

Carnet de Passages en Douane (CPD Carnet) Information & Application Form

Carnet de Passages en Douane (CPD Carnet)

The word **Carnet** comes from the French meaning 'notebook'. It is a passport for your car/ motorcycle and comprises a book of vouchers.

A CPD Carnet allows visitors to temporarily import vehicles for a limited period of time with a minimum of formality and without the need to make a cash deposit at the frontier in local currency, equivalent to Customs duty and other excise taxes.

A CPD Carnet is essential for the temporary importation of vehicles into many countries, but not all countries accept or recognised the Carnet.

A CPD Carnet is valid for 12 months and starts from the date of issue. It is possible to extend your Carnet for a maximum of 12 months with 3 months being the norm, this must be applied for prior to expiry. Conditions apply.

Your car must remain registered in New Zealand for the full period the CPD Carnet is in use. If not your CPD Carnet is invalid.

Each page of the CPD Carnet is divided into three sections.

1. The first or lower voucher comprises the entry voucher which is removed by Customs at the point of arrival.
2. The second or middle voucher is the exit voucher and is retained by Customs at the exit frontier.
3. The third or upper voucher, at the spine of the document, is the counterfoil, which remains with the Carnet and is stamped both on entry and exit by Customs.

The CPD Carnet holder has the responsibility of making sure the CPD Carnet is stamped upon entry and exit of every country. This is required to discharge the liability for that country's import charges. If your vehicle does not exit that country within the CPD Carnet validity timeframe, import duties will be payable.

CPD Carnet Application

In order to obtain a CPD Carnet the following steps must be taken.

- a) Complete and sign an Application for Carnet de Passages en Douane.
- b) Provide the following:
 - Photocopy of the vehicle's current registration certificate. This documents must show Make, Model, VIN, Engine No and if possible weight of the vehicle.
 - A current evaluation of the vehicle on letterhead from a reputable dealer
 - Photocopy of applicants current Driver's Licence (in colour)
 - Photocopy of applicant's Passport (in colour) or Passports where the applicant holds dual citizenship
 - Brief written itinerary of proposed journey
 - One next of kin contact
 - A list of spare parts/tools and their value

CPD Carnet Fees

Application Fee	\$800.00 AA Member
	\$850.00 Non Member
12 Months Indemnity Insurance Cover	\$100.00
Refundable Bond (conditions apply)	\$500.00
Carnet Extension	\$350.00

Your application fees include courier postage.

We recommend that you apply up to four weeks in advance of your trip.

If a carnet is required inside 10 working days, an additional fee of \$150 applies.

The bond is refunded upon correct discharge of a completed Carnet.

New Zealand Automobile Association

CPD Carnet Processing Time

The CPD Carnet cannot be processed until all documentation is provided and all fees are paid to the New Zealand Automobile Association (NZAA). Please allow at least 10 working days from payment for the completion of your CPD Carnet.

If you require a CPD Carnet in a shorter period than 10 working days a surcharge of \$150.00 applies:

Next Steps

1. NZAA will review your application.
2. NZAA will advise when payment is received.
3. The CPD Carnet will be processed.
4. The completed CPD Carnet will be sent to holder by courier post within New Zealand.

For further information contact:

New Zealand Automobile Association (NZAA)

Carnet Department

PO Box 5

Auckland

Telephone: 0800 500 333 opt2

Email: aatechnicalservices@aa.co.nz

NEW ZEALAND AUTOMOBILE ASSOCIATION (NZAA)

APPLICATION FOR CARNET DE PASSAGES EN DOUANE

CPD Carnet Holder Title _____ First Name _____ Middle Name _____

Last Name _____

Street Address _____

Suburb _____ State _____ Post Code _____

Postal Address _____ Suburb _____ State _____ Post Code _____

Home Phone No. _____ Mobile _____ Work Phone No. _____

Email Address _____

Work Email Address _____

Nationality _____

Date of Birth _____ Occupation _____

Passport No. _____ Country of Issue _____ Expiry _____

Drivers Licence No. _____ Country of Issue _____ Expiry _____

AA Member (Y/N) _____ Membership No _____ Expiry _____

Next of Kin

Last Name _____ First Name _____

Street Address _____

Suburb _____ Town/City _____ Post Code _____

Mobile No. _____ Relationship _____



New Zealand Automobile Association

Vehicle Details Motor vehicle or Motorbike (circle)

Make _____ Model _____ Year of Manufacture _____

Body Type _____ Colour _____ No. of Seats _____

Upholstery Colour _____ Weight in Kgs _____

Chassis/VIN No. _____ Make _____

Engine No. _____ Make _____

No. of Cylinder _____ Horsepower/CC/Kilowatts (circle) _____

Rego No. _____ Expiry _____

Radio Make _____ Radio Model _____ Fixed or Portable (circle) Value _____

Spare Tyres _____

Other Particulars _____

Vehicle Departure Date from New Zealand _____ / _____ / _____ Return Date _____ / _____ / _____

Applicant Departure Date from New Zealand _____ / _____ / _____ Return Date _____ / _____ / _____

Date you wish to Collet the Carnet (Carnet Issue Date) _____ / _____ / _____

Value of Vehicle in \$NZD _____ Name of Reputable Dealer _____

Please provide a list of spares/tools you will be taking with you and the approx. value:

Spares/Tool	Value \$



New Zealand Automobile Association

	Total
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Purpose of Journey _____

Please list the countries to be visited and approximate duration of stay in each:
(if there is not enough room please attach an additional sheet)

Country	Approx. Date Entering Country	Approx. Date to Exit Country

New Zealand Automobile Association

Declaration and Terms & Conditions

I declare that:

1. I am not principally resident in any of the countries I propose to visit and confirm that the particulars given by me on the Carnet application form are correct.
2. I will comply with the Customs laws and regulations of the country visited governing temporary importation of motor vehicles, particularly all instructions applying to the use of the Carnet (entry visa, exit visa, etc).
3. I will not hire, lease, or use the vehicle as security, nor place the vehicle at the disposal of a person or firm having a residence or business in the country of temporary importation, nor use the vehicle between points within that country for transport of local goods or passengers against remuneration or other considerations unless specifically authorised by the Customs authorities.
4. I will re-export the vehicle and any items listed on the Carnet from the visited country or countries within the time limit prescribed by the national Customs legislation and will ensure, when leaving the visited country, that the Carnet which remains the property of the issuing association has been discharged by the Customs authorities.
5. I will notify the issuing association or the guarantor association in the country visited as soon as possible of any circumstances (damage, confiscation, etc) preventing or delaying exportation of the imported vehicle and/or other items listed on the Carnet.
6. I will ensure that the Carnet is discharged by the Customs authorities and a letter of no claim issued, before selling the vehicle, or modifying its characteristics, or if it has been written off for any reason, or destroyed under Customs control. (The holder must return the Carnet to the NZAA, after having it properly discharged to the issuing association).
7. I will return the Carnet to the issuing association after having it properly discharged as soon as possible after use or at the latest at the expiry of the Carnet's validity.
8. I will provide a completed Certificate of Location – see the last page of the Carnet – before the Carnet is returned to the issuing association if it has not been properly discharged by the Customs of the last country in which it was used for temporary importation.
9. In the event of the Carnet being lost, I will provide the issuing association with a completed Certificate of Location made out by the authorities of the country of registration or final Importation dated after the expiry date of the Carnet.
10. I will reimburse the issuing association upon presentation of an account for any expenses (including the payment of Customs taxes) under the issuing association guarantee, including costs arising from any incorrect information supplied by me, or my failure to comply with these terms and conditions.
11. I authorise the issuing association to obtain from any public or private authority details of my address and any other information necessary to deal effectively with any enquiry arising from my use of a Carnet or other Customs document issued under the issuing association guarantee.
12. I understand that the issuing association cannot be held responsible for the effects of any changes in temporary importation regulations which have either not been officially communicated to the AIT & FIA or are amended after the issue of the Carnet.
13. I authorise the issuing association to take at my expense all reasonable legal steps to avoid payment of Customs duties and/or charges and to use any guarantee deposit held for this purpose.
14. I also undertake and agree not to hold the Association responsible for any acts or omissions of any person, firm or corporation and that, so far as it may concern me, all claims against the Association arising out of in connection with this application shall be determined according to New Zealand law whose decision shall be final, to the exclusion of the jurisdiction of any other country.
15. Information supplied by you will be held in accordance with our Privacy Policy see our website <https://www.aa.co.nz/site-info/terms-and-conditions/privacy-policy/> for a copy of the AA Privacy Policy.

Attached is:-

- Proof of current registration of the said vehicle
- An evaluation of the vehicle on letterhead, from a reputable dealer
- A list of spare parts/tools and individual value
- Photocopy of applicant's Passport (s)
- Photocopy of applicant's Drivers' Licence (both sides)
- Journey Itinerary
- One Next of Kin contact

What date do I require the Carnet to be sent back to my address _____

I HEREBY CERTIFY that the vehicle, details of which are recorded on the application form, is not subject to a hire purchase agreement, bill of sale or other encumbrance

NOTE: The applicant of a Carnet must furnish a statement from the hire purchase owner or mortgagee stating that there is no objection to shipment of the vehicle outside the country.

CPD Carnet Holder Applicant _____

Signature of Witness _____ Date _____

New Zealand Automobile Association

PLEASE READ THESE IMPORTANT NOTICES CAREFULLY

COMPLETION OF FORM - It is suggested that members should either fill in this form personally or check the particulars, as any inaccuracy may entail considerable delay at overseas Customs frontier borders, or even forfeiture of the duty. In no case is the office staff permitted to fill in these particulars.

SALE OF VEHICLE – The sale of a motor vehicle in a country into which it has been temporarily imported by means of a Carnet is **STRICTLY FORBIDDEN**.

ENGINE AND CHASSIS/BODY/VIN NUMBERS – These numbers must be stamped in prominent and easily accessible positions on the actual engine and chassis/body. It is not sufficient for them to appear on a plate attached to the vehicle. Failure to carry out this requirement may lead to delays in clearance and additional charges in some countries. Applicant should ensure the engine number and Body/VIN number are correctly recorded on the vehicle's certificate of registration which should be carried with the Carnet at all times.

PRIVACY POLICY – Please see our website <https://www.aa.co.nz/site-info/terms-and-conditions/privacy-policy/> for a copy of the AA privacy policy.

Updated 1 June 2017

Office Use Only

Carnet Application Checklist

- Photocopy of the vehicle's current renewal registration certificate and a verification of currency from the Motoring Associations website. These documents must show Make, Model, VIN, Engine No and if possible weight.
- Photocopy of applicants current Driver's Licence (in colour)
- Photocopy of applicant's Passport (in colour) or Passports where the applicant holds dual passports/citizenship
- A current valuation of the vehicle on letterhead from a reputable dealer
- Brief written itinerary of proposed journey
- A list of spare parts/tools and their value
- One referee
- Fees paid. (If Bank Cheque, send to NZAA).
- Signed the declaration at the bottom of the application form.
- Is there any information missing from the application form.
- Have I confirmed the date they will be collecting the Carnet.
- Have I asked if the vehicle is under hire purchase agreement, bill of sale or other encumbrance? If yes then we need additional permission from the Financial Institution to take the vehicle overseas.
- Have I scanned a copy of the Carnet Application form and all additional information and emailed it to aatech@aa.co.nz
- What date do I require the Carnet to be sent?_____**