



KEMENTERIAN  
PERDAGANGAN ANTARABANGSA DAN INDUSTRI

# HOW TO UPDATE YOUR WORKERS LIST ON CIMS 2.0

A guide for approved companies to  
update their list of workers

- 1** LOG IN TO CIMS 2.0  
THROUGH  
[application.miti.gov.my](https://application.miti.gov.my)
- 2** CLICK 'PERMOHONAN'  
AND THEN  
'PERMOHONAN  
BEROPERASI'
- 3** CLICK 'KEMASKINI  
PEKERJA'
- 4** FILL UP THE TOTAL NUMBER  
OF WORKFORCE AT THE  
WORKERS TABLE AND  
ENSURE ALL COLUMNS ARE  
FILLED. KEY IN '0' FOR OTHER  
UNRELATED COLUMNS
- 5** UPLOAD YOUR  
WORKER'S DETAILS  
USING THE TEMPLATE ON  
THE SYSTEM
- 6** CHECK ALL  
INFORMATION AND  
PRESS SEND
- 7** CLICK 'CETAK' TO GET  
YOUR NEW APPROVAL  
LETTER