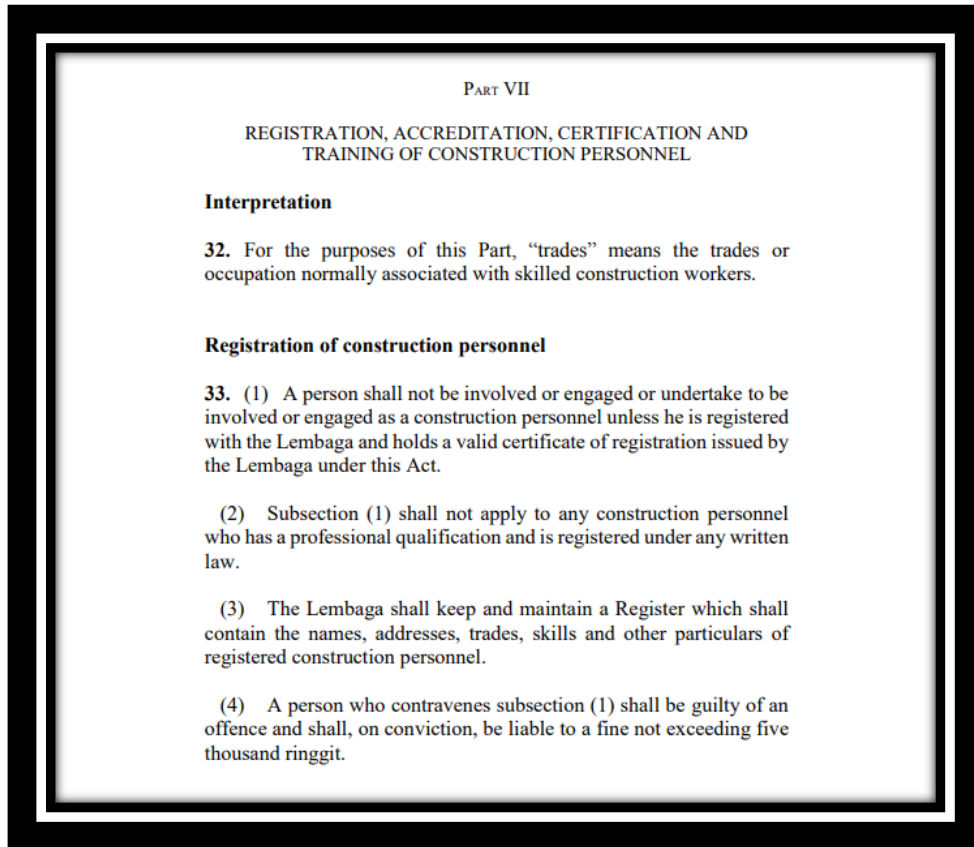

GREEN CARD CIDB & ISO 45001: 2018 – DOCUMENT NEEDS FROM HR

1A) REQUIREMENTS DOCUMENT NEEDS FROM HR TO APPLY CIDB GREEN CARD FOR NEW EMPLOYEE

- FULL NAME -
 - I/C NUMBER - TO CHECK WHETHER THEY HAVE REGISTERED FOR CIDB GREEN CARD OR NOT
 - PHONE NUMBER - TO ENSURE THEY ARE READY OR NOT TO ATTEND THE CIDB GREEN CARD COURSE
 - POSITION - TO MAKE SURE THAT THEIR ENTITLED TO REGISTER FOR CIDB GREEN CARD OR NOT
-

1B) PURPOSES OF GREEN CARD



- CIDB COMPLIANCE (LAWS) –
Lembaga Pembangunan Industri
Pembinaan Malaysia Act 1994
(Act 520)
 - IPO REQUIREMENT
 - ISO 45001:2018 OHS
MANAGEMENT SYSTEM
 - IF NEW STAFF NEVER HAVE
CIDB GREEN CARD ASKING
THEM TO ATTEND THE CIDB
AWARENESS COURSE TO
GET CIDB GREEN CARD
-

METHODS TO APPLY FOR A CIDB GREEN CARD COMPANY FOR NEW EMPLOYEE

The screenshot displays the CIDB Green Card application portal. The browser address bar shows the URL: cims.cidb.gov.my/cpbv2/companysubmenu.aspx?opt=N&cpb=sAzWh2l2BNa849Lld9Uve0rzs6CHwmc0dfN6qZXRoWU=®by=C&mtoggle=1&cat=. The page header includes the CIMS logo (Centralized Information Management System) and the company name MCC TECHNIQUE SDN. BHD. A user profile for berry@mcct.com.my is shown with a [Company] label. The main navigation bar contains links: Home, Personnel Detail, Personnel Card, Personnel Insurance, Foreign Workers, Expatriates, and Job Portal. The 'Personnel Detail' section is active, displaying a grid of buttons: LOCAL PERSONNEL DETAIL, FOREIGN PERSONNEL DETAIL, REGISTER FOREIGN WORKERS (with a count of 1), IMM13P APPLICATION, ADD LOCAL CONSTRUCTION PERSONNEL DETAIL (highlighted with a red box), PUSH EXISTING PB FOREIGN WORKERS DETAILS, and SPECIAL PERMISSION APPLICATION. Each button has a 'View Details' link at the bottom. The CIDB MALAYSIA logo is at the bottom left. The Windows taskbar at the bottom shows the search bar, various application icons, system clock (27°C, 9:50 AM, 7/5/2025), and language (ENG).

1. Click 'view details' at 'Add Local Construction Personnel Detail'

Add Local Personnel Detail

2. Insert the i/c number

Registration No : 413794M

Company Name : MCC TECHNIQUE SDN. BHD.

Mykad Card No ★

011008

08

0636

Applicant Name *

NUR AINA BINTI HISHAMUDDIN

Add to List

3. Click 'Add to List'

Click Delete button to remove from the list

#	Personal Details		
	Person Id	Person Name	Email Id
No data to display			

Add Local Personnel Detail

Company Registration No : 413794M

Company Name : MCC TECHNIQUE SDN. BHD.

Mykad Card No *

 - -

Applicant Name *

Add to List

Clear

Click Delete button to remove from the list

4. The name will appear here

#	Personal Details		
	Person Id	Person Name	Email Id
	011008080636	NUR AINA BINTI HISHAMUDDIN	ainanurhisham@gmail.com

5. Click 'Save & Submit' button

Save & Submit

Menu / Add Local Personnel Detail

Add Local Personnel Detail

Company Registration No : 413794M

Company Name : M

Mykad Card No *

 - -

Applicant Name *

List

Clear

cims.cidb.gov.my says

Are you sure to submit?

OK

Cancel

6. Click 'OK' to confirm submit

Click Delete button to remove from the list

#	Personal Details		
	Person Id	Person Name	Email Id
	011008080636	NUR AINA BINTI HISHAMUDDIN	ainanurhisham@gmail.com

Save & Submit

javascript:void(0);

CIDB Green Card Logi - Goo...CIDB GREEN CARD LIST .xlsxCIDBCIDB(2) WhatsAppCIDB

cims.cidb.gov.my/cpbv2/forms/transactions/regCompanyUpdateLocalDetailv2.aspx?opt=N&cpb=sAzWh2i2BNa849Lld9Uve13hmg9nL6voF6VOe@nh4HY=®by=C



CIMS
Centralized Information Management System

MCC TECHNIQUE SDN.
BHD.



Logout

berry@mcct.com.my
[Company]

Home

Personnel Detail

Personnel Card

Personnel Insurance

Foreign Workers

Expatriates

Job Portal

MenuAdd Local Personnel Detail

Add Local Personnel Detail

Company Registration No : 413794MCompany Name : MCC TECHNIQUE SDN. BHD.

Mykad Card No *

-

-

Applicant Name *

Add to List

Clear

Click Delete button to remove from the list

#	Personal Details		
	Person Id	Person Name	Email Id
No data to display			

7. Click
'Personnel Card'
button

https://cims.cidb.gov.my/cpbv2/companysubmenu.aspx?opt=N&cpb=sAzWh2i2BNa849Lld9Uve13hmg9nL6vo1HYiOQedPQ8=®by=C&mtoggle=2&cat=

Type here to search



27°C9:51 AM7/5/2025

CIDB Green Card Logi - Google

CIDB GREEN CARD LIST .xlsx

CIDB

(2) WhatsApp

CIDB

cims.cidb.gov.my/cpbv2/companysubmenu.aspx?opt=N&cpb=sAzWh2I2BNa849LId9Uve13hmg9nL6vo1HYiOQedPQ8=®by=C&mtoggle=2&cat=

☆

⬇

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⋮

CIMS
Centralized Information Management System

MCC TECHNIQUE SDN.
BHD.

Logout

berry@mcct.com.my
[Company]

Home

Personnel Detail

Personnel Card

Personnel Insurance

Foreign Workers

Expatriates

Job Portal

Personnel Card

NEW PERSONNEL CARD
View Details

33
RENEW PERSONNEL CARD
View Details

REPLACEMENT PERSONNEL CARD
View Details

84
PERSONNEL CARD LISTING
View Details

PAYMENT PENDING
View Details

PAYMENT HISTORY
View Details

APPLICATION IN-PROGRESS
Menu ▾

DELETED APPLICATION LOG
View Details

SEARCH BIODATA PERSONNEL
View Details

PAYMENT DETAIL CHECKING
View Details

SPECIAL PERMISSION LIST
View Details

UPDATE BENEFICIARY DETAIL
View Details

8. Click ‘view details’ at ‘Personnel Card Listing’

https://cims.cidb.gov.my/cpbv2/forms/transactions/regCompanyPersonalDataListv2.aspx?opt=N&cpb=sAzWh2I2BNa849LId9Uve5qz0YUpwROnWlaTqico8IM=®by=C

Type here to search



27°C

9:51 AM 7/5/2025

Company Registration No : 413794M Company Name : MCC TECHNIQUE SDN. BHD.

Enter text to search...

Construction Personnel Card Details								
Action	View Profile	Temporary Pass	Person Id	Person Name	Nationality	Card No	Card Expiry	Job Category
✖	i	🖨	870926305334	NORIDAYU BINTI ZAINAL	MALAYSIA	W91170520070011	26/09/2024	PEKERJA BINAAN
✖	i	🖨	750207045357	NORSAHU	MALAYSIA	W91211120080030	07/02/2026	PENGURUS PRO
✖	i	🖨	870612435910	NORSAYANTI BINTI NATHANIAN	MALAYSIA	B91241120150025	12/06/2025	PENGURUS PRO
✖	i	🖨	011008080636	NUR AINA BINTI HISHAMUDDIN	MALAYSIA	2011008PR1800072465	08/10/2025	PEKERJA BINAAN
✖	i	🖨	960828145794	NUR AMIRA HAZIQAH BINTI MOHD YOSLIZA	MALAYSIA	2960828SL1900072506	28/08/2025	PENGURUS PRO
✖	i	🖨	990113565434	NUR AMIRA NATASHA BINTI ZAIROL	MALAYSIA	2990113SL1800503603	13/01/2021	PEKERJA BINAAN
✖	i	🖨	991010016218	NUR FASIAH AMINAH BINTI SU'IB	MALAYSIA	2991010JH1900710776	10/10/2023	PEKERJA BINAAN
✖	i	🖨	930827115748	NUR FATIAH BINTI MOHAMAD NASIR	MALAYSIA	J81240520150025	27/08/2026	PEKERJA BINAAN
✖	i	🖨	970101017002	NUR SYAFIAH BINTI ZULFAKAR	MALAYSIA	2970101ML1900426778	01/01/2025	PENGURUS PRO

Page 6 of 9 (84 items) < 1 2 3 4 5 [6] 7 8 9 >

9. The name will appear here

Download

10. Click 'Download'

GREEN CARD FOR EXISTING STAFF/EMPLOYEE

- MONITOR STAFF GREEN CARD EXPIRY DATES IN THE SYSTEM
- RENEW EXPIRY GREEN CARD

REQUIREMENTS FOR LICENSE RENEWAL SPKK/PKK & SCORE (THE DOCUMENT WE NEED FROM HR)

- I/C STAFF NUMBER*
 - SSM COMPANY
 - ACADEMIC CERTIFICATES *
 - COMPETENCY CERTIFICATES *
 - COMPANY AUTHORITY CERTIFICATE
 - FINANCIAL REPORT
 - AUDIT REPORT
 - TOTAL NUMBERS OF STAFF *
 - ATTENDANCE SOFTWARE (INFOTECH)
*
-

ISO 45001 – DOCUMENTS WE NEED FROM HR

- COMPETENCY CERTIFICATES / ACADEMIC CERTIFICATES
 - NUMBER OF WORKERS
 - CONTINUAL TRAINING CERTIFICATES (TRAINING BY OUTSOURCE) – EG: ACCREDITATION CIDB, DOSH,
 - TRAINING REQUIREMENTS (REQUEST BY SITE)
 - PPE RECORD (PROVIDE BY COMPANY) – EG: SAFETY HELMET, SAFETY SHOE, SAFETY VEST / RECEIPT OR TRACKING RECORD
-