

# INSTRUCTIONS FOR CARNET USERS



## STEP 1: Validating the Carnet

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The Carnet must be validated by signature of the Holder in **Box J of the Green front cover**. The Green front cover page(s) must also be completed by New Zealand Customs (Box H). The Carnet will not be valid unless this page is completed by New Zealand Customs, and signed by the Holder.

## STEP 2: Departing New Zealand

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Upon departure of New Zealand the **Yellow Exportation page** must be completed by the Carnet Holder/Rep and New Zealand Customs. New Zealand Customs will also stamp the first of four boxes of your **Yellow Counterfoil page(s)**.

## STEP 3: Entering Foreign Country

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Upon entry into a foreign country the **White Importation page** should be filled out by foreign Customs and the carnet holder rep. Foreign Customs will sign the first of four boxes on the **White Counterfoil page(s)**.

## STEP 4: Departing Foreign Country

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Upon departure of the goods from a foreign country the **White Re-exportation page** must be completed by foreign Customs and the Carnet Holder/Rep. The box that pairs with the entry counterfoil on the **White Counterfoil page** must be completed by foreign Customs. If this form is not completed it could hold up the release of your bond if a claim is lodged by foreign Customs within the Claims Period.

## STEP 5: Returning to New Zealand

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Upon re-entry of the goods into New Zealand the **Yellow Re-importation page** should be signed by the Carnet/Rep holder and New Zealand Customs. New Zealand Customs will also sign the box that pairs with the exit counterfoil on the **Yellow Counterfoil page**.

## STEP 6: Return the Carnet

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The carnet should be returned to the Wellington Chamber of Commerce, please note we advise track and trace courier as it your responsibility as the holder to make sure the Carnet is returned to the Chamber. If a cash deposit was made please provide your account details on deposit slip or company letterhead signed. The account must be the account from which the deposit came from.

### WELLINGTON CHAMBER OF COMMERCE

Level 7, 3-11 Hunter Street, PO Box 1087, Wellington

**Tel:** 0508 CARNET (0508 227 638)

**E-mail:** carnet@wecc.org.nz

**Website:** www.wecc.org.nz



## Important Notes

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Please notify the **Trade Team** if there are any changes to be made to the Carnet prior to departure. Upon signing and validation of the Green front cover all information provided on the Carnet is deemed acceptable by the Holder.

It is in the Carnet Holders interest to always ensure—instruct if necessary—that the Carnet forms are properly completed at each Customs entry and departure point.

**Failure to complete steps 1–6 may result in a claim being raised by Foreign Customs.** Sales/duties and taxes may be payable on both the items and freight costs, as well as additional **Claims Handling Charges** by the Chamber. There may also be a considerable delay in releasing your security deposit/bond.

You may take less than you have listed on your Carnet, just not more. If you intend on taking less please make Customs aware which items are not being exported.

We recommend you regularly scan the Carnet during its use, documenting the stamps in your ATA Carnet. Should you lose your Carnet while travelling, these scans will be helpful evidence needed to release your bond and/or close any foreign claims.

**Keep track of the expiry date of your Carnet.** If goods are re-exported from the Foreign Country after the Carnet has expired, duties/taxes may become payable.

If you wish to extend the validity of the Carnet you will need to notify the Wellington Chamber of Commerce at least 1 month prior to the expiry date of the Carnet. We will then put forward your case to the relevant Foreign Chamber who may accept or deny the request.

### **THE CARNET MUST NOT BE AMENDED WITHOUT PRIOR APPROVAL FROM THE WELLINGTON CHAMBER OF COMMERCE**

The Chamber must be informed immediately if the:

- Goods or Carnet are lost, stolen or destroyed
- Goods are to be sold in foreign country
- Goods are required in the foreign country for longer than the validity period (the Chamber must be informed at least 1 month prior to Carnet Expiry)

**Please ensure that you allow sufficient time before your departure to have the Carnet completed upon exiting each country with your goods.**

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