

Procedures:

1. Applications must be submitted to the Export Facilitation Department via email ef.philexport@gmail.com, for initial evaluation of an Export Facilitation (EF) Officer .
2. The applicant will be notified to submit the physical copy of requirements by the EF Officer together with the payment of processing fee (non-refundable).
3. PHILEXPORT prepares endorsement letter to the Department of Foreign Affairs (DFA) (*done within 7 working days if there are no issues with our Membership Department*).
4. Upon submission to DFA, ABTC-Philippines pre-screens and evaluates applications.
5. Denied applications will get a formal letter within 3-4 weeks from receipt by DFA of application.
6. Standard approval of applications is within 2-4 months. The long processing time is due to the awaiting of approval from the APEC participating economies. Each of the economies still do background check before giving approvals. Logistics is also a factor since the printing of cards is done only in Australia.
7. Approved applicants will receive an email from DFA containing their log-in credentials to the Virtual ABTC App.

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. 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;
 - 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;
 - Letter of Explanation for the insufficient or lack of travels from 2020-2021 addressed to the Department of Foreign Affairs;
 - 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 assets 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 of past and current transaction with business partners in APEC;
 - c) Statement on how the company will benefit or has benefited from the ABTC Scheme.

3. PROCESSING FEE:

PHILEXPORT National		
	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	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. 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;
- Letter of Explanation for the insufficient or lack of travels from 2020-2021 addressed to the Department of Foreign Affairs;
- 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		
	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	7,000	9,000