

Dear Dato³/Sir/Madam/Mr./Ms.

APEC Business Travel Card (ABTC)

Conditions of the applicant:

- (i) Member of Penang Chinese Chamber of Commerce;
- (ii) Applicant's position is significantly senior (as per eligible applicants – Annex I(A));
- (iii) Applicant's supporting documents are valid and verified (as per checklist below).

All applicants are required to provide the following documents:

| | | YES | NO | |
|---|-------|-----|----|--|
| 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 | 2sets | | | |
| Remark: | | | | |
| (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) | C | | | |
| C | | | | |
| 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 | | | | |
| (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 | | | | |
| Photocopy of Malaysian Passport (Front Page) (more than 3 and a half years validity) | 2sets | | | |
| Photocopy of applicant's ALL PASSPORT INSIDE PAGES that have been STAMPED as proof of frequent travel (<i>submit pages from previous passport if passport is new</i>) - 2-sided printing The travel record must at least 5 times per year | 2sets | | | |
| Photocopy of Identity Card | 2sets | | | |
| Photocopy of APEC Card (For Renewal) | 2sets | | | |
| Letter (on company letterhead) from the employer to Immigration Department (sample letter S1-New Application, S2- Renewal) | 2sets | | | |
| Remark: | | | | |
| * Computer printed letterhead will not be accepted | | | | |
| * Use Black Ink Pen to sign the letter | | | | |
| Letter (on company letterhead) from the employer to ACCCIM requesting for ABTC Support letter (sample letter S3) | 1set | | | |
| Remark: | | | | |
| * Computer printed letterhead will not be accepted | | | | |
| * Use Black Ink Pen to sign the letter | | | | |
| Letter on Applicant's Job Description and Company Profile to prove personal / company actively involved in business that require to travel frequently to the overseas (sample as per attachment) | 2sets | | | |
| Photocopy of latest SSM E-info Report which contains: Details of the Company's Corporate Statement of Paid-up Capital List of Directors, Officers and Company Partner Financial Statements (Profit & Loss) | 2sets | | | |
| Cheque (RM35) per application make payable to The Associated Chinese Chambers of Commerce and Industry of Malaysia | 1pcs | | | |

ACCCIM will submit ABTC applications to Immigration Department. **A fee RM35** per application will be levied by ACCCIM, in providing service as follow:

- a) Issue supporting letter
- b) Submit application documents to Immigration Department at Putrajaya
- c) Get the reference number issued by Immigration and e-mail to applicants
- d) Send reminder to applicants to check ABTC status after 3 months from date get the reference number

Eligible Applicants

Citizens of Malaysia holding a valid passport who are:

- Senior executive level business people (eg. Chairman, Board of Directors, Chief Executive Officer, Managing Director, President, Vice President, Regional Director or the equivalents).
- Required/need to travel frequently to APEC economies for trade and investment purposes.
- Business entity (which the applicant represents) must be well-established and well-credentialed in terms of its international trade and investment activities and registered with Companies Commission of Malaysia.
- Professionals being persons who possess necessary professional qualifications, experience and/or expertise which have been duly recognised by the professional bodies in Malaysia and registered with those respective professional bodies; and are carrying out relevant professional activities in APEC economies.
- Senior Government Officials who need to travel frequently to APEC economies.
- Senior office bearers of trade and industry organisations and professional bodies.

Non Eligible Applicants

- Applicants who have criminal records with the Royal Malaysia Police or in the 'Black List' of the Immigration Department of Malaysia;
- Dependent spouses or children of the applicant;
- Athletes, news correspondence, entertainers, musicians, artists, or people engaged in similar occupation;
- People seeking employment overseas; and
- People intending to engage in paid employment overseas.