**申请人公司致大马移民厅函件 – 新申请**

**Sample Letter to Immigration – new application**

**[COMPANY LETTERHEAD (ORIGINAL)]**

**Tarikh:**

**Pengarah,**

**Bahagian Visa, Pas dan Permit**

**Jabatan Imigresen Malaysia**

**Kementerian Hal Ehwal Dalam Negeri**

**Aras 1 (Podium), Blok 2G4, Precint 2,**

**Pusat Pentadbiran Kerajaan Persekutuan,**

**62550 Putrajaya**

**Tuan / Puan,**

**PERMOHONAN APEC BUSINESS TRAVEL CARD**

**NAME PEMOHON: XXX**

**NO PASSPORT : XXX**

**I/C No : XXX**

Dengan segala hormatnya saya mengesahkan bahawa Encik/Puan/Cik XXX - Passport No. XXX, XXX (Jawatan), XXX (Nama Syarikat) adalah ahli XXX (Nama Chamber).

Pemohon ini sentiasa perlu membuat perjalanan ke luar negeri untuk urusan perniagaan.

Oleh yang demikian, pemohon ingin memohon kad ABTC.

Pertimbangan dan pertolongan pihak puan amat dihargai .

Sekian , Terima Kasih.

**Yang benar,**

**（公司负责人签署）**

**Name**

**Designation**

**S5**

**申请人公司致总商会函件**

**Sample letter to ACCCIM (Bahasa Malaysia)**

**[COMPANY LETTERHEAD (ORIGINAL)]**

**Tarikh:**

**Executive Director**

**The Associated Chinese Chambers of Commerce and Industry of Malaysia**

**6th Floor, Wisma Chinese Chamber**

**258, Jalan Ampang, 50450 Kuala Lumpur,**

**Dear Sir，**

**PERMOHONAN APEC BUSINESS TRAVEL CARD**

**NAMA PEMOHON: XXX**

**NO PASSPORT : XXX**

**I/C No : XXX**

Dengan segala hormatnya saya mengesahkan bahawa Encik/Puan/Cik XXX - Passport No. XXX, XXX (Jawatan), XXX (Nama Syarikat) adalah ahli XXX (Nama Chamber).

Pemohon ini sentiasa perlu membuat perjalanan ke luar negeri untuk urusan perniagaan.

Lampiran untuk rujukan tuan: salinan asal Borang Permohonan dengan passport sized gambar, Surat Rasmi ke Jabatan Immigration Malaysia, foto salinan passport, kad pengenalan dan Perlaporan SSM. Kami amat menghargai jika ACCCIM dapat menyediakan surat sokongan dan mengemukakan permohonan kepada Jabatan Imigresen Malaysia.

Kami mengaku dan mengesahkan bahawa maklumat yang terkandung di dalam semua permohonan kami untuk Kad Perjalanan Perniagaan APEC seperti yang dinyatakan di atas adalah benar dan betul dan menanggung rugi ACCCIM terhadap apa-apa tindakan, tuntutan, kerosakan, perbelanjaan atau bayaran yang mungkin timbul daripada perkhidmatan di atas.

Pertimbangan dan pertolongan pihak tuan amat dihargai .

Sekian, Terima Kasih.

**Yang benar,**

**（公司负责人签署）**

**Name**

**Designation**

**S6 申请人公司致总商会函件**

**Sample letter to ACCCIM (English)**

**[COMPANY LETTERHEAD (ORIGINAL)]**

**Date:**

**Executive Director**

**The Associated Chinese Chambers of Commerce and Industry of Malaysia**

**6th Floor, Wisma Chinese Chamber**

**258, Jalan Ampang, 50450 Kuala Lumpur,**

**Dear Sir，**

**APPLICATION FOR APEC BUSINESS TRAVEL CARD (ABTC)**

**NAME OF APPLICANT: XXX**

**PASSPORT NO. : XXX**

**I/C NO : XXX**

<*Name of Company*> would like to apply for the APEC Business Travel Card for <*Tan Sri/ Datuk/ Encik/ Puan/ Cik XXXX*>; I/C No. YYYYYY-XX-ZZZZ and Passport No. A XXXXXXXX. He/ she is currently the <*designation/ position in* *company*> of <*name of company*>.

Enclosed are original copy of the application form with recent passport sized photograph, official letter to the Department of Immigration Malaysia, photo copies of passport, identity card and SSM report for your perusal. We would appreciate if ACCCIM could prepare the supporting letter and submit the application to Department of Immigration Malaysia.

We declare and confirm that the information contained in our application for the APEC Business Travel Card as referred to above is true and correct and indemnify ACCCIM against any actions, claims, damages, expenses or payment that may arise from the above service.

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

Thank you

Yours sincerely,

**（公司负责人签署）**

**Name**

**Designation**

Company Letterhead

**(SAMPLE LETTER ON JOB DESCRIPTION & COMPANY PROFILE)**

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

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **JOB DESCRIPTION**
2. **COMPANY PROFILE**

Please provide the following:

1. Company Brochure, catalogue, annual report, etc. as your reference
2. If your company do not have a above document, please provide company write-up here