

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	
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	2 sets			
<b>Remark:</b>				
(i) In Column <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="text-align: center;"><b>C</b></td></tr></table> 8. Surat Sokongan (Nyatakan nama penuh badan berkenaan)	<b>C</b>			
<b>C</b>				
<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>	2 sets			
<b>Photocopy of applicant's ALL PASSPORT INSIDE PAGES (year 2023 and 2024)</b> that have been <b>STAMPED</b> as proof of frequent travel - 2-sided printing <b>Minimum 5 times within 2 years to any APEC economies</b>	2 sets			
<b>Photocopy of Identity Card</b>	2 sets			
<b>Photocopy of APEC Card (For Renewal)</b>	2 sets			
<b>Letter (on company letterhead) from the employer to Immigration Department</b> (sample letter S1-New Application, S2- Renewal)	2 sets			
<b>Remark:</b>				
* <b>Computer printed letterhead will not be accepted</b>				
* <b>Use Black Ink Pen to sign the letter</b>				
<b>Letter (on company letterhead) from the employer to ACCCIM requesting for ABTC Support letter</b> (sample letter S3)	1 set			
<b>Remark:</b>				
* <b>Computer printed letterhead will not be accepted</b>				
* <b>Use Black Ink Pen to sign the letter</b>				
<b>Letter on Applicant's Job Description and Brief Introduction of Company Profile</b> to prove personal / company actively involved in business that require to travel frequently to the overseas (sample letter S4)	2 sets			
<b>Photocopy of latest SSM E-info Report (Company Profile) – (Digital Certified True Copy) 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>Photocopy of the Company's Organization Chart</b>	2 sets			
<b>Supporting Documents which can prove the need to travel for business related purposes</b> (Example: Invitation letter, purchase order, delivery order, etc)	2 sets			
<b>Cheque (RM35) per application make payable to 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