

**Company Letter Head**  
**S1**

申请人公司致民中总函件  
**Sample Letter to BCCCI**

Date:

Bintulu Chinese Chamber of Commerce & Industry  
Lot 2657, Wisma Perniagaan Dan Perindustrian Cina  
Jalan Tanjung Batu  
97000 Bintulu, Sarawak.

Dear Sir,

**APPLICATION FOR APEC BUSINESS TRAVEL CARD(ABTC)**  
**NAME OF APPLICANT:**

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We refer to the above matter.

Please find enclosed herewith the following documents for each applicant for your further action:-

- i. Original copy of the application form with recent passport sized photograph
- ii. Official Letter to the Department of Immigration Malaysia
- iii. Official letter to ACCCIM
- iv. Photocopy of passport
- v. Photocopy of Identity Card
- vi. SSM Report
- vii. Cheque payable to Bintulu Chinese Chamber of Commerce & Industry
- viii. Cheque payable to The Associated Chinese Chambers of Commerce & Industry of Sarawak
- ix. Cheque payable to The Associated Chinese Chambers of Commerce & Industry of Malaysia

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

Thank you.

**Yours Sincerely,**

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Name

Designation