

Checklist of Documents to be received from Applicant for ABTC Support Letter

(Please print and attach together with the submission)

Company: _____

Name: _____

No.	Document	Yes (✓)
1.	Original copy of the filled-in ABTC application form with signature (Please follow instruction in the form, BLACK ink & CAPITAL letters)	
2.	Letter (on company letterhead) from the employer in support of the ABTC application to Immigration Department stating: <i>(refer to Sample Letter from Company to Immigration)</i>	
	(a) applicant's name;	
	(b) designation in the company;	
	(c) IC and passport number;	
	(d) Purpose of traveling to APEC countries and how often	
	(e) Support by the employer	
3.	Letter (on company letterhead) from the employer to <u>Nominated Association</u> requesting for ABTC Support letter stating: <i>(refer to Sample Letter)</i>	
	(a) applicant's name;	
	(b) designation in the company;	
	(c) IC and passport number	
	(d) Indemnity Clause <i>We declare and confirm that the information contained in all our applications for the APEC Business Travel Card as referred to above is true and correct and indemnify FMM against any actions, claims, damages, expenses or payment that may arise from the above service.</i>	
4.	Supporting documents	
	(a) Copy of the biodata page of the passport (passport to have more than 4-5 years validity)	
	(b) Copy of inside pages that have been stamped to prove frequent travel to APEC countries	
	(c) Applicants' passport photo (BLUE background, white background not acceptable)	
	(d) Copy of applicant's Malaysian identity card (IC)	
5.	Payment of RM300 per applicant by:	
	<input type="checkbox"/> Cheque No: _____ (Payable to Malaysian Service Providers Confederation)	
	<input type="checkbox"/> Bank transfer (RHB Islamic A/C No: 2623-4400-0016-65) Attach a copy of the bank-in slip	
	<input type="checkbox"/> By Cash	

For office use only

Checked by: _____

Approved by: _____

(Initial & Date)

(Initial & Date)