

## 申请人公司致新山中总函件

### Sample letter to JBCCCI (English)

Date :

**President**

**Johor Bahru Chinese Chamber of Commerce and Industry  
No.89A & 91A, Jalan Glasiar,  
Taman Tasek, 80200 Johor Bahru**

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. YYYYYYY-XX-ZZZZ and Passport No.A XXXXXXXXX. He/she is currently the <designation/ position in company> of <name of company>.

Enclosed are original copies of the application form with recent passport sized photograph, official letter to the Department of Immigration Malaysia, photocopies of passport, identity card and SSM report for your perusal. We would appreciate if JBCCCI 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 JBCCCI 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