

Please attach this form & checklist together with the Submission

**REQUEST FOR LETTER OF SUPPORT FOR  
APEC BUSINESS TRAVEL CARD (ABTC) APPLICATION**

Form & Checklist of documents to be submitted to SME Corp. Malaysia

Name of Company: \_\_\_\_\_

Company ID No: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

No	Document Required	Please (/)
1	<p><b>Request letter from company to SME Corp. Malaysia</b> (MUST BE PRINTED on Company's Letterhead) <b>STATING:</b></p> <p>i. SME Corp. Malaysia full address ii. Applicant's full name iii. Applicant's NRIC &amp; Passport number iv. Applicant's Designation / Position in the company (Chairman / CEO / Director / Manager – Marketing / Sales / Procurement / Business Development / Export / Import) v. List of APEC economies visited / to be visited <b>vi. Justification for ABTC application</b></p> <p>*Kindly submit request letter and all the supporting documents via <b>courier</b> or <b>by hand</b> to the following address: <b>Ketua Pegawai Eksekutif</b> <b>SME Corp. Malaysia</b> <b>Aras 6, Blok B, Platinum Sentral, Jalan Stesen Sentral 2</b> <b>KL Sentral, 50470 Kuala Lumpur</b> <b>(u.p: Bahagian Ekonomi &amp; Dasar)</b></p>	
2	<p><b>MSME Status Certification by SME Corp. Malaysia.</b> Company need to register for MSME Status at <a href="https://smereg.smecorp.gov.my/reg/">https://smereg.smecorp.gov.my/reg/</a></p>	
3	<p><b>The SCORE Assessment by SME Corp. Malaysia.</b> Company need to register for SCORE at <a href="https://www.smecorp.gov.my/index.php/en/programmes1/2015-12-21-09-32-23/score">https://www.smecorp.gov.my/index.php/en/programmes1/2015-12-21-09-32-23/score</a></p>	
4	<p><b>One (1) Copy of applicant's passport biodata page &amp; Identity Card (IC)</b> (Passport must be valid for at least 5 years from date of application) (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</p>	
5	<p><b>One (1) copy of applicant's PASSPORT INSIDE PAGES that have been STAMPED as proof of travel</b> (At least 3 times per year to any APEC economies)</p>	
6	<p><b>One (1) copy of FORM 9 – Company registration certificate</b> (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</p>	
7	<p><b>One (1) copy of FORM 13 – Change in company's name *if applicable*</b> (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</p>	
8	<p><b>One (1) copy of FORM 24 – Company's property information form</b> (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</p>	
9	<p><b>One (1) copy of FORM 49 – Company's list of owners and shareholders form</b> (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</p>	
10	<p><b>Company Profile and Organisation Chart</b></p>	
11	<p><b>Copy of ABTC Application Form Jabatan Imigresen Malaysia</b> (Duly completed &amp; signed)</p>	
12	<p><b>Surat Akuan Sumpah</b> (Duly completed &amp; signed)</p>	

- The application for SME Corp. Malaysia ABTC Support Letter is strictly for Malaysian SMEs only.
- SME Corp. Malaysia reserves the right to request for further details from the applicants, if necessary, and has the right to reject the application.
- Applicants/Companies found to be supplying false or misleading information or using bogus documents may face legal action.
- The final approval for the ABTC application is subject to Immigration Department's assessment in accordance with the relevant laws, regulations and policies in force.

For SME Corp. Malaysia use only:

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_ Notes: \_\_\_\_\_