

## Company letter head

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申请人公司致总商会函件

### Sample letter to ACCCIM (English)

Tarikh:

Chief Executive Officer

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