



### 1.APEC Travel Business Card

APEC is an organization established in 1989 to create greater economic cooperation in the Asia Pacific region. This organization came into force on 1 March 1999.

APEC Business Travel Card is initiated by the Asia-Pacific Economic Cooperation (APEC) as an effort to help members of the business community to frequently commute with the participating countries.

There are (21) economies involved in the organization:

Australia, the United States, Brunei Darussalam, Canada, Chile, China, Hong Kong (China), Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Russia, the Philippines, Singapore, Taiwan, Thailand and Vietnam .

Only 19 countries, including Malaysia which provide facilities as follows : -

- APEC Card in lieu of VISA  
(APEC participating countries that requires a VISA and some participation in APEC do not need VISA)
- Provide APEC lanes or Special Line (Premier Lane) at the main gates by air or land of their respective countries to enjoy the process moves more quickly and smoothly.

However, Canada and the United States have yet to fully participate in this scheme. Despite that, both these countries provide '**PREMIER LANE**' for the purposes of ease of movement faster and smoothly





### **3. Eligible Applicants**

- Malaysian citizen only
- The members of the Administration & Professional, The Dignitaries, Senior Government Officials or equivalent **Senior Government Officials** frequently travels to the Asia Pacific Region with APEC countries must be endorsed by the Ministry or Department concerned
- The members of the business and investment community who has activities of trade and investment with the (21) economies. **The members of the business and investment** community must be endorsed by the appointed regulatory agencies through a Supporting Letter.

#### **3.1 Non Eligible Applicants**

- Name or Company in the criminal record of the applicant or the black list:
  - i. Royal Malaysian Police
  - ii. Immigration Department of Malaysia.
- Applicant from liability (Spouse or children).
- Athletes, journalists, entertainers, musician's artists or equivalent.
- People who want to engage in employment or work while on vacation
- Enterprise status companies



#### **Acknowledgement:**

1. The regulatory agencies appointed are responsible for ensure:

- Qualified applicants .
- Existance of Company and a bona fine applicant.
- The applicant holds an Executive Post
- Company or the applicant is registered with Regulatory Agency.

2. The validity of the supporting letter is three (3) month from the issuance date.

#### **4. List of Regulatory Agencies**

1. Related government agencies:-

**MITI**  
**MIDA**  
**SME CORP**  
**MATRADE**  
**MDEC**

2. Malaysian Representative Offices Abroad

3. *Federation Of Malaysian Manufacturer (FMM)*

4. *Malay Chamber Of Commerce Malaysia (MCCM)*

5. *Associated Chinese Chamber Of Commerce & Industry (ACCCIM)*

6. *Malaysian Indian Chamber Of Commerce & Industry (MAICCI)*

7. *Malaysian Service Providers Confederation (MSPC)*

8. *Malaysian International Chamber Of Commerce & Industry (MICCI)*

9. Professional Bodies : Engineering, Accounting, Legal, Medical and Development.

If there are any associations, chambers of commerce or other agency that has the capacity to certify and issue letters to support the application ABTC on behalf of any company, association, chambers of commerce or other relevant agencies must obtain written permission or a letter of appointment from the Home Ministry (MOHA) over the previous



**SENARAI SEMAR (CHECK LIST)**

**PERMOHONAN ABTC (DALAM)**

1. Borang Permohonan ABTC
2. Gambarphoto Berukuran Passport Latarbelakang Biru.
3. Surat Permohonan Daripada Syarikat.
4. Surat Sokongan Daripada Agensi Kawal-Selia.
5. Salinan Passport Dengan Sehlaku Minima (3) Tahun.
6. Salinan Kad Pengenalan

**PERMOHONAN ABTC (LUAR)**

1. Borang Permohonan ABTC
2. Gambarphoto Berukuran Passport Latarbelakang Biru.
3. Surat Permohonan Daripada Syarikat.
4. Surat Sokongan Daripada Agensi Kawal-Selia.
5. Salinan Passport Dengan Sehlaku Minima (3) Tahun.
6. Salinan Permit Kerja / Kad Penduduk Tetap

**PERMOHONAN KAD HILANG**

1. Surat Pengesahan Permohonan Daripada Syarikat.
2. Salinan Passport



**Compulsory Requirement**

**(6) months prior to expiry of your APEC Card, please submit a complete set of APEC Business Travel Card application (as per the check list) .**

**5. Check For ABTC Application**

**Applicant ( Malaysian Engaged In Business Locally ) :**

i.	Application Form
ii.	A copy Malaysian Passport (validity minimum 3 years and above
iii.	A Copy of Identity Card
iv.	Recent passport sized photograph - 1 piece ( <b>blue background</b> )
v.	Application letter from the applicants Company (companies letter) with confirmation on : a. Name / Date of Birth / Identity Card & Passport Number b. Number of Position In Company Justification applying for an APEC Business Card Travel
vi.	Supporting Letter from the relevant Regulatory Agency

**Applicant ( Malaysian Engaged In Business Abroad ) :**

i.	Application Form
ii.	A copy Malaysian Passport (validity minimum 3 years and above
iii.	A Copy of Identity Card
iv.	Recent passport sized photograph - 1 piece ( <b>blue background</b> )
v.	Application letter from the applicants Company (companies letter) with confirmation on : a. Name / Date of Birth / Identity Card & Passport Number b. Number of Position In Company Justification applying for an APEC Business Card Travel
vi.	Supporting Letter from the relevant Regulatory Agency
vii.	A copy of Work Permit or Permanent Resident ID



## **6. Application For APEC Business Travel Card**

Please submit your complete set of application for the APEC Business Travel Card to:

**Director Of Visa, Pas & Permit ,  
Malaysian Immigration Department,  
APEC Business Travel Card Unit,  
No 15, 1st Floor (Podium) , Persiaran Perdana,  
Precint 2,  
Pusat Pentadbiran Kerajaan Persekutuan  
62550 PUTRAJAYA.**

**Applicants authorizing  
representatives please  
provide:**

- 1. Authorization Letter from  
the respective company**
- 2. Photocopy of the  
representatives IC**



**To know your card  
application status :-  
Application Number :20000**

**<https://www.abtc-aps.org/abtc-core/status/check.html>.**

**by individually or ; through your representative  
or postal or courier service.**

For inquiries please contact the ABTC Unit at :

Telephone: 03-88801515/03-88801496

Email: [apec@imi.gov.my](mailto:apec@imi.gov.my)

ABTC at Visa, Pas & Permit Division , in  
Department Of Immigration Malaysia :

provides an application number upon processing  
your application for an APEC Business Travel Card.

You may check application status via

**<https://www.abtc-aps.org/abtc-core/status/check.html>.**

Please be informed that you may obtain your  
application number through your chambers or  
association if you have submitted so.



## **7. Processing Duration & Fee**

A fee **RM100.00** would be charge each time an APEC Card is issued.

### **Processing Duration :**

- i. Application for a NEW Apec Business Travel Card (ABTC ) or ;
- ii. Re-application upon expiry of the existing APEC Business Travel Card (ABTC)

Pre-clearance from the participation economies takes a duration is approximately (3-6) months or more.

Requesting to print an APEC Business Travel Card as below:-

Processing Duration : **an (1) hour from the time of request**

Various Reasons of Re-printing APEC Business Travel Card :-

- a. Interim**
- b. Full Cleared Card**
- c. Replacement Of Lost APEC Card**
- d. Change Of Passport Details**
- e. Change of Faded Photograph**

## **8. Lost APEC Card,** please submit:-

- 1. An official letter from the company requesting for reprinting and confirming the position of the holder.**
- 2. A copy of a Police Report ( local or oversea)**

