

S1

申请人公司致大马移民厅函件 – 新申请
Sample Letter to Immigration – new application

Tarikh:

**Pengarah,
Bahagian Visa, Pas dan Permit
Jabatan Imigresen Malaysia
Kementerian Hal Ehwal Dalam Negeri
Aras 1 (Podium), Blok 2G4, Precint 2,
Pusat Pentadbiran Kerajaan Persekutuan,
62550 Putrajaya
U/P. Puan Kasthuri Bai A/P Venugopal
APEC Business Travel Card Unit**

Puan,

**PERMOHONAN APEC BUSINESS TRAVEL CARD
NAME PEMOHON: **XXX**
NO PASSPORT: **XXX**
I/C No : **XXX****

Dengan segala hormatnya saya mengesahkan bahawa **Encik/Puan/Cik XXX** - PassportNo. **XXX, XXX (Jawatan), XXX (Nama Syarikat)** adalah ahli Dewan Perniagaan Dan Perindustrian Tionghoa Johor Bahru.

Pemohon ini sentiasa perlu membuat perjalanan keluar negeri untuk urusan perniagaan. Oleh yang demikian, pemohon ingin memohon kad ABTC.

Pertimbangan dan pertolongan pihak puan amat dihargai .

Sekian ,Terima Kasih.

Yang benar,

(公司负责人签署)

**Name
Designation**

S1

**申请人公司致大马移民厅函件 – 更新申请
Sample Letter to Immigration – renewal**

Tarikh:

**Pengarah,
Bahagian Visa, Pas dan Permit
Jabatan Imigresen Malaysia
Kementerian Hal Ehwal Dalam Negeri
Aras 1 (Podium), Blok 2G4, Precint 2,
Pusat Pentadbiran Kerajaan Persekutuan,
62550 Putrajaya**

**U/P. Puan Kasthuri Bai A/P Venugopal
APEC Business Travel Card Unit**

Puan,

**PERMOHONAN APEC BUSINESS TRAVEL CARD
NAME PEMOHON: **XXX**
NO PASSPORT: **XXX**
I/C No : **XXX****

Dengan segala hormatnya saya mengesahkan bahawa **Encik/Puan/Cik XXX** - Passport No. **XXX, XXX (Jawatan), XXX (Nama Syarikat)** adalah ahli Dewan Perniagaan Dan Perindustrian Tionghoa Johor Bahru.

Pemohon ini sentiasa perlu membuat perjalanan keluar negeri untuk urusan perniagaan. **Oleh yang demikian, pemohon ingin mendapat pembaharuan “APEC Business Travel Card” (No. Dokumen: xxxx, Tarikh Tamat Sahlaku: xxxx).**

Pertimbangan dan pertolongan pihak puan amat dihargai .

Sekian, Terima Kasih.

Yang benar,

(公司负责人签署)

**Name
Designation**

S2

申请人公司致总商会函件

Sample letter to ACCCIM (English)

Tarikh:

**Executive Director
The Associated Chinese Chambers of Commerce and Industry of Malaysia
6th Floor, Wisma Chinese Chamber
258, Jalan Ampang, 50450 Kuala Lumpur,**

Dear Sir,

APPLICATION FOR APEC BUSINESS TRAVEL CARD (ABTC)

NAME OF APPLICANT: XXX

PASSPORT NO.:XXX

I/C NO : XXX

<Name of Company> would like to apply for the APEC Business Travel Card for <Tan Sri/ Datuk/ Encik/ Puan/ Cik XXXX>; I/C No. YYYYYY-XX-ZZZZ and Passport No.A XXXXXXXX. He/ she is currently the <designation/ position incompany> of <name of company>.

Enclosed are original copy of the application form with recent passport sized photograph, official letter to the Department of Immigration Malaysia , photo copies of passport, identity card and SSM report for your perusal. We would appreciate if ACCCIM could prepare the supporting letter and submit the application to Department of Immigration Malaysia.

We declare and confirm that the information contained in our application for the APEC Business Travel Card as referred to above is true and correct and indemnify ACCCIM against any actions, claims, damages, expenses or payment that may arise from the above service.

Please do not hesitate to contact the undersigned if you have any enquiries.

Thank you

Yours sincerely,

(公司负责人签署)

Name

Designation

S3

申请人公司致总商会函件
Sample letter to JBCCCI (English)

Tarikh:

President
Johor Bahru Chinese Chamber of Commerce and Industry
89A-91A, Jalan Glasiar,
Taman Tasek,
80200 Johor Bahru

Dear Sir,

APPLICATION FOR APEC BUSINESS TRAVEL CARD (ABTC)

NAME OF APPLICANT: XXX

PASSPORT NO.: XXX

I/C NO : XXX

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

Enclosed are original copy of the application form with recent passport sized photograph, official letter to the Department of Immigration Malaysia, photo copies of passport, identity card and SSM report for your perusal. We would appreciate if ACCCIM could prepare the supporting letter and submit the application to Department of Immigration Malaysia.

We declare and confirm that the information contained in our application for the APEC Business Travel Card as referred to above is true and correct and indemnify ACCCIM against any actions, claims, damages, expenses or payment that may arise from the above service.

Please do not hesitate to contact the undersigned if you have any enquiries.

Thank you

Yours sincerely,

(公司负责人签署)

Name

Designation