

# GUIDELINES TO CIMS REGISTRATION

*These steps are for companies that have not registered with CIMS*



MINISTRY OF  
INTERNATIONAL TRADE AND INDUSTRY

**Log in to**

**<https://notification.miti.gov.my>**

**1**

**Click “Borang Notifikasi”**

**2**



**Click “Notifikasi Beroperasi”**

**3**

**Click “Daftar Notifikasi Baru” that located at the top right portal.**

 **Dashboard**

 Profil Pemohon

 Borang Notifikasi 

Laporan Harian Pematuhan SOP

**Notifikasi Beroperasi**



**Daftar Notifikasi Baru**

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**4**

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

Muat naik dokumen senarai Pekerja \*

Choose File No file chosen

[Download The Template.](#)

**FAILURE TO COMPLY WITH THE PRESCRIBED EXCEL FORMAT WILL RESULT IN THE COMPANY'S APPLICATION BEING REJECTED**

**5**

***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.***