

Please Print/Scan & Attach Together with the Submission

**REQUEST FOR LETTER OF SUPPORT FOR
APEC BUSINESS TRAVEL CARD (ABTC) APPLICATION**

Checklist of Documents to be Submitted to MITI

Name of Company: _____

Name of Applicant: _____

NO	DOCUMENTS REQUIRED	PLEASE (√)
1	Request letter from company to MITI <i>(MUST BE PRINTED on Company's Letterhead)</i> STATING: i. MITI APEC full address <i>(as shown above)</i> ii. Applicant's full name iii. Applicant's NRIC & Passport number iv. Applicant's Designation / Position in the company <i>(Chairman / CEO / Director / Manager – Marketing / Sales / Procurement / Business Development / Export / Import)</i> v. List of APEC economies visited / to be visited	
2	One (1) copy of applicant's NATIONAL REGISTRATION IDENTITY CARD (NRIC) <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
3	One (1) copy of applicant's PASSPORT / TRAVEL DOCUMENT BIO DATA PAGE <i>(Passport MUST HAVE minimum validity of 4 years)</i> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
4	One (1) copy of applicant's PASSPORT INSIDE PAGES that have been STAMPED as proof of travel	
5	One (1) copy of FORM 8/9 – Company registration certificate <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
6	One (1) copy of FORM 13 – Change in company's name <i>*if applicable*</i> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
7	One (1) copy of FORM 24 – Company's property information form <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
8	One (1) copy of FORM 48/49 – Company's list of owners and shareholders form <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
9	Company's profile <i>(Example: brochure, catalogue, annual report, etc.)</i>	
Contact Person : _____ Designation : _____ Telephone : _____ Email : _____		FOR MITI USE Checked by: Date: Notes:

- For items 5 – 8, companies that are not registered in Malaysia will need to produce supporting documents certified by a recognized government-linked authority or company's commission from the country they are operating in.
- MITI reserves the right to request for further details from the applicants, if necessary, and has the right to reject the application. Applicants/Companies found to be supplying false or misleading information or using bogus documents may face legal action.
- The final approval for the ABTC application is subject to Immigration Department's assessment in accordance with the relevant laws, regulations and policies in force.