

This checklist is for a new APEC Application

Applicant Name: _____

Ref No: _____

Company Name: _____

Submission Date: _____

NO	DOCUMENTS REQUIRED	Remarks
	<p>APEC APPLICATION IS ONLY AVAILABLE FOR KCCCI MEMBER</p> <ul style="list-style-type: none"> ❖ LM – Life members are eligible to apply ❖ Ordinary members who wish to apply for the APEC must pay 3 - 6 years' membership fees, sum of RM1,500. ❖ Applicable only to Sdn Bhd companies (sole proprietors and partnerships are not eligible) ❖ Conditions of the applicant: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chairman/President, Managing Director / Executive Director, Director, General Manager, Marketing Manager, Sales Manager, Branding Manager, Business Development Manager or Export/Import/Procurements Manager 	
1.	<p>Borang Permohonan [APPENDIX A]</p> <ul style="list-style-type: none"> ❖ Complete the application form in BLACK INK & CAPITAL LETTERS, signature INSIDE the 'BOX' in BLACK INK and DO NOT touch the line of the box. ❖ Glue / paste - one (1) copy of applicant's RECENT passport-sized photo on the column in the application form (only BLUE background photo is acceptable) 	
2.	<p>For Company Director Application:</p> <ul style="list-style-type: none"> ❖ Applicant's Company Letter for APEC Card Application to KCCCI [APPENDIX B] ❖ Applicant's Company Letter for APEC Card Application to ACCCIM [APPENDIX C] ❖ Applicant's Company Letter for APEC Card Application to Immigration Department [APPENDIX D] <p><i>(* The applicant is not permitted to approve or sign these respective letter)</i></p>	
3.	<p>For applications other than those from directors:</p> <ul style="list-style-type: none"> ❖ Applicant's Company Letter for APEC Card Application to KCCCI [APPENDIX B] ❖ Applicant's Company Letter for APEC Card Application to ACCCIM [APPENDIX C] ❖ Applicant's Company Letter for APEC Card Application to Immigration Department [APPENDIX D] ❖ Employment Offer Letter <p><i>(* Only the Company Director is authorized to sign the letter)</i></p>	

4.	<p>Company's profile</p> <ul style="list-style-type: none"> ❖ Job description to demonstrate the individual's or company's active involvement in business that requires frequent travel aboard [APPENDIX E] ❖ Company Profile ❖ Company Organization Chart 	
5.	<p>One (1) copy of the (*) PASSPORT PAGES showing STAMPS to prove frequent travel to APEC countries (minimum of 5 trips within 2024 to 2026)</p> <p>APEC Country: Australia, Brunei Darussalam, Chile, China, Hong Kong, Indonesia, Japan, Korea, Mexico, New Zealand, Peru, Philippines, Papua New Guinea, Russia, Singapore, Thailand, Taiwan and Vietnam.</p> <p><i>(* If the passport is new, please provide the relevant pages from the previous passport)</i></p>	
6.	<p>PASSPORT BIODATA PAGE One (1) copy of passport biodata page (passport MUST have more than 3.5 years validity) <i>(* less than 3.5 years validity will not be processed)</i></p>	
7.	Copy of the Applicant's IC (Front and Back)	
8.	Latest printout of the Corporate Information from the Companies Commission of Malaysia (SSM) with the Updated Summary of Financial Information	
9.	<p>The agreed fee of RM220.00 per application will be collected by the Chamber to carry out the processes as stipulated:</p> <p><u>Kindly prepare the payment to the Chambers as below:</u></p> <ul style="list-style-type: none"> (a) RM 85.00 – The Associated Chinese Chambers Of Commerce and Industry Of Malaysia (Must issue Cheque) (b) RM 100.00 – The Associated Chinese Chambers Of Commerce and Industry Of Malaysia (Fee to Immigration upon submission document) (Must issue Cheque) (c) RM 35.00 – Klang Chinese Chamber Of Commerce and Industry (Cheque or Online Transfer) 	