



# APEC Business Travel Card Application



## Streamline your business travel

### 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.

The Business Mobility Group (BMG) was formed in 1997 when APEC made the facilitation of business travel a priority. The BMG oversees the APEC Business Travel Card (ABTC) Scheme which provides businesspeople faster and easier entry to APEC member economies.

### The APEC Business Travel Card

Time is precious when you travel overseas for business. 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 five years from issue date 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
- multiple short term entry to participating economies

From 1 August 2021, New Zealand will only issue Virtual APEC Business Travel Card. Cardholders are required to download the ABTC app from Apple Store or Google Play Store and display it on a smart device.

### International travel with greater ease

The APEC Business Travel Card is valid for travel to:

- Australia
- Brunei Darussalam
- Canada\*
- Chile
- China
- Chinese Taipei
- Hong Kong , China
- Indonesia
- Japan
- Korea
- Malaysia
- Mexico
- New Zealand
- Papua New Guinea
- Peru
- Philippines
- Russia^
- Singapore
- Thailand
- United States of America\*
- Vietnam

<sup>^</sup> Russia does not currently accept Virtual ABTC. Virtual ABTC holders need to apply for visa to travel to Russia.

<sup>\*</sup> 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 economy maintains its right to determine who will enter their border 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?

The APEC Business Travel Card is available to New Zealand business people engaged in the trade of goods, the provision of services or the conduct of investment activities, who:

- are New Zealand citizens with a valid New Zealand passport;
- need to travel frequently on short term visits within the APEC region; and
- have never been convicted of a criminal offence.

## How to apply

Complete the application form, read and sign the declaration, attach the supporting document and send to:

### Postal Address

APEC Business Travel Card Scheme  
Immigration New Zealand  
PO Box 76895  
Manukau City  
Auckland 2241  
New Zealand

### Courier Address

APEC Business Travel Card Scheme  
Immigration New Zealand  
C/- DX Mail  
20 Fairfax Avenue  
Penrose  
Auckland 1061  
New Zealand EP71514

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

## I received a new passport

Email [abtc@mbie.govt.nz](mailto:abtc@mbie.govt.nz) with a scan of your new passport and your previous APEC card number. We will issue a new virtual card with the remainder of the five year validity.

## My passport was lost or stolen

The above also applies to applicants who obtained new passports because the passports linked to their APEC cards were lost or stolen. Follow the above steps and we will let you know whether a new card can be issued.

## When will I receive my APEC Business Travel Card?

We assess your application against the eligibility criteria and this takes about 6 weeks. If your application is approved, you will receive instructions on how to download the ABTC app and log in. An approved application will be released to the other APEC economies to provide pre-clearance. Any entry clearance that has been granted will appear on your virtual card in real time and you can make travel arrangements accordingly.

Generally speaking most economies will provide a pre-clearance decision within 6 months. If you do not receive pre-clearance but still need to travel to a particular economy, you may need to make a separate visa application.

## What can be provided as Supporting Documents?

Some examples of supporting documents are:

- Supporting letter from your employer
- Invoice from overseas supplier
- Contracts and agreements
- Invitation to overseas trade shows, fairs or exhibitions
- Any other third party documents which can identify you, your business and your need to travel for business related purposes.

It is the responsibility of the applicant to ensure the required documents are provided alongside the application.

## For more information

- visit [www.apec.org/Groups/Committee-on-Trade-and-Investment/Business-Mobility-Group/ABTC](http://www.apec.org/Groups/Committee-on-Trade-and-Investment/Business-Mobility-Group/ABTC)
- [www.immigration.govt.nz](http://www.immigration.govt.nz)
- [www.apec.org](http://www.apec.org)
- email [abtc\\_faq@mbie.govt.nz](mailto:abtc_faq@mbie.govt.nz) for a list of Frequently Asked Questions

For any queries, please email [abtc@mbie.govt.nz](mailto:abtc@mbie.govt.nz)



# APEC Business Travel Card Application



Asia-Pacific  
Economic Cooperation

## Your personal details

(As shown on your New Zealand passport)

Family/last name

Given/first name(s)

Other legal name(s) you have ever used

Date of birth

Gender:  Male  Female

Country of birth

NZ Driver Licence Number

## Your New Zealand passport details

Passport number

Issue date

Expiry date

**Note:** your passport must not expire within the next 12 months.

**Important:** If you're applying due to receiving a new passport, please read the relevant information on page 2

Issuing office

## Payment details

**The application fee is NZD\$150.** This is an application processing fee and is non-refundable.

Payment type:

Visa  Mastercard

Name of cardholder

Card number

Expiry date

CVC/CVV number

Signature of cardholder

Date

## Your contact details

Phone

Email

Postal address (PO Boxes not accepted)

Building

Street address

Suburb

City

Postcode

## Your business details

Name of your company/organisation/employer:

Business type

Position held

Length held

Business address

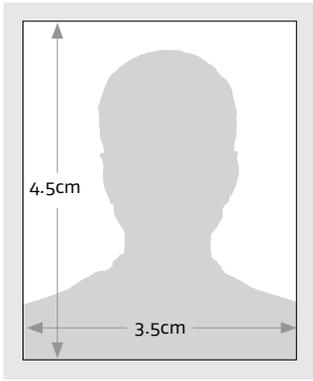
Country

Postcode

## Your position description

Describe your role in the company and your intended business activities including your reasons for applying for an APEC Business Travel Card.

**Passport Photo**



This photo will appear on your card.

- Photo must be less than 6 months old.
- Black and white photo is not acceptable.
- Email a digital photo to **abtc\_lodgement@mbie.govt.nz** with your full name and passport number.

Please tick if sent electronically

**Your business information**

Staple your business card here:



**Other information**

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

Yes  No

**Declaration**

Have you ever been:

- convicted  Yes  No
- charged  Yes  No
- under investigation  Yes  No

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

To be convicted is to have been entered by a court for an offence, including a conviction for a traffic offence.

Have you ever been deported or removed from any country, or been refused entry, or otherwise excluded entry 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 and the facilitation of immigration processing by APEC participating economies, 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 in black ink**. This signature will appear on your card.

Date

**Supporting documents**

The following information **must** be included in your application (please tick):

- Criminal Record Check issued by the Ministry of Justice that is less than 6 months old at the time of your ABTC application. Visit **www.justice.govt.nz** for further information.
- Photocopy of your current passport photo page.
- Evidence of your position within your business or as a sole trader.
- Supporting documents showing your need for an APEC Business Travel Card to travel frequently at short notice for short business-related visits within APEC economies.

**More info on page 2.**