

Dear Dato'/Sir/Madam/Mr./Ms.

APEC Business Travel Card (ABTC)

Conditions of the applicant:

- (i) Member of Penang Chinese Chamber of Commerce;
- (ii) Company's Director (Example: Executive Director, Managing Director, Chairman and CEO)
- (iii) Applicant's supporting documents are valid and verified (as per checklist below).

All applicants are required to provide the following documents:

			YES	NO	
1.	Original of the filled in ABTC Application Form with signature and together with the passport photo (Blue Background) and must correct e-mail and contact number of the applicant <i>Remark:</i> (i) In Column <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="text-align: center;">C</td></tr></table> 8. Surat Sokongan (Nyatakan nama penuh badan berkenaan) THE ASSOCIATED CHINESE CHAMBERS OF COMMERCE AND INDUSTRY OF MALAYSIA (ii) The date of letter to the Immigration Department, ACCCIM, and ABTC Application Form must be the same and use the latest date (iii) Use Black Ink Pen to fill the form (The signature must in the box) (iv) Do opt for business attire or a collared shirt for your passport photo (blue background) (v) The passport photo must be front view with blue background	C	1 set		
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2.	Photocopy of Malaysian Passport (Front Page) (more than 3 and a half years validity) Please use the printer to scan the passport copy instead of using the camera to capture it.	1 set			
3.	Photocopy of applicant's ALL PASSPORT INSIDE PAGES (year 2024 to the current year) that have been STAMPED as proof of frequent travel - 2-sided printing Minimum 5 times within 2 years to any APEC economies	1 set			
4.	Photocopy of Identity Card	1 set			
5.	Photocopy of APEC Card (For Renewal)	1 set			
6.	Letter (on company letterhead) from the employer to Immigration Department (sample letter S1-New Application, S2- Renewal) <i>Remark:</i> <i>* Computer printed letterhead will not be accepted</i> <i>* Use Black Ink Pen to sign the letter</i>	1 set			
7.	Letter (on company letterhead) from the employer to ACCCIM requesting for ABTC Support letter (sample letter S3) <i>Remark:</i> <i>* Computer printed letterhead will not be accepted</i> <i>* Use Black Ink Pen to sign the letter</i>	1 set			
8.	Letter on Applicant's Job Description and Brief Introduction of Company Profile to prove personal / company actively involved in business that require to travel frequently to the overseas (sample letter S4)	1 set			
9.	Photocopy of latest SSM E-info Report (Company Profile) – (Digital Certified True Copy) which contains: Details of the Company's Corporate Statement of Paid-up Capital List of Directors, Officers and Company Partner Financial Statements (Profit & Loss)	1 set			
10.	Photocopy of the Company's Organization Chart	1 set			
11.	Supporting Documents which can prove the need to travel for business related purposes (Example: Invoice, delivery order, invitation letter etc)	1 set			
12.	Cheque (RM185) per application make payable to The Associated Chinese Chambers of Commerce and Industry of Malaysia Note: ❖ RM85 (ACCCIM administrative fee and transportation allowance) ❖ RM100 (Immigration Department - APEC Business Travel Card application fee)	1 pcs			