



**CHECKLIST**

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

Name of Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

NO	DOCUMENTS REQUIRED	PLEASE (✓)
1	<b>Completed Checklist</b> <i>(This CHECKLIST MUST BE COMPLETED and to be submitted with other documents)</i>	
2	<b>Request letter from company to MITI</b> <i>(MUST BE PRINTED on Company's Letterhead)</i> <b>STATING:</b> 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	
3	<b>One (1) copy of applicant's NATIONAL REGISTRATION IDENTITY CARD (NRIC)</b> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
4	<b>One (1) copy of applicant's PASSPORT / TRAVEL DOCUMENT BIO DATA PAGE</b> <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>	
5	<b>One (1) copy of applicant's ALL PASSPORT INSIDE PAGES that have been STAMPED as proof of travel</b> <i>(At least 5 TIMES PER YEAR to at least 3 DIFFERENT APEC ECONOMIES)</i>	
6	<b>One (1) copy of FORM 8/9 – Company's registration certificate</b> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
7	<b>One (1) copy of FORM 13 – Change in company's name <i>*if applicable*</i></b> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
8	<b>One (1) copy of FORM 24 – Company's property information form</b> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
9	<b>One (1) copy of FORM 48/49 – Company's list of owners and shareholders form</b> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
10	<b>Company's profile</b> <i>(Example: brochure, catalogue, annual report, etc.)</i>	
<b>Contact Person :</b> _____ <b>Designation :</b> _____ <b>Telephone :</b> _____ <b>Email :</b> _____		<b>FOR MITI USE</b>  <b>Received by:</b>  <b>Date:</b>  <b>Notes:</b>

- The application for MITI ABTC Support Letter is strictly for Malaysians only.
- For items 6 – 9, 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 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.
- Support letter will be mailed to successful applicants through registered company's address with the Suruhanjaya Syarikat Malaysia (SSM).
- 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.