GUIDELINES TO UPDATE LIST OF WORKERS IN CIMS REGISTRATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

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

Dashboard

- Profil Pemohon
- Borang Notifikasi ⌄
  - ○ Laporan Harian Pematuhan SOP
  - ○ Notifikasi Beroperasi

(1) *Click "Borang Notifikasi"*

(2) *Click "Notifikasi Beroperasi"*

(3) *Click "Kemaskini" on "Senarai Notifikasi Operasi". Update the Breakdown Number of Current Employees and Full List of Workers accordingly.*

Kemaskini Pekerja ↑↓

Kemaskini

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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.*