

## **APEC Business Travel Card**

1.1 APEC is an organization established in 1989 for creating a greater economic cooperation on 1 March 1999 in the Asia Pacific region.

1.2 There are 21 countries involved in this organization, namely Australia, 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. However, only 18 countries has agreed to facilitate the economies without Visa (Visa Require Countries as per entry requirement ) upon entry and exit and a 'Premier Lane is provided for a smooth and faster movement process:- as for the remaining three(3) countries, Canada, USA and Russia is only providing a flow facility by having ' Premier Lane ' .

1.3 The validity period of the APEC Business Card Travel is based on a time period set by the countries concerned.

### **2. The APEC Business Travel Card privileges**

2.1 APEC Business Travel Card was initiated by the Asia Pacific Economic Association (APEC) Asia-Pacific Economic Cooperation in an effort to assist members businesses that often deal with the countries concerned.

2.2 The Card save time and costs incurred in fulfilling the needs of business visa and entry requirements to the countries concerned.

2.3 Notification of the application will be shared with all participating countries to obtain the status of pre-clearance before the card is issued.

2.4 This card will allow entry points in the countries concerned to give flow facility in entry and exit.

2.5 The Card is indirectly to promote trade relations between the countries concerned.

2.6 To qualify for an APEC Business Travel Card,applicant must be actively involved in business that require them to travel frequently to the countries concerned.

2.7 The information provided by the applicant in APEC Card application form will be distributed to all participating countries to evaluate the pre-clearance visa. Decision or approval by the stated participating countries will be channeled through the Government of Malaysia.

### **3. Eligible Applicant**

3.1 Citizens of Malaysia and a holder of a valid Malaysia Passport.

3.2 Administrators and Officials with consent from the Ministry / Department.

3.3 The members of the business community who has been dealing with; to make the activities of trade and investment with countries concerned and approved by Regulatory agencies related such as MITI, MIDA, SME CORP, MATRADE, the FMM and otherwise.

#### **4. Not Eligible Applicants**

4.1 Applicants who have criminal records with the Malaysian Royal Police / name and particulars in the 'Black List' of Malaysia Immigration Department

4.2 Dependents (wife or child) to Businessmen are among the applicant not eligible.

4.3 The Athletes, Reporters, Performers, Musicians, Artists, or that in common with the said positions.

4.4 Trading Company and Enterprise are not eligible for Business Travel Card application.

#### **5. Immigration Facilities Provided For Business Travel Card APEC Holders**

5.1 It provides the Business Person a privilege to travel without visas to the countries concerned through the 'pre-clearance'/ early screening for the purposes of visa easily and quickly.

5.2 It is not only facilitate pre-trip, but also provides fast access to the holders to enter and exit through special APEC route / 'Premier Lane' held at major airports each participating country.

5.3 Card holders are required to bring their passports and to abide the remaining conditions, laws and regulations in the concern country.

#### **6. Documents Required For An APEC Card Application**

6.1 Applicants who work in the country:

i. [Application Form](#) (Please Click here to download)

ii. A copy of Malaysia Passport (validity: more than 3 years).

iii. An application letter from the company supporting the application and confirming the applicant:

a. Name / Date of Birth

b. NRIC / Passport Number

c. Designation & Division

d. A Justification of why the company applying for an Apec Business Travel Card and companies nature of business or activities

iv. Letters of support from relevant regulatory agencies. (refer 3.3)

v. Information Statement (Corporate Information) / (Company Profile) of the Companies Commission of Malaysia (SSM) which contains:

a. Details of the Company's Corporate

b. Statement of Paid-up Capital

c. List of Directors, Officers and Company Partner

d. Financial Statements (Profit & Loss) or;

vi. If the Company is exempted from declaring a profit or loss statements of the Company; Please submit the Annual Financial Statement (Statement of Financial Companies), which is affirm by the

'Company Secretary' or 'Company Auditor'

vii. Recent passport size photograph - 1 piece (blue background)

(Please bind the application form and other documents)

6.2 Applicants who work outside the country:

i. [Application Form](#) (Please Click here to

ii. A copy of Malaysia Passport (validity: more than 3 years)

iii. A Copy of Permanent Resident Card / Work Permit Card

iv. An application letter from the company supporting the application and confirming the applicant:

a. Name / Date of Birth

b. NRIC / Passport Number

c. Designation & Division

d. A Justification of why the company applying for apec business Travel Card and companies

nature of business or activities

iv. Letters of support from relevant regulatory agencies. (refer 3.3)

v. Copy of the applicant company registration office.

vi. Recent passport size photograph - 1 piece (blue background)

(Please bind the application form and other documents):

## **7. APEC Business Travel Card Application**

7.1 Please submit your application APEC Business Card Travel details to:

Director Visa, Pass and Permit;

Immigration Department of Malaysia

APEC Business Travel Card Unit,

No. 15, Level 3 (Podium), Jalan Perdana, Precinct 2,

Federal Government Administrative Centre

62550 PUTRAJAYA.

(u/p: APEC Unit)

For inquiries please contact the APEC Unit:

Telephone: 03-88801000 ext 1620

Fax: 03-88801374

Email: [abtc@imi.gov.my](mailto:abtc@imi.gov.my) (general), [abtc\\_supiani@imi.gov.my](mailto:abtc_supiani@imi.gov.my), [abtc\\_kasthuri@imi.gov.my](mailto:abtc_kasthuri@imi.gov.my), [abtc\\_suzaini@imi.gov.my](mailto:abtc_suzaini@imi.gov.my)

7.2 Department of Immigration, Malaysia will be sending emails with the application number for an Apec card once the application is approved. You can check the application status through the website; [www.businessmobility.org/key/CardStatus.asp?HomeEco=Malaysia](http://www.businessmobility.org/key/CardStatus.asp?HomeEco=Malaysia)

## **8. Duration Of Application and Payment**

8.1 Application for Reapplication( Replacement) APEC Card:

The processing time is subject to the approval granted by member countries through the ABTC System.

8.2 Change of Passport Number application;A new APEC Card to be issued in order to insert the new passport number:

The processing time is on the same day.

8.3 A Payment of RM100.00 will be charge for each APEC card issued.

## **9. APEC Business Travel Card Issuance**

9.1 APEC card will ONLY be printed upon obtaining approval from all countries through the ABTC system and if there is a request from the applicant.

9.2 Priority is given based on the need and request of the applicant and the advise whether you can / can not be issued from the Immigration Department of Malaysia;

a. APEC card to enter all Asia Pacific countries.

b. APEC card to enter the Asia-Pacific countries the approved countries only (partial) or Interim Card.

c. Applicant requested to appear at the Immigration Department of Malaysia / appoint any person to collect APEC Card on behalf. (APEC Card will only be delivered to the representative who present with an authorisation letter and a copy of identity card).

d. If the applicant request to APEC card sent by post - please send the Bank Draft / Postal Order made payable to DIRECTOR GENERAL OF IMMIGRATION MALAYSIA - write your name, passport number, application number, full address on the back of bank draft.

## **10. Reapplication for an APEC Card (Re-application or renewal for APEC Card/replacement)**

Please provide APEC Business Travel Card application as the per requirement in 6.1 and 6.2, atleast six (6) months prior to the expiry of the current APEC card.

## **11. Update Information (New Passport)**

Please provide the following documents:

a. A copy of the latest Malaysian Passport.

b. Payment of RM100.00 will be charged.

- c. Information, the new APEC Card validity remains the same as in the previous card
- d. APEC card will be printed on the same day

### **12. Loss and Theft APEC Business Travel Card**

Please provide the following documents:

- a. Submit a copy of the new Malaysian Passport.
- b. A copy of the police report said the loss.
- c. Confirmation letter to verify the status of the applicant.
- b. Payment of RM100.00 will be charged.
- c. Information, the new APEC Card validity remains the same as in the previous card

### **13. REMINDER**

- i. Liability (wife and children) to the applicant is not eligible to apply / get this facility.
- ii. The cardholder is prohibited to use this card for the purpose of working abroad.
- iii. The Card is valid for business travel purposes only.
- iv. Applicants are prohibited to engaged an agent or any third-party or a middleman for the process of applying or submitting an Apec card application or otherwise.

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