

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

02/01/2025 v.01

3.1

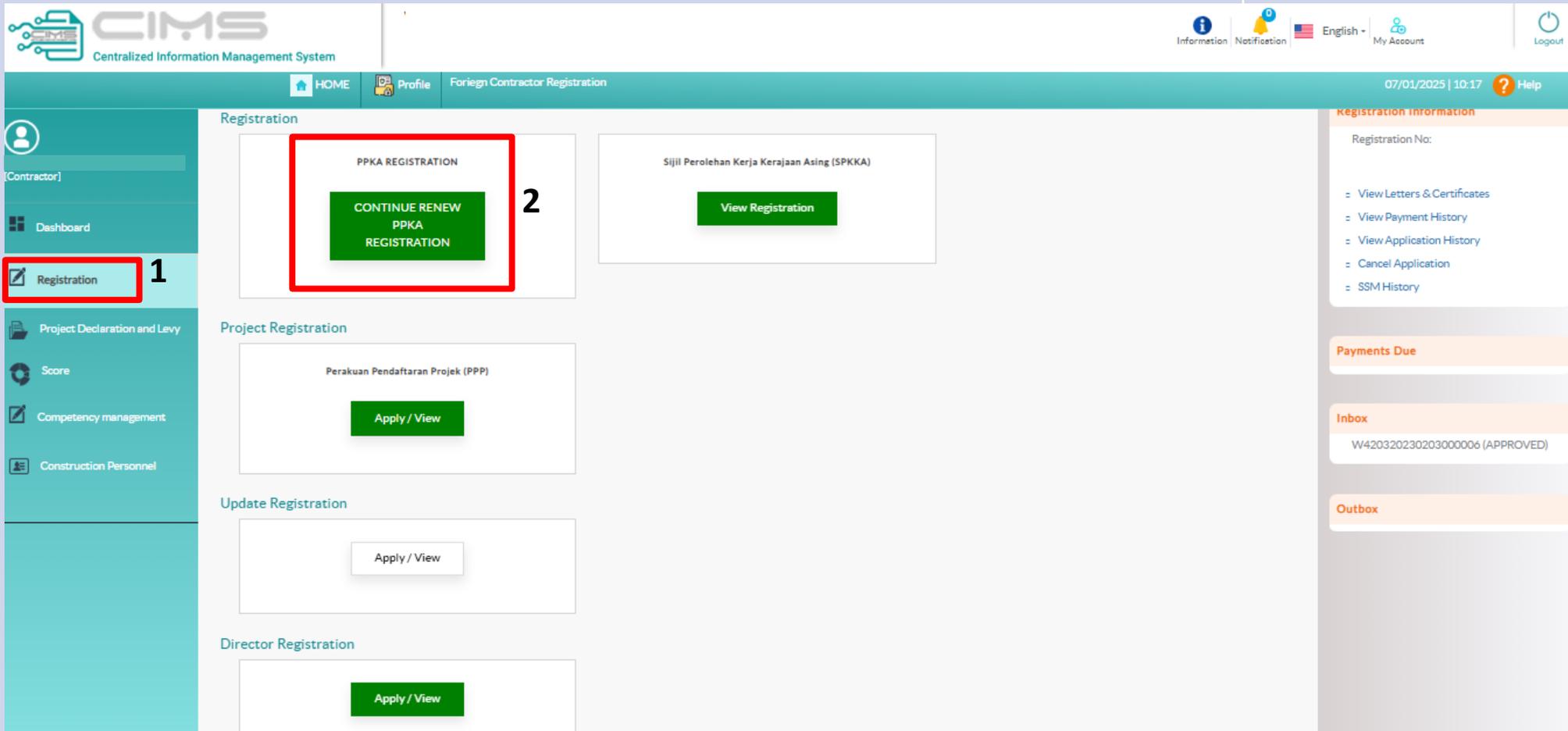
**Login in CIMS**

<https://cims.cidb.gov.my/SMIS/regcontractor/index.vbhtml>

Key-in the url in your browser.

- ▷ Login via given **user ID and password**
- ▷ Click **Registration > Renew PPKA Registration**

▷ Able to login and enter sub menu



Procedure

Expected Result

3.1

Applicant Info

- ▷ Update all Applicant Info
- ▷ Click Proceed to Renew Application

▷ Able to update Applicant Information and proceed

The screenshot shows the CIMS (Centralized Information Management System) interface. At the top, there is a navigation bar with 'HOME' and 'Profile' buttons, and a date/time display '14/11/2024 | 10:13' with a 'Help' icon. The main content area is titled 'Applicant' and contains a form with the following fields: Name (text input), Position (dropdown menu with 'Please Select'), I/C No. (text input), H/P No. (text input), and E-mail (text input with a note '(Email ID must be unique)'). Below the form, there is a blue-bordered box containing the text: 'Please make sure the latest applicant information is shown above, if you would like to update, change the information and proceed.' and a checkbox labeled 'I have verified the applicant information above is updated and correct.' To the right of this box is a large number '3'. Below the checkbox is a blue button with the text 'Proceed to Renew Application', which is highlighted with a red rectangular border.

Tarikh sah untuk melengkapkan dan menghantar permohonan adalah bermula pada 14/11/2024 sehingga 28/11/2024 iaitu dalam tempoh 14 hari dari tarikh permohonan mula diisi. Sekiranya melebihi tempoh tersebut permohonan ini akan terbatal secara automatik. Sila buat permohonan semula. Walaubagaimanapun, sekiranya permohonan telah dihantar (butang hantar telah ditekan) sebelum dari tarikh tamat tersebut, ianya adalah muktamad dan tidak boleh dikemaskini semula. Sila teruskan permohonan dengan membuat pembayaran yuran proses atau batal permohonan sekiranya ingin membatalkan permohonan tersebut.

Procedure

Expected Result

3.1

CCD Point

- ▷ All registered contractor require **to have a valid SCORE**
- ▷ As this is a first time Renewal for all PPKA company, mandatory to declare **Integrity Course and Legal Course**
- ▷ Minimum 40 CCD points to proceed with 1 year Renewal
- ▷ After key in CCD point info, proceed to next step **(Click Save & Continue)**

- ▷ Mandatory to declare :
  1. Kursus Integriti dan Kod Etika Kontraktor
  2. Kursus Perundangan Malaysia

Minimum CCD Points must be Equal or Greater than 40. Currently not eligible to continue Renew PPK. Please add more Programme entitled for CCD points to continue with Renew PPK application.

**Mandatory Training Programmes**

Current CCD Point is : 0

Training Programme	Training Date	Attendees	IC No
		4	

[Click here to attend Training](#) [Add Compulsory Course](#)

**Programmes Entitled for CCD Points** [Add CCD Program](#)

Programme Category	Programme SubCategory	Programme Sub-SubCategory	Certificate No	Programme Details	Programme Start Date	Programme End Date	CCD Points	Name
--------------------	-----------------------	---------------------------	----------------	-------------------	----------------------	--------------------	------------	------

**Add Training Programme**

- Course Name:  (Dropdown menu with options: Integrity Course Contractor Ethics Code (Sijil Pencapaian 2), Kursus Perundangan Malaysia)
- Training Date:
- Attendees:
- IC No / Passport No:
- Position:
- Upload Documents:  No file chosen

3.1

CCD Point

- ▷ All registered contractor require **to have a valid SCORE**
- ▷ As this is a first time Renewal for all PPKA company, mandatory to declare **Integrity Course and Legal Course**
- ▷ Minimum 40 CCD points to proceed with 1 year Renewal
- ▷ After key in CCD point info, proceed to next step **(Click Save & Continue)**

▷ Minimum 40 CCD points (1 year) to proceed with PPKA Renewal flow

The screenshot displays the CIMS (Centralized Information Management System) interface. At the top, a red banner states: "Minimum CCD Points must be Equal or Greater than 40. Currently not eligible to continue Renewal". Below this, the "Mandatory Training Programmes" section shows "Current CCD Point is : 0". A table with columns "Training Programme" and "Training Date" is visible, with a blue button "Click here to attend Training".

Annotation 5 points to a blue button labeled "Add CCD Program" in the "Programmes Entitled for CCD Point" section. A red arrow from this button points to a modal window titled "Programmes Entitled for CCD Points".

Annotation 6 points to a blue button labeled "Add New Row" in the modal window. A red arrow from this button points to a dropdown menu for "Programme SubCategory". The dropdown menu lists several options, including "Convention, Forum, Seminar, Workshop, Lectures, Technical Visits, Courses, Training", "Involvement in CIDB Development Programmes", "Keynote presentations, working papers and similar programmes", "Services to own profession", "Relevant publications (books, articles and similar) in journals, magazines and newspaper", "Contributions to relevant associations, organizations activities", "Others", "Integrity Course Contractor Ethics Code (Sijil Penceapaian 2)", "CIDB Assessment Program (SCORE, SHASSIC, Qclassic, MCORE)", "SKP Bisnes (Sijil Kehadiran)", "SKP Bisnes (Sijil Pengurusan Bisnes)", "SKP Fasiliti", and "Kursus Perundangan Malaysia".

At the bottom of the modal window, there are "Cancel" and "Save" buttons. The "Save" button is highlighted with a red box.

Procedure

Expected Result

3.1

CCD Point

- ▷ All registered contractor require **to have a valid SCORE**
- ▷ As this is a first time Renewal for all PPKA company, mandatory to declare **Integrity Course and Legal Course**
- ▷ Minimum 40 CCD points to proceed with 1 year Renewal
- ▷ After key in CCD point info, proceed to next step **(Click Save & Continue)**

▷ Minimum 40 CCD points (1 year) to proceed with PPKA Renewal flow

Centralized Information Management System

Information | Notification | My Account | Logout

HOME | Profile | 14/11/2024 | 10:23 | Help

Programmes Entitled for CCD Points Saved Successfully

Mandatory Training Programmes

Current CCD Point is : 45

Training Program	Training Date	Attendees	IC No	Position	CCD Points	Upload Documents
Integrity Course Contractor Ethics Code (Sijil Pencapaian 2)	01/10/2024	Ahmad Bin Ali		Manager	15	pdf

Add Course

Programmes Entitled for CCD Points [Add CCD Program](#)

Programme Category	Programme SubCategory	Programme Sub-SubCategory	Certificate No	Programme Details	Programme Start Date	Programme End Date	CCD Points	Name/Company Name	IC/Passport No/Company No	KWSP No	SOCSSO No	Permit No for Foreign Worker	Upload Documents
CIDB Assessment Program (SCORE, SHASSIC, Qassic, MSCORE)	Not Applicable	Not Applicable	A12345	SCORE	29/05/2023	29/05/2023	15	DN, BHD.					01.pdf
Convention, Forum, Seminar, Workshop, Lectures, Technical Visits, Courses, Training	Organized by CIDB or relevant government agencies	1 day	A56789	SEMINAR KONTRAKTOR MALAYSIA MADANI 2024	01/08/2024	01/08/2024	15	AL					101.pdf

**7** Save & Continue

Procedure

Expected Result

3.1

SSM Purchase

- ▷ System will direct to purchase SSM info (ROC) at SSM site, once done will direct back to CIMS Landing Page.
- ▷ Please relogin after SSM purchase done. Click **Registration > Continue**
- ▷ Click **Continue** to proceed to Application forms.

- ▷ System will populate XML Data fetched from SSM
- ▷ System displays the 1 - Capital Info Page

The screenshot displays the CIMS (Centralized Information Management System) interface. A modal dialog titled "Purchase SSM" is open in the center, containing the following text and fields:

Please be informed we are redirecting you to SSM site with this details :

Company Name :  
SSM NO :  
Registration Type : Registrar of Companies (ROC) (SSM) (FC)

If the details above are incorrect, please contact CIDB Careline or fill in the form at [ebantuan.cidb.gov.my](http://ebantuan.cidb.gov.my)

Buttons: Cancel (yellow), Proceed to Continue Purchase SSM (green, highlighted with a red box).

The background interface shows a header with "CIMS Centralized Information Management System", navigation links (HOME, Profile), and user information (14/11/2024 | 10:23, Help). A green notification bar states "Programmes Entitled for CCD Points Saved Successfully". Below this, a section for "Mandatory Training Programmes" shows "Current CCD Point is : 45". A table lists training programmes, including "Integrity Course Contractor Ethics Code (Sijil Pencapaian 2)". At the bottom right, a "Save & Continue" button is visible.

Procedure

Expected Result

3.1

Capital Page

- ▷ For ROC – System will display Paid Up Capital
- ▷ Click **Save & Continue** button

▷ Next System displays 2 – Company Details Page  
Company details (SSM) filled in automatically by system

**CIMS**  
Centralized Information Management System

Information Notification English My Account Logout

HOME Profile 07/01/2025 | 10:20 Help

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G3

1 Capital 2 Company Details 3 Shareholder 4 Directors 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

**Paid Up Capital**

The registration grade will be determined based on the amount of capital declared.  
Please enter the amount of capital based on the documents uploaded.  
The total capital of the company is assessed based on one/combination of capital below:

Current Paid Up / Accumulated Capital (RM) \* : **RM 1,000,000.00**

New Paid Up / Accumulated Capital (RM) \* : **RM 1,000,000.00**

**Save & Continue**

3.1

Company Detail Page

- ▷ Key-in/select the other required information at this Company Details Page
- ▷ Click **Save & Continue** button

▷ Next System displays 3 – Shareholder Page

Company Shareholder information (SSM) filled in automatically by system

**CIMS**  
Centralized Information Management System

Information Notification English My Account Logout

HOME Profile Local Contractor Registration 07/01/2025 | 10:22 Help

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G3

1 Capital 2 **Company Details** 3 Shareholder 4 Directors 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

**Company Details**

Company Name\*

Date of Incorporation\* 07/04/2004

Company Status Classification ACTIVE

Nature of Business\*

Accumulated Capital (RM)\* 1000000.00

Company Web Address\*

Office Tel. No.\*

Office Fax No.

E-mail\*

KWSP Registration No.\*

SOCSO Registration No.\*

**Registered Address**

Registered Address\*

Postcode\* 50470

State\* WILAYAH PERSEKUTUAN KUALA LUMPUR

District\* KUALA LUMPUR

Town\* KUALA LUMPUR

Parliamentary Area Please Select

State Assembly Area Please Select

**Business Address**

Business Address

Procedure

Expected Result

3.1

Shareholder Page

- ▷ Key-in/select the other required information at this Shareholder Page
- ▷ Click **Save & Continue** button

▷ Next System displays – Director Page

Shareholder information (SSM) filled in automatically by system

Note : Foreign Country and CPTPP Status will be derived from what is keyed in here in Shareholder Page (Nationality)  
 CPTPP Country (Malaysia, Singapore, Australia, Canada, Japan, Mexico, New Zealand, Peru, Vietnam, Brunei and Chile)

**Application Tracker**  
 Application Type : Renew PPKA Registration (R43)  
 Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
 Existing Grade : G7 Recommendation Grade : G3

Progress Bar: 1 Capital, 2 Company Details, 3 Shareholder, 4 Directors, 5 Technical Personnel, 6 Grade Confirmation, 7 Key Management Officer, 8 Registration of Other Agencies, 9 Competent Person, 10 Facility Management, 11 Project Specialization, 12 Classification Status, 13 Documents, 14 Grade/Category/Specialization Recommendation, 15 CCD Points, 16 Renewal Years, 17 Applicant Declaration, 18 PPKA Completion

Company Details Saved Successfully

Shareholders

Note: Total Equity % of all active Shareholders must be 100% Paid Capital : RM 1000000.00

Name / Company Name	IC No. / Passport No. / Company No.	Status (Individual / Company)	Nationality	Race	Gender	Equity Share (Unit)	Equity Share %	Sharehold Date
PAN		Please Select	Please Select	Please Select	Please Select	1000000.00	100.00	Sharehold Date

Buttons: Save, Save & Continue

Procedure

Expected Result

3.1

Director Page

- ▷ Key-in/select the other required information at this Director Page
- ▷ Click **Save & Continue** button

- ▷ Next System displays the 5 – Technical Personnel Page
- ▷ Indicative Grade, with Basic Category, Specialization is shown in CGS Tracker

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G3

1 Capital 2 Company Details 3 Shareholder 4 **Directors** 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

Company ShareHolders Saved Successfully

Company Directors / Officers

Name	IC No. / Passport No.	Nationality	Race	Gender	Position	Appointment Date	Resigned Date	Address
ZAI		Please Select	Please Select	Please Select	DIRECTOR	07/08/2018		
AZI		Please Select	Please Select	Please Select	DIRECTOR	15/06/2023		

Save & Continue

Procedure

Expected Result

3.1

Technical Personnel Page

- ▷ Click **Add New Row+** button
- ▷ Key-in Technical Personnel information in the pop-up window
- ▷ On completion of the technical personnel information, Click **Save** button
- ▷ Click **Save & Continue** button

▷ Next System displays the 6 – Grade Confirmation Page

The screenshot displays the CIMS Centralized Information Management System interface. At the top, there is a navigation bar with 'HOME' and 'Profile' buttons, and a date/time indicator '07/01/2025 | 10:28' along with a 'Help' icon. Below this, there are two main sections: 'Application Tracker' and 'Registration Information (Grade, Category and Specialization)'. The 'Application Tracker' section shows 'Application Type : Renew PPKA Registration (R43)' and 'Application Submission Deadline : 20-Jan-2025 (13 days left)'. The 'Registration Information' section shows 'Existing Grade : G7' and 'Recommendation Grade : G3'. A progress bar below these sections consists of 18 numbered steps: 1. Capital, 2. Company Details, 3. Shareholder, 4. Directors, 5. Technical Personnel (highlighted in green), 6. Grade Confirmation, 7. Key Management Officer, 8. Registration of Other Agencies, 9. Competent Person, 10. Facility Management, 11. Project Specialization, 12. Classification Status, 13. Documents, 14. Grade/Category/Specialization Recommendation, 15. CCD Points, 16. Renewal Years, 17. Applicant Declaration, and 18. PPKA Completion. A green notification bar below the progress bar states 'Company Directors Saved Successfully'. Under the 'Technical Personnel' step, there is a table with columns: Name, IC No., Nationality, Race, Gender, Position, Date Appointment, KWSP No., SOCSO No., Academic Level, Academic Major, Institution, Year Awarded, Certificate No., Upload Certificate, and Upload IC. An 'Add New Row' button is located above the table, and a 'Save & Continue' button is located below it.

Procedure

Expected Result

3.1

Technical Personnel Page

- ▷ Click **Add New Row+** button
- ▷ Key-in Technical Personnel information in the pop-up window
- ▷ On completion of the technical personnel information, Click **Save** button
- ▷ Click **Save & Continue** button

▷ Next System displays the 6 – Grade Confirmation Page

The screenshot displays the CIMS Centralized Information Management System interface. The main page shows an 'Application Tracker' for 'Renew PPKA Registration (R43)' with a submission deadline of 20-Jan-2025 (13 days left). A progress bar indicates the current step is '5 Technical Personnel'. A green notification banner states 'Technical Personnel Saved Successfully'. Below this is a table of existing technical personnel with columns for Name, IC No., Nationality, Race, Gender, Position, and Date Appointment.

Name	IC No.	Nationality	Race	Gender	Position	Date Appointment
AI		Malaysia	Melayu	Male	Project Engineer	08/02/2018
		Malaysia	Cina	Male	Project Engineer	08/02/2021

A 'Technical Personnel' pop-up form is open, containing the following fields:

- \* Academic Level: Please Select
- \* Academic Major: Please Select
- \* Institution: Please Select (with 'Other Institution' option)
- Certificate No: Contoh No Siri Sijil SKKP (Certificate No)
- \* Year Awarded: Please Select
- \* Name: Name
- \* IC No.: IC No.
- \* Nationality: Please Select
- \* Race: Please Select
- \* Gender: Please Select
- \* Position: Position
- \* Appointment Date: Appointment Date
- \* KWSP No.: KWSP No.
- SOCSSO No.: -
- \* Upload Certificate: Choose File (No file chosen)
- \* Upload IC: Choose File (No file chosen)

Buttons for 'Cancel' and 'Save' are at the bottom of the form.

The background page also shows a 'Registration Information (Grade, Category and Specialization)' section with a dropdown for 'In Grade : G7' and a progress bar with steps 12-18. A table below lists registration details:

Institution	Year Awarded	Certificate No	Upload Certificate	Upload IC
Universiti Malaysia Pahang (MP)	2010	LAT	[Link]	[Link]
Universiti Tenaga Nasional (UNITEN)	2009		[Link]	[Link]

Procedure

Expected Result

3.1

Grade Confirmation Page

- ▷ Based on the Capital and Technical Personnel declared, system will derive to G7 based on enough Capital and TP declared
- ▷ Click **Save & Continue** button

▷ Next System displays the 7 – Key Management Officers Page

**CIMS**  
Centralized Information Management System

Information Notification English My Account Logout

HOME Profile 07/01/2025 | 10:33 Help

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G7

1 Capital 2 Company Details 3 Shareholder 4 Directors 5 Technical Personnel 6 **Grade Confirmation** 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

**Confirm Grade**  
Your Current Paid up capital is: 1,000,000.00

Grade	Code	Capital Requirement	Comments
GRED 7	G7	750,000.00	

Save & Continue

Procedure

Expected Result

3.1

**Key Management Officers Page**

- ▷ Key-in/select the other required information
- ▷ Click **Save & Continue** button

▷ System displays the 8 – Registration of Other Agencies Page

The screenshot displays the CIMS interface. At the top left is the CIMS logo and name. The top right contains utility icons for Information, Notification, Language (English), My Account, and Logout. A teal navigation bar includes 'HOME', 'Profile', and 'Local Contractor Registration', along with the date '07/01/2025 | 10:33' and a 'Help' icon. Below the navigation bar are two summary cards: 'Application Tracker' (Application Type: Renew PPKA Registration (R43), Application Submission Deadline: 20-Jan-2025 (13 days left)) and 'Registration Information (Grade, Category and Specialization)' (Existing Grade: G7, Recommendation Grade: G7). A progress bar below these cards shows 18 steps, with step 7 'Key Management Officer' highlighted in green. The main content area is titled 'Key Management Persons' and features an 'Add New Row' button. A table below lists the details for a 'Managing Director'.

		Position	Name	I/C Number/Passport No	KWSP No	Nationality	Race	Gender	Date Appointed	Resigned Date
		Managing Director				Malaysia	Banjar	Male	28/01/2015	

**Save & Continue**

Procedure

Expected Result

3.1

**Registration of Other Agencies Page**

- ▷ Click **Add New Row+** button
- ▷ Key-in/select 1 Agencies information in the pop-up window
- ▷ On completion of the technical personnel information, Click **Save** button
- ▷ Click **Save & Continue** button

▷ System displays the 9 – Competent Person Page

The screenshot displays the CIMS (Centralized Information Management System) interface. At the top, there is a navigation bar with 'HOME', 'Profile', and 'Local Contractor Registration (PPK)'. The main content area shows an 'Application Tracker' with details: 'Application Type : Renew PPKA Registration (R43)' and 'Application Submission Deadline : 20-Jan-2023 (13 days left)'. To the right, 'Registration Information (Grade, Category and Specialization)' shows 'Existing Grade : G7' and 'Recommendation Grade : G7'. Below this is a process flow with 18 steps: 1. Capital, 2. Company Details, 3. Shareholder, 4. Directors, 5. Technical Personnel, 6. Grade Confirmation, 7. Key Management Officer, 8. Registration of Other Agencies (highlighted in green), 9. Competent Person, 10. Facility Management, 11. Project Specialization, 12. Classification Status, 13. Documents, 14. Grade/Category/Specialization Recommendation, 15. CCD Points, 16. Renewal Years, 17. Applicant Declaration, 18. PPKA Completion. At the bottom, there is a section for 'Other Certification / Registration (Company)' with an 'Add New Row' button and a table with columns: Certification / Registration Category, Certificate / Registration Name, Agency Awarding, Certificate / Registration No., Expiry Date, and Upload Certificate. A 'Save & Continue' button is located at the bottom right of the table area.

Procedure

Expected Result

3.1

Competent Person Page

- ▷ Click **Add New Row+** button
- ▷ Key-in/select 1 Competent Person information in the pop-up window
- ▷ On completion of the competent person information, Click **Save** button
- ▷ Click **Save & Continue** button

▷ System displays the 10 – Facility Management Page

The screenshot displays the CIMS Centralized Information Management System interface. At the top, there is a navigation bar with 'HOME', 'Profile', and 'Local Contractor Registration (PPK)'. The current date and time are 07/01/2025 | 10:34. Below the navigation bar, there are two main sections: 'Application Tracker' and 'Registration Information (Grade, Category and Specialization)'. The 'Application Tracker' section shows 'Application Type : Renew PPKA Registration (R43)' and 'Application Submission Deadline : 20-Jan-2025 (13 days left)'. The 'Registration Information' section shows 'Existing Grade : G7' and 'Recommendation Grade : G7'. A progress bar below these sections indicates the current step in the registration process, with step 9 'Competent Person' highlighted. Below the progress bar, there is a 'Competent Person' section with an 'Add New Row' button. A note below the button states: 'Note : Only need to fill in the information of a competent person who qualifies the company to obtain a specific specialization code. (If any). Please click here to see a list of competent persons and specialization code qualifications. Other than the prescribed list of competent persons, such information does not need to be filled out'. Below the note is a table with the following columns: Name, IC No., Nationality, Race, Gender, Date Appointment, KWSP No., SOCSO No., Certification From, Certificate Type, Certificate No., Certificate Expiry Date., Year Awarded, Resign Date, Upload Certificate, and Upload IC. At the bottom right of the table, there is a 'Save & Continue' button.

Procedure

Expected Result

3.1

Competent Person Page

- ▷ Click **Add New Row+** button
- ▷ Key-in/select 1 Competent Person information in the pop-up window
- ▷ On completion of the competent person information, Click **Save** button
- ▷ Click **Save & Continue** button

▷ System displays the 10 – Facility Management Page

The screenshot displays the CIMS (Centralized Information Management System) interface. A modal window titled "Competent Person" is open, allowing for the entry of a new competent person. The form includes the following fields:

- \* Certification From: Sijil Kompetensi Kemahiran Pembinaan (SKKP)
- \* Certificate Type: SKKP - Tukang Paip A1
- \* Certificate No.: [Search button highlighted]
- Certificate Expiry Date: [Calendar icon]
- \* Year Awarded: [Dropdown menu]
- \* Name: [Text input field]
- \* IC No.: [Text input field]
- \* Nationality: [Please Select]
- \* Race: [Please Select]
- \* Gender: [Please Select]
- \* Appointment Date: [Calendar icon]
- \* KWSP No.: [Text input field]
- \* SOCSO No.: [Text input field with '-' value]
- Resign Date: [Calendar icon]
- \* Upload IC: [Choose File] No file chosen

At the bottom of the modal are "Cancel" and "Save" buttons. The background shows the "Application Tracker" for "Renew PPKA Registration (R43)" with a submission deadline of 20-Jan-2025 (13 days left). A progress bar shows steps from 1 to 18, with step 12 "Classification Status" currently active. A "Save & Continue" button is visible at the bottom right of the main page.

Procedure

Expected Result

3.1

Facility Management Tab

- ▷ Click **Add New Row+** button
- ▷ Key-in/select 1 Competent Person information in the pop-up window
- ▷ On completion of the competent person information, Click **Save** button
- ▷ Click **Save & Continue** button

- ▷ Able to add F01 / F02
- ▷ System displays the 11 – Project Specialization Page

The screenshot displays the CIMS Centralized Information Management System interface. At the top, there is a navigation bar with 'HOME' and 'Profile' buttons, and a date/time indicator '07/01/2025 | 10:45' along with a 'Help' icon. Below the navigation bar, there are two main sections: 'Application Tracker' and 'Registration Information (Grade, Category and Specialization)'. The 'Application Tracker' section shows 'Application Type : Renew PPKA Registration (R43)' and 'Application Submission Deadline : 20-Jan-2025 (13 days left)'. The 'Registration Information' section shows 'Existing Grade : G7' and 'Recommendation Grade : G7'. A process flow diagram below these sections consists of 18 steps, with step 10 'Facility Management' highlighted in green. Below the process flow, there is a section titled 'Facility Management Personnel' with an 'Add New Row' button. Below this is a table with the following columns: Name, IC No., Nationality, Race, Gender, Position, Date Appointment, KWSP No., SOCSO No., Certificate Type, Certificate Name, Year Awarded, Certificate No., Upload Certificate, and Upload IC. A 'Save & Continue' button is located at the bottom right of the table area.

Procedure

Expected Result

3.1

Facility Management Tab

- ▷ Click **Add New Row+** button
- ▷ Key-in/select 1 Competent Person information in the pop-up window
- ▷ On completion of the competent person information, Click **Save** button
- ▷ Click **Save & Continue** button

- ▷ Able to add F01 / F02
- ▷ System displays the 11 – Project Specialization Page

The screenshot displays the 'Facility Management Personnel' form within the CIMS system. The form includes the following fields:

- Certificate Type: Please Select
- Certificate Name: Please Select (dropdown menu is open, showing 'Sijil Kecekapan Pengurusan (SKP)' and 'Sijil Kompetensi Kemahiran Pembinaan (SKKP)')
- Certificate No: Contoh No Sijil SKKP
- Year Awarded: Please Select
- Name: Name
- IC No.: IC No.
- Nationality: Please Select
- Race: Please Select
- Gender: Please Select
- Position: Position
- Appointment Date: Appointment Date
- KWSP No.: KWSP No.
- SOCISO No.: -
- Upload Certificate: Choose File (No file chosen)
- Upload IC: Choose File (No file chosen)

At the bottom of the form are 'Cancel' and 'Save' buttons. The background interface shows the 'Application Tracker' with a progress bar and the 'Registration Information (Grade, Category and Specialization)' section.

Procedure

Expected Result

3.1

**Project Specialization Page**

- ▷ Select Project to Add Specialization by Project
- ▷ Select Specialization
- ▷ Click **Save & Continue** to proceed

- ▷ Able to add Specialization by Project
- ▷ System displays the 12 – Classification Status Page

The screenshot displays the CIMS interface. At the top, there is a navigation bar with 'HOME' and 'Profile' buttons, and a date/time indicator '07/01/2025 | 10:48' with a 'Help' icon. Below this, there are two main sections: 'Application Tracker' showing 'Application Type : Renew PPKA Registration (R43)' and 'Registration Information (Grade, Category and Specialization)' showing 'Existing Grade : G7' and 'Recommendation Grade : G7'. A progress bar follows, with 18 steps: 1. Capital, 2. Company Details, 3. Shareholder, 4. Directors, 5. Technical Personnel, 6. Grade Confirmation, 7. Key Management Officer, 8. Registration of Other Agencies, 9. Competent Person, 10. Facility Management, 11. Project Specialization (highlighted), 12. Classification Status, 13. Documents, 14. Grade/Category/Specialization Recommendation, 15. CCD Points, 16. Renewal Years, 17. Applicant Declaration, 18. PPKA Completion. Below the progress bar, the text 'SELECT PPK SPECIALIZATION - BUILDING (B), CIVIL ENGINEERING (CE), MECHANICAL & ELECTRICAL ENGINEERING (ME)' is displayed, along with 'Add New Project' and 'Select Project' buttons. A table with the following structure is shown:

Project Title	Request Specialization	Upload Documents
<p><b>Nota:</b></p> <p>1. Bermula pada 15 Oktober 2019 permohonan tambah kategori F dengan menggunakan bukti kerja tidak lagi diterima pakai. Kategori F hanya boleh dipertimbangkan bagi permohonan melalui Personal Teknikal yang mempunyai kelayakan akademik dan pengalaman berkaitan dengan bidang perkhidmatan fasiliti dan penyenggaraan secara bersepadu.</p> <p>2. Hanya projek yang telah siap boleh digunakan untuk permohonan tambah pengkhususan. Tempoh projek tersebut layak digunakan untuk permohonan tambah pengkhususan adalah 7 tahun dari tarikh pengesahan siap projek. Sekiranya melebihi tempoh, projek tersebut tidak layak digunakan.</p>		

At the bottom of the page, there is a 'Save & Continue' button.

Procedure

Expected Result

3.1

Classification Status Page

- ▷ Check the Classification Status
- ▷ Declare a Project if need to change Status to Active (requires project verification)
- ▷ Click **Continue**

- ▷ System will auto change the Classification status to Active if there is Project declared
- ▷ System displays the 13 – Document Page

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G7

Progress Bar Steps: 1 Capital, 2 Company Details, 3 Shareholder, 4 Directors, 5 Technical Personnel, 6 Grade Confirmation, 7 Key Management Officer, 8 Registration of Other Agencies, 9 Competent Person, 10 Facility Management, 11 Project Specialization, 12 Classification Status, 13 Documents, 14 Grade/Category/Specialization Recommendation, 15 CCD Points, 16 Renewal Years, 17 Applicant Declaration, 18 PPKA Completion

**Current Classification Status**  
Classification Status: NEW

**New Classification Status**  
Classification Status: ACTIVE

**Continue**

Project Ref No	LOA Date	Project Title
	01/03/2023	TEST FOR INSTALMENT
	01/03/2023	VASBP 3
	01/03/2023	CADANGAN PEMBANGUNAN

**Declare a New Project**

Procedure

Expected Result

3.1

Document Page

- ▷ Download and Upload Integrity Pact (IP)
- ▷ Upload Integrity Pact (Document **MUST** same file name with downloaded IP)
- ▷ Click **Save & Continue** button

- ▷ System pop up to alert Grade suggested
- ▷ System displays the 14 – GCS View page

The screenshot displays the CIMS (Centralized Information Management System) interface. At the top, there is a navigation bar with 'HOME' and 'Profile' buttons, and a date/time indicator '07/01/2025 | 10:52' along with a 'Help' icon. Below this, a status bar shows 'Application Type : Renew PPKA Registration (R43)' and 'Application Submission Deadline : 20-Jan-2025 (13 days left)'. A secondary status bar indicates 'Existing Grade : G7' and 'Recommendation Grade : G7'. A progress bar below these bars consists of 18 numbered steps: 1. Capital, 2. Company Details, 3. Shareholder, 4. Directors, 5. Technical Personnel, 6. Grade Confirmation, 7. Key Management Officer, 8. Registration of Other Agencies, 9. Competent Person, 10. Facility Management, 11. Project Specialization, 12. Classification Status, 13. Documents (highlighted in green), 14. Grade/Category/Specialization Recommendation, 15. CCD Points, 16. Renewal Years, 17. Applicant Declaration, and 18. PPKA Completion. A green notification banner states 'Company Classification Status Updated Successfully'. Below this is the 'Upload Documents' section with an 'Add New Row' button. A table with three columns: 'Document Category', 'Remarks', and 'Upload Certificate' is shown. The table contains three rows: 1. 'Annual Return of the Company which is one of the Sub Shareholder' with 'PAN' in the Remarks column and a link icon in the Upload Certificate column. 2. 'Annual Return of the Company which is one of the Main Shareholder' with 'PAN' in the Remarks column and a link icon in the Upload Certificate column. 3. 'Surat Akuan Syarikat (Integrity Pact)' with a 'Download Integrity Pact' button in the Document Category column and an 'Upload' button in the Upload Certificate column. At the bottom right, there is a 'Save & Continue' button.

Procedure

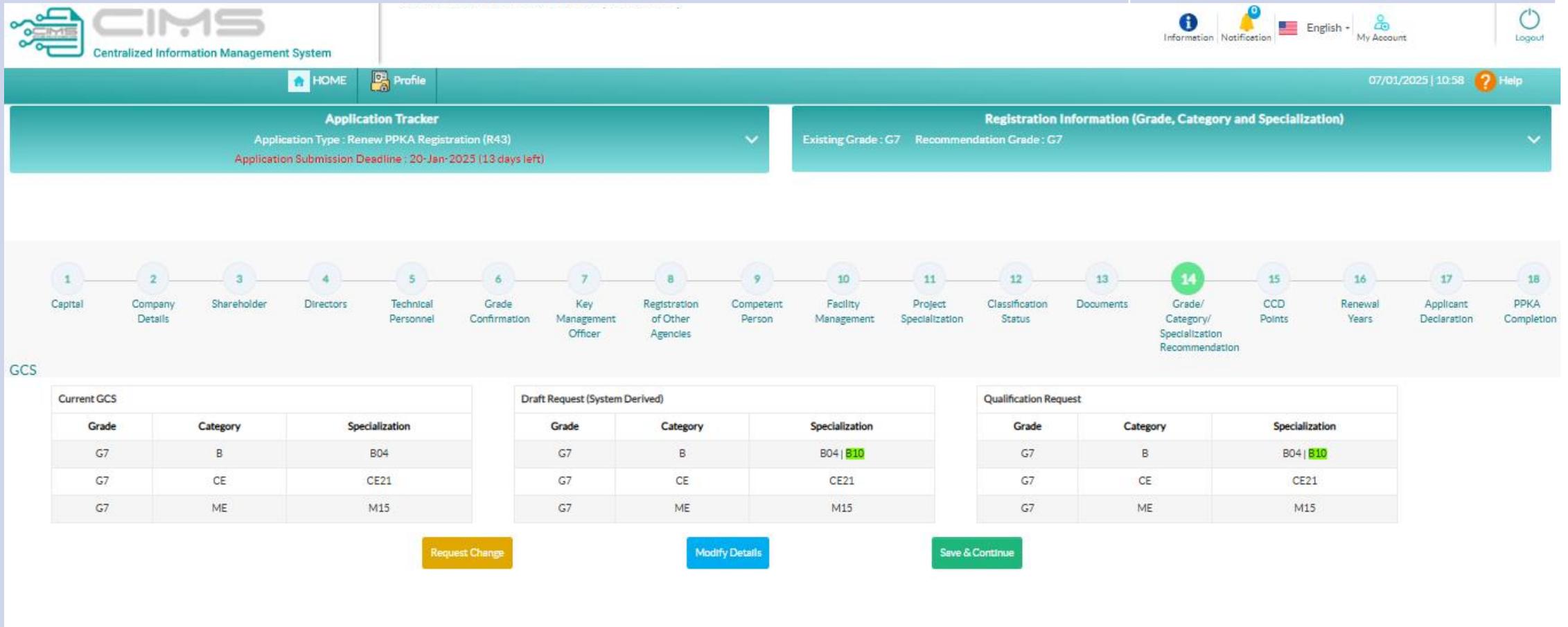
Expected Result

3.1

GCS Page

- ▷ 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
- ▷ Click **Save & Continue** button to proceed

▷ System displays the 15 – CCD Page



**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G7

Progress Bar: 1 Capital, 2 Company Details, 3 Shareholder, 4 Directors, 5 Technical Personnel, 6 Grade Confirmation, 7 Key Management Officer, 8 Registration of Other Agencies, 9 Competent Person, 10 Facility Management, 11 Project Specialization, 12 Classification Status, 13 Documents, 14 Grade/Category/Specialization Recommendation, 15 CCD Points, 16 Renewal Years, 17 Applicant Declaration, 18 PPKA Completion

**GCS**

Current GCS		
Grade	Category	Specialization
G7	B	B04
G7	CE	CE21
G7	ME	M15

Draft Request (System Derived)		
Grade	Category	Specialization
G7	B	B04   510
G7	CE	CE21
G7	ME	M15

Qualification Request		
Grade	Category	Specialization
G7	B	B04   510
G7	CE	CE21
G7	ME	M15

Buttons: Request Change, Modify Details, Save & Continue

Procedure

Expected Result

3.1

CCD Page

- ▷ System will display again all CCD points keyed in at the start of the application
- ▷ If needed can add more CCD Points
- ▷ Click **Continue** to proceed

▷ System displays the 16 – Renewal Years Page

**CIMS** Centralized Information Management System

Information Notification English - My Account Logout

HOME Profile Local Contractor Registration (PPK) 07/01/2025 | 10:59 Help

1 Capital 2 Company Details 3 Shareholder 4 Directors 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 **CCD Points** 16 **Renewal Years** 17 Applicant Declaration 18 PPKA Completion

Notice: CCD points obtained from non-Malaysian Individuals must upload a copy of the Temporary Work Visit Pass (PLKS)

Current CCD Your Current CCD points: <b>55</b> points Registration renewal entitlement: <b>1</b> years	Added CCD Added CCD Points: <b>40</b> points	Total CCD Your Total CCD points: <b>95</b> points Registration renewal entitlement: <b>1</b> years
--	---	--

Training Program	Training Date	Attendees	IC No	Position	CCD Points	Upload Documents
Integrity Course Contractor Ethics Code (Sijil Pencapaian 2)	29/12/2024	Mohammed		CCO	15	.pdf

Add Course

Programmes Entitled for CCD Points

Programme Category	Programme SubCategory	Programme Sub-SubCategory	Certificate No	Programme Details	Programme Start Date	Programme End Date	CCD Points	Name/Company Name	IC/Passport No/Company No	KWSP No	SOCOSO No	Permit No for Foreign Worker	Upload Documents
SKP Bisnes (Sijil Kehadiran)	Not Applicable	Not Applicable			29/12/2024	29/12/2024	40	Mohammed		-	-	-	.idf

Update CCD Program Continue

Procedure

Expected Result

3.1

Renewal Years Page

- ▷ Choose Renewal Years
- ▷ Click **Continue** to proceed

▷ System displays the 17 – Applicant Declaration Page

Procedure

Expected Result

3.1

**Applicant Declaration Page**

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

- ▷ Click all **check box** at the last Declaration part to **continue submit** application
- ▷ Click **Agree and Complete PPKA** button

▷ System displays the 18 – PPKA Completion Page

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G7

1 Capital 2 Company Details 3 Shareholder 4 Directors 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

**SELF DECLARATION**

**Capital**

Current Paid Up / Accumulated Capital (RM) \* : RM 1,000,000.00  
New Paid Up / Accumulated Capital (RM) \* : RM 1,000,000.00

**Business Details**

Company Details		Registration Address	
Company Name	DN. BHD.	Registration Address	
Date of Incorporation		Postcode	
Company Status Classification		State	WILAYAH PERSEKUTUAN KUALA LUMPUR
Nature of Business	NTS	District	KUALA LUMPUR
Company Web Address		Town	KUALA LUMPUR
Office Tel. No.		Parliamentary Area	
Office Fax No.		State Assembly Area	

Procedure

Expected Result

3.1

**Applicant Declaration Page**

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

- ▷ Click all **check box** at the last Declaration part to **continue submit** application
- ▷ Click **Agree and Complete PPKA** button

▷ System displays the 18 – PPKA Completion Page

**CIMS**  
Centralized Information Management System

Information Notification English My Account Logout

HOME Profile 07/01/2025 | 11:02 Help

Programme Category	Programme SubCategory	Programme Sub-SubCategory	Certificate No	Programme Details	Programme Start Date	Programme End Date	CCD Points	Name/Company Name	IC/Passport No/Company No	KWSP No	SOCSSO No	Permit No for Foreign Worker	Upload Documents
SKP Bisnes (Sijil Kehadiran)	Not Applicable	Not Applicable		01	29/12/2024	29/12/2024	40	Mohammed		-	-	-	pdf

Renew Years

Selected PPKA Registration Renewal

One (1) Year

Self Declaration

Saya wakil dari syarikat V BHD, dengan sesungguhnya dan sebenarnya mengaku bahawa :

1) Pengemukaan maklumat adalah:

- a) Benar dan tepat
- b) Mengikat syarikat dan boleh memberi kesan ke atas pendaftaran.

Sekiranya maklumat dan dokumen tersebut didapati tidak benar/palsu saya bersetuju dikenakan tindakan merujuk kepada Akta 520

2) Bersetuju terhadap penggunaan mana-mana maklumat yang diberikan

Saya mengaku bahawa saya telah membaca, memahami dan bersetuju dengan kandungan Syarat dan Terma Pendaftaran Kontraktor Ini dan Tanggungjawab dan Obligasi yang dinyatakan, dan;

Saya akan menyimpan dokumen asal permohonan ini dalam tempoh 3 tahun dari tarikh permohonan ini dibuat dan bersetuju pada bila-bila masa CIDB akan melakukan sesi Semakan Pematuhan Kontraktor ke atas syarikat saya.

Nama Pemohon :A  
No Kad Pengenalan:3  
Jawatan :DIRECTOR/CHIEF  
Tarikh :07 January 2025

Continue Later Preview Application Agree and Complete PPKA

Procedure

Expected Result

3.1

PPKA Completion Page

Renewal PPKA Application is completed and submitted.  
Click **Proceed to PPKA Renewal Payment (Process Fee)**

▷ System displays the Payment info page

**CIMS**  
Centralized Information Management System

Information Notification English My Account Logout

HOME Profile 07/01/2025 | 11:10 Help

**Application Tracker**  
Application Type : Renew PPKA Registration (R43)  
Application Submission Deadline : 20-Jan-2025 (13 days left)

**Registration Information (Grade, Category and Specialization)**  
Existing Grade : G7 Recommendation Grade : G7

1 Capital 2 Company Details 3 Shareholder 4 Directors 5 Technical Personnel 6 Grade Confirmation 7 Key Management Officer 8 Registration of Other Agencies 9 Competent Person 10 Facility Management 11 Project Specialization 12 Classification Status 13 Documents 14 Grade/Category/Specialization Recommendation 15 CCD Points 16 Renewal Years 17 Applicant Declaration 18 PPKA Completion

**RENEW PPKA REGISTRATION - COMPLETE**

You have completed your PPKA Registration Renewal

Proceed to PPKA Renewal Payment

Procedure

Expected Result

3.1

Payment Info Page

- Choose payment option by FPX
- Click **Proceed with Payment**

▷ Make process fees payment



Online Payment



PROFORMA INVOICE					
VI SI - - 50470 KUALA LUMPUR WILAYAH PERSEKUTUAN KUALA LUMPUR			Proforma Invoice No : <a href="#">PF</a> Proforma Invoice Date : 07/01/2025 Due Date : 14/01/2025 Reference No : Receipt No :		
#	Description	Qty	Unit Price (RM)	Discount (RM)	Amount (RM)
1	FI PROSES PENDAFTARAN SEMULA - KONTRAKTOR ASING (R43)	1	50.00	0.00	50.00
				<b>Total (RM)</b>	<b>50.00</b>
				<b>Total Amount (RM)</b>	<b>50.00</b>

\*Remarks:

FPX (B2C) - Retails/Individual Account  
 FPX (B2B1) - Corporate Account (min RM 1,000)  
 CCX - Credit/Debit Card

Payment Option

[Back to Module](#)

[Proceed with Payment](#)

Procedure

Expected Result

3.1

Back to Module

➤ Click view Letters & Certificates

If application is APPROVED, view APPROVAL Letter

If application is DECLINED, view DECLINED Letter

➤ Approval / Declined letter will be available

The screenshot displays the CIMS (Centralized Information Management System) interface. A modal window titled "Letter's & Certificate's" is open, showing a table with the following data:

PDF For	Approval Status	Type	Date
Renew PPKA Registration	Approved	Letter	07/01/2025 11:39:13
PPP Certificate	Approved	Certificate	03/09/2023 15:43:08
PPP Application	Approved	Letter	03/09/2023 15:43:08
PPP Certificate	Approved	Certificate	14/02/2023 12:53:03
PPP Application	Approved	Letter	14/02/2023 12:53:03
PPP Certificate	Approved	Certificate	14/02/2023 11:24:07
PPP Application	Approved	Letter	14/02/2023 11:24:03
NSPKKA Registration	Approved	Certificate	03/02/2023 17:55:10
NSPKKA Registration	Approved	Letter	03/02/2023 17:55:10
PPKA Certificate	Approved	Certificate	03/02/2023 17:50:28
PPKA Registration	Approved	Letter	03/02/2023 17:48:05

The background interface includes a navigation menu on the left with options like Dashboard, Registration, and Project Declaration and Levy. The top right shows user information and a date of 07/01/2025 | 11:39.