GUIDELINES TO UPDATE LIST OF WORKERS IN CIMS REGISTRATION



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

- 1 Click "Borang Notifikasi"
- 2 Click "Notifikasi Beroperasi"
- O Laporan Harian Pematuhan SOP

Notifikasi Beroperasi

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



□ Dashboard

Profil Pemohon

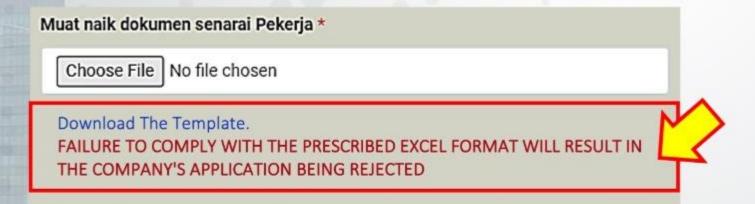
Borang Notifikasi

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



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.