



CHECKLIST

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

Name of Applicant : _____

Name of Company : _____

No.	Documents Required	Please Tick (√)
1.	Cover letter from company using the company's letterhead, addressed to the Regional and International Relations Division, Ministry of International Trade and Industry (full address) specifying the following details: i. Applicant's full name ii. Applicant's NRIC and passport number iii. Applicant's Designation / Position in the company (Chairman / CEO / Director / Manager - Marketing / Sales / Procurement / Business Development / Export / Import) iv. List of APEC economies visited / to be visited v. Applicant's job description	
2.	One (1) copy of applicant's NATIONAL REGISTRATION IDENTITY CARD (NRIC)*	
3.	One (1) copy of applicant's CURRENT PASSPORT / TRAVEL DOCUMENT BIO DATA PAGE* (Passport must have minimum validity of 4 years)	
4.	Copy of Applicant's OLD PASSPORT BIO DATA PAGE INCLUDING PAGES WITH IMMIGRATION STAMPED as proof of travel (At least 5 times per year to any APEC economies)	
5.	One (1) copy of SSM FORM 8 (Section 17)* (Certificate of Incorporation of Public Company) or SSM FORM 9 (Section 17)* (Certificate of Incorporation of Private Company)	
6.	One (1) copy of SSM FORM 13 (Section 28)* (Certificate of Incorporation on Change of Name of Company) – IF APPLICABLE	
7.	One (1) copy of SSM FORM 24 (Section 78)* (Return of Allotment of Shares)	
8.	One (1) copy of SSM FORM 48 (Section 14)* (Statutory Declaration by Director of Entitlement to Qualification Shares) or SSM FORM 49 (Section 14)* (Return Giving Particulars in Register of Directors, Managers and Secretaries and Changes of Particulars)	
9.	Company Profile (Example: Brochure, Catalogue and Annual Report)	

NOTE: This checklist must be COMPLETED upon submission. Documents marked with an [*] MUST BE A CERTIFIED TRUE COPY by Company Secretary / Commissioner of Oath / Notary Public.

I hereby acknowledge that I have read and understood the terms and conditions as provided below:

- The application for MITI ABTC Support Letter is **strictly** for **Malaysians** only.
- For **items 4–8**, companies that are **not registered in Malaysia** will need to produce supporting documents certified by a recognised government-linked authority or company's commission from the economy they are operating in.
- Any submission with **FALSE** information or documentation **shall not be considered**.
- The support letters will be mailed to the **registered company's address** with the **Suruhanjaya Syarikat Malaysia (SSM)**.
- The **final approval** for the ABTC application is **subject to the assessment by the Immigration Department of Malaysia** in accordance with the relevant laws, regulations and policies in force.
- Companies are required to **submit all documents as per MITI checklist** to the **Immigration Department of Malaysia** in **Putrajaya**.
- **Submission and collection** of the support letters can **only** be made by the **company authorised representatives**.

Signature : _____

Name : _____

Designation : _____

Telephone No. : _____

Email Address : _____

FOR MITI USE ONLY

Received by : _____

Date : _____

Remarks : Complete documents
 Incomplete documents

Please specify:

KIV

Please specify reason(s):

