

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	<b>Request letter from company to SME Corp. Malaysia</b> (MUST BE PRINTED on Company's Letterhead) <b>STATING:</b> 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 <b>vi. Justification for ABTC application</b>  *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 Kerjasama Antarabangsa)</b>	
2	<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> )	
3	<b>One (1) Copy of applicant's passport biodata page</b> (Passport must be valid for at least 3 years from date of application) (MUST BE CERTIFIED AS TRUE COPY by Company's Secretary / Commissioner of Oaths / Notary Public)	
4	<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)	
5	<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)	
6	<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)	
7	<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)	
8	<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)	
9	<b>Company Profile and Organisation Chart</b>	
10	<b>Copy of ABTC Application Form Jabatan Imigresen Malaysia</b> (Duly completed & signed)	
11	<b>Surat Akuan Sumpah</b> (Duly completed & signed)	

- The application for SME Corp. Malaysia ABTC Support Letter is strictly for Malaysians 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: \_\_\_\_\_