

APEC Business Travel Card Scheme
Department of Immigration and Citizenship
GPO Box 9984
BRISBANE QLD 4000

PRO-FORMA NOMINATION LETTER

*(For use by a senior business person who is seeking to
nominate an employee for an APEC Business Travel Card)*

Dear APEC Processing Team

I *(insert full name)*,

in my position as: *(select one of the below options)*

- A Chief Executive Officer (or equivalent) of a registered business entity or Australian-based business peak body
- A regional / country head of a registered business entity
- An owner / director of a registered business entity

nominate the following employee, *(insert full name)*

to perform business activities in APEC economies (as defined in regulation 1.03 of the *Migration Regulations 1994*) on behalf of our business entity or business peak body. The types of business activities that he / she will be engaged in while travelling include:
(briefly describe the key business activities the employee will undertake)

I acknowledge that the APEC Business Travel Card is to support short-stay business activities and cannot be used for longer-term work purposes in any APEC economy.

I understand that it is a serious offence to give false or misleading information and I believe that the information I have provided is true and accurate.

Should you need to confirm any of the information I have provided, please feel free to contact me as follows:

Telephone

AREA CODE	NUMBER
()	

Email

Signature

Date

DAY	MONTH	YEAR
/	/	