



**Majlis Peguam
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**Circular No 349/2020
Dated 14 Oct 2020**

To Members of the Malaysian Bar and pupils in chambers

Guidance on MITI COVID-19 Intelligent Management System (CIMS 3.0)

We refer to [Circular No 341/2020](#) entitled “Conditional Movement Control Order Period in Kuala Lumpur, Putrajaya and Selangor | MITI’s COVID-19 Intelligent Management System (“CIMS”)” dated 13 Oct 2020 regarding our recommendation to Members of the Bar to register with the Ministry of International Trade and Industry (“MITI”)’s CIMS, in order to inform MITI that they are currently operating during the Conditional Movement Control Order (“CMCO”).

We have herewith attached the guidelines prepared by MITI to assist Members with the registration process. Click [here](#) (see pages 2 to 4) to view the guidelines.

Thank you.

**A G KALIDAS
Secretary
Malaysian Bar**

A GUIDE TO SUBMIT COMPANY DECLARATIONS via CIMS 3.0

SUBMISSION IS ON VOLUNTARY BASIS

Who can submit?



- Companies which activities are **not in the list of prohibited activities**, as issued by the National Security Council (MKN). Companies that have applied to MITI via CIMS 2.0, regardless of the application results **DO NOT NEED TO SUBMIT** the notification.

Where to submit?



- Companies can submit through the **COVID-19 Intelligent Management System (CIMS) 3.0** at <https://notification.miti.gov.my>

Before submitting....

STEP 1



- Identify a representative from your company to be the contact person
- Once you have created your account, **read and agree with the Terms & Conditions** before proceeding with the registration
- If you already have an account from the previous application process (application.miti.gov.my), you may continue to use your login details.

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Under Notifikasi Beroperasi, click **Daftar Notifikasi Baru** and enter the following information into CIMS 3.0

STEP 2

1. Company registration details

2. Correspondence and operational address

3. Revenue

4. Total number of workers

5. Specify Economic activity/cluster

6. Submit Declaration

- Key in **SSM**, and **relevant license numbers** from local authorities
- If you don't have the above details, you have the option of checking a box to indicate this.

- You can submit **up to 10 locations of your operations through the system**. For notifications with more than 10 locations, submit a new notification.



- For the year 2017, 2018 and 2019

- Details for "Jadual Pecahan Pekerja"
- Download the "Templat Muat Naik Senarai Pekerja", and **fill required details** before uploading.

- Choose your specific **sector and cluster** from the dropdown menu

- This is a **self declaration** that companies will commit and adhere to all the SOPs set by the authorities

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Submit your notification!

STEP **3**

- **CIMS 3.0 will auto-generate a letter containing a QR Code**
- **Access your submission by clicking on the corresponding **Papar** button**
- **In the details page, click **Cetak Surat / Print Letter****

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