

A GUIDE TO SUBMIT COMPANY DECLARATIONS via CIMS 3.0

SUBMISSION IS ON VOLUNTARY BASIS

Who can submit?



- Companies which activities are **not in the list of prohibited activities**, as issued by the National Security Council (MKN). Companies that have applied to MITI via CIMS 2.0, regardless of the application results **DO NOT NEED TO SUBMIT** the notification.

Where to submit?



- Companies can submit through the **COVID-19 Intelligent Management System (CIMS) 3.0** at <https://notification.miti.gov.my>

Before submitting....

STEP 1



- Identify a representative from your company to be the contact person
- Once you have created your account, **read and agree with the Terms & Conditions** before proceeding with the registration
- If you already have an account from the previous application process (application.miti.gov.my), you may continue to use your login details.

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Under Notifikasi Beroperasi, click **Daftar Notifikasi Baru** and enter the following information into CIMS 3.0

STEP 2

1. Company registration details

2. Correspondence and operational address

3. Revenue

4. Total number of workers

5. Specify Economic activity/cluster

6. Submit Declaration

- Key in **SSM**, and **relevant license numbers** from local authorities
- If you don't have the above details, you have the option of checking a box to indicate this.

- You can submit **up to 10 locations of your operations through the system**. For notifications with more than 10 locations, submit a new notification.



- For the year 2017, 2018 and 2019

- Details for "Jadual Pecahan Pekerja"
- Download the "Templat Muat Naik Senarai Pekerja", and **fill required details** before uploading.

- Choose your specific **sector and cluster** from the dropdown menu

- This is a **self declaration** that companies will commit and adhere to all the SOPs set by the authorities

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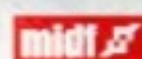
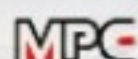


Submit your notification!

STEP 3

- **CIMS 3.0 will auto-generate a letter containing a QR Code**
- **Access your submission by clicking on the corresponding **Papar** button**
- **In the details page, click **Cetak Surat / Print Letter****

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