



(A) OPTION 1: SUBMISSION BY FMM ON BEHALF OF APPLICANT

Under this option, FMM will review and verify the application and supporting documents, issue the required endorsement, process the Immigration Department fee on behalf of the applicant, and submit the application directly to the APEC Unit of the Immigration Department of Malaysia in Putrajaya. Upon successful submission, FMM will obtain the ABTC application tracking number from the Immigration Department and provide it to the applicant for future reference and status enquiries.

a) **FMM Processing Fee: RM250.00** per application

Immigration Department Fee: RM100.00 per application

Total Fee: RM350.00 per application

b) **Important Notes**

- The RM100 Immigration Department fee is payable upon submission of the application to the APEC Unit and includes the cost of printing the ABTC upon approval.
- The RM100 fee is **non-refundable** regardless of the outcome of the application.
- FMM requires approximately **10 working days** to review the application, process payment and submit the application to the Immigration Department.



(B) OPTION 2: DIRECT SUBMISSION BY APPLICANT OR COMPANY REPRESENTATIVE

Under this option, FMM's role is limited to reviewing the application and supporting documents and issuing the required support letter for the ABTC application. The applicant or company representative will be responsible for submitting the application directly to the APEC Unit of the Immigration Department of Malaysia in Putrajaya and making all payments required by the Immigration Department.

a)	FMM Fee <ul style="list-style-type: none">FMM Support Letter Fee: RM35.00 per application
b)	Application Process <ul style="list-style-type: none">Applicants must prepare all required documents and submit them to FMM by email for review and verification.FMM requires a minimum of two (2) working days to review the application and supporting documents.Once the documents are verified and found to be in order, FMM will issue the required support letter.The support letter may be collected from the FMM Head Office or couriered to the company upon request.Upon receiving the support letter, the applicant or company representative must submit the application and supporting documents directly to the APEC Unit of the Immigration Department of Malaysia in Putrajaya.
c)	Immigration Department Fee <ul style="list-style-type: none">The Immigration Department of Malaysia imposes a fee of RM100.00 per application.The fee is payable directly to the Immigration Department by the applicant or company representative upon submission of the application.The RM100.00 fee includes the cost of printing the ABTC upon approval and is non-refundable regardless of whether the application is approved or rejected.
d)	Important Note on Collection of Approved APEC Card <p>Applicants whose ABTC applications are approved will be required to deal directly with the Immigration Department of Malaysia for the issuance and collection of their APEC card. FMM does not collect, print or issue ABTC cards on behalf of applicants.</p>



**(C) ABTC Application Restriction When Passport Expires
with Remaining Card Validity**

The applicant will **not be allowed** to submit a new ABTC application if their passport expires while their ABTC card or online ABTC still has **more than six (6) months** of validity remaining.

Instead, they may only **update their new passport number** in the system or **print a new ABTC card** at the Immigration Department of Malaysia in Putrajaya and continue using the ABTC (online/card) for the remaining validity period.



(D) HOW TO APPLY FOR APEC BUSINESS TRAVEL CARD

OPTION 1: SUBMISSION BY FMM ON BEHALF OF APPLICANT

Below are the **6 steps** to apply for the APEC card through FMM:

Step 1: Documents Required

Please prepare the documents and arranged in the following sequence to be sent to our office, for our review prior to submission to the APEC Unit at Immigration Dept of Malaysia in Putrajaya:

Please indicate the following in your email to us:

- First-Time Application for ABTC (**Yes / No**): _____
- Current APEC Card **Expiry Date** (*if applicable*): _____
- You can calculate your ABTC validity using the Excel sheet linked below:

<C:\Users\ida\Desktop\ABTC Validity Calculation.xlsx>

a) Completed [Checklist of Documents Required](#)

b) [Letter from Company to Immigration Department, Malaysia](#) must be typed on the company's official letterhead and **signed** by the **Director** as listed in the **latest Company SSM**. Electronic signatures are **NOT** acceptable

c) Completed [ABTC Application Form](#) (written in capital letters with black ink and bearing original signature)

d) **One (1)** recent **passport-sized photograph** with a blue background, wearing a collared shirt, to be pasted on the ABTC Application Form

e) [Letter on Applicant's Job Function and Company Profile](#) to be typed on the company's official letterhead

f) **One (1)** copy of **Malaysian passport biodata page**, with at least three (3) years' validity remaining. Passports with less than three (3) years' validity will be rejected.



g) One (1) copy of Malaysian Identity Card (IC)
h) One (1) copy of Company SSM document (sample of Company SSM)
i) Copies of passport stamps showing at least five (5) visits to APEC countries from June 2022 to the present , as proof that the applicant is a frequent traveller to APEC countries
j) ABTC cardholders are not permitted to submit a new ABTC application after renewing their passport if the existing ABTC card still has more than 6 months of remaining validity . In such cases, the cardholder must update the new passport number with the Immigration Department and may continue using the existing ABTC card until its expiry date. A fee of RM100 applies for each passport update.
k) Letter from Company to FMM to be typed on the company's official letterhead.
l) Payment slip of RM350 per application for the processing fee.

Step 2: Submission, Verification & Payment

Upon receiving the ABTC application with supporting documents and proof of payment, FMM will require **10 working days (2 weeks)** to review the application, issue the supporting letter, process the payment and submit the application to APEC Unit, Immigration Dept of Malaysia, Putrajaya.

The processing fee to FMM is **RM350** per application. The fee is non-refundable and may be paid via the following method:

Online Payment (GIRO Transfer only)

- **FMM Bank Account No.: 5142 0833 0768 (Maybank)**
- **“Instant Transfer” is not accepted**

Invoice & Receipt

An official invoice and receipt will be issued to the company upon receipt of payment and once the application has been successfully processed.

Step 3: Issuance of ABTC Application Tracking Number

Upon receiving the ABTC application, ABTC Unit of Immigration Department of Malaysia would check and verify the documents. Once the application has been approved, they will issue a tracking number (*application number*) to FMM.



Step 4: Tracking the Status of Your Application

FMM would email the ABTC application tracking number to applicant to start tracking the status of the application. The applicant is required to track the status of his/her application using the tracking number given via: <http://www.abtc-aps.org/abtc-core/status/check.html>. **(FMM will NOT track the status of the application for applicants).**

Step 5: Application Review and Approval Timeline Across the 19 Economies

If you are assessed as an eligible applicant by the Immigration Department of Malaysia, your application will be forwarded to all 19 participating APEC economies for approval. Each economy may assess your application against its own immigration requirements to determine your eligibility for entry clearance.

The time required for approval by the 19 economies may vary significantly and is not controlled by FMM or the Immigration Department of Malaysia. Approval is estimated to take **approximately 2–4 months**, or potentially longer.

Step 6: How to Access Your Online ABTC and Estimated Approval Times Across the 19 Economies

a)	After receiving your application tracking number, you will receive a system-generated email from “ E9 – ABTC Core Application ” sent by the ABTC Project Overseer in Australia. This email will contain instructions on how to download the mobile app to access your virtual ABTC.
b)	Please search for “ ABTC ” in the Apple App Store or Google Play Store. Download the app to your Apple or Android device, then use your tracking number together with your personal details to register, log in, and access your virtual ABTC.
c)	Below is a sample of the system-generated email from APEC for your reference: https://www.fmm.org.my/upload/ABTC System Generated Email from APEC.pdf
d)	The system-generated email will be sent to the address provided in the “Immigration Dept Application Form” submitted with your FMM application. Please also check your junk or spam folder.
e)	If you did not receive the system-generated email from the APEC Unit, you are required to email appec@imi.gov.my to request a resend. Please include the applicant’s name, passport number, tracking number, and email address in your request.
f)	You will not be able to download the app for virtual ABTC use until you have received this email from the APEC Unit.



g)	Once you have downloaded the ABTC app, the app will display the list of countries that have approved your application, allowing you to use the visa immediately.
h)	The time required for approval by the 19 economies may vary significantly and is not controlled by FMM or the Immigration Department of Malaysia. Approval is estimated to take approximately 2–4 months , or potentially longer.

OPTION 2: DIRECT SUBMISSION BY APPLICANT OR COMPANY REPRESENTATIVE

Below are the **8 steps** to apply for the APEC card through FMM:

Step 1: Documents Required

Please prepare and email the documents, arranged in the following sequence, for our review prior to submission to the APEC Unit in a **single PDF file for each applicant**:

Please indicate the following in your email to us:

- First-Time Application for ABTC (**Yes / No**): _____
- Current APEC Card **Expiry Date** (*if applicable*): _____
- You can calculate your ABTC validity using the Excel sheet linked below:
<C:\Users\ida\Desktop\ABTC Validity Calculation.xlsx>

a)	Completed Checklist of Documents Required
b)	Letter from Company to Immigration Department, Malaysia must be typed on the company’s official letterhead and signed by the Director as listed in the latest Company SSM . Electronic signatures are NOT acceptable
c)	Completed ABTC Application Form (written in capital letters with black ink and bearing original signature)
d)	One (1) recent passport-sized photograph with a blue background, wearing a collared shirt, to be pasted on the ABTC Application Form
e)	Letter on Applicant's Job Function and Company Profile to be typed on the company’s official letterhead



f) One (1) copy of Malaysian passport biodata page , with at least three (3) years' validity remaining. Passports with less than three (3) years' validity will be rejected.
g) One (1) copy of Malaysian Identity Card (IC)
h) One (1) copy of Company SSM document (sample of Company SSM)
i) Copies of passport stamps showing at least five (5) visits to APEC countries from June 2022 to the present , as proof that the applicant is a frequent traveller to APEC countries
j) ABTC cardholders are not permitted to submit a new ABTC application after renewing their passport if the existing ABTC card still has more than 6 months of remaining validity . In such cases, the cardholder must update the new passport number with the Immigration Department and may continue using the existing ABTC card until its expiry date. A fee of RM100 applies for each passport update.
k) Letter from Company to FMM to be typed on the company's official letterhead.
l) Payment slip of RM35 per application for the processing fee.

Step 2: Verification Process & Issuance of Supporting Letter

Upon receiving the ABTC application and supporting documents via email, FMM will require **at least 2 working days** to review and verify the submitted documents. Once the documents have been verified, FMM will prepare and issue the ABTC supporting letter to the applicant.

Step 3: Payment for Processing Fee to FMM

The processing fee to FMM is **RM35** per application. The fee is non-refundable and may be paid via the following method:

Online Payment (GIRO Transfer only)

- **FMM Bank Account No.: 5142 0833 0768 (Maybank)**
- **“Instant Transfer” is not accepted**

Invoice & Receipt

An official invoice and receipt will be issued to the company upon receipt of payment and once the application has been successfully processed.



Step 4: Collection or Delivery of the FMM Supporting Letter to the Applicant

FMM will enquire whether the applicant prefers to collect the FMM supporting letter from FMM Head Office or to have the letter couriered to a designated address prior to its submission to the APEC Unit, Immigration Department of Malaysia, Putrajaya.

Step 5: Submission of Completed APEC Card Application & Payment to APEC Unit, Immigration Department of Malaysia in Putrajaya

If you appoint a representative to submit the application, please provide:

- a) **Authorisation letter (surat wakil)** from the company
- b) Copy of the **representative's identity card (IC)**
- c) **Application fee: RM100**
- d) The application fee includes the printing of the APEC card upon successful application and is non-refundable if the application is unsuccessful
- e) Payment can be made via **debit card or credit card only**
- f) Cash payments are **NOT accepted** at the counter

Step 6: Acknowledgement of ABTC Application Documents (Akaun Penerimaan Dokumen Permohonan ABTC) Issued by the APEC Unit, Immigration Department of Malaysia

Upon payment at the APEC Unit counter, you will be issued an “**Akaun Penerimaan Dokumen Permohonan ABTC**” (*ABTC Application Documents Acknowledgement*), which contains the application tracking number.

Please share your application tracking number with FMM so that we can advise you on the next steps, including how to track your ABTC application status using your tracking number.

Please note that FMM does not monitor or follow up on the status of applications on behalf of applicants.

Step 7: Application Review and Approval Timeline Across the 19 Economies

If you are assessed as an eligible applicant by the Immigration Department of Malaysia, your application will be forwarded to all 19 participating APEC economies for approval. Each economy may assess your application against its own immigration requirements to determine your eligibility for entry clearance.

The approval timeline for the 19 economies may vary significantly and is not controlled by FMM or the Immigration Department of Malaysia. Approval is estimated to take approximately 2–4 months or longer.



Step 8: How to Access Your Online ABTC and Estimated Approval Times Across the 19 Economies

- a) After receiving your application tracking number, you will receive a system-generated email from “**E9 – ABTC Core Application**” sent by the ABTC Project Overseer in Australia. This email will contain instructions on how to download the mobile app to access your virtual ABTC.
- b) Please search for “**ABTC**” in the Apple App Store or Google Play Store. Download the app to your Apple or Android device, then use your tracking number together with your personal details to register, log in, and access your virtual ABTC.
- c) Below is a **sample** of the system-generated email from APEC for your reference:

<https://www.fmm.org.my/upload/ABTC System Generated Email from APEC.pdf>
- d) The system-generated email will be sent to the address provided in the “Immigration Dept Application Form” submitted with your FMM application. Please also check your junk or spam folder.
- e) If you did not receive the system-generated email from the APEC Unit, you are required to email apec@imi.gov.my to request a resend. Please include the applicant’s **name, passport number, tracking number, and email address** in your request.
- f) You will **not** be able to download the app for virtual ABTC use until you have received this email from the APEC Unit.
- g) Once you have downloaded the ABTC app, the app will display the list of countries that have approved your application, allowing you to use the visa immediately.
- h) The time required for approval by the 19 economies may vary significantly and is not controlled by FMM or the Immigration Department of Malaysia. Approval is estimated to take **approximately 2–4 months**, or potentially longer.



(E) HOW TO COLLECT YOUR PHYSICAL APEC BUSINESS TRAVEL CARD

Please note that the APEC card can only be printed at the Immigration Department of Malaysia in Putrajaya. FMM **will not** collect the APEC card on behalf of the applicant.

You may choose one of the following options to print your APEC card:

BY APPLICANT

If you wish to **collect personally**, you are required to **submit** the following:

a)	Current original passport and a photocopy of the biodata page of the latest passport
b)	For applications submitted from February 1, 2026 onwards, no separate printing fee is required, as it is included in the RM100.00 application fee paid upon initial submission of the ABTC application at the Immigration Department of Malaysia
c)	For applications submitted before February 1, 2026, a payment of RM100.00 is required to print the APEC card
d)	Payment must be made by debit or credit card
e)	Cash is NOT accepted at the counter
f)	Payment & collection should be made directly at: APEC Unit, Bahagian Visa, Pas dan Permit Immigration Department of Malaysia No.15, Level 5 (Podium) Persiaran Perdana, Presint 2 Pusat Pentadbiran Kerajaan Persekutuan 62550 Putrajaya



BY REPRESENTATIVE

If you wish to authorize a representative to collect on your behalf, you must submit the following:

a)	Authorisation letter (<i>surat wakil</i>) from company
b)	A copy of the representative's identity card (IC)
c)	A copy of the applicant's passport biodata page
d)	For applications submitted from February 1, 2026 onwards, no separate printing fee is required, as it is included in the RM100 application fee paid upon initial submission of the ABTC application at the Immigration Department of Malaysia
e)	For applications submitted before February 1, 2026, a payment of RM100 is required to print the APEC card
f)	Payment must be made by debit or credit card
g)	Cash is NOT accepted at the counter
h)	Payment & collection should be made directly at: APEC Unit, Bahagian Visa, Pas dan Permit Immigration Department of Malaysia No.15, Level 5 (Podium) Persiaran Perdana, Presint 2 Pusat Pentadbiran Kerajaan Persekutuan 62550 Putrajaya

FMM Contact Person

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As at June 15, 2026