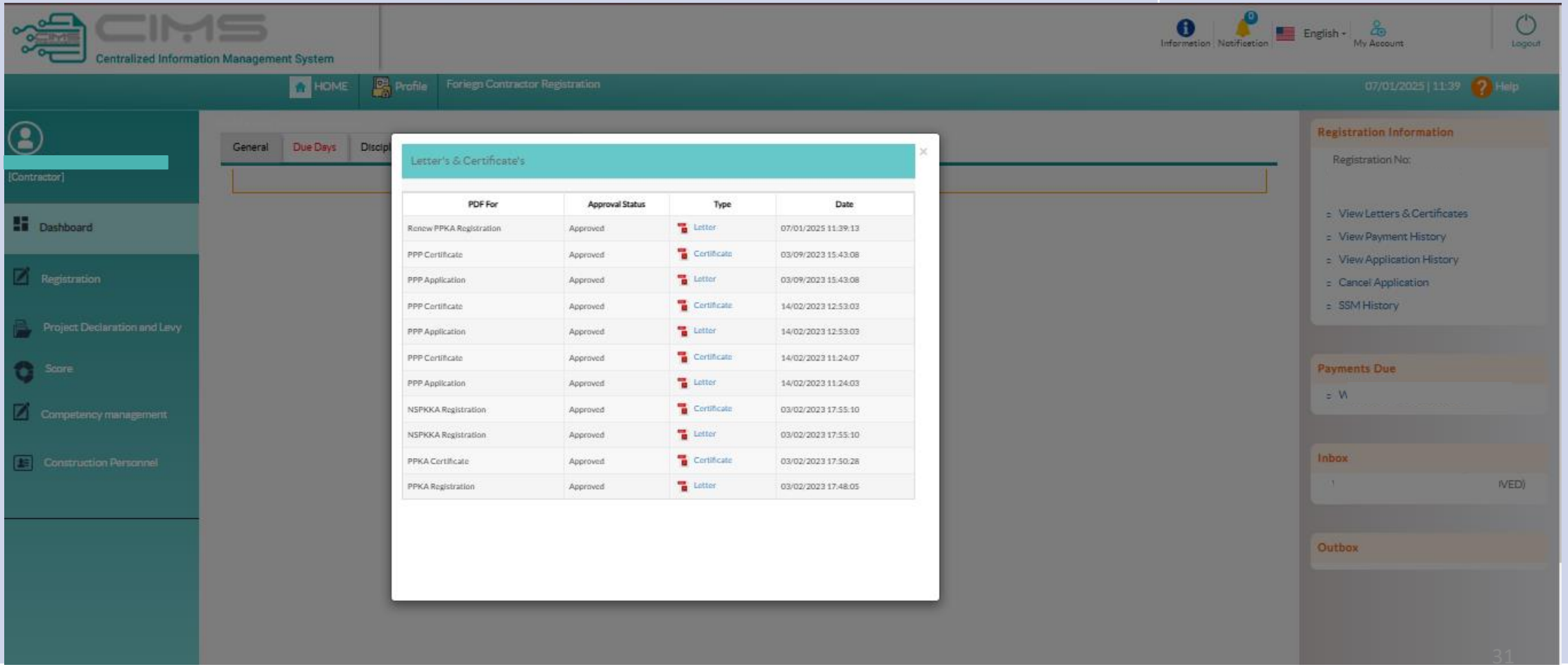


| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **PPKA Completion Page**<br><br>Renewal PPKA Application is completed and submitted.<br>Click **Proceed to PPKA Renewal Payment (**Process Fee) | ▷ System displays the Payment info page |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Payment Info Page**<br><br>➢ Choose payment option by FPX<br>➢ Click **Proceed with Payment** | ▷ Make process fees payment |



| | Procedure | Expected Result |
|---|---|---|
| 3.1 | **Back to Module**<br><br>➢ Click view Letters & Certificates<br><br>If application is APPROVED, view APPROVAL Letter<br>If application is DECLINED, view DECLINED Letter | ▷ Approval / Declined letter will be available |