

申请 APEC 商务旅行卡条件及所需文件

*申请者必须是北霹雳中华总商会会员

申请者必须提供下列文件：

- (1) 填妥的 APEC 申请表格（需附上护照型相片 2 张，蓝色底），表格以黑笔及大号书写。
- (2) 马来西亚护照复印一张（有效期必须超过 3 年）。
- (3) 依据提供样本，致给移民局及马来西亚中华总商会信件各一封。
- (4) 身份证复印本一张。
- (5) 申请更新者，需附上旧 APEC 卡复印本一张。
- (6) 公司组织架构图（Company Organisation Chart）一份。
- (7) 公司简介（Company Profile）一份
- 可以从公司简介抄出一段有关的，不需要整本，如果有再加上小册子-attach brochure if have.
- (8) 职位描述（Job Description）
- 请附上相关证明文件以符合出国要求的理由
例如：出席国际会议 / 海外贸易展览会 / 博展会 / 展览会
- **（国外公司邀请函）**
例如：购买公司的产品或服务的客户公司简介
例如：任何可以证明公司代表需要出国的第三方文件
Example - Delivery Order, Certificate of Origin
例如：合约-如果没有其他相关文件的话。
- (9) 公司委任信-如果是公司管理阶层职位
(Company Appointment Letter- if the post under managerial level)
- (10) 2024 年加 2025 年有 5 次出国盖印记录，必须是以下的 19 个国家盖印方为有效：Australia, Brunei, Chile, China, Chinese Taipei, Philippine, Hong Kong, Indonesia, Japan, Malaysia, Korea, Mexico, New Zealand, Papua New Guinea, Peru, Singapore, Thailand, Vietnam, Russia
- (11) 需附上一张志银 RM35.00 令吉的支票，抬头志明：
The Associated Chinese Chambers of Commerce and Industry of Malaysia
- (12) SSM（公司委员注册），包括下列 6 份文件：
 - (a) Corporate Information
 - (b) Summary of Share Capital
 - (c) Directors / Officers
 - (d) Shareholders / Member
 - (e) Company Charges
 - (f) Summary of Financial Information

任何疑问，请联络北霹雳中华总商会秘书处：05-8087436 或 05-8079732

APEC CARD APPLICATION

*APEC card Applicant must be a member of NPCCCI.

For application, please submit the following documents :

- (1) APEC application form with two passport size photo (blue background), write with black pen and capital letters.
- (2) Passport photocopy (Validity period must more than 3 years).
- (3) Letter to Immigration Department and ACCCIM (refer to sample letter).
- (4) Applicant I/C photostat copy
- (5) For Apec Card renewal, photostat old Apec Card 1 copy.
- (6) Company Organisation Chart one copy
- (7) Company Profile one copy
-Can copy a related part of company profile, no need to attach whole book, attach the brochure if have.
- (8) Job Description
Please attach any related documents to proof the need to travel overseas.
Examples : Invitations to international conference / oversea trade show, fairs or exhibitions
Examples : Company profile of the reputable business clients who receive a good / service form the business
Examples : Any other third party documents which can identify you, your business and your need to travel for business related purposes. (Example : Delivery Order, Certificate of Origin)
Examples : Contract – if do not have other related documents.
- (9) Company Appointment Letter – if the post under managerial level
- (10) Passport need to have 5 times chop for year 2024 or plus year 2025, and should be the 19 countries mentioned below :
Australia, Brunei, Chile, China, Chinese Taipei, Philippine, Hong Kong, Indonesia, Japan, Malaysia, Korea, Mexico, New Zealand, Papua New Guinea, Peru, Singapore, Thailand, Vietnam, Russia
- (11) Cheque (RM35.00) payable to :
The Associated Chinese Chambers of Commerce and Industry of Malaysia
- (12) SSM (公司委员注册) , 包括下列 6 份文件:
 - (a) Corporate Information
 - (b) Summary of Share Capital
 - (c) Directors / Officers
 - (d) Shareholders / Member
 - (e) Company Charges
 - (f) Summary of Financial Information

For enquiry, please contact NPCCCI secretariat : 05-8087436 / 05-8079732

申请 APEC 卡有关资料：

1. 当您写 Job Description 时，请附上有关的证明文件，可以是 Delivery Order, Purchase Order, Certificate of Origin, 国外公司邀请函（如果是国际会议/海外贸易展览会/博览会/展览会等），购买公司产品或服务的国外客户简介等等。

如果您无法呈上以上有关文件，我们依然接受您的申请表格并会呈上总会，总会会帮您呈交于当局，或许不一定 Apec 当局会询问您有关总会帮您申请呈上的文件，并要求您解释，届时会不会批准您的申请，Apec 当局的官员会依照个别的情况决定，他们的决定是最终的，所以当您呈上 Apec applications 时，他们不一定会联络您，也不代表申请一定会得到批准，敬请垂注。Apec card 您可以再次申请的。

2. 还有一个重要的是，在 Apec 表格里一定要填上正确的 Email Address，必须记得电邮密码，因为如果申请被批准，您必须从您给的电邮里获取 4 个号码，然后下载 ABTC App, Apec 的 app 会要求您输入这 4 个号码，才能使用手机查看您的 Apec 虚拟卡。
3. 为了安全起见，鼓励您在使用 ABTC Virtual Card 的同时，也前去 Putrajaya 印制您的 Apec 实体卡。

Information on Apec Application :

1. The moment you write the job Description, please attach either the following documents :- Delivery Order, Purchase Order, Certificate of Origin, Invitation letter from other countries (either international conference/oversea trade show/expo/exhibition , The oversea customer introduction etc.

If you unable to submit the above letters, we still accept your application and submit to ACCCIM, the head quarter will submit for you , there are possibilities the Apec Department will call you and ask for your clarification, Apec Department will look in each application and decide whether to approve the application. Their decision is final. On the other hand, they might not contact you and when you submit the application, it doesn't mean the application will hundred percent to be approved. You still can submit new application anytime.

2. You should write a valid and active email in your Apec Application Form because when the application is being approved, Apec Department will send 4 digit numbers to your email, then you can download ABTC App and key in the 4 numbers and other details to log in the ABTC App to check your ABTC Virtual Card.
3. To be safe, you are advised to print the APEC physical Card.