## << Date >> 2

Officer-In-Charge APEC Business Travel Card (ABTC) Immigration & Checkpoints Authority ICA Building 10 Kallang Road #03-00 Singapore 208718 (Fax: 6293 6991)

## **Application for APEC Business Travel Card**

This is to certify that < <name abtc="" applicant="" of="">&gt;, &lt;<singapore no.="" nric="">&gt; is a &lt;<designation>&gt; of our company and abroad frequently to &lt;<job <<nature="" business="" company="" dealing="" description="" frequent="" is="" of="" purpose="" the="" travels="" with="">&gt;.</job></designation></singapore></name>	d travels
We support his/her application and would appreciate if you could grant him ABTC.	n/her an
3 Should you require further clarification / information, please do not he contact the undersigned at Tel	sitate to
Thank you.	
Yours faithfully	
<< Name & Designation >> 3 << Business Registration No.>>	

<sup>&</sup>lt;sup>1</sup> Applicants submitting under an overseas company would be required to submit a scanned copy of the overseas business registration certificate written in any of the four official languages.

<sup>&</sup>lt;sup>2</sup> Dated not earlier than 2 months from date of application.

<sup>&</sup>lt;sup>3</sup> Letters should be signed by a member of the senior management or HR personnel of the company. Letters of support signed by applicants themselves are not acceptable, unless ACRA records are submitted together to confirm that the applicants are also the owners of the company.