



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

APEC Business Travel Card (ABTC) Application Checklist

1. One **Original letter** on company letterhead from the employer in support of the Application addressed to the **Dept. of Immigration**
  2. One **Original letter** on company letterhead from the employer requesting for the letter of support addressed to the **MICCI**
  3. One **Original letter** on company letterhead from the employer detailing for the **Job Function & Company's Profile / Brochure**
  4. One copy of the **ABTC Application form (Capital Letter & Black Ink)**
  5. One copy of the applicant's **biodata page of the passport (min 3 years valid)**
  6. One copy of the applicant's **PASSPORT INSIDE PAGES** that have been **STAMPED** as proof of frequent travel to **APEC countries with minimum 5 Times Per Year in past 12 months from the date of application**   
*(please get from previous old passport if passport is new)*
  7. One copy of the applicant's **Malaysian Identity Card (MyKad)**
  8. \* One copy of the applicant's **Work Permit / Permanent Resident Card**
  9. a) One copy of the **Company Corporate Information** from the Companies Commission of Malaysia e-Info
- OR
- b) The following Forms:
    - a. Form 9
    - b. \* Form 13
    - c. Form 24
    - d. Form 49
- \* If applicable
10. PDPA Declaration Form