Important Notes

- ¹ The Letter of Support should not be dated more than 2 months from the date of ABTC application. If so, the letter will be considered invalid and the application will be rejected with no refund of the fee.
- ² The Letter of Support should be signed by a member of the senior management or HR personnel <u>(to include the designation of HR)</u> of the company. If the Letter of Support is signed by the applicant, he/she is also required to submit the company's ACRA records to confirm the ownership.
- ³ Applicants submitting the Letter of Support under an overseas company, are required to submit the company's overseas business registration certificate written in any of the four official languages (English, Mandarin, Malay or Tamil).

Company's Letter Head
Company's Address ³

<< Date >> 1

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

<< Business Registration No.>>

Application for APEC Business Travel Card

	This is to certify that	< <name abtc="" applies<="" of="" p=""></name>	icant>>,
trave		< <job ar<="" description="" td=""><td>esignation>> of our company and nd purpose of frequent travels>>. of the company>>.</td></job>	esignation>> of our company and nd purpose of frequent travels>>. of the company>>.
2	We support his/her application	and would appreciate it if	you could grant him/her an ABTC.
3 unde	Should you require further clar ersigned at Mobile/ Telephone No		ase do not hesitate to contact the
	Thank you.		
Your	rs faithfully		1
	To be signed by the undersigning officer	Affix a company stamp for a company who	
۱ << N	Jame & Designation >> 2	does not have a letterhead	