



Malaysian International Chamber of Commerce and Industry (CO. NO: 16841-V)

APEC Business Travel Card (ABTC) Application Checklist

Applicant Name: _____

Company Name: _____

No.	Required Documents	Tick
A.	Required for all applicants	
1	ABTC Application Form <i>[Signed in INK signature]</i>	
2	Applicant photo <i>[BLUE background]</i>	
3	Original Letter from Company to Department of Immigration in support of the ABTC application <i>[Signed in INK by a Company Director/Proprietor/Partner as declared in SSM]</i>	
4	Original Letter from Company to MICCI requesting for ABTC support letter <i>[Signed in INK by a Company Director/Proprietor/Partner as declared in SSM]</i>	
5	Copy of appointment letter <i>[surat lantikan jawatan]</i>	
6	Original Letter from Company detailing applicant's Job Function	
7	Copy of company organisation structure	
8	*Copy of Company Profile / Brochure detailing company business with APEC economies	
9.	*Copy of supporting documents detailing applicant dealings with APEC economies (if company profile/brochure does not indicate dealings with APEC economies) <i>[Example: invitation to international conferences/trade exhibitions, contract/agreement with overseas businesses, company profile of overseas partner company receiving service/goods, any other third-party documents proving need to travel for business activities]</i>	
10.	Copy of Applicant's Malaysian IC (MyKad)	
11.	*Copy of Applicant's passport biodata page <i>[minimum 3 years validity]</i>	
12.	*Copy of the Company Corporate Information from the SSM e-Info OR *The following SSM Forms: a) Form 8 / Form 9 / Section 14 b) Form 13 / Section 28 c) Form 24 / Section 78 d) Form 49 / Section 58	
13.	PDPA Declaration Form	



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B.	Additional required documents for Overseas Applicants	
1.	Copy of Work Permit / Permanent Resident Card	
2.	*Copy of Company Corporate Information from the overseas business regulator	
3.	*Copy of business documents linking overseas company to a Malaysian company <i>[Example: Joint venture structure with a Malaysian company, opening/operation of branch office in Malaysia, company appointment as distributor, any other relevant documents]</i>	
C.	Additional required documents for Professionals	
1.	Confirmation letter from Respective Professional Body <i>[Example: Malaysian Bar, Board of Engineers Malaysia, Malaysian Institute of Accountants, etc]</i>	
D.	Additional required documents for Re-applications	
1.	*Stamped passport pages / proof of travel to APEC economies in the last 5 years <i>[minimum 5 travels]</i>	

IMPORTANT NOTE:

- 1) All required documents must be completed before submitting to MICCI.
- 2) Each applicant must submit one complete set.
- 3) Documents with (*) must be certified by either a Company Secretary / Commissioner for Oath / Notary Public
- 4) MICCI reserves the right to request for additional certified *documents / *evidence that may be required to support your application as may be deemed necessary