

Immigration Department, the Government of
the Hong Kong Special Administrative Region

Application for APEC Business Travel Card



- Note :
- (i) This form is issued free of charge.
 - (ii) Please complete this form in BLOCK letters using black or blue pen.
 - (iii) ☐ Please tick as appropriate.
 - (iv) * Please delete where inappropriate.

可輸入資料 Fillable Form

列印 Print

重設 Reset

FOR OFFICIAL USE ONLY

Reference barcode

1. Your Details Exactly as Shown in Your Passport

Surname in English			
Given names in English			
Name in Chinese (if any)		Alias (if any)	
Sex	☐ Male ☐ Female	Place of birth	Photograph Affix one recent photograph here (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm)
Date of birth	dd mm yyyy	China ☐ Hong Kong ☐ Macao ☐ Taiwan ☐ Mainland () (City, province / municipality / autonomous region)	
Nationality		Other Country ☐ (City, province, country)	
Passport no.		Place of issue	
Date of issue	dd mm yyyy	Date of expiry	dd mm yyyy

2. Your Hong Kong Permanent Identity Card Details

HK Permanent identity card no.	()
Name in English (Surname, Given names)	

3. Business Details

Name of company/organisation/employer		Position held	
Business postal address	(please fill in within border)	Telephone no.	
		Fax no. (if any)	
		Email address (if any)	
Business type	No. of trips between APEC economies per year	Average length of trips	* days/weeks/months

4. Other Details

Home address	
Contact Telephone no.	Ext.
Fax no. (if any)	

5. Declaration

I declare that:

- (i) I am a business person who may need to make regular short-term business visits to APEC economies;
- (ii) I agree to the information provided in this form being disclosed to the relevant authorities of the participating APEC economies outside Hong Kong including the current participating economies and any other economies joining the scheme after the date of this application for assessment of my eligibility for an APEC Business Travel Card, entry into these economies (including pre-clearance) and for immigration examination purposes by these economies;
- (iii) I understand that the application information will be kept in the APEC Business Travel Card System during the period of validity of the card and can be viewed by all participating economies;
- (iv) I have never been convicted of a crime or offence or been charged with an offence that is awaiting legal action in any country or APEC economy (if so, provide details on a separate sheet);
- (v) I have never been deported from, removed from or asked to leave or been refused or otherwise excluded entry from any country or APEC economy (if so, provide details on a separate sheet);
- (vi) The information given in this application form for APEC Business Travel Card is correct, complete and true to the best of my knowledge and belief; and
- (vii) I consent to the making of any enquiries necessary for the processing of my application, including any offence which was spent or disregarded under the Rehabilitation of Offenders Ordinance (Chapter 297); and to the disclosure of the information obtained to the relevant authorities of participating APEC economies outside Hong Kong.

Date	Signature of applicant (Please sign totally within the box)
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香港特別行政區政府入境事務處
亞太經合組織商務旅遊證申請表



此欄由辦理機關處理

檔案條碼

- 注意：
- (i) 領取本表格無須繳費。
 - (ii) 請用黑色或藍色筆以正楷填寫本表格。
 - (iii) 本表格中文譯本供參考用途。
 - (iv) ☐ 請在適當方格內填上「✓」號。
 - (v) * 請將不適用者刪去。

1. 請依照你護照上的個人資料填寫

姓 (英文)			
名 (英文)			
中文姓名 (如有)		別名 (如有)	
性別	☐ 男 ☐ 女	出生地點	
		中國	☐ 香港 ☐ 澳門 ☐ 台灣
出生日期		☐ 內地 ()	
		(省、市/直轄市/自治區)	
國籍		其他國家	
		(國家、省市)	
護照號碼		簽發地點	
簽發日期		屆滿日期	

請在此處貼上近照
(照片大小為不超過 55 乘 45 毫米
及不小於 50 乘 40 毫米)

2. 你的香港永久性居民身份證資料

香港永久性居民身份證號碼	()
英文姓名 (姓、名)	

3. 商務詳情

公司名稱／機構名稱／僱主姓名	職位
辦事處 郵遞 地址 (請於邊 界內填 寫)	電話號碼 內線
	傳真號碼 (如有)
	電郵地址 (如有)
商務性質	每年前往亞太經合組織 成員地區次數
	平均每次逗留 * 日／星期／月

4. 其他資料

住址	
聯絡電話號碼	傳真號碼 (如有)

5. 聲明

本人謹此聲明：

- (i) 本人是一名商人，需經常前往亞太經合組織成員地區作短期公幹；
- (ii) 本人同意當局可向香港以外已參與這項計劃的亞太經合組織成員地區的有關當局，包括現已參與或在本人遞交本申請表後參與這項計劃的成員地區，披露本表格內所提供的資料，以供各有關當局審核本人申請亞太經合組織商務旅遊證的資格、申請前往這些地區的資格(包括預先檢查)及供這些地區執行出入境檢查之用；
- (iii) 本人明白，在本人持有有效的亞太經合組織商務旅遊證期間，與本申請有關的資料會儲存在亞太經合組織商務旅遊證系統內，以供參與計劃的成員地區查閱；
- (iv) 本人從未在任何國家或亞太經合組織成員地區被控以刑事罪行或罪項，而該檢控尚在進行中，或被裁定有罪。(如有，請另紙填報詳情)；
- (v) 本人從未被任何國家或亞太經合組織成員地區遣解或遣送離境，或遭要求離境，或被拒絕或禁止入境。(如有，請另紙填報詳情)；
- (vi) 就本人所知所信，本申請表內所填報的資料均屬正確、完備和真實；及
- (vii) 本人同意當局為處理本人的申請可以進行任何所需的查詢，包括根據《罪犯自新條例》(第 297 章) 已作取消或不需理會的任何罪行；及將所得的資料，向香港以外及已參與這項計劃的亞太經合組織成員地區的有關當局披露。

日期

申請人簽署
(請於方格內簽署)

說明事項

1

引言

- (i) 亞太區經濟合作（亞太經合）組織提議設立亞太經合組織商務旅遊證，目的是讓經商人士在亞太經合組織的成員地區內出入境更加方便，俾能在亞太區內發展商務聯繫。
- (ii) 如果符合下列的條件，在香港特別行政區定居的經商人士可申請亞太經合組織商務旅遊證：
 - a. 持有香港永久性居民身份證及有效的國民護照；
 - b. 未曾遭任何參與此計劃的地區拒絕入境；
 - c. 從未因觸犯任何刑事罪行而被定罪；
 - d. 是真正的經商人士，需要經常在亞太經合地區作短期性探訪，辦理商業事務。真正的經商人士是指參與貨物貿易、提供服務或進行投資活動的人士。這並不包括表演者、音樂家、藝術家或同類行業的人士。
- (iii) 如你符合上述的規定，並最少在一個參與這項計劃的亞太經合組織成員地區獲得預先審批，便具資格申領有效期為五年的亞太經合組織商務旅遊證。

2

概況

- (i) 為方便本處將你的申請轉介其他參與這項計劃的亞太經合組織成員地區作預先審批，請以英文正楷填妥本申請表，並附上你的彩色近照及下列文件：
 - (a) 你的香港永久性居民身份證影印本一份（只須載有你的個人資料及照片的那一面）；
 - (b) 你的有效護照影印本一份，其上載有你的個人資料、國籍、護照的簽發及屆滿日期；
 - (c) 另附一張相同的照片；及
 - (d) 受僱公司推薦書。
- (ii) 你可以把你的申請表直接寄交或親身遞交到下列地址：

新界將軍澳寶邑路61號
入境事務處總部行政大樓5樓
其他簽證及入境許可組

申請表可向入境事務處查詢及聯絡組免費索取。
- (iii) 除上述申請方法外，你亦可透過香港政府一站通網站、入境處網頁或入境處流動應用程式遞交網上申請。
- (iv) 亞太經合組織商務旅遊證一經簽發，你可親自前來領取或授權他人代領。如你遞交申請時未有出示你的有效護照正本或申請是經網上遞交，當領證時，你或你授權的代領人須出示你的有效護照正本以資核對，及遞交你上次獲發的亞太經合組織商務旅遊證以供註銷（如有）。**當你前往參加這項計劃的亞太經合組織成員地區時，必須同時攜帶你的有效國民護照及亞太經合組織商務旅遊證。**

3

費用

有關亞太經合組織商務旅遊證的訂明費用，請參閱收費表（ID912）。有關費用應於領取亞太經合組織商務旅遊證時繳付。**請勿郵寄申請費用。**費用如有調整，將不另行通告。

4

附加資料

- (i) 注意事項：任何人為取得亞太經合組織商務旅遊證，作出或安排作出明知為虛假或自己亦不信為真確的陳述或申述，即屬違法。
- (ii) 如有需要，本處或會要求你遞交與申請有關的其他證明文件及資料。
- (iii) 如有任何疑問，請致電（852）2824 6111，或以圖文傳真（852）2877 7711或透過網址：www.immd.gov.hk，向入境事務處查詢。

收集個人資料的目的

1

收集資料的目的



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

1. 辦理你的申請；
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
5. 供作法例規定、授權或准許的其他合法用途。

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

2

資料轉交的類別



你在申請表內所提供的個人資料，將會分發予其他參加這項計劃的亞太經合組織成員地區，包括現已參與或在你遞交申請表後參與這項計劃的成員地區，以供他們審核你申領亞太經合組織商務旅遊證的資格、前往這些地區的資格(包括預先檢查)及供這些地區執行出入境檢查之用。

為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構，以及已參與或於日後參與這項計劃的亞太經合組織成員地區的有關當局。

3

查閱個人資料



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

新界將軍澳寶邑路61號
入境事務處總部行政大樓
總入境事務主任（其他簽證及入境許可）
電話：(852) 2829 3223

4

一般查詢



有關申請的一般查詢，可用以下方式與本處聯絡：

電話：(852) 2824 6111
傳真：(852) 2877 7711
電郵：enquiry@immd.gov.hk
網址：www.immd.gov.hk

Guidance Notes

1

Introduction

- (i) The APEC Business Travel Card is an initiative of Asia Pacific Economic Cooperation (APEC) to enhance the mobility of business travelers within the APEC economies for promotion of business within the region.
- (ii) A business person residing in the Hong Kong Special Administrative Region may apply for an APEC Business Travel Card if he/she:
 - a. holds a Hong Kong permanent identity card and a valid national passport;
 - b. has not previously been denied entry to any of the participating economies;
 - c. has never been convicted of a criminal offence;
 - d. must be a bona fide business person who needs to travel frequently on short term visits within the APEC region to fulfil business commitments.

A bona fide business person is taken to mean a person who is engaged in the trade of goods, the provision of services or the conduct of investment activities. It does not include entertainers, musicians, artists or persons engaged in similar occupations.
- (iii) You will be eligible to an APEC Business Travel Card valid for five years if you fulfill the above criteria and are granted the pre-cleared status by at least one of the participating economies.

2

General

- (i) To facilitate our referral of your application to other participating APEC economies, please complete this application form in English, with your recent colour photograph, and enclosed with:
 - (a) a photocopy of your Hong Kong Permanent Identity Card (only the side with your personal particulars and photograph is required);
 - (b) a photocopy of your valid passport showing your personal particulars, nationality, date of issue and expiry of your passport;
 - (c) one additional identical photograph of yourself; and
 - (d) a letter from your employing company supporting your application.
- (ii) You may submit your application to the Immigration Department by post or in person to the following address:

**Other Visas and Permits Section
5th Floor, Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories**

Application forms can be obtained from the Information & Liaison Section of the Immigration Department free of charge.

- (iii) Other than the submission method above, you can also submit online applications through the GovHK website, the Immigration Department's website or the Immigration Department Mobile Application.
- (iv) You may collect your APEC Business Travel Card either in person or authorise a representative to collect it on your behalf. Upon collection, you/your authorised representative must produce your original valid passport for inspection if this has not been done when you submit the application or if the application is submitted online, and submit the previously granted APEC Business Travel Card for cancellation (if any). **You must bring along your valid national passport and your APEC Business Travel Card when you travel to the participating APEC economies.**

3

Fee

Please refer to the fee leaflet (ID 912) for the prescribed fee, payable upon collection of your APEC Business Travel Card. **Application fee should not be sent.** Such fee is subject to change without prior notice.

4

Additional Information

- (i) Important Notice: It is an offence in law, for the purpose of obtaining an APEC Business Travel Card, to make any statement or representation which one knows to be false or does not believe to be true.
- (ii) You may be required to submit further supporting documents and information in connection with your application when necessary.
- (iii) For enquiries, please telephone the Immigration Department at (852) 2824 6111, by fax at (852) 2877 7711 or through website: www.immd.gov.hk.

Statement of Purpose

1

Purpose of Collection



The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. to process your application;
2. to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2

Classes of Transferees



The personal data you provide will be distributed to other participating APEC economies including the current participating economies and any other economies joining the scheme after the date of your application for assessment of your eligibility for an APEC Business Travel Card, entry into these economies (including pre-clearance) and for immigration examination purposes by these economies.

The personal data you provide may be disclosed to government bureaux, departments and other organizations, and the relevant authorities of the currently participating APEC economies and any other economies joining the scheme in the future for the purposes mentioned above.

3

Access to Personal Data



You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

Chief Immigration Officer (Other Visas and Permits)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2829 3223

4

General Enquiries



For general enquiries, please contact us at:

Tel. : (852) 2824 6111
Fax : (852) 2877 7711
E-mail: enquiry@immd.gov.hk
Website: www.immd.gov.hk



附錄 亞太經合組織商務旅遊證 簽發事項重要說明

1. 申請程序

亞太經合組織商務旅遊證（下稱「商務旅遊證」）的審批包括兩個程序：

- (i) 由入境事務處辦理的本地審批 及
- (ii) 由其他成員地區辦理的預先審批。

當程序(i)的本地審批完成後，你的申請會被轉介至其他成員地區作程序(ii)的預先審批。本處會在程序(i)的本地審批完成後發信（下稱「通知書」）到你的辦事處郵遞地址通知你。屆時，你可跟隨通知書中指示，檢視其他成員地區的預先審批狀況，相關審批時間可能需要數個月。請注意，商務旅遊證只會在第 2 及 3 段的情況才會簽發。

2. 商務旅遊證的簽發

當你認為當前預先審批結果已符合商務需要，你可跟隨本處發出的通知書中指示向本處作出書面要求，簽發商務旅遊證。即使所有成員地區均完成預先審批，本處只會在收到該書面要求後，才會簽發你的商務旅遊證。當收到你的書面要求後，商務旅遊證通常會在兩週後可供領取，本處屆時會發信到你的辦事處郵遞地址通知你相關領證事宜。

- 〈選擇領取臨時的商務旅遊證〉

如你於遞交申請時一併遞交〈選擇領取臨時的商務旅遊證〉表格（SF/IM/1609），並選擇不多於五個最急需獲得預先審批的成員地區，當該表格內選擇的成員地區均完成預先審批程序，本處將會自動簽發臨時的商務旅遊證。臨時的商務旅遊證通常會在兩週後可供領取，本處屆時會發信到你的辦事處郵遞地址通知你相關領證事宜。後補表格恕不受理。

3. 最新預先審批結果的商務旅遊證的簽發

在獲發臨時的商務旅遊證或第一張商務旅遊證後，餘下的成員地區會繼續辦理並完成其預先審批程序。如你需要簽發包括最新預先審批結果的商務旅遊證，你必須再次向本處提出書面要求。

香港特別行政區政府
入境事務處
二零二三年五月



Addendum

Important Notes on Issuance of APEC Business Travel Card (ABTC)

1. Application stages

Processing of an ABTC application includes two stages:

- (i): **local processing** by the Immigration Department; and
- (ii): **pre-clearance** by other participating economies.

After the completion of (i) local processing, the application will be referred to other participating economies for processing of (ii) pre-clearance. A letter will be sent to your business postal address when (i) local processing is completed ("Notification Letter"). You may then monitor the pre-clearance status by following the instructions stated on the Notification Letter. The processing of (ii) pre-clearance may take a further few months. Please also note that an ABTC will only be issued as elaborated in paragraphs 2 and 3 below.

2. Issuance of an ABTC

You may follow the instructions on our Notification Letter to make a written request to the Immigration Department for the issuance of an ABTC when you find the existing pre-clearance results already meet the business needs. **Your ABTC will only be issued upon receipt of such written request**, even your pre-clearance have already been completed by all economies. Upon receipt of your written request, an ABTC will normally be available in two weeks and a letter will be sent to your business postal address for its collection.

- "Options for receiving an interim card"
If you have submitted "Options for receiving an interim card" (SF/IM/1609) **upon submission of the application**, and selected **a maximum of five economies** for which you require a pre-clearance most urgently, an interim card will be **automatically issued only after the economies selected in the form have completed the pre-clearance processing**. The card will normally be available for collection in two weeks and a letter will be sent to your business postal address for its collection. Such form which is not submitted at the time of your ABTC application will not be further processed.

3. Issuance of an updated ABTC

After issuance of an interim card or the first ABTC, remaining economies will continue to process and complete their respective pre-clearance. If issuance of an updated ABTC with the most updated pre-clearance results is needed, you are required to submit a **fresh written request** to the Immigration Department.

Immigration Department
The Government of the Hong Kong
Special Administrative Region
May 2023

Options for receiving an interim card

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 automatically issued when all nominated economies have completed processing and a letter will be sent to you for collection of the card.

Australia		New Zealand	
Brunei Darussalam		Papua New Guinea	
Chile	—	Peru	—
China (PRC) <i>Note 3</i>	—	Philippines	—
Indonesia	—	Russia	—
Japan	—	Singapore	—
Korea	—	Thailand	—
Malaysia	—	Chinese Taipei <i>Note 4</i>	■
Mexico		Vietnam	

Note 1: The maximum number of economies you can select is five (5). This form will not be further processed if you select more than five economies.

Note 2: The United States and Canada are not currently pre-clearing applications. They do, however, allow APEC Business Travel Card holders to use priority immigration processing lanes at United States and Canadian airports. No pre-clearance is required from the United States or Canada, so an interim card issued will provide this privilege.

Note 3: The above arrangement does not apply to Chinese Citizens of HKSAR who should continue to use Home Visit Permit (回鄉證/卡) to enter the Mainland.

Note 4: The above arrangement does not apply to Chinese Taipei.

Signature: _____

Name: _____

Date: _____

選擇領取臨時的商務旅遊證

中文譯本
祇供參考用途

如欲領取臨時的商務旅遊證，請選擇你最急需獲得預先審批的成員地區。當你所選擇的成員地區完成預先審批程序，本處將自動發出臨時的商務旅遊證並會發信通知你相關領證及繳費事宜。

澳洲	☐	新西蘭	☐
文萊	☐	巴布亞新幾內亞	☐
智利	☐	秘魯	☐
中華人民共和國 ^{註3}	☐	菲律賓	☐
印尼	☐	俄羅斯	☐
日本	☐	新加坡	☐
韓國	☐	泰國	☐
馬來西亞	☐	中國台北 ^{註4}	☒
墨西哥	☐	越南	☐

註1： 你最多可選擇五個成員地區，若你選擇多於五個成員地區，此表格將不會受理。

註2： 美國及加拿大現時不接受預先審批申請，但容許亞太經合組織商務旅遊證持有人在美國及加拿大的機場使用優先服務通道辦理入境手續。由於美國及加拿大並無要求預先審批，故持有人獲發給臨時的旅遊證後，將可享有此項優惠待遇。

註3： 上述安排不適用於香港特別行政區中國公民。有關人士仍須繼續使用回鄉證／卡前往內地。

註4： 上述安排不適用於中國台北。

簽署： _____

姓名： _____

日期： _____