



PNG Immigration & Citizenship Service Authority



Asia-Pacific Economic Cooperation

APPLICATION FOR APEC BUSINESS TRAVEL CARD

(For Papua New Guinean Passport Holders Only)

1. What is the APEC Business Travel Card?

The APEC Business Travel Card (ABTC) is an initiative of the Asia Pacific Economic Cooperation (APEC) Forum that aims to facilitate travel for genuine business people between APEC member economies. The card minimises the need to obtain separate business visas.

In most countries, holders of the APEC Business Travel Card are also able to access streamlined entry arrangements.

The ABTC does not replace a passport-cardholders must always carry their passport when travel.

2. Can I get an APEC Business Travel Card?

Applicants for an APEC Business Travel Card must be able to demonstrate they are a bona fide businessperson engaged in the trade of goods, the provision of services or the conduct of investment activities. Additionally, applicants must also have the endorsement of an approved business organisation. PNG government Ministers or senior officials actively engaged in APEC business are also eligible.

Applicants must also be the holder of a valid PNG Passport and be able to demonstrate that they are of good character.

3. What is an Approved Business Organisation?

The following business organisations are able to endorse applications for an APEC Business Travel Card:

- Business Council of PNG;
- PNG Chamber of Commerce;
- PNG Chamber of Mines and Petroleum;
- PNG Fisheries Association; and
- PNG Forestry Association

Endorsements from other organisations will not be accepted.

4. How do I apply?

You must submit an application form together with all supporting documentation at the Papua New Guinea Immigration and Citizenship Services Office, Moale House, Waigani. The following supporting documentation must be submitted at the time of application:

- supporting letter from approved business organisation

- IPA Registration Documents (where applicable)
- Attach bio-page of a Passport
- Attach one passport sized photos

Incomplete applications will be returned to the applicant.

5. How much is the application fee?

An initial application fee of K400; and a renewal fee of K300.

All fees are non-refundable regardless of the outcome of the application.

6. How long is the APEC Business Travel Card Valid for?

All cards are issued for a period of three years (or the life of the passport, whichever is the lesser) from the date of the issue of the original card.

7. Do I have to apply for a APEC Business Travel Card each time my passport expires?

Yes. APEC Business Travel Cards are not issued beyond the validity date of your existing passport. A renewal fee of K300 will apply.

8. Does this mean I can stay for as long as I like when I visit an APEC Member Economy?

No. While APEC Business Travel Cards can be issued for up to three years the period of each stay is generally limited to 60 days, after which time the APEC Business Travel Card Holder must depart. Failure to depart may result in the person be excluded from returning to that particular APEC member economy and/or cancellation of the card.

9. Does the APEC Business Travel Card provide me with Employment rights?

No. Employment within APEC Member Economies is prohibited. APEC Business Travel Card holders may only travel to APEC member economies for the purpose of conducting legitimate business.

10. Can the APEC Business Travel Card be cancelled?

Yes. The APEC Business Travel Card is effectively just like any other visa or entry permit and may be subject to cancellation in accordance with the relevant legislative provisions in participating APEC Member Economies.

11. What about my children or dependent spouse? Can they apply also?

No. An APEC Business Travel Card can only be issued to genuine business travellers. Dependent spouses and children will need to apply for a relevant visa directly with the relevant APEC Member Economy.

12. How quickly will my Application be considered?

Under the APEC Business Travel Card rules applications are generally considered and assessed within 14 days from the date of application. The exception to this rule is where a member economy seeks additional information, in which case, the application processing time can be extended by a further 21 days.

In PNG, the APEC Business Travel Card Advisory Committee must also approve all applications for an APEC Business Travel Card. The Committee will meet on an as needed basis.

13. What is an Interim Card?

If your application is approved, a card will be issued to you when all economies participating in the APEC Business Travel Card Scheme have completed processing. As this may be a lengthy process we offer an **interim card service**, where the economies you need the most have completed the processing. If you would like to receive an **interim card** please select the economies for which you require a pre-clearance most urgently at part E of the application Form. An interim card will be issued when these economies have completed processing and then a final card will be issued when all processing is completed. The three years validity of the card begins from the date the first card is issued.

APPLICATION CHECKLIST

Please ensure that you have included the items below with your completed and signed application form.

Please include:

- [] Correct details of your current passport as requested in PART A and a photocopy of your passport.
- [] A current passport size photograph glued at the assigned box.
- [] IPA company registration certificate (where applicable).
- [] Sponsored letter from an approved business organisation as listed (refer item 3).
- [] Official receipt of Migration Service Fees.
Kina 400.00 for initial card
Kina 300.00 for renewal/replacement/lost card

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

Part A – Personal Details

1. Provide details as shown in your passport.

Family Name

Given Names

2. Sex

3. Marital Status

4. Passport Number

day month year

Date of issue

Date of expiry

5. Type of passport

Ordinary

Official

Diplomatic

6. Your contact numbers/details

Office hours

After hours

Mobile

Facsimile

Email Address

Do you agree to be

contacted by email? Yes

No

7. Membership of Business/Industry Association

8. Numbers of years as member

Part B – Business Details

9. Your employment details

Employed

Self-employed

Provide details of employer/business

Company

Location

Section

Lot

Street

Town/Village

Postal address

Telephone

Your position in the company

How long have you
Been employed by this
employer/business ?

10. How many visits to APEC
economies do you make
per year ?

11. What is the average length
of these visits ?

Part C – Priority economies for interim card

12. Applicant who wishes to travel to the priority economies may select by ticking the box next to the economy indicated. An interim card will be issued when the selected economies.

A final card will be issued free of charge after all the economies have given approval.

Please do not tick any of the boxes if you wish to have all the economies to approve your application.

AUSTRALIA	NEW ZEALAND
BRUNEI	PAPUA NEW
DARUSSALEM	GUINEA
CHILE	PERU
CHINA	PHILIPPINES
HONG KONG	SINGAPORE
INDONESIA	CHINESE TAIPEI
JAPAN	THAILAND
KOREA	VIETNAM

Part D - Declaration

13. I declare that:

- I have truthfully and correctly declared all details requested of me in this application.
- I am a bona fide businessperson who may need to make THREE of more short-term visits per year to APEC economies for trade and investment purposes.
- 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 otherwise, please provide detail on a separate sheet).
- 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 otherwise, please provide detail on a separate sheet)
- I consent for the purpose of assessing my eligibility for the APEC Business Travel Card, I authorise the PNG Immigration and Citizenship Service to divulge all information in its possession, including the information I have supplied in this application, to any other agency, government authority or body, whether Papua New Guinea or otherwise, and to investigate, obtain, and inform itself in any matters 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 country.
- If I am issued with an APEC Business Travel Card, I will advise the Immigration and Citizenship Section of any changes to my circumstances, including my employment, passport and contact details.

Please sign inside the box with black ink.

This signature forms part of your declaration and also will appear on your APEC Business Travel Card.

Day Month Year

Date

PHOTOGRAPH

Please attach (glue) a recent passport photograph of yourself.

Care should be taken to avoid damaging the photograph. DO NOT use a paper clip as it will damage the photograph.

OFFICE USE ONLY

Date received

/ /

By

Application#

Receipt#

Decision

Date transmitted:

/ /

Date card issued:

/ /