

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, Pass 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 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

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

Date :

**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 XXXXXXXXX. 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

申请人公司致新山中总函件
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.A XXXXXXXXX. 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 JBCCCI 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 JBCCCI 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