



# Application for an APEC Business Travel Card

(for Australian passport holders only)



**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 provides senior executive level business people with a short-term entry facility to economies that are participating members of the APEC Business Travel Card scheme. For a list of these economies, see [www.businessmobility.org/key/abtc.html](http://www.businessmobility.org/key/abtc.html)

The size of a credit card, it:

- contains 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 APEC Business Travel Card 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:

- are senior executive level business people;
- need to travel frequently to APEC economies for trade and investment purposes; 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](http://www.businessmobility.org/key/abtc.html)

## Eligibility requirements

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

- the applicant must be a **senior executive** level business person (see below); and
- the applicant must be **directly involved** in the trade of goods and/or services or the conduct of investment activities when travelling overseas; and
- the business entity (which the applicant represents) must be **well-established and well-credentialed** in terms of its international trade and investment activities;
- the business entity (which the applicant represents) must **demonstrate significant economic benefit within the APEC region** from its business activities.

A senior executive level business person is someone at the **highest levels** of organisational management. To be clear, only those people occupying the 3 highest management tiers of a large business enterprise, or the 2 highest tiers in medium-small enterprises would be eligible for the card (eg. Chairman, Chief Executive Officer, Managing Director, Vice President, Regional Director, Division Head, or the equivalents). These executives must also hold specific authority to commit to trade and investment activities, for example, to negotiate and sign contracts that result in the international purchase and/or selling of goods or services.

Equally as important, the applicant must satisfy the Department of Immigration and Citizenship (the department) that the business entity represented by the applicant is well-established and well-credentialed (ie. can demonstrate a track record for being a reputable and well-known company engaged in trade and investment activity), and can demonstrate that its business has made a significant economic contribution within the APEC region. A significant economic contribution to trade and investment, as a minimum, would be measured in the several millions of dollars per annum (any information provided to the department in support of this will be treated as Commercial-in-Confidence).

Please be aware that the department will conduct a range of business checks and internet-based searches to satisfy itself concerning all of the eligibility criteria and to verify claims against these criteria. In addition, business cards and organisational structure charts (or other documents) are required to verify seniority of position held.

## 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 senior business people;
- people seeking employment overseas; and
- people intending to engage in paid employment overseas.

## Reasons for refusing applications

Applications are commonly refused for the following reasons which reflect the strict business-related criteria outlined above:

- the position occupied is not sufficiently senior;
- the applicant is primarily performing a support role rather than being directly engaged in the selling, sourcing, negotiation and formal agreement to trade and invest. Some examples of support activities are training, legal advice, interpreting, systems development, quality assurance, post-sale support/implementation;
- the applicant's activities relate to the internal administration of a business entity (eg. human resource directors, recruitment director, financial directors, auditors, risk managers, technical managers);

- the application contains insufficient information available for the department to be satisfied in relation to all of the eligibility criteria. (The onus is on the applicant to provide sufficient information at the time of application.);
- the business is new and cannot demonstrate its business credentials or a significant economic benefit within the APEC region at this point in 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 APEC Business Travel Card 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.

## Processing your application

The Australian Government assesses your application to determine whether you are eligible for an APEC Business Travel Card 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 applying for an interim card to be issued to you 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 E of this form.

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

**Note:** If you are issued 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](http://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 APEC Business Travel Card 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 of the spent convictions scheme at [www.immi.gov.au/skilled/business/apec/apply.htm](http://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 APEC Business Travel Card, relevant details from your application will be shared with the governments of other economies participating in the APEC Business Travel Card scheme. This information will only be used to decide whether to clear you for entry to the economy.

If you are issued with an APEC Business Travel Card, 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 H 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 717  
CANBERRA CITY ACT 2601

By courier to:

APEC Business Travel Card Scheme  
Department of Immigration and Citizenship  
3 Lonsdale St  
BRADDON ACT 2601

### **Further information**

Website: [www.businessmobility.org](http://www.businessmobility.org)

Telephone: 61 2 6198 7429

Fax: 61 2 6223 8336

E-mail: [ABTC@immi.gov.au](mailto:ABTC@immi.gov.au)

*Please keep these information pages for your reference*

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**Application for an  
APEC Business Travel Card**  
(for Australian passport holders only)



Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable

Is this a:      new application       OR      renewal application

**Note:** A renewal application requires all eligibility criteria to be fully re-assessed and may take as long as a new application to be finalised.

**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  /  /

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](http://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 K – Declaration

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

### 25 Declaration by the applicant

- I have truthfully and correctly declared all details requested of me in this application.
- I am a senior executive level business person who makes 3 or more short term business visits per year to APEC economies for trade and investment purposes.
- I have read and understood all information given on this form about the APEC Business Travel Card, 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 APEC Business Travel Card.
- For the purpose of assessing my eligibility for the APEC Business Travel Card 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 APEC Business Travel Card 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.
- I have read and understood the general information about national criminal history checks and the spent convictions scheme.
- I have never been convicted/found guilty of a crime or offence (excluding any convictions/findings of guilt regarded spent, quashed or pardoned according to Australian law\*); I have not been charged with any offence that is awaiting legal action (otherwise I will attach details).
- I have never been deported from, removed from or asked to leave, or been refused entry, or otherwise excluded from any economy (otherwise I will attach details).
- For the purpose of manufacturing and supplying my APEC Business Travel Card I consent to the department sharing my personal information, which may include photographs and signatures, with a third party.
- If issued with an APEC Business Travel Card, I will advise the department of any changes to my circumstances, including my employment details, passport details or postal address.

\* 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.

**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](http://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 J – Application checklist

26 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 <a href="http://www.businessmobility.org/key/AUS100pointsID.htm">www.businessmobility.org/key/AUS100pointsID.htm</a></p> <p>Your passport should have a minimum validity of 6 months, and we recommend at least 3 years and 6 months.</p> <p><b>DO NOT send your passport.</b></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 <a href="http://www.businessmobility.org/key/AUS100pointsID.htm">www.businessmobility.org/key/AUS100pointsID.htm</a></p>	<input type="checkbox"/>
<p>A recent passport sized photograph of yourself.</p> <ul style="list-style-type: none"> <li>• See <a href="http://www.passports.gov.au/web/requirements/photos.aspx">www.passports.gov.au/web/requirements/photos.aspx</a> for guidance on acceptable photographs. If you attach a damaged or unacceptable photograph your application will be returned to you.</li> <li>• If this is a renewal application you do not need to attach a photograph. All other information is still required. Please be advised that you will need to provide 100 points of identification.</li> </ul>	<input type="checkbox"/>
<p>A completed and signed <i>Consent to Obtain Personal Information</i> form available from <a href="http://www.immi.gov.au/skilled/business/apec/apply.htm">www.immi.gov.au/skilled/business/apec/apply.htm</a></p>	<input type="checkbox"/>
<p>The application charge for an APEC Business Travel Card. Check <a href="http://www.immi.gov.au/allforms/990i.htm">www.immi.gov.au/allforms/990i.htm</a> 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>A current business card</p>	<input type="checkbox"/>
<p>An organisation structure chart or other evidence of your senior executive status within the business.</p>	<input type="checkbox"/>

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