

CHECKLIST OF DOCUMENTS TO BE SUBMITTED TO FMM

Application for APEC Business Travel Card (ABTC)

Name of Company : _____

Name of Applicant : _____

FMM Membership No : _____

NO	DOCUMENTS REQUIRED	Please (✓)
1.	JABATAN IMIGRESEN MALAYSIA BORANG PERMOHONAN / APPLICATION FORM (a) Complete the application form in BLACK INK & CAPITAL LETTERS , signature INSIDE the 'BOX' in BLACK INK and DO NOT touch the line of the box (b) Glue / paste - one (1) copy of applicant's RECENT passport-sized photo on the column in the application form (only BLUE background photo is acceptable)	
2.	LETTER FROM COMPANY TO FMM REQUESTING FOR ABTC SUPPORT LETTER <i>(refer to sample letter)</i>	
3.	LETTER FROM COMPANY TO IMMIGRATION DEPT FOR SUPPORT OF ABTC APPLICATION <i>(refer to sample letter)</i>	
4.	LETTER ON APPLICANT'S JOB FUNCTION & COMPANY PROFILE FOR SUPPORT OF ABTC APPLICATION <i>(refer to sample letter)</i>	
5.	PASSPORT BIODATA PAGE One (1) copy of passport biodata page (passport MUST have more than 3 years validity) * <i>(* less than 3 years will not be processed)</i>	
6.	One (1) copy of applicant's MALAYSIAN IDENTITY CARD (IC)	
7.	One (1) copy of (*) PASSPORT INSIDE PAGES that have been STAMPED to prove frequent travel to APEC countries <i>(* get from previous passport if passport is new)</i>	
8.	PAYMENT OF RM35.00 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	

Contact Person : _____

Designation : _____

Telephone : _____

Email : _____

FOR FMM USE ONLY

Checked by : _____

Date : _____

Notes : _____

