

(Company's Letterhead)

Date: _____

Immigration Department of Malaysia
APEC Business Travel Card Unit
15, Level 1
Jalan Perdana, Precinct 2
Federal Government Administrative Centre
62550 Putrajaya

Attention:

**Puan Kasthuri Bai d/o Venugopal
APEC Business Travel Card Unit**

Dear Puan Kasthuri,

Application for APEC Business Travel Card (ABTC)

<Name of Company>* would like to apply for the APEC Business Travel Card for *<Tan Sri / Datuk / Encik / Puan / Cik XXXX>*; NRIC No. *YYYYYY-XX-ZZZZ* and Passport No. *XXXXXXXXXX*. *He / She* is currently the *<designation in company*>* of *<name of company*>*.

****Name of company has to be the same in the application form***

****Designation in company has to be the same in the application form***

He / She is required/needs to travel at least **XX** times a year to APEC countries for **(PLEASE STATE PURPOSE OF VISIT)**.

Enclosed are copies of the application form, passport, support letter issued by FMM, recent passport sized photograph and identity card for your perusal.

We would appreciate if Department of Immigration Malaysia could process **his / her** application for ABTC.

The Department's kind consideration of this application is much appreciated.

Thank you.

Yours sincerely,

Sign off by authorised signatory (NOT APPLICANT)