

# STREAMLINE YOUR BUSINESS TRAVEL

PLEASE FILL OUT FORM AND PRINT OFF

## About APEC

The Asia Pacific Economic Cooperation (APEC) Forum was established in 1989 to promote free trade and economic growth throughout the Asia-Pacific region.

APEC is committed to achieving free and open trade and investment within the participating APEC economies by 2020. To assist in achieving this goal, the Business Mobility Group was formed in 1997 with the purpose of providing facilitation for business travellers in the participating APEC economies through the use of the APEC Business Travel Card.

## The APEC Business Travel Card

Time is precious when you travel overseas for business, so why wait around in queues?

The APEC Business Travel Card provides accredited business people with streamlined entry to economies participating in the APEC Business Travel Card Scheme.

The APEC Business Travel Card application is valid for three years from issue of the first card.

Based on a unique electronic pre-clearance system, the card saves time and effort when travelling between the participating APEC economies.

Used in conjunction with your passport, the card simplifies pre-travel arrangements and makes business travel to participating countries more accessible.

### Some of the key benefits are:

- express immigration clearance through designated APEC lanes on arrival and departure
- no need to apply for visas or entry permits
- multiple short term entry to participating economies

For more information please visit <http://BusinessMobility.org>.

## International travel with greater ease

The APEC Business Travel Card is valid for travel to:

Australia	Mexico
Brunei Darussalam	New Zealand
Canada	Papua New Guinea
Chile	Peru
China	Philippines
Chinese Taipei	Russia
Hong Kong (China)	Singapore
Indonesia	Thailand
Japan	United States of America
Republic of Korea	Vietnam
Malaysia	

Note - The United States and Canada are transitional members of the APEC Business Travel Card Scheme and only provide lanes for expedited travel at main international airports. Visas are still required for travel to these economies.

With more economies joining the scheme each year, the card is an invaluable and affordable asset for any frequent business traveller.

Each country maintains its sovereign right to determine who will enter their economy and preserve existing conditions of entry.

The card does not replace a passport; cardholders still need to carry their passports when they travel.

## Are you eligible to apply in New Zealand?

The APEC Business Travel Card is available to New Zealand business people engaged in trade and investment activities, who:

- are nationals of New Zealand and hold a New Zealand passport
- travel frequently to conduct trade and investment activities in participating APEC countries
- have not been convicted of a criminal offence, or deported from, or asked to leave, or been refused entry, or otherwise excluded entry from any country.

## Applying for the card

The APEC Business Travel Card is issued by the Auckland branch of Immigration New Zealand. To apply, simply complete the application form and send with a passport-sized photo and the application fee (NZD\$150).

The pre-clearance requirements of the economies you select determine when your card will be issued.

For more information:

- visit [www.immigration.govt.nz/apec](http://www.immigration.govt.nz/apec)
- call (0508) 558 855 from within New Zealand
- email [abtc@dol.govt.nz](mailto:abtc@dol.govt.nz).

# APEC BUSINESS TRAVEL CARD APPLICATION

## ▶ Your personal details

(As shown on your New Zealand passport)

Family name:

Given names:

Date of birth:   
DAY MONTH YEAR

Sex: ☐ Male ☐ Female

Country of birth:

## ▶ Your passport details

Passport number:

Issue date:   
DAY MONTH YEAR

Expiry date:   
DAY MONTH YEAR

Note: your passport must not expire within the next 6 months

Issuing office:

## ▶ Your contact details

Phone:

Email:

Postal address:

Country:  Postcode:

## ▶ Your business details

Name of your company/organisation/employer:

Type of business:

Position held:

Length held:

Business address:

Country:  Postcode:

## ▶ Your business information

Staple your business card here. 

Number of trips between APEC economies per year:

Membership of business/industry association: (if applicable)

## ▶ Supporting documents (required)

- Scanned copy of your current passport's information page.
- Evidence of your position within your business or as a sole trader.
- Supporting documents which show the requirements of an APEC Business Travel Card for business-related travel. These documents can be statements, receipts, itineraries, contracts, agreements, a letter from your employer, or any other third party documents which can identify you and your business.

## ▶ Payment details

An application fee of NZD\$150 is required for your application. This application fee is not refunded if your application is unsuccessful.

Payment type:

- ☐ Cheque made payable to Immigration New Zealand  
☐ Visa  
☐ MasterCard

Expiry date:   
MONTH YEAR

Card number:

CVC number:

Name of cardholder:

Signature of cardholder:

Date:   
DAY MONTH YEAR

### Office use only

# APEC BUSINESS TRAVEL CARD APPLICATION

## Other information

Is this your first application for an APEC Business travel card?

☐ Yes ☐ No

### Options for receiving an interim card

If you would like to receive an interim card, please select up to five economies for which you urgently require pre-clearance. An interim card will be issued when these economies approve your application.

The three-year validity of your card will start from the issue of this interim card and a final card will be issued when all economies have made their decision.

- |  |   |
|--|---|
| <input type="checkbox"/> Australia         | <input type="checkbox"/> Russia           |
| <input type="checkbox"/> Brunei            | <input type="checkbox"/> Malaysia         |
| <input type="checkbox"/> Chile             | <input type="checkbox"/> Mexico           |
| <input type="checkbox"/> China             | <input type="checkbox"/> Papua New Guinea |
| <input type="checkbox"/> Chinese Taipei    | <input type="checkbox"/> Peru             |
| <input type="checkbox"/> Hong Kong (China) | <input type="checkbox"/> Philippines      |
| <input type="checkbox"/> Indonesia         | <input type="checkbox"/> Singapore        |
| <input type="checkbox"/> Japan             | <input type="checkbox"/> Thailand         |
| <input type="checkbox"/> Republic of Korea | <input type="checkbox"/> Vietnam          |

Note: Each participating economy has its own maximum period of stay. Please visit <http://BusinessMobility.org> for information about lengths of stay and APEC Business Travel Card lane arrangements.

Each country maintains its sovereign right to determine who will enter their economy and to preserve existing conditions of entry.

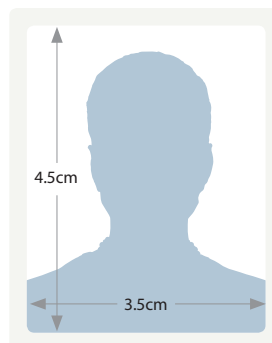
The Ministry of Business, Innovation, and Employment collects the information about you on this form to decide if you are eligible for an APEC Business Travel Card. This information may also be used to contact you for research purposes.

Once this application has been completed please check your details, then read and sign the declaration before posting to the address below:

APEC Business Travel Card Scheme  
Auckland Central Area Office  
PO Box 76895  
Manukau  
Auckland  
New Zealand

Note: Submitting an incomplete application may result in the application being returned.

## Passport-Style Photograph



This photo will appear on your card.

- Please attach (glue) a recent photograph of yourself.
- Care should be taken to avoid damaging the photograph.
- Do not use a paper clip as it will cause damage.

## Declaration

Have you ever been:

- |                       |                           |                          |
|-----------------------|---------------------------|--------------------------|
| • convicted           | <input type="radio"/> Yes | <input type="radio"/> No |
| • charged             | <input type="radio"/> Yes | <input type="radio"/> No |
| • under investigation | <input type="radio"/> Yes | <input type="radio"/> No |

for any offence(s) against the law in any country including New Zealand?

Have you ever been deported or removed from any country?

☐ Yes ☐ No

If you have answered Yes to any of these questions, please attach the relevant details to this application.

I declare that:

- I am a business person who makes regular short-term business visits to APEC economies for the trade of goods, provision of services or conduct of investment activities.
- For the purpose of assessing my eligibility for the APEC Business Travel Card, I authorise the Ministry of Business, Innovation, and Employment to divulge all information in their possession, including the information I have supplied in this application, to any other agency, government authority or body, whether in New Zealand or otherwise, and to investigate, obtain, and inform itself in any matter it thinks fit as to my character including any history of criminal conduct or convictions held by any police service or law enforcement agency, whether state, territory, federal, international or that of any other foreign nation.
- The information provided on this form is complete and accurate.

### Declaration signature of applicant

Please sign within the box corners in black ink as this signature will appear on your card.

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY		MONTH		YEAR			