

Processing Fees:

Pre-processing Fee:	P1,000.00
(Upon submission of requirements)	
Application Fee:	P1,500.00
(Upon release of the APEC Card)	

Requirements

For new Applicants:

- Duly accomplished ABTC application form (original plus 1 photocopy);
- Recent passport size photograph (3 copies);
- Original copy of valid NBI clearance for travel abroad (on the time of application);
- Original copy of valid Bureau of Immigration (BI) Clearance;
- Photocopy of passport pages with visa and arrival/departure stamps (providesummary of trips);
- Company certification stating that the applicant:
 1. Holds an executive or managerial position in the company;
 2. Includes duties and responsibilities;
 3. Has not been previously denied entry to participating APEC member countries;
 4. Intends to visit participating APEC member countries for commercial or business purposes for the next coming months.
- Resume/Curriculum Vitae (to include statement of the basis/justification to hold an ABTC)
- Company Profile to include:
 1. Total capitalization of the company;
 2. Organizational chart;
 3. Name(s), address(es) and telephone(s)/fax(es) and email(s) of business partners in APEC;
 4. Past and current business activity in APEC;
 5. Annual volume (in peso or dollar) of past and current transactions with business partners in APEC;
 6. Other pertinent information to justify issuance of an ABTC.

For Renewal:

- Duly accomplished ABTC application form (original plus 1 photocopy);
- Recent passport size photographs (3 copies);
- Photocopy of old passport pages with visa and arrival/departure stamps (provide summary of trips);
- Photocopy of new and existing passport pages;
- Photocopy of the APEC Business Travel Card.

Benefits

- Pre-cleared short –term entry to participating economies (no need to apply for visa entry permit for each travel);
- Multiple entry to participating economies (card is valid for three years or upon the expiry date of the cardholder’s passport, whichever comes first);
- Faster immigration processing on arrival via access to fast-track entry and exit through special APEC lanes at major ports;
- Expedited visa interview scheduling at US Embassies and Consulates in APEC Economies;
- For NAIA & Centennial airports, use of the special lane for airline crews and diplomats.

** ABTC Philippines may limit the number of ABTC issuance for officials representing one company, depending on the company size, capitalization or type (e.g. family-owned)*

For further information, you may contact:

Philippine Exporters Confederation, Inc.
Export Facilitation & OSEDC Department (EFOD)
Ms. Dianne D.V. Masalunga
EFOD Manager

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Ms. Phercie M. Galero
Ms. Lyza Minelly Macabuag
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Email: efosedc@philexport.ph
Website: <http://www.philexport.ph>

Department of Foreign Affairs (DFA)
Office of the Consular Affairs
ABTC – Philippine Desk
Visa Division
Ms. Judy Robianes
Mr. Emmanuel Paulino
Tel. Nos.: (02) 8834-3707; 834-4854
Fax No.: 831-8971
Website: <http://www.dfa.gov.ph>

Bureau of Immigration (BI)
Atty. Marcella Lauan
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