



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.

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 country maintains its sovereign right to determine who will enter their economy 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 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.

When will I receive my APEC Business Travel Card?

The New Zealand part of the application process takes about 6 weeks. The pre-clearance requirements of the economies you select determine when your card will be issued.

It may be 3-6 months before an interim or a full APEC Business Travel Card is ready for sending to your postal address by standard post.

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
- www.immigration.govt.nz
- www.apec.org
- email abtc_faq@mbie.govt.nz for a list of Frequently Asked Questions

For any queries, please email 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 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.

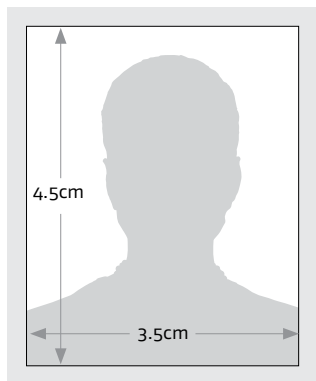
Options for receiving an interim card

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.

- | | |
|--|---|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Mexico |
| <input type="checkbox"/> Brunei Darussalam | <input type="checkbox"/> New Zealand |
| <input type="checkbox"/> Canada | <input type="checkbox"/> Papua New Guinea |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Peru |
| <input type="checkbox"/> China | <input type="checkbox"/> Philippines |
| <input type="checkbox"/> Chinese Taipei | <input type="checkbox"/> Russia |
| <input type="checkbox"/> Hong Kong , China | <input type="checkbox"/> Singapore |
| <input type="checkbox"/> Indonesia | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Japan | <input type="checkbox"/> United States of America |
| <input type="checkbox"/> Korea | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Malaysia | |

Note: Each participating economy has its own maximum period of stay. Please visit <https://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 country maintains its sovereign right to determine who will enter their economy and to preserve existing conditions of entry.

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

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 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