



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 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, it:

- 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, 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 3 years, or until the holder's passport expires, whichever is soonest.

Note: As an ABTC is linked to a passport, card holders must always carry their passport when they travel and advise the department if their passport is lost or stolen.

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: 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 www.businessmobility.org/key/abtc.html

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.

* The Department of Immigration and Citizenship (the department) is currently seeking to establish arrangements for an approved body to enable this certification. This is expected to be available by early 2012 and until such time no applications against this criterion can be made.

Eligibility requirements

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

- the applicant must demonstrate frequent travel (a minimum of 4 business trips in the last 12 months) from the applicant's place of residence to an APEC economy (other than Australia) for business purposes; **and**
- the applicant must be:
 - the CEO 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 of an Australian-based business peak body; **or**
 - an employee of a registered business entity nominated by the aforementioned CEO/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**
 - be identified in the current Forbes Global 2000 business list; **or**
 - have received an Export Market Development Grant from Austrade in the past 5 years; **or**
 - have been a national finalist in the Australian Export Awards (administered by Austrade) in the past 5 years; **or**
 - have been certified by an 'approved body' (see below)*; **and**
- if the applicant is residing outside Australia be authorised for residency and work purposes by the relevant immigration authority in that economy.

Approved body

An 'approved body' is an Australian-based national business peak organisation that has been authorised by the department to certify that a business is appropriately registered and actively involved in international trade and investment with APEC economies. See www.immi.gov.au/skilled/business/apec for further information concerning an approved body.

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

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 of this form.

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

Note: If you are issued with an interim card, the 3 year validity period of your final card will begin from the date your interim card was issued.

Charges

To check current charges, see form 990i *Charges*, available from the department's website

www.immi.gov.au/allforms/990i.htm

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 health and/or character information sent directly to you.

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.

About the information you give

The department is authorised to collect information provided on this form as an administrative arrangement under section 61 of the Australian Constitution. The information will be used by the department for the sole purpose of assessing your eligibility for an ABTC and processing your application.

National criminal history checks are an essential part of the eligibility assessment. All national criminal history checks are undertaken by CrimTrac with the informed consent of the person being checked. To provide informed consent for

CrimTrac to conduct these checks you must read the General Information about national criminal history checks at www.immi.gov.au/skilled/business/apec/apply.htm and complete the *Consent to Obtain Personal Information* form.

If you are assessed as eligible for an ABTC, relevant details from your application will be shared with the governments of other economies participating in the ABTC scheme. This information will only be used to decide whether to clear you for entry to the economy.

If you are issued with an ABTC, your personal information may be shared with a third party for the purposes of manufacturing and supplying the card.

The collection, access, storage, use and disclosure by the department of the information you provide in the form is governed by the *Privacy Act 1988* and, in particular, by the 11 Information Privacy Principles.

Consent to communicate electronically

The department may use a wide range of means to communicate with you. Our preferred means of contact is e-mail, however electronic means such as e-mail 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 in Part M of this form.

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 Citizenship
GPO Box 9984
BRISBANE QLD 4000

By courier to:

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

Further information

Website: www.businessmobility.org

Telephone: 61 7 3136 7130

Fax: 61 7 3136 7473

E-mail: ABTC@immi.gov.au



Part A – Passport details

1 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 6 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 by regular mail to this address.

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

No
 Yes Give details

Fax number (AREA CODE)

E-mail address

9 Do you agree to the department providing your e-mail 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

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 in form 990i Charges

Note: See www.immi.gov.au/allforms/990i.htm for the current fee.

Credit card number

Expiry date MONTH / YEAR

Cardholder's name

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 For applicants residing in Australia

Provide information to demonstrate that you have travelled a minimum of 4 times from Australia to an APEC economy in the past 12 months

Note: The department will confirm this information against its arrival and departure records

Date departed Australia			Passport number used for travel	APEC economy visited	Date of return		
DAY	MONTH	YEAR			DAY	MONTH	YEAR
/	/				/	/	
/	/				/	/	
/	/				/	/	
/	/				/	/	
/	/				/	/	
/	/				/	/	

12 For applicants residing outside Australia

Provide information to demonstrate that you have travelled a minimum of 4 times from your country of residence to an APEC economy (other than Australia) 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 other third party documents that identify you and relevant travel information.

Date departed country of residence			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.

13 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

14 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, regional head or owner/director of the organisation

Note: You must attach a signed nomination letter from the CEO, regional/country head or owner/director

Note: You must use the pro-forma nomination letter available at www.immi.gov.au/skills/business/apec/apply.htm

Part G – Business details

15 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)

16 Number of employees

1 – 4

5 – 19

20 – 199

200+

17 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
- Personal and Other Services
- Property and Business Services
- Retail Trade
- Transport and Storage
- Wholesale Trade
- Other

Part H – Business is engaged in international trade and investment

18 The ABTC scheme aims to support business entities that are engaged in international trade or investment between APEC member economies.

Please select one of the options below which will be verified to ensure your business entity is eligible:

(Select **one** option only)

Option 1

The business is listed on the current Forbes Global 2000 business list

Option 2

The business has received an Export Market Development Grant from Austrade in the past 5 years

Year of grant

Option 3

The business has been a national finalist in the Australian Export Awards (administered by Austrade) in the past 5 years

Year of grant

Option 4 – This option is not available until Stage 2 expected to be implemented by early 2012

Note: If your business entity requires certification under Option 4, please note that your application cannot be assessed by the Department at this point and until arrangements have been established to enable certification by an approved body.

For more information on this option see

www.immi.gov.au/skilled/business/apec

Part I – Character

National criminal history checks are an essential part of the eligibility assessment. All national criminal history checks are undertaken by CrimTrac with the informed consent of the person being checked.

Please read the General Information about national criminal history checks at www.immi.gov.au/skilled/business/apec/apply.htm and complete the *Consent to Obtain Personal Information* form.

19 I have read the General Information about the national criminal history checks

20 Have you ever:

- been convicted/found guilty of a crime or offence in any economy (excluding convictions/findings of guilt regarded spent, quashed or pardoned under Australian law*)? No Yes
- been charged with any offence that is currently awaiting legal action? No Yes
- been acquitted of any criminal offence or other offence on the grounds of mental illness, insanity or unsoundness of mind? No Yes
- been removed or deported from any economy? No Yes
- been refused a visa for any economy? No Yes
- been excluded from or asked to leave any economy? No Yes
- committed, or been involved in the commission of war crimes or crimes against humanity or human rights? No Yes
- been involved in any activities that would represent a risk to the national security of any economy you may visit using your APEC Business Travel Card? No Yes

* If you have been convicted/found guilty of a crime or offence and are uncertain if it is a 'spent conviction', please contact the law enforcement agency in the state where the conviction/finding of guilt was recorded.

If you answered '**Yes**' to any of the above questions, provide all the relevant details. *If insufficient space, attach an additional statement.*

21 Your permanent residential address(es) over the last 5 years

Dates lived there		Address
FROM	TO	
FROM	/	
TO	/	
FROM	/	
TO	/	
FROM	/	
TO	/	

If insufficient space, please attach additional page

22 Current Australian driver's licence (issued by an Australian state or territory)

Note: Please attach a certified true copy.

Number

State

Expiry date DAY MONTH YEAR / /

23 Have you been known by any other names? (including name at birth, previous married names, aliases)

No

Yes ► Give details

Family name

Given names

Part J – Options for receiving an interim card

- 24** 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.

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
 Singapore
 Thailand
 Chinese Taipei
 Vietnam

Note: Canada, Russia 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

- 25** 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.

Part L – Authorised recipient details

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

- 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

<input type="text"/>
<input type="text"/>
<input type="text"/>
POSTCODE

Telephone number or daytime contact

Office hours (AREA CODE)

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, e-mail or other electronic means?

No

Yes Give details

Fax number (AREA CODE)

E-mail 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 DAY / MONTH / YEAR

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 Citizenship (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.immi.gov.au/skilled/business/apec/apply.htm

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:

<p>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</p> <p>Your passport should have a minimum validity of 6 months, and we recommend at least 3 years and 6 months.</p> <p>DO NOT send your passport.</p>	<input type="checkbox"/>
<p>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</p>	<input type="checkbox"/>
<p>A recent passport sized photograph of yourself</p>	<input type="checkbox"/>
<p>A current business card</p>	<input type="checkbox"/>
<p>A completed and signed <i>Consent to Obtain Personal Information</i> form which is available at www.immi.gov.au/skilled/business/apec/apply.htm</p>	<input type="checkbox"/>
<p>The application charge for an APEC Business Travel Card</p> <p>Check www.immi.gov.au/allforms/990i.htm for the current charge. You should be aware that this charge is not refundable regardless of the outcome of your application.</p>	<input type="checkbox"/>
<p><i>If you reside outside Australia:</i></p> <ul style="list-style-type: none"> • 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"/> 	
<p><i>If you are applying under the category of:</i></p> <ul style="list-style-type: none"> • CEO or regional/country head of a registered business entity, attach a business card or other relevant evidence <input type="checkbox"/> • an owner/director of a registered business entity, attach a copy of the business registration certificate <input type="checkbox"/> • a Board member of a registered business entity, attach relevant evidence <input type="checkbox"/> • CEO of an Australian-based business peak body, attach a business card or other relevant evidence <input type="checkbox"/> • employee of a registered business entity or Australian-based business peak body and personally nominated by the CEO, regional head or owner/director of the organisation, attach a signed nomination letter from the CEO, regional/country head or owner/director <input type="checkbox"/> 	
<p><i>In Stage 2 only, if the business has been validated by an approved body:</i></p> <ul style="list-style-type: none"> • a copy of the certification by the approved body <input type="checkbox"/> 	<input type="checkbox"/>

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