## **GUIDELINES TO CIMS REGISTRATION**

These steps are for companies that have not registered with CIMS



Log in to https://notification.miti.gov.my

- 1 Click "Borang Notifikasi"
- 2 Click "Notifikasi Beroperasi"
  - O Notifikasi Beroperasi

□ Dashboard

Profil Pemohon

Borang Notifikasi

Laporan Harian Pematuhan SOP

Click "Daftar Notifikasi Baru" that located at the top right portal.



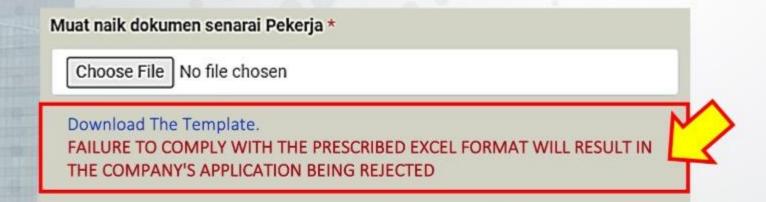
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For Full List of Workers, download the template and fill in the latest worker's information.



Upload the Full List of Workers document in the system and click "Save".

**ATTENTION**: For Full List of Workers, please ensure:

- Use Microsoft Excel version 2007 and above only.
  Other document formats are not accepted.
- Fill in your latest worker's information by column accurately.
- Do not modify or tamper with the template provided.