

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  
APEC Business Travel Card Unit  
Ibu Pejabat Jabatan Imigresen Malaysia  
No.15, 1st Floor (Podium), Persiaran Perdana,  
Precint 2,  
Pusat Pentadbiran Kerajaan Persekutuan,  
62550 Putrajaya**

**Tuan/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 **XXX**.

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

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

Date :

**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.AXXXXXXXXX. He/she is currently the <designation/ position in company> of <name of company>.*

Enclosed are original copies of the application form with recent passport sized photograph, official letter to the Department of Immigration Malaysia , photocopies 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**

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

Date :

**President**  
**Johor Bahru Chinese Chamber of Commerce and Industry**  
**No.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.AXXXXXXXXX. He/she is currently the <designation/ position in company> of <name of company>.

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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**