



Important – Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

What is an APEC Business Travel Card?

An Asia-Pacific Economic Cooperation (APEC) Business Travel Card (ABTC) provides frequent business travellers with a short-term entry facility to economies that are participating members of the ABTC scheme. For a list of these economies, see www.businessmobility.org/key/abtc.html

The size of a credit card, the ABTC:

- identifies the holder's passport details;
- lists the economies the holder can enter and stay in (for a period of up to 60 or 90 days for each visit, depending on the economy) without separately applying for a visa;
- provides access to fast-track entry and exit lanes at major airports of participating economies; and
- is valid for 5 years from the date of card issue, or until the holder's passport expires, whichever is earlier.

Note: The ABTC is linked to a passport. Card holders must always carry their passport when they travel. If their passport is renewed, lost or stolen, they must advise the Department of Immigration and Border Protection (the department) to arrange for a replacement ABTC (if eligible). Please see *Passport changes* for further information.

Who should use this application?

Australian passport holders who:

- believe they meet the eligibility requirements outlined in this form; and
- have never been convicted or found guilty of a criminal offence.

Note: A current card holder is required to submit a new application when their current card expires. Existing ABTCs are not able to be extended or renewed. If you are not an Australian passport holder, but you hold a passport issued by another APEC economy, you may be eligible to apply through your home economy, see <http://travel.apec.org/intro.html>

Application for an ABTC can only be made in one economy at any one time.

Completing this application

You must answer all of the questions on the application form truthfully and completely. The provision of false or misleading information may result in your application being refused, your ABTC being cancelled or penalties being imposed on you while you are travelling between APEC economies.

Incomplete applications may be returned to you by the department and the processing of your application will be delayed until all information is provided.

Eligibility requirements

To be eligible for an ABTC, Australian applicants must satisfy the following business-related criteria:

- the applicant must demonstrate frequent travel (constituting a minimum of 4 visits during the previous 12 month period) to APEC economies (other than Australia or their country of residence) for business purposes; **and**
- the applicant must be:
 - the CEO, CFO or regional/country head of a registered business entity; **or**
 - an owner/director of a registered business entity; **or**
 - a Board member of a registered business entity; **or**
 - the CEO or CFO of an Australian-based business peak body; **or**
 - an employee of a registered business entity nominated by the aforementioned CEO/CFO/regional head or owner/director of the organisation; **and**
- the business entity or Australian-based peak business body must be engaged in international trade or investment between APEC economies; **and**
- if the applicant is residing outside Australia be authorised for residency and work purposes by the relevant immigration authority in that economy.

Passport changes

It is important to note that under the ABTC scheme, permission to enter member economies is granted for a 5 year period. If you renew your passport within 5 years of the card issuance date, you must advise the department of your new passport details to allow a replacement card to be issued for the remainder of the 5 year period.

Note: A new application is not required for a replacement card to be issued. The card holder is required to contact the department via email, providing a certified true copy of the biodata page of their new Australian passport. Once processed a replacement card will be sent.

As there is provision for only one passport to be linked to an ABTC, failure to advise the department of the correct passport may result in refusal to enter foreign member economies.

Excluded people

The following people are specifically excluded from being eligible for an APEC Business Travel Card:

- professional athletes;
- news correspondents;
- entertainers, musicians, artists or people engaged in similar occupations;
- dependent spouses and children of business people;
- people seeking employment overseas; and
- people intending to engage in paid employment overseas.

Processing your application

The Australian Government assesses your application to determine whether you are eligible for an ABTC under business and character criteria. If you are assessed as eligible, your application will then be distributed to all participating APEC economies.

These economies may vet your application against their immigration requirements to determine whether to clear you for entry and, in some cases, they may issue you a visa. The length of time taken by foreign economies to process your application can vary significantly and is not controlled by the department.

Once all economies have vetted your application, your card will be issued with a list of those economies that have cleared you for entry.

Interim cards

Once your application for an ABTC is approved by the department you have the option of being issued with an interim card if you require entry to an economy urgently and cannot wait for other participating APEC economies to vet your application.

If you would like to receive an interim card, at no additional charge, please complete *Part J – Options for receiving an interim card*.

Note: You must have received approval from at least one APEC economy to be eligible for an interim ABTC.

Interim cards are issued as soon as selected economies have vetted your application.

Note: If you are issued with an interim card, the 5 year validity period of your final card will begin from the date your interim card was issued.

Charges

To check the application charge, refer to the department's website www.border.gov.au/trav/visa/fees/fees-and-charges-for-other-services or check with the nearest office of the department.

Fees may be subject to adjustment at any time.

Fees are non-refundable and payable regardless of an application being approved or declined.

Method of payment

Payment may only be made by credit card and will be charged upon receipt of your application by the department.

Authorised recipient information

An authorised recipient is someone you appoint to receive written communications about your application with the department.

All written communication about your application will be sent to your authorised recipient, unless you indicate that you wish to have character information sent directly to you. You can indicate this at *Part L – Authorised recipient details*.

The department will communicate with the most recently appointed authorised recipient as you may only appoint one authorised recipient at any time for a particular application.

Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the department's website www.border.gov.au/allforms/ or offices of the department. You should ensure that you read and understand form 1442i before completing this form.

Consent to communicate electronically

The department may use a wide range of means to communicate with you. Our preferred means of contact is email, however electronic means such as email or fax will only be used if you indicate your agreement to receiving communication in this way.

To process your application the department may need to communicate with you about sensitive information, for example police checks. Electronic communications, unless adequately encrypted, are not secure and may be viewed by others or interfered with. If you agree to the department communicating with you by electronic means, the details you provide will only be used by the department for the purpose for which you have provided them, unless there is a legal obligation or necessity to use them for another purpose, or you have consented to another purpose. They will not be added to any mailing list.

The Australian Government accepts no responsibility for the security or integrity of any information sent to the department over the internet or by other electronic means.

If you authorise another person to receive documents on your behalf and they wish to be contacted electronically, their signature is required on the form to indicate their consent to this form of communication. They may do this at *Part M – Authorised recipient consent*.

Senior government officials

Certain senior government officials may be eligible for the APEC Business Travel Card. Please contact the department before applying to confirm eligibility arrangements.

Lodging your application

Applications may be sent in one of the following ways:

By mail to:

APEC Business Travel Card Scheme
Department of Immigration and Border Protection
GPO Box 9984
BRISBANE QLD 4000

By courier to:

APEC Business Travel Card Scheme
Department of Immigration and Border Protection
Level 2, 299 Adelaide St
BRISBANE QLD 4000

Further information

Website: www.border.gov.au

Telephone: 61 7 3136 7130

Fax: 61 7 3136 7474

Email: ABTC@border.gov.au



Part A – Passport details

1 Title: Mr Mrs Miss Ms Other

Give your details as shown on your Australian passport

Family name
 Given names

2 Date of birth DAY / MONTH / YEAR Male Female

3 Place of birth
 Town/city
 Country

4 Details from your passport
Note: Please attach a certified true copy of your current Australian passport biodata page, ensuring it has at least 12 months validity. Please **do not** send your original passport.

Passport number

Date of issue DAY / MONTH / YEAR

Date of expiry DAY / MONTH / YEAR

Issuing authority/Place of issue as shown in your passport

5 Which countries other than Australia (if any) are you a citizen of?

Part B – Contact details

Note: You must attach your business card to the top left hand corner of this page.

6 Your contact telephone numbers (if not on your business card)
 Office hours (AREA CODE)
 After hours (AREA CODE)
 Mobile/cell

7 Address for correspondence

 POSTCODE

Note: All cards will be sent to this address by registered post unless you appoint an authorised recipient. Where an authorised recipient is appointed cards will be sent to their nominated address.

8 Do you agree to the department communicating with you by fax, email or other electronic means?

No
 Yes ► Give details

Fax number (AREA CODE)

Email address

9 Do you agree to the department providing your email address to the APEC Secretariat so that it can send you APEC-related information that is relevant to business?

No
 Yes

Part C – Payment details

10 Please provide your credit card details
Note: A surcharge may apply to payments made by credit card. Further information is available from www.border.gov.au/trav/visa/fees/how-to-pay-for-an-application

Payment by (tick one box)

MasterCard Visa Diners Club
 American Express JCB

Australian Dollars

AUD OR
 Please charge me the application fee as currently shown at www.border.gov.au/trav/visa/fees/fees-and-charges-for-other-services

Credit card number

Expiry date MONTH / YEAR

Cardholder's name

As the cardholder I acknowledge and accept that a credit card surcharge may apply to the transaction.

Signature of cardholder

Credit card information will be used for charge paying purposes only.

Office use only

Date received / / Date payment received / /

Case notes

Part D – Frequency of travel

11 Demonstrate frequency of travel to APEC economies

Provide information to demonstrate that you have travelled to a minimum of 4 APEC economies (other than your country of residence) in the past 12 months.

Note: You must provide documentary evidence of frequent business travel. This evidence can include boarding passes, airline frequent flyer statements or third party documents that identify you and relevant travel information. The department will also confirm this information against its arrival and departure records.

Date departed			Passport number used for travel	APEC economy visited	Date of return			Indicate the nature of documents provided as evidence of frequent business travel (eg. boarding passes, frequent flyer statements)
DAY	MONTH	YEAR			DAY	MONTH	YEAR	
/	/				/	/		
/	/				/	/		
/	/				/	/		
/	/				/	/		
/	/				/	/		
/	/				/	/		

Part E – Proof of residency/work status outside Australia

An applicant residing outside Australia is required to provide evidence of authority to reside and work in that economy.

12 Do you currently reside outside Australia?

No

Yes Country of residence

Note: You must attach a copy of evidence of your residency and work status to enable verification with the relevant APEC economy.

Part F – Employment details

13 Please select your employment status from the options below

CEO (or equivalent) or regional/country head of a registered business entity

Note: You must attach a business card or other relevant evidence to enable verification.

An owner/director of a registered business entity

Note: You must attach a business card or copy of business registration certificate to enable verification.

A Board member of a registered business entity

Note: You must attach relevant evidence to enable verification.

CEO (or equivalent) of an Australian-based business peak body

Note: You must attach a business card or other relevant evidence to enable verification.

Employee of a registered business entity or Australian-based business peak body and personally nominated by the CEO, CFO or regional head or owner/director of the organisation

Note: You must attach a signed nomination letter from the CEO, CFO or regional/country head or owner/director. You must use the pro-forma nomination letter available at www.border.gov.au

Note: The business you list at Part G is the business entity you are a senior business person of, or you have been nominated by a senior business person of this business entity.

Senior government official

Note: You must attach relevant evidence to enable verification.

Part G – Business details

14 Give details of the business

Business name

Type of business

Australian Business Number
(if registered in Australia)

Foreign Business Registration
Number (if applicable)

Country/Economy of
registration

Street address

POSTCODE

Website

Telephone
number

(AREA CODE)

15 Number of employees

1 – 4 5 – 19 20 – 199 200+

16 What is your business/industry sector?

Accommodation, Cafes and Restaurants

Agriculture, Forestry and Fishing

Communication Services

Construction

Cultural and Recreational Services

Education

Electricity, Gas and Water Supply

Finance and Insurance

Government Administration and Defence

Health and Community Services

Manufacturing

Mining

Property and Business Services

Retail Trade

Transport and Storage

Wholesale Trade

Other

Part J – Options for receiving an interim card

- 23** If you would like to receive an interim card, please select the economies for which you require a pre-clearance most urgently. An interim card will be issued when these economies have completed processing, and a final card will be issued when all other participating economies have completed processing.

The length of time taken by foreign economies to process your application (including interim card requests) can vary significantly and is not controlled by the department.

Note: The maximum number of economies you can select is 5.

- Brunei Darussalam
 Chile
 China
 Hong Kong
 Indonesia
 Japan
 Korea
 Malaysia
 Mexico
 New Zealand
 Papua New Guinea
 Peru
 Philippines
 Russia
 Singapore
 Thailand
 Chinese Taipei
 Vietnam

Note: Canada and the United States do not currently provide pre-cleared entry to APEC Business Travel Card holders. They do, however, allow APEC Business Travel Card holders to use priority immigration processing lanes at their major international airports.

Part K – Options for receiving written communications

- 24** All written communications about this application should be sent to:
*(Select **one** option only)*

Myself All written communications will be sent to the address for communications that you have provided in this form.

Go to Part N

Authorised recipient This is a person authorised to only receive written communications. All written communications that would otherwise have been sent to you in relation to this application will be sent to that person.

Note: You can indicate at Question 25, that you wish to have your character information sent directly to you.

Part L – Authorised recipient details

Note: Only to be completed if you did not select 'myself' in Part K.

- 25** Do you want the authorised recipient to receive character information about you that may arise, or be revealed in the course of this matter?
 No These documents will be sent directly to you
 Yes

- 26** Provide details of the person who is authorised on your behalf to receive all written communications about this application.

Title: Mr Mrs Miss Ms Other

Family name

Given names

Authorised recipient's postal address

POSTCODE

Telephone number or daytime contact

Office hours

Mobile/cell

Part M – Authorised recipient consent

- 27** As the authorised recipient named on this form, do you agree to the department communicating with you by fax, email or other electronic means?

No

Yes Give details

Fax number

Email address

- 28** I understand and accept that I am the person appointed by the applicant to receive all written communications.

Signature of authorised recipient



Date

Part N – Declaration

WARNING: Giving false or misleading information is a serious offence.

29 Declaration by the applicant

- I have truthfully and correctly declared all details requested of me in this application.
- I have read and understood all information given on this form about the ABTC, the information I have provided and how it may be used by the Department of Immigration and Border Protection (the department), and how my application will be processed.
- I will abide by the conditions of the ABTC.
- For the purpose of assessing my eligibility for the ABTC I consent to the department accessing information in its possession, including movement records, to validate the information I have supplied.
- For the purpose of assessing my eligibility for the ABTC I consent to the department divulging all information in its possession, including the information I have supplied in this application, to any other agency, government authority or body, whether Australian or otherwise, and investigating, obtaining and informing itself in any matter it thinks fit as to my character including any history of criminal conduct or convictions/findings of guilt held by any police service or law enforcement agency, whether state, territory, federal, international or that of any foreign nation.
- For the purpose of processing my application for an ABTC I consent to the department sharing my personal information with the governments of other economies participating in the scheme, so that these economies may undertake pre-clearance assessment of my application and facilitate immigration processing.
- For the purpose of manufacturing and supplying my ABTC I consent to the department sharing my personal information, which may include photographs and signatures, with a third party.
- If issued with an ABTC, I will advise the department of any changes to my circumstances, including my employment details, passport details or postal address.
- I have read the general information about national criminal history checks at www.border.gov.au
- I consent to the department checking its systems to confirm that the personal information I have provided on the National Police Checking Service Application/Consent form matches with other personal information I have provided to the department, including the personal information I provided in this form.
- I have read the information contained in form 1442i Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i Privacy notice.

**Please sign inside the box with black ink.
This signature will appear on your APEC Business Travel Card**

Note: By signing this box, you agree to the declarations above and acknowledge that any field on this form that is not completed may result in your application being returned to you.

Signature of applicant

Date

DAY	MONTH	YEAR
/	/	

Refer to www.passports.gov.au/web/requirements/photos.aspx for guidance on acceptable photographs.

PHOTOGRAPH

Please attach (glue) a recent passport sized photograph of yourself. Care should be taken to avoid damaging the photograph. DO NOT use a paper clip as it will damage the photograph.

We strongly advise that you keep a copy of your application and all attachments for your records.

Part O – Application checklist

30 Tick when completed

With your completed and signed application form you must include:

A certified true copy of the biodata page of your current Australian passport. For further information regarding the certification of documents please refer to www.businessmobility.org/key/AUS100pointsID.htm Your passport must have a minimum validity of 12 months. DO NOT send your passport.	<input type="checkbox"/>
A certified true copy of your current Australian driver's licence or alternative documents. For information regarding alternative documents please refer to www.businessmobility.org/key/AUS100pointsID.htm	<input type="checkbox"/>
A recent colour passport sized photograph of yourself	<input type="checkbox"/>
A current business card	<input type="checkbox"/>
A completed and signed <i>National Police Checking Service Application/Consent</i> form which is available at www.border.gov.au/travelforbusiness/documents/nat-checking-service.pdf	<input type="checkbox"/>
The application charge for an APEC Business Travel Card Check www.border.gov.au/trav/visa/fees/fees-and-charges-for-other-services for the current charge. You should be aware that this charge is not refundable regardless of the outcome of your application.	<input type="checkbox"/>
If you reside outside Australia, evidence of the authority for you to reside and work in the economy in which you reside	<input type="checkbox"/>
Documentary evidence of frequent business travel	<input type="checkbox"/>
<i>If you are applying under the category of:</i> <ul style="list-style-type: none"> • CEO, CFO or regional/country head of a registered business entity, attach a business card or other relevant evidence and a structure/organisational chart which confirms CEO/CFO position in the business • an owner/director of a registered business entity, attach a copy of the business registration certificate • a Board member of a registered business entity, attach relevant evidence • CEO or CFO of an Australian-based business peak body, attach a business card or other relevant evidence • employee of a registered business entity or Australian-based business peak body and personally nominated by the CEO, CFO or regional head or owner/director of the organisation, attach a signed nomination letter from the CEO, CFO or regional/country head or owner/director • senior government official, attach position description and evidence of seniority within your department/agency and a certified copy of your official passport 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Any additional information to support your claims in Questions 17 and 18	<input type="checkbox"/>

We strongly advise that you keep a copy of your application and all attachments for your records.