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.

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 (ABTC).

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

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

*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

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

I am applying due to receiving a new passport
From the 1st of September 2015 APEC applications are valid for five years. Where an applicant’s passport expires before the 5 year validity of the APEC Application, a temporary card with an expiry date matching the passport is issued. If this applies to you, simply email abtc@mbie.govt.nz with a scan of your new passport, your previous APEC Card number, and your latest physical address (PO Boxes not accepted). We will issue a new card with the remainder of the five year validity and send it out to you within a week.

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.
**APEC Business Travel Card Application**

### 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 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:**
  - ☐ Cheque made payable to Immigration New Zealand
  - ☐ 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.

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May 2021
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 five-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.

☐ 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
☐ Korea  ☐ Vietnam
☐ Malaysia

Note: Each participating economy has its own maximum period of stay. Please visit www.apec.org/Groups/Committee-on-Trade-and-Investment/Business-Mobility-Group/ABTC for information about lengths of stay and APEC Business Travel Card lane arrangements.

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

Your business information
Staple your business card here:

Passport Photo
This photo will appear on your card.
• Attach (glue) a quality passport sized photo. Do not staple.
• Photo must be less than 6 months old.
• Black and white photo is not acceptable.
• Alternatively: Email a digital photo to abtc_lodgement@mbie.govt.nz with your full name and passport number. Please tick if sent electronically

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 in New Zealand 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.

Supporting documents
The following information must be included in your application (please tick):
☐ Scanned copy 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.

Declaration signature of applicant
Please sign within the box in black ink. This signature will appear on your card.

Date  [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

New Zealand Government