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 latest ACRA records (dated within 3 months) 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).

<< Date >> 1

Company's Letter Head Company's Address ³

Officer -In-Charge
APEC Business Travel Card (ABTC)
Immigration & Checkpoints Authority
ICA Services Centre
2 Crawford Street

Singapore 207218

Application for APEC Business Travel Card

This is to certify that <<name of ABTC applicant>>, <<Singapore NRIC no/ Passport no.>> is a <<designation>> of our company and travels abroad frequently to <<job description and purpose of frequent travels>>. The company is dealing with <<nature of business of the company>>.

- We support his/her application and would appreciate it if you could grant him/her an ABTC.
- 3 Should you require further clarification / information, please do not hesitate to contact the undersigned at Mobile/ Telephone No/Email address.

Thank you.

Yours faithfully

To be signed by the undersigning officer

<< Name & Designation >>² << Business Registration No.>>

Affix a company stamp for a company who does not have a letterhead