



MALAYSIAN INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY (CO. NO:16841-V)

**APEC Business Travel Card (ABTC) Application Checklist**  
*[Please print & attach with submission]*

Name of Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

No.	Documents required	Please (√)
1	ABTC Application Form a) Completed & signed in BLACK INK & CAPITAL LETTERS b) Applicant photo glued/pasted (must be in BLUE background)	
2	Original Letter from Company to Department of Immigration in support of ABTC application [on Company Letterhead]	
3	Original Letter from Company to MICCI requesting for ABTC support letter [on Company Letterhead]	
4	One (1) copy of Applicant's passport biodata page [passport validity MUST be minimum 3 years]	
5	One (1) copy of Applicant's Malaysian IC (MyKad)	
6	*One (1) copy of Applicant's Work Permit / Permanent Resident Card [if applicable]	
7	<input type="checkbox"/> One (1) copy of the Company Corporate Information from the Companies Commission of Malaysia (SSM) e-Info OR One (1) copy of the following SSM Forms (or their equivalent) <input type="checkbox"/> Form 9 <input type="checkbox"/> *Form 13 [if applicable] <input type="checkbox"/> Form 24 <input type="checkbox"/> Form 49	
8	Payment of RM35 per application by: <input type="checkbox"/> Cheque No: _____ [payable to MICCI] <input type="checkbox"/> Bank Transfer <i>*Attach copy of bank slip</i> <input type="checkbox"/> Cash	
Contact Person: _____ Designation : _____ Telephone : _____ Email : _____		<b>For MICCI Use</b> Checked by: _____ Date : _____ Notes : _____ _____