

Dear Dato<sup>3</sup>/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 <b>ABTC Application Form with signature</b> and together with the <b>passport photo (Blue Background)</b> and must correct e-mail and contact number of the applicant	2sets			
<b>Remark:</b>				
(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			
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<b>THE ASSOCIATED CHINESE CHAMBERS OF COMMERCE AND INDUSTRY OF MALAYSIA</b>				
(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				
<b>Photocopy of Malaysian Passport (Front Page) (more than 3 and a half years validity)</b>	2sets			
<b>Photocopy of applicant's ALL PASSPORT INSIDE PAGES</b> that have been <b>STAMPED</b> as proof of frequent travel ( <i>submit pages from previous passport if passport is new</i> ) - 2-sided printing <b>At least 5 times per year to any APEC economies</b>	2sets			
<b>Photocopy of Identity Card</b>	2sets			
<b>Photocopy of APEC Card (For Renewal)</b>	2sets			
<b>Letter (on company letterhead) from the employer to Immigration Department</b> (sample letter S1-New Application, S2- Renewal)	2sets			
<b>Remark:</b>				
* <i>Computer printed letterhead will not be accepted</i>				
* <i>Use Black Ink Pen to sign the letter</i>				
<b>Letter (on company letterhead) from the employer to ACCCIM requesting for ABTC Support letter</b> (sample letter S3)	1set			
<b>Remark:</b>				
* <i>Computer printed letterhead will not be accepted</i>				
* <i>Use Black Ink Pen to sign the letter</i>				
<b>Letter on Applicant's Job Description</b> to prove personal / company actively involved in business that require to travel frequently to the overseas (sample as per attachment)	2sets			
<b>Photocopy of latest SSM E-info Report which contains:</b> Details of the Company's Corporate Statement of Paid-up Capital List of Directors, Officers and Company Partner Financial Statements (Profit & Loss)	2sets			
<b>Cheque (RM35) per application make payable to</b> <b>The Associated Chinese Chambers of Commerce and Industry of Malaysia</b>	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.