

(Please print and attach together with the submission)

Checklist of Documents to be received from Applicant for ABTC Support Letter

Company: _____

Name of applicant: _____

No.	Document	Tick (✓)
1.	APEC Business Travel Card (ABTC) Application Form:	
	(a) Complete in BLACK ink & CAPITAL letters, signature inside the 'box' in BLACK ink	
	(b) Glue / paste - one (1) copy of passport sized applicant's photo to the column in the application form (only BLUE background photo acceptable)	
2.	Letter (on company letterhead) from the employer to FMM requesting for ABTC Support letter (refer to Sample Letter from Company to FMM) and compulsory to state: <i>'Indemnity Clause'</i> <i>We declare and confirm that the information contained in all our applications for the APEC Business Travel Card as referred to above is true and correct and indemnify FMM against any actions, claims, damages, expenses or payment that may arise from the above service.</i>	
3.	Letter (on company letterhead) from the employer to Immigration Department in support of the ABTC application (refer to Sample Letter from Company to Immigration)	
4.	Letter of Verification (For applicant from non-direct member only) (refer to Sample Letter of Verification) <i>* If the applicant is from non-direct member of FMM, kindly get a letter from FMM direct member (on company's letter head) to verify the affiliation of applicant's company and FMM direct member company</i> <i>You may check your company membership with FMM at www.fmm.org.my</i>	
5.	Supporting documents: *Compulsory to include the three (3) documents below:	
	(a) Copy of the biodata page of the passport (Passport to have more than 3 years validity) *less than 3 years will not be processed	
	(b) Copy of applicant's Malaysian identity card (IC)	
	(c) Copy of inside pages that have been stamped to prove frequent travel to APEC countries (get from previous passport if passport is new) OR copy of existing ABTC	
6.	Payment of RM37.10 (inclusive GST 6%) per application by:	
	<input type="checkbox"/> Cheque No: _____ (Payable to Federation of Malaysian Manufacturers)	
	<input type="checkbox"/> Bank transfer (Maybank A/C No: 5142 0833 0768) Attach a copy of the bank-in slip	
	<input type="checkbox"/> By Cash	

This section is for FMM use only

Checked by:

(Initial & Date)

Approved by:

(Initial & Date)