

# MANUAL PENGGUNA (KONTRAKTOR) UPDATE PENDAFTARAN KONTRAKTOR ASING (PPKA)

13/09/2024 v.01

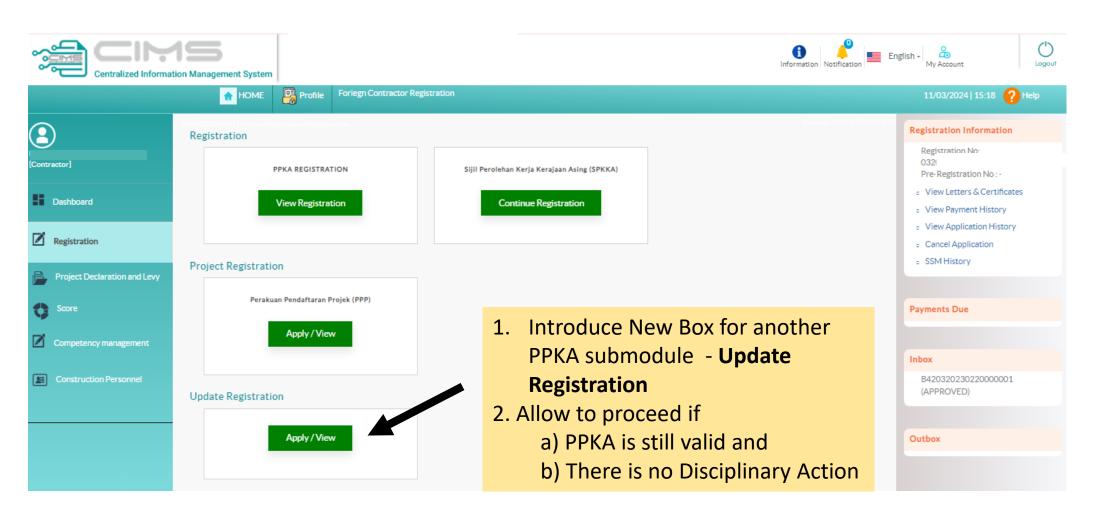
# Login in CIMS

https://cims.cidb.gov.my/smis/regcontractor/index.vbhtml

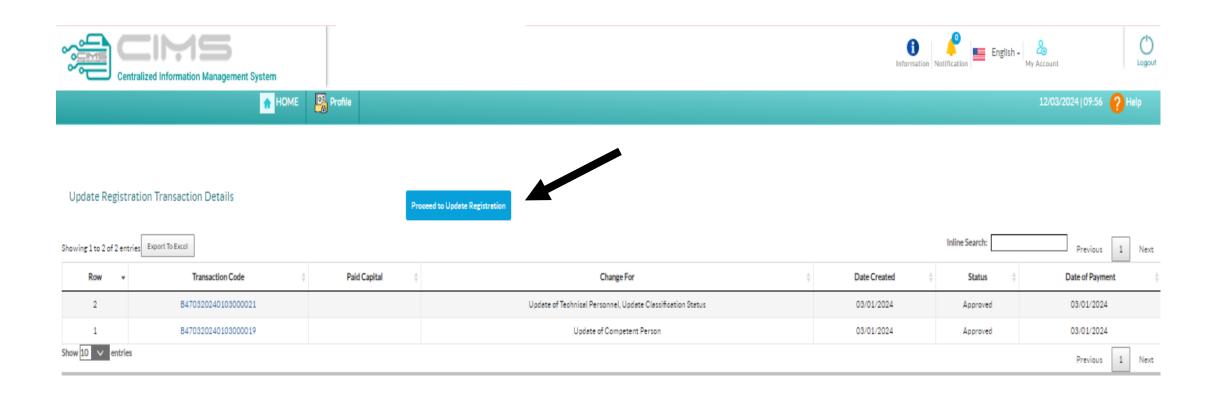
Key-in the url in your browser.

Login via given user ID and password

Click Registration > Update Registration Apply button

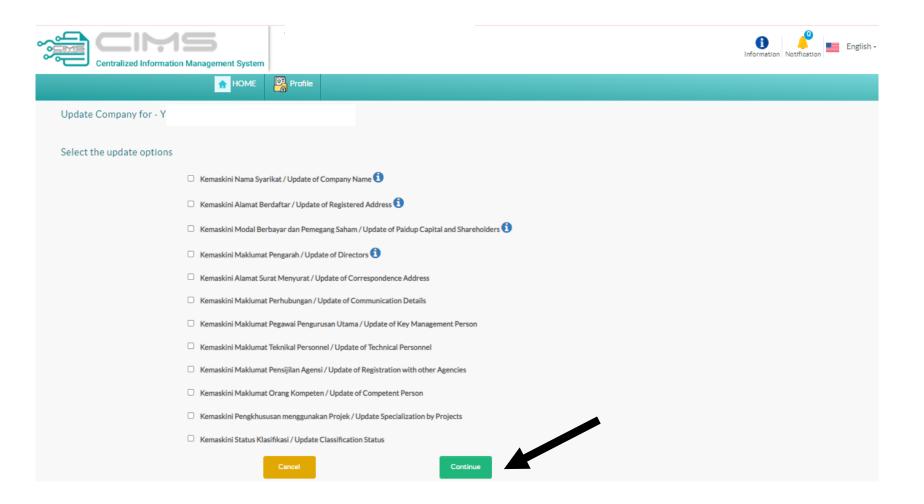


# Click Proceed to Update Registration



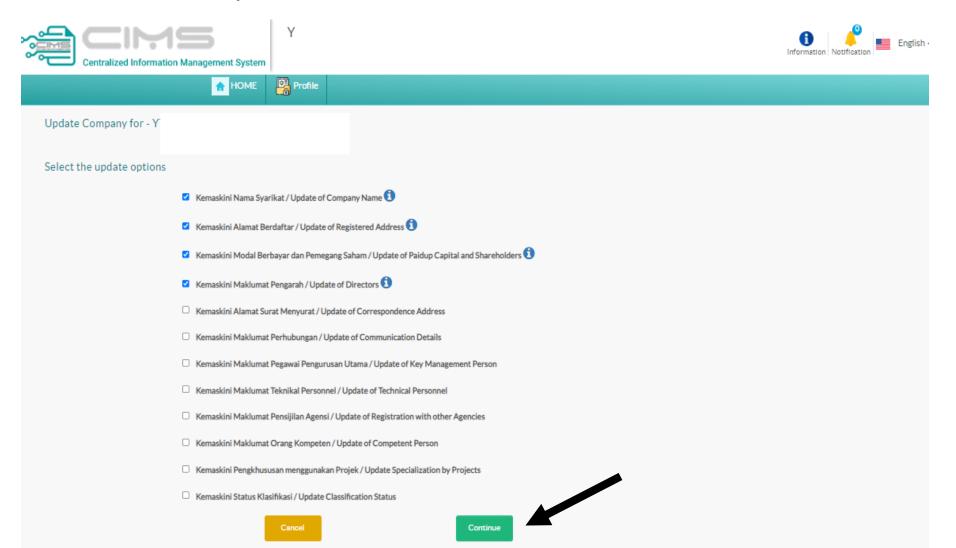
# Select Type of Update Registration Option

Able to select 1 or more of Type of Update Registration option

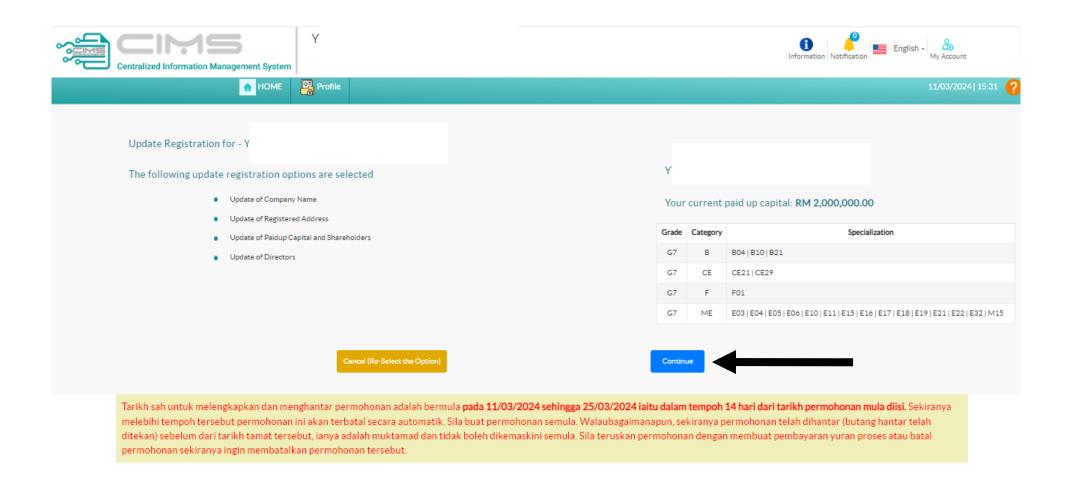


For Changes that requires SSM purchase, Contractor will be required to Update all related option:

- Update of Company Name
- Update of Registered Address
- Update of Paidup Capital and Shareholder
- Update of Director

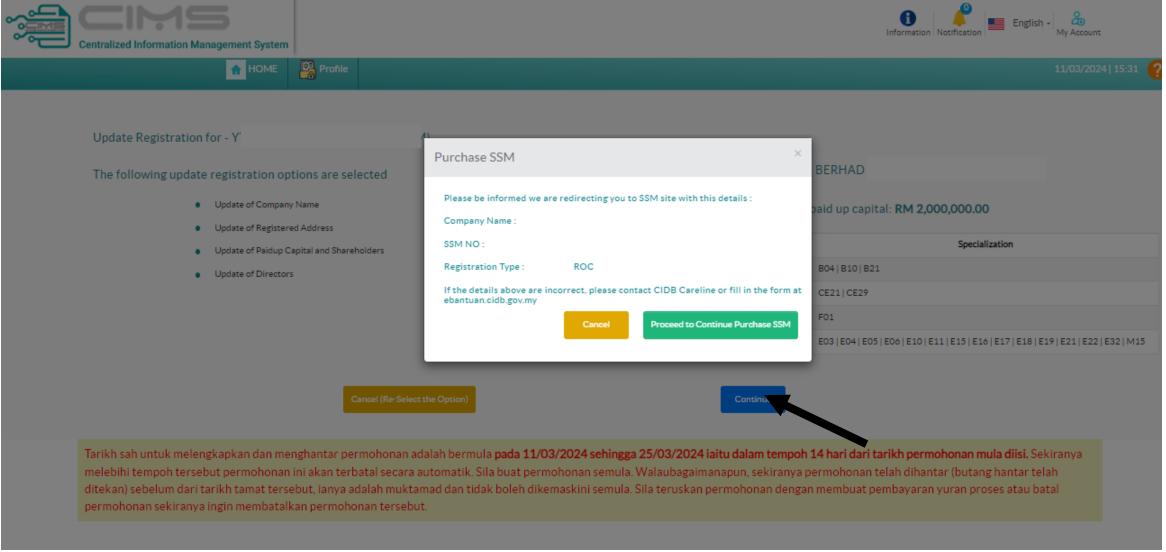


List back all option selected. Company can cancel and re-select if needed.

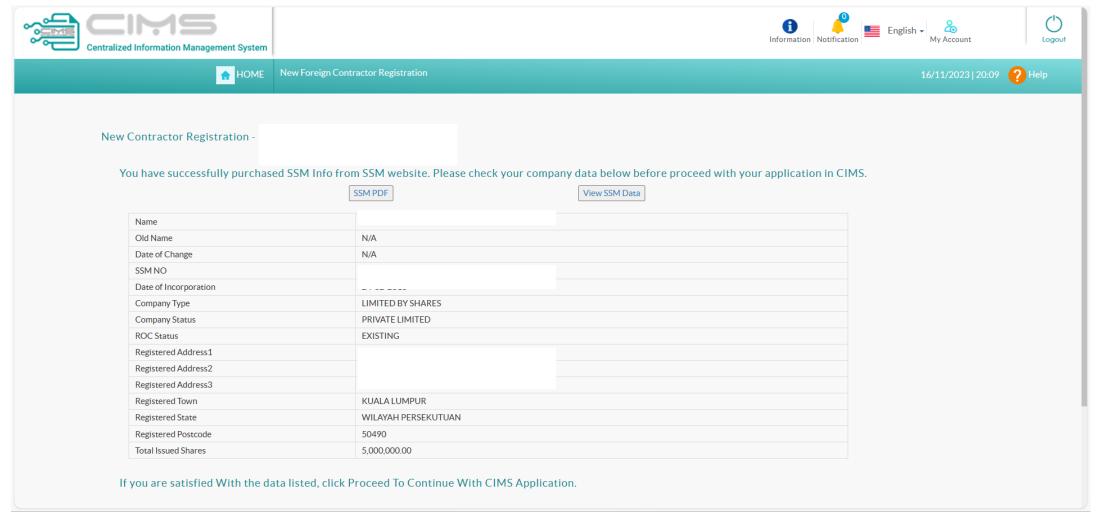


For Update Type that requires SSM repurchase system to prompt and direct to SSM page

Purchased SSM valid within 7 days. Only prompt to repurchase after 7 days but can repurchase if needed

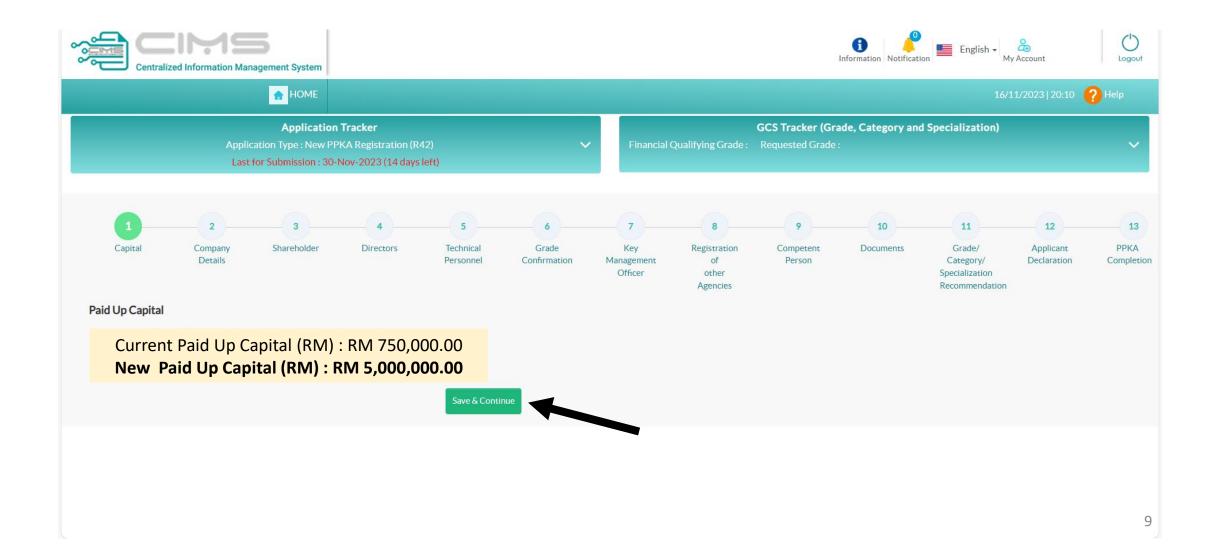


# Display SSM Common Page after return from SSM page



If Choose Update Capital will show Capital Page AND Shareholder page to be update together.

Capital must check minimum RM750,000.00 to proceed





















### **Current Shareholders**

Name / Company N	pany Name IC No. / Passport No. / Company No.		Nationality	Race	Gender	Equity Share	
LIM		70		Malaysia	TIDAK BERKAITAN	Tidak berkaitan	99000.00
Ahm		190909		Malaysia	TIDAK BERKAITAN	Tidak berkaitan	49500.00
Moh		89898		Malaysia	TIDAK BERKAITAN	Tidak berkaitan	49500.00
KAR		76		Malaysia	Melayu	Female	1000.00

## Update Shareholders

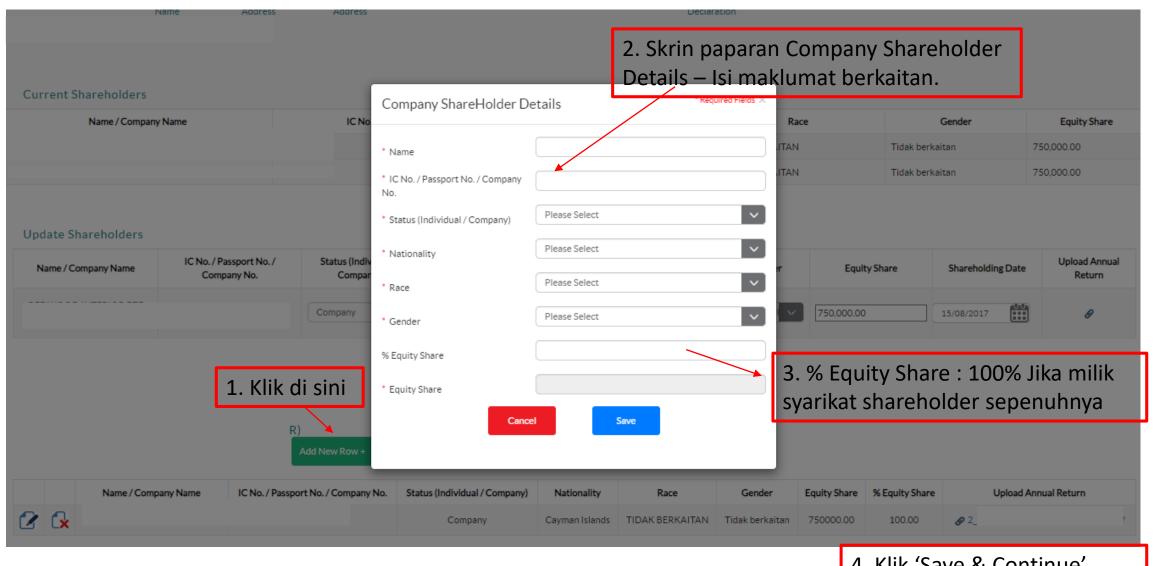
Name / Company Name	IC No. / Passport No. / Company No.	Status (Individual / Company)	Nationality	Race	Gender	Equity Share	Shareholding Date
LIM	73	Company	Malaysia	TIDAK BERKAITAN V	Tidak berkaita 🗸	99000.00	27/03/2022
KAI	7	Individual	Malaysia	MELAYU	Female	1000.00	27/03/2022

# 1. Klik di sini

Add New Row +

K di sini Save & Continue

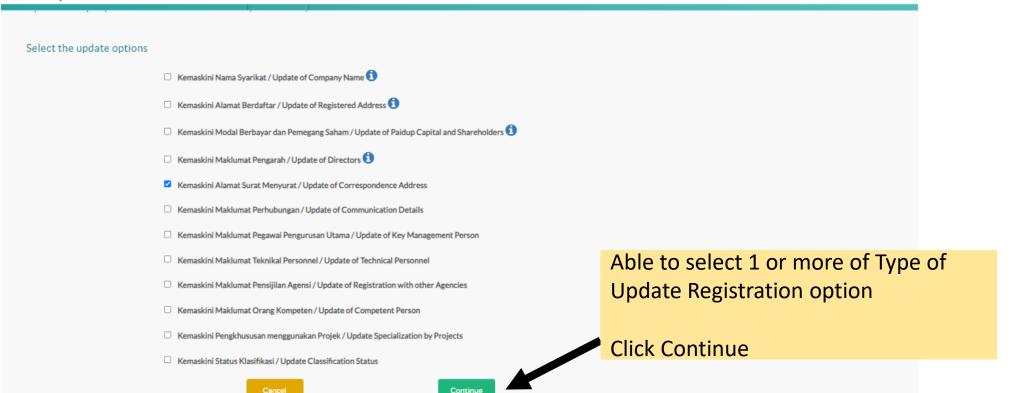
		Name / Company Name	IC No. / Passport No. / Company No.	Status (Individual / Company)	Nationality	Race	Gender	Equity Share	% Equity Share
	C <sub>×</sub>	SS Mohammed	89898888989	Individual	Malaysia	Melayu	Male	49500.00	1050.00
6		SS TRADER	8988	Company	Malaysia	ΤΙΠΔΚ ΒΕΡΚΔΙΤΔΝ	Tidak herkaitan	49500.00	50.00



4. Klik 'Save & Continue'

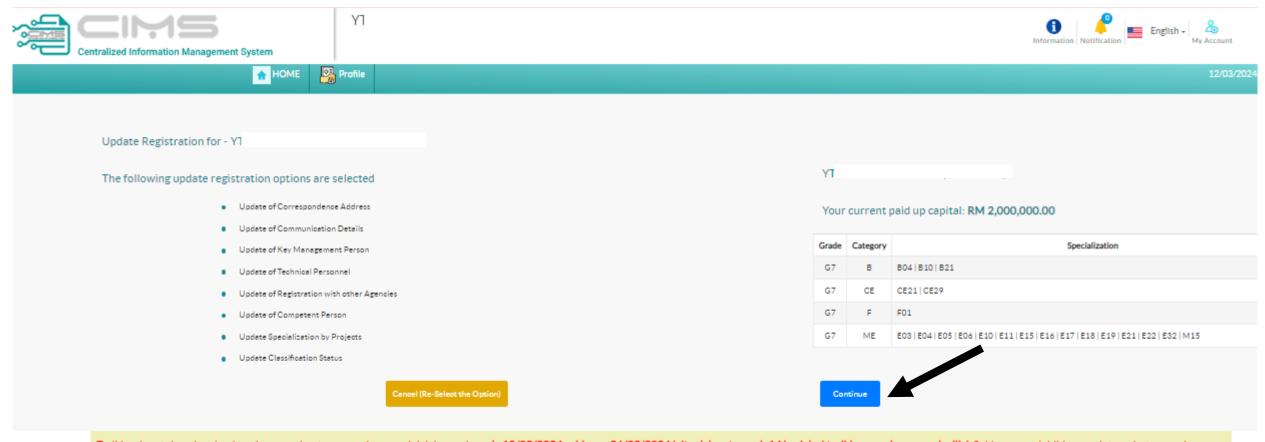
# **UPDATE COMPANY INFORMATION**

- □ Update of Correspondence Address
- Update of Communication Details
- Update of Key Management Person
- Update of Technical Personnel
- □ Update of Registration with other Agencies
- □ Update of Competent Person
- Update Specialization by Projects
- **□ Update Classification Status**



# Update Company Application System displays the *option selected*

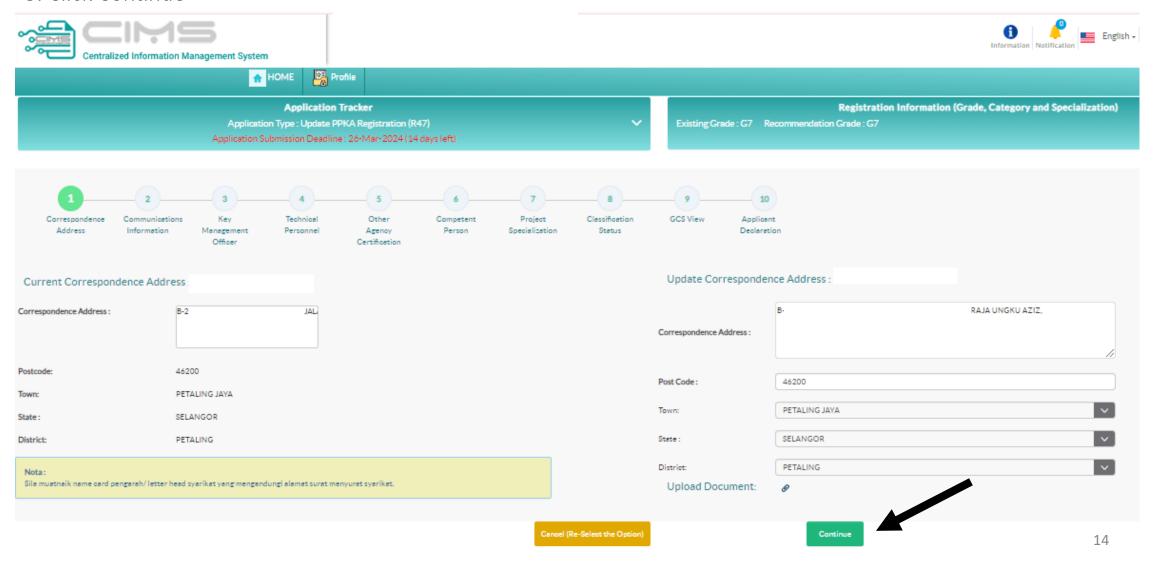
# 1. Click Continue to proceed



Tarikh sah untuk melengkapkan dan menghantar permohonan adalah bermula pada 12/03/2024 sehingga 26/03/2024 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.

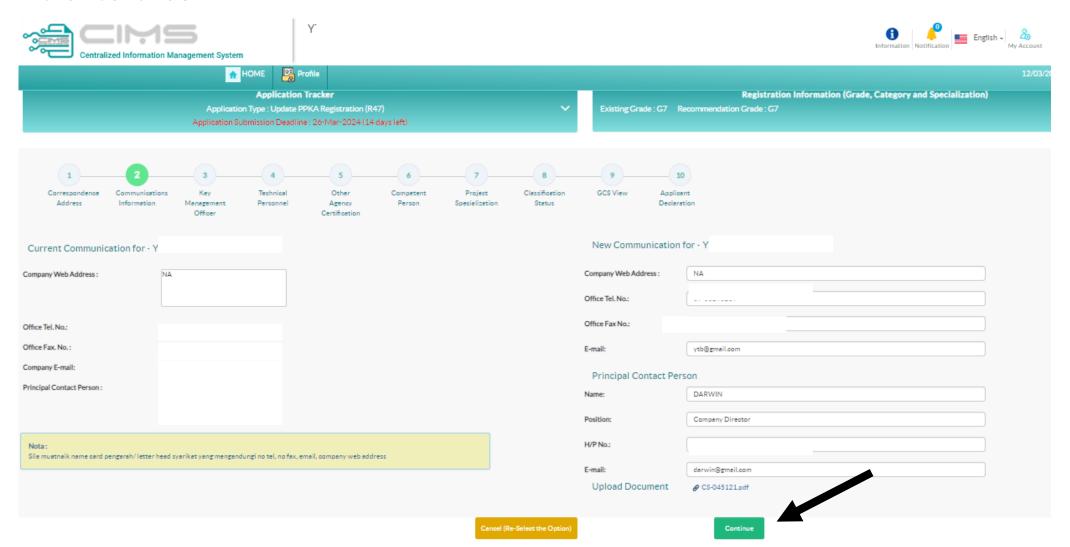
# View Correspondence Address

- 1. Key-in/select all required information at all Changes option selected, one by one
- 2. Upload atleast one supporting document for change of any information
- 3. Click Continue



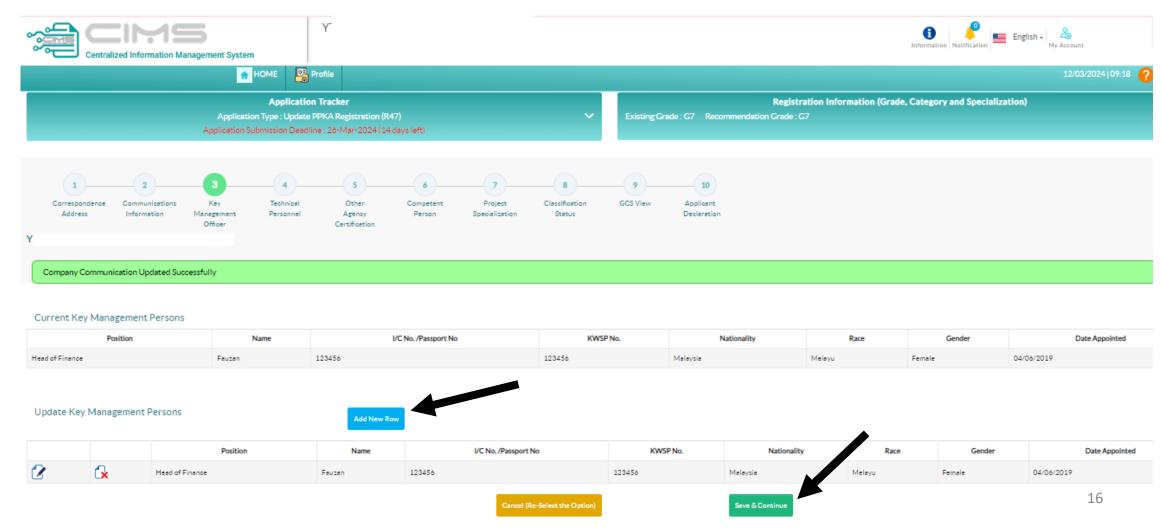
# View Communication Information

- 2. Key-in/select all required information at all Changes option selected, one by one
- 3. Upload atleast one supporting document for change of any information
- 4. Click Continue



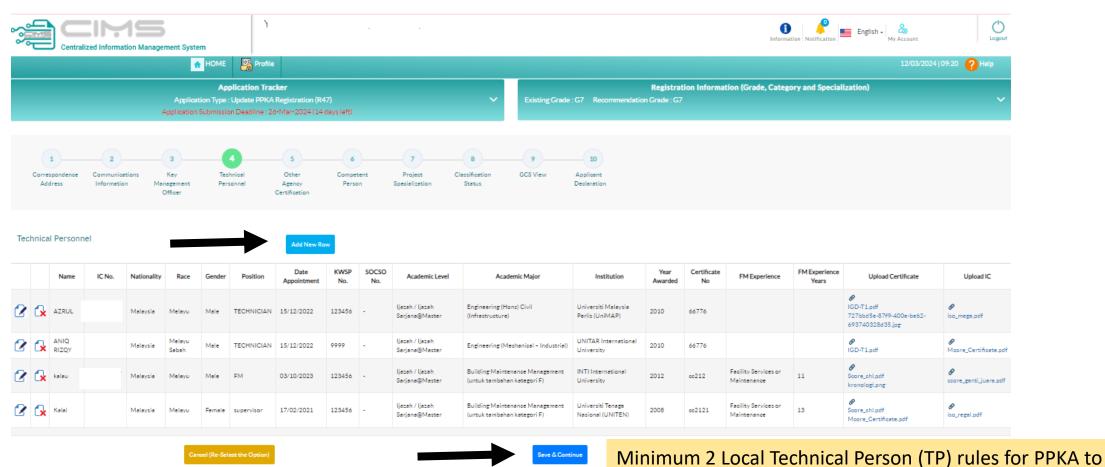
# View page: Update Key Management Officer

- 1. Click Add New Row (if any)
- 2. Key-in/select all required information at all Changes option selected, one by one (Local / Foreign)
- 3. Upload atleast one supporting document for change of any information
- 4. Click Save & Continue



# View page: Technical Personnel

- 1. Click Add New Row (if any)
- 2. Key-in/select all required information at all Changes option selected, one by one
- 3. Upload atleast one supporting document for change of any information
- 4. Click Save & Continue

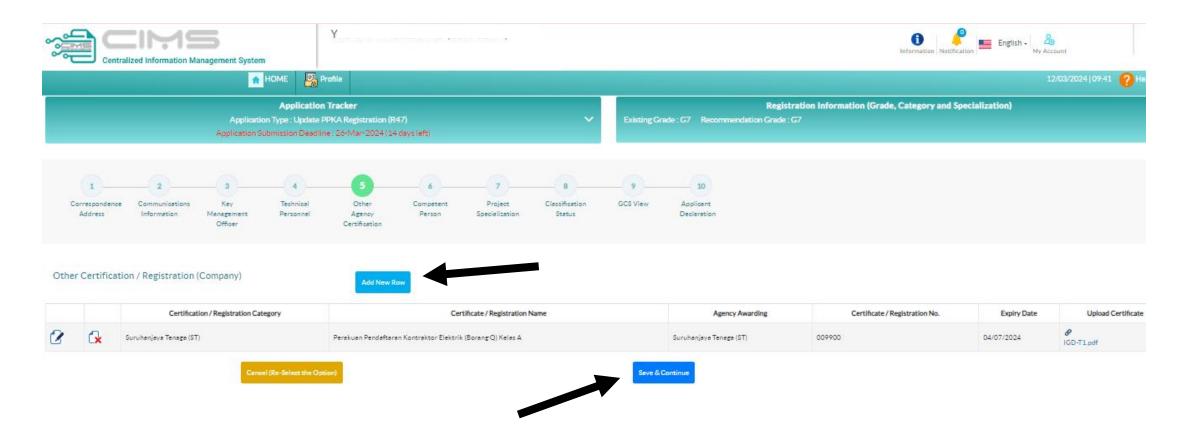


proceed.

Same TP IC already exist in other PPKA will not allowed

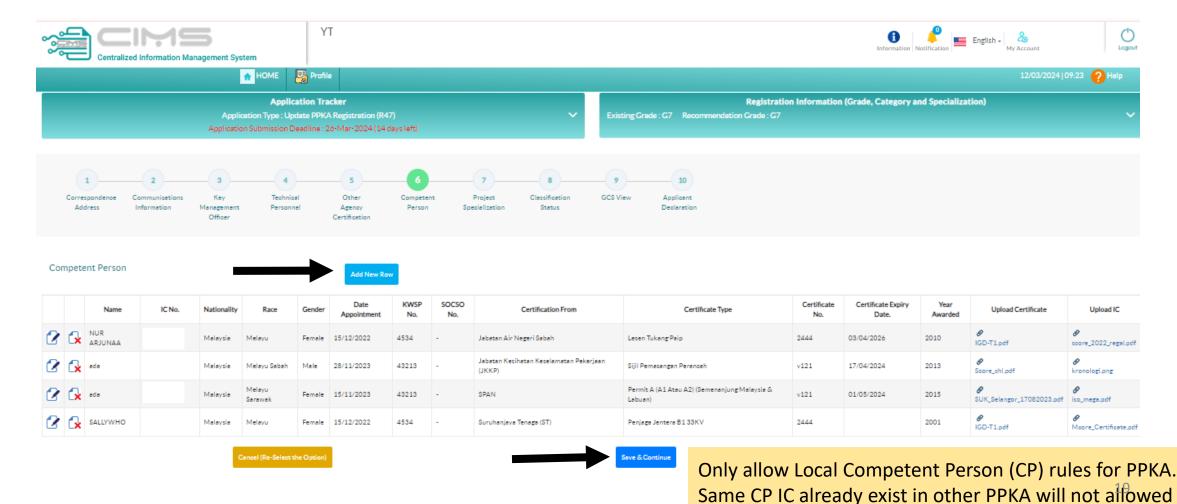
# View page: Other Agency Certification

- 1. Click Add New Row (if any)
- 2. Key-in/select all required information at all Changes option selected, one by one
- 3. Upload atleast one supporting document for change of any information
- 4. Click Save & Continue



# View page : Competent Person

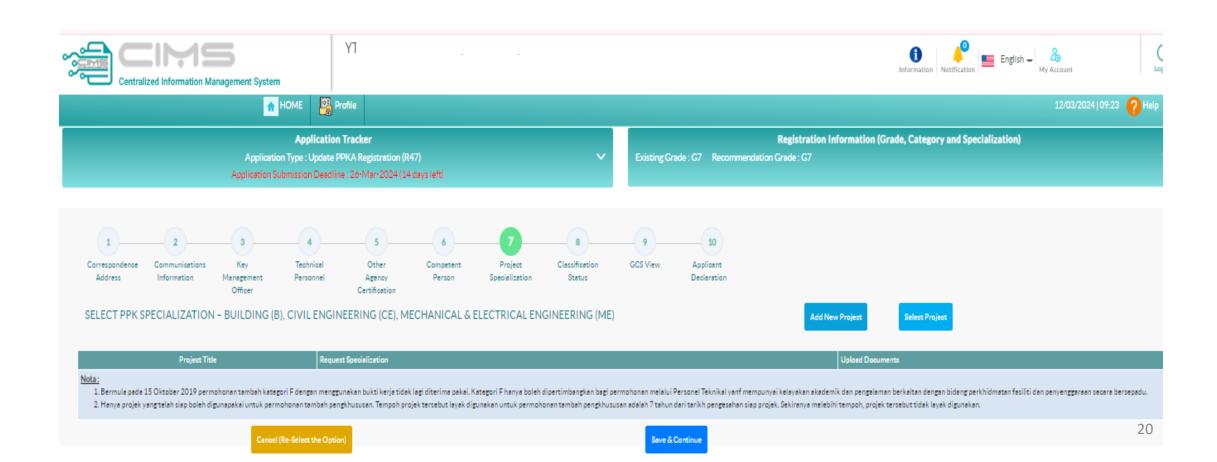
- 1. Click Add New Row (if any)
- 2. Key-in/select all required information at all Changes option selected, one by one
- 3. Upload atleast one supporting document for change of any information
- 4. Click Save & Continue



View page: Project Specialization

- 1. Click Select Project
- 2. Upload supporting document for verification
- 3. Click Save & Continue

Notes: Project with PPP Certification can be selected to add Specialization

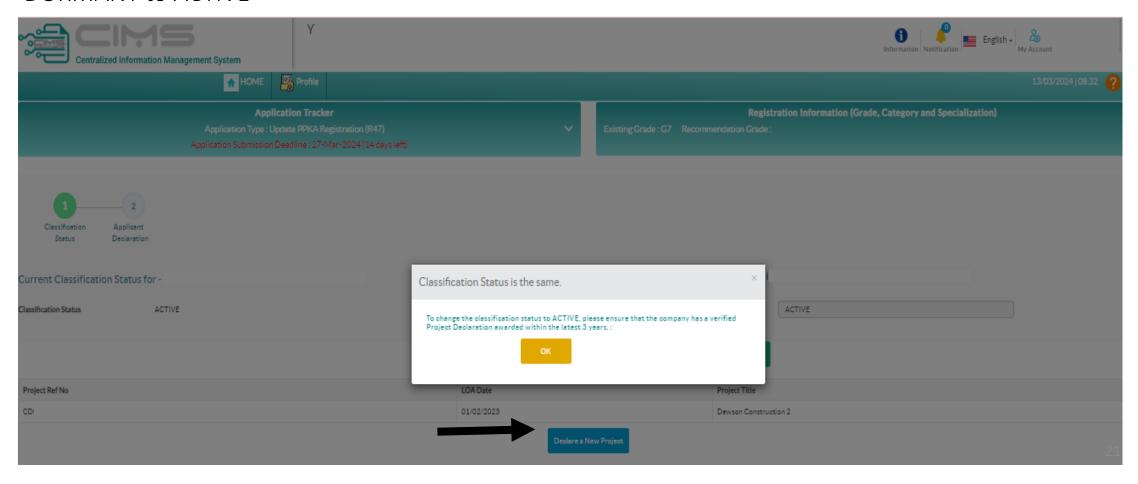


View page : Classification Status

- 1. Click Declare New Project if company has a PPP End Date in latest in 3years
- 2. Click Save & Continue

Notes: If contractor has a PPP cert with project End Date in latest 3 years, can change status from NEW to ACTIVE

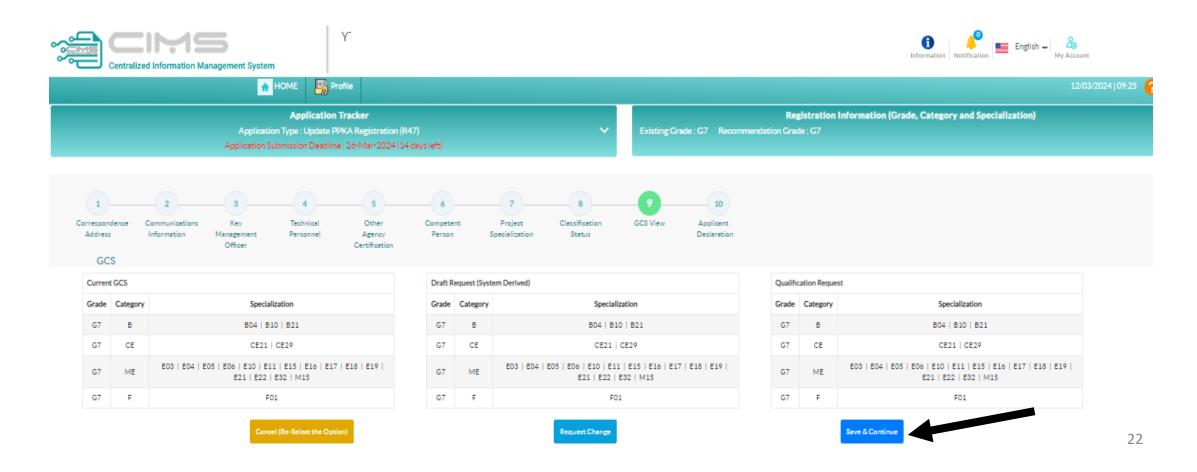
DORMANT to ACTIVE



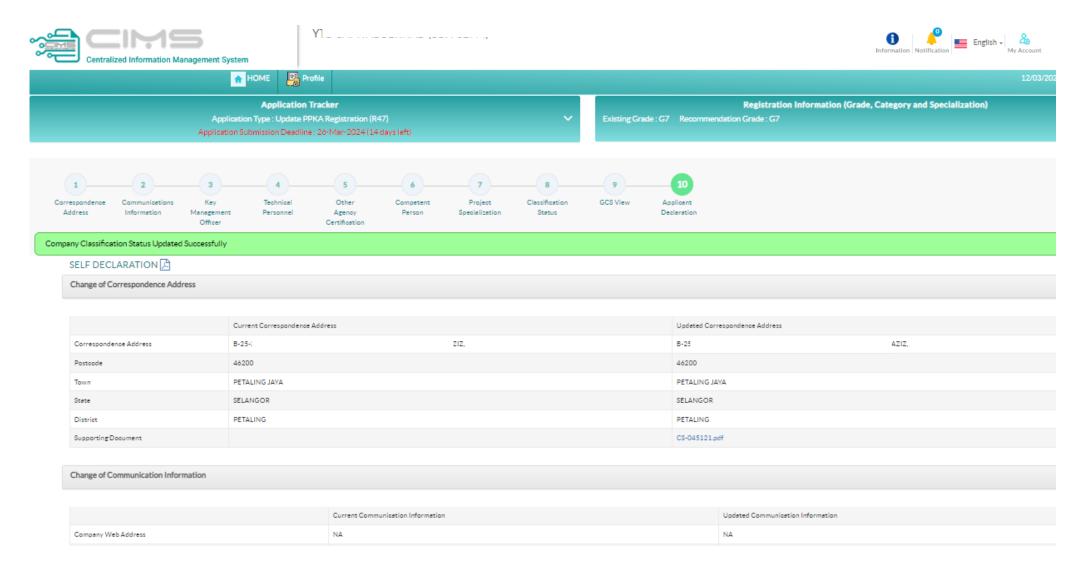
View page : GCS Recommendation

- 1. Recalculate from changes made
- 2. Click Save & Continue

Notes: Based on system recommendation. Final result will be determined by CIDB Officer based on changes made and document upload.



In the Self Declaration Page, system will display 1 page summary of the Update Company application, listing back all the changes done during the application



# Click all check box at the last Declaration part to continue Submit application Click **Agree and Complete Update PPKA** button **→** System displays the *Payment info* page Click **Make Payment** button

