

APEC BUSINESS TRAVEL CARD (ABTC)

A. NEW APPLICATION

1. QUALIFICATIONS/CRITERIA FOR ENDORSEMENT: *(All must be met)*

- Applicant must be a FILIPINO CITIZEN or FILIPINO Passport Holder;
- Applicant must be working in a Philippine-based company;
- Applicant with business travel frequency of at least four (4) times a year for the past five (5) years within APEC region at the time of application;
- Applicant has not been convicted of criminal offense;
- Company must be a PHILEXPORT member of GOOD STANDING;
- Company/Applicant MUST NOT BE INCLUDED in the Department of Trade and Industry's (DTI) watch list.

2. REQUIREMENTS: *(All requirements must be submitted in 2 sets, 1 original & 1 photocopy)*

- Duly accomplished APEC Business Travel card application form (ABTC Application form is available at <http://www.dfa.gov.ph/abtc/abtcscheme.htm>). Signature must be within the box only.
- Original copy of A VALID NBI Clearance for Travel Abroad (on the time of application);
- Original copy of A VALID Bureau of Immigration (BI) Clearance (Forms and procedures are available at <http://www.immigration.gov.ph>);
- Recent *(at least 6 months old)* Passport size photograph with white background and printed in clear quality photo paper (3 copies);
- Photocopy of old and new passport (valid not less than 2 years) pages with personal details, arrival, departure and visa stamps;
- Summary of past and current activities/trips *(at least 4 trips per year for the last 5 years)* in APEC countries with specified *(who/what/why)* purpose of travel. Personal visits not included. Should be signed Certified True and Correct by the applicant ;
- Company certification stating that the applicant:
 - a) Holds AN EXECUTIVE OR MANAGERIAL POSITION in the company;
 - Includes duties and responsibilities in relation to investments and trade in APEC economies;
 - b) Has not been previously denied entry to participating APEC member countries; and
 - c) Intends to visit participating APEC member countries for commercial or business purposes for the next coming months.
- Resume/Curriculum Vitae *(to include statement of the basis/justification to hold an ABTC)*;
- Certified true copy of Securities and Exchange Commission Registration (SEC);
- Copy of Articles of incorporation and by-laws of the company filed with the SEC;
- Latest Audited Balance Sheet and Income Statement for the last 2 fiscal years acknowledged by the Bureau of Internal Revenue (BIR) (showing total assests worth at least Php3,000,000.00);
- Name, address, and contact numbers of Business Partners in APEC countries;
- Profile of the company to include:
 - a) Organizational Chart (name of the officers must be provided aside from the positions);
 - b) Annual volume (in peso or dollar) of past and current transactions with business partners in APEC countries.
 - c) Statement on how the company will benefit or has benefitted from the ABTC Scheme.

3. PROCESSING FEE:

	PHILEXPORT National		
	Micro Enterprises (MC) (with total assets of P3M below)	Small Enterprises (S) (with total assets of P3,000,001-P15M)	Medium & Large Enterprises (MD&L) (with total assets of P15,000,001 above)
ABTC FEE	5,000	7,000	9,000

B. RENEWAL APPLICATION

REQUIREMENTS: (All requirements must be submitted in 2 sets, 1 original & 1 photocopy)

- Duly accomplished APEC Business Travel card application form (ABTC Application form is available at <http://www.dfa.gov.ph/abtc/abtcscheme.htm>). Signature must be within the box only;
- Recent (*at least 6 months old*) Passport size photograph with white background and printed in clear quality photo paper (3 copies);
- Photocopy of old and new passport (valid not less than 2 years) with arrival, departure and visa stamps;
- Summary of past and current activities (*4 trips per year for the last 5 years*) in APEC countries with specified (*who/what/why*) purpose of travel. Personal visits not included. Should be signed Certified True and Correct by the applicant;
- Photocopy of the APEC Business Travel Card (ABTC);
- Company certification stating that the applicant:
 - Holds AN EXECUTIVE OR MANAGERIAL POSITION in the company;
 - Includes duties and responsibilities in relation to investments and trade in APEC economies;
 - Has not been previously denied entry to participating APEC member countries; and
 - Intends to visit participating APEC member countries for commercial or business purposes for the next coming months.
- Resume/Curriculum Vitae

	PHILEXPORT National		
	Micro Enterprises (MC) (with total assets of P3M below)	Small Enterprises (S) (with total assets of P3,000,001-P15M)	Medium & Large Enterprises (MD&L) (with total assets of P15,000,001 above)
ABTC FEE	5,000	7,000	9,000