

(Company Letter Head)

Date:

Bintulu Chinese Chamber of Commerce & Industry
Lot 2657, Wisma Perniagaan Dan Perindustrian Cina
Jalan Tanjung Batu
97000 Bintulu, Sarawak.

Dear Sir,

**APPLICATION FOR APEC BUSINESS TRAVEL CARD(ABTC)
NAME OF APPLICANT:**

We refer to the above matter.

Please find enclosed herewith the following documents for each applicant for your further action:-

- i. Original copy of the application form with recent passport sized photograph
- ii. Official Letter to the Department of Immigration Malaysia
- iii. Official letter to ACCCIM
- iv. Photocopy of passport
- v. Photocopy of Identity Card
- vi. SSM Report
- vii. Cheque payable to Bintulu Chinese Chamber of Commerce & Industry
- viii. Cheque payable to The Associated Chinese Chambers of Commerce & Industry of Sarawak
- ix. Cheque payable to The Associated Chinese Chambers of Commerce & Industry of Malaysia

Please do not hesitate to contact the undersigned if you have any enquiries.

Thank you.

Yours Sincerely,

Name

Designation