

## **Guidelines on Issuance of APEC Business Travel Card (ABTC)** *(Effective July 1, 2013)*

### **What is APEC Business Travel Card?**

1. APEC Business Travel Card (ABTC) is a business facilitation initiative under APEC to facilitate business mobility among APEC Member economies.
2. APEC was established in 1989 to promote economic cooperation among member economies in the Asia Pacific region
3. APEC comprises 21 economies namely Australia, Brunei Darussalam, Canada, Chile, China, Hong Kong (China), Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Russia, Philippines, Singapore, Taiwan, Thailand, United States, and Vietnam.
4. Currently 19 economies except Canada and United States are participating in the ABTC Scheme.
5. APEC ABTC provides business people with a short-term entry facility to economies that are participating members of the ABTC scheme.
6. ABTC enables card holders:
  - a. To enter and remain in for a period (depending on the economy) without separately applying for a visa; and
  - b. Access to fast-track entry and exit lanes at major airports of participating economies.
7. The card is valid for up to 3 years, or until the holders' passport expires, whichever is earlier.

**Note:** An ABTC is linked to a passport, card holders must always carry their passport when they travel and inform the immigration department if their passport is lost or stolen.

### **Eligible Participants**

Citizens of Malaysia holding a valid passport who are:

1. Senior executive level business people (eg. Chairman, Board of Directors, Chief Executive Officer, Managing Director, President, Vice President, Regional Director, Division Head/Managers or the equivalents).
2. Required/need to travel frequently to APEC economies for trade and investment purposes.

3. Business entity (which the applicant represents) must be well established and well-credentialed in terms of its international trade and investment activities and registered with Companies Commission of Malaysia.
4. Professionals being persons who possess necessary professional qualifications, experience and/or expertise which have been duly recognised by the professional bodies in Malaysia and registered with those respective professional bodies; and are carrying out relevant professional activities in APEC economies.
5. Senior Government Officials who need to travel frequently to APEC economies.
6. Senior office bearers of trade and industry organisations and professional bodies.

**Non-eligible participants:**

1. Applicants who have criminal records with the Royal Malaysia Police or in the 'Black List' of the Immigration Department of Malaysia;
2. Dependent spouses or children of the applicant;
3. Athletes, news correspondence, entertainers, musicians, artists, or people engaged in similar occupation;
4. People seeking employment overseas; and
5. People intending to engage in paid employment overseas.

**Application Procedures for ABTC**

FMM has been given the mandate by Immigration Malaysia to verify the application for the ABTC, issue the support letter and submit on behalf of the applicant the ABTC documents to the ABTC Unit, Immigration Department, Putrajaya. The following is the seven (7) step application process to apply for the ABTC card through FMM:

**Fee:** A fee of **RM35.00 (non-refundable)** will be charged by FMM to process and issue a support Letter for each application received. The processing fee includes administrative fees as well as submission process to Immigration Department Putrajaya.

**Payment mode:** Only cheques for the amount will be accepted. Cheques should be made in favour of “**Federation of Malaysian Manufacturers**”. The cheque should be submitted together with the application forms.

**Step 1:** Applicants from member companies to submit the following documents to:

**Federation of Malaysian Manufacturers,  
Wisma FMM, No. 3, Persiaran Dagang, PJU 9,  
Bandar Sri Damansara, 52200 Kuala Lumpur**

- i. Cheque for the payment of RM35.00 per application;
- ii. Copy of the completed ABTC application form (which can be downloaded from the Immigration website [www.imi.gov.my](http://www.imi.gov.my)) with original signature of applicant;
- iii. A copy of Malaysian passport with validity of at least 3 years;
- iv. Copies of inside pages that have been stamped to prove frequent travel to APEC countries;
- v. Letter from employer to Immigration Department;
- vi. Letter from employer to FMM;
- vii. 1 recent passport sized photograph (blue background); and
- viii. Copy of applicant's Malaysian identity card (IC)

**Step 2:** Upon receiving the application and supporting documents, FMM would verify that applicants are from bona-fide member companies. FMM upon verification of the documents would prepare and issue the ABTC support letter.

**Step 3:** The ABTC support letter issued by FMM together with the following documents will be submitted / dispatched by FMM on behalf of the applicant to the ABTC Unit of Immigration Department, Putrajaya.

- i. Copy of the completed ABTC application form with original signature of applicant;
- ii. A copy of Malaysian passport with validity of at least three years;
- iii. Letter from employer to Immigration Department;
- iv. 1 recent passport sized photograph (blue background); and
- v. Copy of applicant's Malaysian identity card (IC)

**Step 4:** Upon receipt of the support letter and supporting documents from FMM, Immigration to issue ABTC application number to FMM. FMM to e-mail ABTC application number to ABTC applicant to start tracking status of application.

**Step 5:** Applicants to track the status of the ABTC application using the application number through [www.businessmobility.org/key/CardStatus.asp?HomeEco=Malaysia](http://www.businessmobility.org/key/CardStatus.asp?HomeEco=Malaysia)

**Step 6:** If you are assessed as eligible by Immigration Department, Malaysia your application will then be distributed to all participating APEC economies. These economies may vet your application against their immigration requirements to determine whether to clear you for entry.

**Step 7:** Once all economies have vetted your application, your card is estimated to be issued within 2-3 months (the length of time taken by foreign economies to process your application can vary significantly and is not controlled by the Immigration Department of Malaysia) with a list of those economies that have pre-cleared you for entry. Once all 19 countries have pre-cleared you for entry, contact Immigration to request for card collection. A fee of RM100.00 will

be charged by Immigration Department when the ABTC card is issued. Payment and collection can be made by applicant directly with ABTC Unit, Immigration Department of Malaysia.