

# New Zealand Automobile Association



## Application for Carnet de Passage en Douane:

## Instructions

### To: Whom It May Concern:

Please find included in this pack key information concerning the temporary exportation of a vehicle to another country. Listed below are the main points when considering this option. Please read all documentation supplied before proceeding with your application.

### CARNET de PASSAGES en DOUANE

A "carnet" is a means to temporarily take a private road vehicle to another country and not have to pay duty.

### Bond or Indemnity

A bond, or indemnity, is required when the carnet is applied for. The indemnity amount is the total amount of duty that would be payable if the vehicle does not leave the visited country within the agreed time. For example, if taking a car, motor home or 4x4 to Australia, the indemnity amount is calculated as 15% of the vehicle's NZ value, plus \$13,000.00. An additional 10% is added for Australian GST. The Customs Services of other countries levy duties at different rates, (some as high as 400% of the vehicle's value, in the more volatile countries) and charge different penalty sums. Note: Motorcycles and Caravans to Australia only require 15% of their value for an indemnity. Vehicles with values over \$57,180.00 may incur LVT (Luxury Vehicle Tax) added. Please enquire.

### Bond or Indemnity Discharge

The indemnity is arranged through the applicant's New Zealand trading bank, or, alternatively a New Zealand bank cheque is given to the AA for the required amount. This money is held in an interest bearing account and is returned to the applicant with the interest, when the vehicle has returned to New Zealand within the agreed time frame and the Carnet correctly discharged, by the visited country's Customs Service.

NOTE = the counterfoil inside the Carnet cover must be attended to in both the ENTRY and EXIT sections by the visited country's Customs Service to allow the NZAA to cancel the indemnity.

### Penalties

Should penalties be imposed and levied against the New Zealand Automobile Association, those penalties will be settled using the indemnity funds including and administration costs incurred.

### Administration Fee

There is an administration fee for creating a Carnet. For an AA Member the fee is \$395 inclusive of GST. For a non AA Member the fee is \$485 inclusive of GST. We strongly recommend non-members to join the NZAA to gain benefits such as roadside assistance while travelling in countries such as Australia. There is a monetary benefit in combining the AA Membership and the AA administration costs when applying for a Carnet.

### Vehicle Licensing and Carnet Validity

The vehicle must remain licensed in New Zealand for the duration of the visit. The Carnet is valid for one year. Extensions or renewal of the Carnet Document may be possible if authorised by the Customs Service of the country being visited. The Carnet holder must approach the Automobile Association of that country who will initiate the application and communicate with the Customs Service. Extensions or renewals may be possible under special circumstances.

### Diesel Fuelled Vehicles

There is an "Export Entry" form inside the Carnet cover that has provision at the base for New Zealand customs to fill in either the hubmeter or odometer reading; both on exit and re-entry into New Zealand. It is in your interest to see that this is attended to, to avoid problems when you next purchase Road User Charges. Remember that when overseas you pay diesel tax "at the pump" and not by buying "mileage". If this is not recorded you may have problems further on. It is prudent for Carnet holders to photocopy this page and keep it for future reference.

### Licensing

If the vehicle will be overseas beyond the licensing period, the AA needs to be informed. They will organise an OVL (Overseas Vehicle Licence) that will allow friends or family in New Zealand to licence the vehicle while it is away without having a New Zealand Warrant of Fitness. This will be cancelled at the time that the Carnet is discharged.

The Carnet Holder must stay with their vehicle at all times. If for medical or family reasons they are required to return home urgently, they must advise the Customs Service of that country, and obtain permission to leave the vehicle in a secured area.

It must be clearly understood that the Carnet is a temporary permit for a motor vehicle to be used in another country. If there is the slightest possibility the vehicle will be permanently based in another country, an import application should be lodged with the appropriate authorities prior to shipping. In this case a Carnet is not required.

## New Zealand Automobile Association



### Application for Carnet de Passage en Douane: Instructions



#### Step One

Please complete the following forms:	
Application Form	Form 1 and 1A
Personal Indemnity	Form 2
Bank Indemnity  Or Personal Bond	<p>Form 3A</p> <p>Or Form 3B</p> <p>A cash deposit in the form of a <b>bank cheque</b>, representing the security required, is to be made payable to the New Zealand Automobile Association.</p> <p>This amount will be invested with our officially approved finance company as a term deposit, for a term set by the Member. This term deposit will earn compound interest, which is payable to the Member at the termination of the undertaking agreement. If the term deposit matures before termination of the undertaking agreement, the term deposit will be placed into a call account with our officially approved finance company, earning further compound interest payable to the Member at the termination of the undertaking agreement. (No legal or administration fees apply).</p> <p><b>Form 3C (To be completed if Option 3B is taken)</b></p> <p>Interest will be taxed at a rate selected by the Member. A withholding tax deduction certificate will be issued at the termination of the undertaking agreement, which can be used for a tax credit in Member's annual tax return.</p>



#### Step Two

Post your Carnet application and payment to:	Carnet Fees:
<p>Carnet Department New Zealand Automobile Association P O Box 5 Auckland (Please allow 14 working days processing time from receipt of correctly completed forms).</p>	<p>This fee must accompany the application:</p> <p>AA Members . . . . . \$395 Non Members . . . . . \$485</p>
<b>New Zealand Automobile Association</b>	
Application for Carnet de Passage en Douane: Special Notes	

## **New Zealand Automobile Association**



### **Application for Carnet de Passage en Douane : Information about Refrigerant Gas**

#### **Air Conditioning Systems & Refrigerators**

The New Zealand Automobile Association has received notification that the Australian Department of Environment and Heritage (D.E.H.), require confirmation of the type of gas contained in air conditioning units in vehicles entering Australia; albeit that they are visiting the country and will return to New Zealand.

This new ruling also covers fridges in campers and motor homes.

It is our understanding that proof (such as that found in the vehicle's handbook) outlining the type of gas would be satisfactory. If the handbook is not available the applicant may have to contact a dealer who has the exact specifications for the particular vehicle and can confirm the gas type on a company letterhead. Failing that it will be necessary to contact a recognised air conditioning specialist and ask for a letter of confirmation on the type of gas used.

Older systems with R12 gas will not be permitted into Australia and would have to be "degassed" before entry.

The gas named R134A is acceptable, and should be verified in some form when presenting the vehicle to the Australian Customs.

# New Zealand Automobile Association



## Application for Carnet de Passage en Douane: Form 1

### Personal Details

Surname			First Name	
Physical Address (Not P O Box No.)				
Telephone	Day	( )	Evening	( )
Email			Occupation	
Overseas Address				
Country of Destination			Length of Stay	
Shipping Details			Ship	
Sailing Date			Arrival Date	
From			To	

### Vehicle Description (Note: Obtain chassis(VIN) and engine number directly from vehicle)

Vehicle Make		Vehicle Model	
Year of Manufacture		Nett Weight <i>kg</i>	
Country of Registration		Regn No.	
Chassis or VIN No.		Value NZ \$	
Engine No.		Engine Make	
No. of Cylinders		CC Rating	

### Coachwork

Type (Car, Van, Utility, Motorhome etc.)		No. of Seats (carrying capacity)	
Colour	Vehicle	Upholstery	

### Equipment

Radio Fitted	Yes / No (delete one)	Radio Make	
Spare Tyre/s (Qty)			
Other (Microwave, Stereo CD Player, TV, Auxiliary Generator etc)			

**I hereby certify the above details are correct:**

[Frame1] AA Membership No (If applicable)

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**IMPORTANT: If the Bank Indemnity Option is taken, the following information must be completed:**

Indemnity Completed By: \_\_\_\_\_

P O Box No: \_\_\_\_\_

Bank Postal Address: \_\_\_\_\_

Bank Contact \_\_\_\_\_

(Office Use Only)

Carnet No.		Expiry Date	
Fees Paid	Yes / No (delete one)	Indemnity Amount	\$
Guarantor		Despatched By/Date	
Ovl App		Ovl Canc	
Ent			

## New Zealand Automobile Association



### Application for Carnet de Passage en Douane: Form 1A

Please supply details of contact person(s) residing in New Zealand during your absence from New Zealand:

The name(s) supplied must be able to supply the New Zealand Automobile Association with your contact details, or be able to make contact with you on our behalf if required, for the duration of your time overseas.

#### Contact (1)

Name				
Address				
Telephone	Day	( )	Evening	( )

#### Contact (2)

Name				
Address				
Telephone	Day	( )	Evening	( )

Please note:

Failure to supply this information may lead to a decline in your request for a Carnet.

## New Zealand Automobile Association



Carnet de Passage en Douane — Personal Indemnity: Form 2

To:  
The Chief Executive  
The New Zealand Automobile Association Incorporated

I, the undersigned, shall reimburse all claims made against The New Zealand Automobile Association Inc, by a Guarantor Association, due to procedures of verification, inspection and other necessary measures, including Customs claims not recoverable under any other indemnity, in respect of the use of a Carnet de Passages en Douane or Triptyque issued to me by this Association.

I acknowledge that this indemnity shall extend to liability for all actions proceedings damages costs claims payments losses and expenses (including legal expenses) whatsoever.

Signed \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(If applicable)*

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AA Membership No.

Signed \_\_\_\_\_

Witness' Name \_\_\_\_\_

Occupation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## New Zealand Automobile Association



### Carnet de Passage en Douane — Indemnity In Respect Of NZAA Carnet Department Undertaking and Indemnity by Way of Bank Indemnity: Form 3A

To: The Chief Executive  
The New Zealand Automobile Association Inc.

In consideration of the New Zealand Automobile Association Inc. ("the Association") executing an undertaking and indemnity ("the undertaking and indemnity") in connection with the proposed temporary importation

By (Name) \_\_\_\_\_

Of (Address) \_\_\_\_\_

Of A (Type of Vehicle) \_\_\_\_\_

Registration No. \_\_\_\_\_

Engine No \_\_\_\_\_ Chassis No: \_\_\_\_\_

Into (Country) \_\_\_\_\_

and such other countries and places in which the Carnet de Passages en Douane is available and into which the Vehicle may be temporarily imported by the Member. (The undertaking and indemnity shall include liability for all actions proceedings damages costs payments losses and expenses [including legal expenses] whatsoever.)

The Guarantor/Member (Name of applicant) \_\_\_\_\_

hereby undertakes to indemnify the Association against all liability on account of the Vehicle and to forthwith undertake to pay the Association under the circumstances mentioned below:

1. Demands on the Association by Customs and other Excise authorities as well as verification and inspection fees when applicable.
2. The sum necessary to meet any such demand (not exceeding the maximum amount of the indemnity) must be immediately paid to the Association upon notification in writing signed by an employee of the Association, duly authorised by its Chief Executive. The notification shall be conclusive evidence of the facts stated therein including the lawfulness and correctness of the demand.
3. It is understood that the Association will notify the Guarantor in writing of the cancellation of the undertaking and indemnity once the Association's liability has ceased and consequently the Guarantor's liability under the undertaking and indemnity will then be terminated.
4. The Guarantor is aware that claims under the undertaking and indemnity are liable to arise if a motor vehicle is not taken out of a country visited within a limited time after it's import or if there shall be a breach or non-observance in relation to the conditions under which motor vehicles may be imported for a limited time into countries visited including the non payment of duties and other taxes.

Our liability under this undertaking is limited to \$ \_\_\_\_\_

Signed by the said Guarantor (Bank Official) \_\_\_\_\_

For and on behalf of (Bank Name) \_\_\_\_\_

Dated at \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 200\_\_\_\_\_

Bank \_\_\_\_\_ Stamp \_\_\_\_\_

## New Zealand Automobile Association



### Carnet de Passage en Douane — Indemnity In Respect Of NZAA Carnet Department Undertaking and Indemnity By Way of Personal Bond: Form 3B

To: The Chief Executive  
The New Zealand Automobile Association Inc.

In consideration of The New Zealand Automobile Association Inc. ("the Association") executing an undertaking and indemnity ("the undertaking and indemnity") in connection with the proposed temporary importation

By (Name) \_\_\_\_\_

Of (Address) \_\_\_\_\_

Of a (Type of Vehicle) \_\_\_\_\_

Registration No. \_\_\_\_\_

Engine No \_\_\_\_\_ Chassis No \_\_\_\_\_

Into (Country) \_\_\_\_\_

and such other countries and places in which the Carnet de Passages en Douane is available and to which the Vehicle may be temporarily imported by the Member. (The undertaking and indemnity shall include liability for all actions proceedings damages costs payments losses and expenses [including legal expenses] whatsoever).

The Guarantor/Member (Name of applicant) \_\_\_\_\_

hereby undertakes to indemnify the Association against all liability on account of the Vehicle and to forthwith undertake to pay the Association under the circumstances mentioned below:

1. Demands on the Association by Customs and other Excise authorities as well as verification and inspection fees when applicable.
2. The sum necessary to meet any such demand (not exceeding the maximum amount of the indemnity) must be immediately paid to the Association upon notification in writing signed by an employee of the Association, duly authorised by its Chief Executive. The notification shall be conclusive evidence of the facts stated therein including the lawfulness and correctness of the demand.
3. It is understood that the Association will notify the Guarantor/Member in writing of the cancellation of the undertaking and indemnity once the Association's liability has ceased and consequently the Guarantor's/Member's liability under the undertaking and indemnity will be terminated.
4. The Guarantor/Member is aware that claims under the undertaking and indemnity are liable to arise if a motor vehicle is not taken out of a country visited within a limited time after it's import or if there shall be a breach or non-observance in relation to the conditions under which motor vehicles may be imported for a limited time into countries visited including the non payment of duties and other taxes.

My liability under this undertaking and indemnity is limited to: \$ \_\_\_\_\_

Signed by the said Guarantor/Member: \_\_\_\_\_

Dated at \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 200\_\_

Witnessed By (Print Name) \_\_\_\_\_

Of (Address) \_\_\_\_\_

Dated at \_\_\_\_\_ This \_\_\_\_\_ Day of \_\_\_\_\_ 200\_\_



## New Zealand Automobile Association



### Details for Security in the Form of a Bank Cheque (for tax disclosure purposes) : Form 3C

Full Name \_\_\_\_\_

Contact Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

IRD No. \_\_\_\_\_

Tax Rate (*please circle required option*)

10.50%

17.50%

30.00%

33.00%

Length of Term Deposit (*please circle required option*)

30 days

60 Days

90 Days

4 Months

6 Months

9 Months

12 Months

Other \_\_\_\_\_ (*please state*)

Applicant's Signature \_\_\_\_\_

Dated on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

## New Zealand Automobile Association



### Shipping Agents: List of Contacts

The appearance of a Shipping Agent on this listing does not indicate any type of AA approval of the agent concerned. It is merely a list of contacts.

Agility Logistics	+64 (9) 275 0750
Aironaut Shipping	+64 (9) 309 8814
Conroy Removals	+64 (9) 275 0010
Hamburg-Sud	+64 (9) 377 3460
J W Grieves Ltd	+64 (9) 308 0880
Kiwi Car Carriers (Hoegh Lines)	+64 (9) 373 3375
Kuehne & Nagel	+64 (9) 257 2800
Mainfreight International	+64 (9) 275 8136
McCullough Ltd	+64 (9) 303 0075
NZ Van Lines	+64 (9) 256 1500
Pengellys Cartage Customs & Travel	+64 (9) 256 4900
Wallenius Wilhelmsen Logistics	+64 (9) 356 2370