(TO BE PRINTED ON COMPANY LETTERHEAD)

Date: [ within 1 mth fr application date]

APEC Business Travel Card Unit

Bahagian Visa, Pas & Permit  
Jabatan Imigresen Malaysia

(Kementerian Hal Ehwal Dalam Negeri)

No.15, Tingkat 1 (Podium) Persiaran Perdana, Presint 2

Pusat Pentadbiran Kerajaan Persekutuan

62550 Putrajaya.

Dear Sir / Madam,

**APPLICATION FOR APEC CARD**

This is to confirm that *[applicant name]* with Malaysian passport number \_\_\_\_\_ and IC No. \_\_\_\_\_ is an employee of *[company name]* and holds the position of *[applicant designation]*

This position requires him/her to *[reason for going to APEC region].* We would therefore be most grateful if you could kindly issue him with an APEC Card to facilitate his travels.

Kindly be informed that *[company name]* is a member of the Malaysian International Chamber of Commerce and Industry (MICCI).

We enclose herewith the following documents for the application:

1. Application Form   
2. Copy of Passport and copy of IC   
3. Letter of Support from MICCI   
4. One Passport sized photo (blue background)

5. Company Information from SSM

Thank you.

Yours sincerely

…………………………

Name:  
Designation: