

**CHECKLIST**

**DOCUMENTS REQUIRED FOR APPLICATION OF MITI's SUPPORT LETTER FOR APEC BUSINESS TRAVEL CARD (ABTC)**

NO	DOCUMENTS	DETAILS
1.	COVER LETTER ON COMPANY'S LETTERHEAD	<p><b>STATING:</b></p> <ul style="list-style-type: none"> <li>i. Applicant's full name</li> <li>ii. IC &amp; Passport No</li> <li>iii. Designation in the company i.e               <ul style="list-style-type: none"> <li>- Chairman</li> <li>- Chief Executive Officer</li> <li>- Director</li> </ul> </li> <li>iv. List of APEC countries to be visited</li> </ul>
2.	COPY OF IC	<p><b>MUST BE CERTIFIED</b> (by Company's Secretary / Commissioner of Oaths / Notary Public)</p>
3.	COPY OF PASSPORT	<p><b>MUST BE CERTIFIED</b> (by Company's Secretary / Commissioner of Oaths / Notary Public)</p> <p><b>PASSPORT VALIDITY</b> Minimum validity of 4 years</p> <p>*ABTC Card is valid for a period of maximum 5 years. Thus, to enjoy the full benefits of the Card, applicants are advised to renew their passport to obtain a 5 year validity period prior to submitting their ABTC application.</p>
4.	COPY OF FORM 8/9 (COMPANY REGISTRATION CERTIFICATE)	

5.	COPY OF FORM 13 *(if there is a change of company's name)	Documents should corroborate the details provided by the applicant
6.	COPY OF FORM 24 (COMPANY'S PROPERTY INFORMATION FORM)	
7.	COPY OF FORM 48/49 (COMPANY'S LIST OF OWNERS AND SHAREHOLDERS FORM)	
8.	COMPANY'S PROFILE (i.e. : Brochure, Catalogue, Annual Report)	

**\*For items 4 – 7, 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.**