



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 New Zealand, most African, Asian, Middle East, and South American countries. A Carnet is not needed for all countries see list.

A CPD Carnet is valid for 12 months and starts from the date of issue. You can extend your Carnet for another 12 months but this must be applied for prior to expiry.

Your car must remain registered in Australia 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 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 time frame 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 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
 - 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 passports
 - Photocopy of current club membership
 - Brief written itinerary of proposed journey
 - Two referees
 - A list of spare parts/tools and their value
- c) Provide a security in one of the following forms:
 - **Cash Deposit**
Bank Cheque to the value of the Indemnity Amount. The Bank Cheque will be held by AAA until the CPD Carnet is returned and the CPD Carnet is fully discharged.
 - **Bank Guarantee**
A Bank Guarantee to the value of the Indemnity Amount. To be provided by an approved financial institution (see sample). Authority for release of the guarantee will be issued on receipt of a fully discharged CPD Carnet.





• **Insurance Indemnity**

The Insurance premium is with Vectura Insurance.
The premium is only for 12 months.
The premium is based on 2% of the Indemnity Value.
There is a minimum premium payable of \$300.00
On application there is an additional fee of \$250 for a Refundable Bond. It is returned when a fully discharged Carnet is returned to AAA.
The insurance premium does not relieve you of paying Duty should the claim arise. The Underwriters are entitled under the Indemnity to recover from you the amount paid. The guarantee merely enables you to take the vehicle out of the country without having to freeze a lump sum as security.

The Indemnity Value

This is the Market Value of the Car/Motorbike as deemed by the reputable dealer x the Indemnity Amount %.

The Indemnity Amount % used is the country visited with the highest %.

This is to cover the maximum liability for Customs Duty.

Indemnity Amount % & Countries Needing a CPD Carnet

Country	Motor vehicles	Motor Cycles
Australia	100%	30%
Egypt	200%	150%
Europe	100%	50%
India/Pakistan/Sri Lanka	400%	400%
Iran	470%	470%
Japan	100%	100%
Middle East	150%	100%
New Zealand	50%	25%
Singapore/Malaysia/Indonesia	200%	150%
South America (trans)	300%	200%
South Africa	150%	100%
Syria	400%	400%
Trans Africa	200%	150%

For example insurance premium payable for a vehicle travelling the overland route to Europe through India/Pakistan/Iran would be \$AU940.00. This is based on the market value of the vehicle, \$10,000. Value of the Indemnity Amount is calculated at 470%, times 2%. That is $\$10,000 \times 470\% = \$47,000 \times 2\% = \$940$

CPD Carnet Application Fees

Constituent Motoring Club Application Fee \$400.00

Plus	Insurance Indemnity & Refundable Bond	\$ _____
		\$ _____ 250.00
	or Bank Guarantee	\$ _____
	or Cash Deposit	\$ _____

The CPD Carnet Refundable Bond is refunded when a fully discharged Original CPD Carnet is received at Australian Automobile Association GPO Box 1555 Canberra ACT 2601.

CPD Carnet Processing Time

The CPD Carnet cannot be processed until all documentation is provided and all fees are paid to the **Constituent Motoring Club in your State**. Please allow at least ten (10) working days for the completion of the documentation.

If you require a CPD Carnet is a shorter period of time an additional \$100.00 will be added to the application fees.

For further information contact:

Australian Automobile Association (AAA)
GPO Box 1555
CANBERRA ACT 2601
Telephone: 02 6247 7311
Fax: 02 6257 5320
Email: international@aaa.asn.au

NSW/ACT	NRMA	1300 13 11 22
VIC	RACV	13 13 29
QLD	RACQ	07 3361 2496
SA	RAASA	08 8202 8233
WA	RACWA	08 6150 6160
TAS	RACT	03 6232 6401
NT	AANT	08 8295 5901



A MEMBER OF



AUSTRALIAN AUTOMOBILE ASSOCIATION (AAA)
ABN 25 008 526 369

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. _____ State of Issue _____ Expiry _____

Club/Association _____ Membership No _____ Expiry _____

Referee No.1

Last Name _____ First Name _____

Street Address _____

Suburb _____ State _____ Post Code _____

Mobile No. _____ Relationship _____

Referee No.2

Last Name _____ First Name _____

Street Address _____

Suburb _____ State _____ Post Code _____

Mobile No. _____ Relationship _____



Motor vehicle or Motorbike (circle)

Other Particulars

Applicant Departure Date from Australia . / / Return Date / /

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

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

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

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The logo for the Financial Industry Association (FIA) is located at the bottom left of the page. It consists of the letters "FIA" in a bold, serif font, with a stylized globe graphic behind the letters. The globe has latitude and longitude lines. Above the logo, the text "A MEMBER OF" is written in a small, sans-serif font.




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The Indemnity Value

This is the Market Value of the Car/Motorbike as deemed by the reputable dealer x the Indemnity Amount %.
The Indemnity Amount % used is the country visited with the highest %.
This is to cover the maximum liability for Customs Duty.

The Market Value of the Car/Motorbike	\$ _____	(A)
Value of Spare Parts/Tools	\$ _____	(B)
Total Value of Car/Motorbike	\$ _____	(C)
Country with the highest Indemnity % _____	% _____	 (D)
Total Value of Car/Motorbike (C) x Indemnity % (D) =	Indemnity Value	\$ _____ (E)

Security

Please choose one from the below list in which you wish to provide:

- a) Insurance Premium
- b) Cash Deposit
- c) Bank Guarantee

a) Insurance Premium Calculation

Indemnity Value (E)	\$ _____
Indemnity Value (E) x 2% = Insurance Premium	\$ _____
Plus Refundable Bond \$250.00	\$ _____ 250.00
Total Insurance Premium	\$ _____

The Insurance Premium Cost will be added to your total Fee to the Constituent Club

b) Cash Deposit Calculation

Cash Deposit Value = Indemnity Value (E) \$ _____

The Cash Deposit is to be provided as a Bank Cheque payable to the Australian Automobile Association

c) Bank Guarantee

Bank Guarantee Value= Indemnity Value (E)\$ _____

The Original Bank Guarantee is to be provided to the Australian Automobile Association. See Annexure A for the Bank Guarantee Sample.

Total Application Fee

Constituent Motoring Club Application Fee	\$400.00
Plus Insurance Premium	\$ _____
or Cash Deposit	\$ _____
or Bank Guarantee	\$ _____
Total Application Fee	\$ _____



Declaration

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 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 Administration 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, 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 beyond 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.
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 the law of the Commonwealth of Australia or the appropriate State law as decided by the Association, whose decision shall be final, to the exclusion of the jurisdiction of any other country.

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
- Two referees

I HEREBY CERTIFY that the vehicle, details of which are recorded on the application form, is:-

- a) 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 _____



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 – This application will hold your personal information in compliance with Australian Privacy Principles of the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth), Privacy Act 1988 (Cth) and the Privacy Regulation of 2013. Please see our website for a copy of the AAA Privacy Policy.

Updated December 2014

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
 - 🍏 Photocopy of current club membership
 - 🍏 A current evaluation of the vehicle on letterhead from a reputable dealer
 - 🍏 Brief written itinerary of proposed journey
 - 🍏 A list of spare parts/tools and their value
 - 🍏 Two referees
 - 🍏 Chosen security and paid the amount. (If Bank Guarantee or Cheque has this been included to send to AAA).
 - 🍏 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 international@aaa.asn.au
- 🍏 What date do I require the Carnet to be sent back to my Club_____

Bank Guarantee (Sample)

Carnet de Passages en Douane (CPD)

**To: Australian Automobile Association (AAA); and
The Authorised Agent of Australian Automobile Association (AAA); (Favouree)**

IN CONSIDERATION of your agreement to pay Customs duties and fees on behalf of

..... in respect of the shipment of his/her motor vehicle under
(Name of Customer)

..... to the estimated amount of
(Carnet Number)

..... at the request of the above mentioned Customer
(Total Security Amount Including Spares/Tools)

and in consideration of the abovementioned Favouree at the request of the Bank dispensing with the lodgement by the Customer of the Security Deposit for shipment overseas of

..... the bank unconditionally undertakes to pay on
(Vehicle Details)

written demand any sum which may from time to time be demanded by the Favouree to a maximum aggregate sum of

.....
(Amount in Words & Figures)

This guarantee is to continue until one of the following events occur:

- The Bank receives written notification from the Favouree that this guarantee is no longer required;
- The return of this Guarantee to the bank;
- Payment to the Favouree by the Bank of the whole of the said sum or such lesser sum as may be required by the Favouree.

Should the Favouree notify the Bank in writing that it desires payment to be made to it of the whole or any part or parts of the said Security Deposit, it is unconditionally agreed that such payment or payments will be made to the Favouree forthwith without further reference to the Customer and notwithstanding any notice given by the Customer to the Bank not to pay same.

Provided always that the Bank may at any time without being required to do so pay to the Favouree the Security Deposit less any amount it may have already paid hereunder and thereupon the Bank's liability under this guarantee shall immediately cease and determine.

The benefit of this guarantee is personal and not capable of assignment.

.....
Bank Branch

.....
Date

.....
Authorised Bank Officer

.....
Official Bank Stamp