

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	Request letter from company to SME Corp. Malaysia <i>(MUST BE PRINTED on Company's Letterhead)</i> STATING: i. SME Corp. Malaysia full address ii. Applicant's full name iii. Applicant's NRIC & 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 vi. Justification for ABTC application *Kindly submit request letter and all the supporting documents via courier or by hand to the following address: Ketua Pegawai Eksekutif SME Corp. Malaysia Aras 6, Blok B, Platinum Sentral, Jalan Stesen Sentral 2 KL Sentral, 50470 Kuala Lumpur (u.p: Bahagian Kerjasama Antarabangsa)	
2	MSME Status Certification by SME Corp. Malaysia. <i>Company need to register for MSME Status at</i> https://smereg.smecorp.gov.my/reg/	
3	The SCORE Assessment by SME Corp. Malaysia. <i>Company need to register for SCORE at</i> https://www.smecorp.gov.my/index.php/en/programmes1/2015-12-21-09-32-23/score	
4	One (1) Copy of applicant's passport biodata page & Identity Card (IC) <i>(Passport must be valid for at least 5 years from date of application)</i> <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
5	One (1) copy of applicant's PASSPORT INSIDE PAGES that have been STAMPED as proof of travel <i>(At least 3 times per year to any APEC economies)</i>	
6	One (1) copy of FORM 9 – Company registration certificate <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
7	One (1) copy of FORM 13 – Change in company's name *if applicable* <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
8	One (1) copy of FORM 24 – Company's property information form <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
9	One (1) copy of FORM 49 – Company's list of owners and shareholders form <i>(MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)</i>	
10	Company Profile and Organisation Chart	
11	Copy of ABTC Application Form Jabatan Imigresen Malaysia <i>(Duly completed & signed)</i>	
12	Surat Akuan Sumpah <i>(Duly completed & signed)</i>	

- 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: _____