

## 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 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 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 time frame import duties will be payable.**

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### CPD Carnet Application

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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 Department of Transport's website ie VIC is VIC Roads. These 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 passports
  - Photocopy of current club membership
  - Brief written itinerary of proposed journey
  - Two next of kin contacts
  - A list of spare parts/tools and their value
- c) **Insurance Indemnity**

The Insurance premium is with Millers Insurance to indemnify AAA against any **customs claim AAA receives due to non-exportation of your vehicle.**

The premium is only for 12 months.

**The insurance premium is \$100.00**

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 customs claim the AAA has received due to non-exportation. The insurance premium extended to you on AAA's behalf merely enables you to take the vehicle out of Australia without having to provide a deposit of importation duties and taxes in each country.

This insurance is not refundable.

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### CPD Carnet Application Fees

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Application Fee	\$	820.00
Plus Insurance Premium & Refundable Bond	\$	100.00 <u>500.00</u>
<b>Total Application Fee</b>	<b>\$</b>	<b><u>1,420.00</u></b>

The CPD Carnet Refundable Bond is refunded when a fully discharged Original CPD Carnet is returned back to Australian Automobile Association GPO Box 1555 Canberra ACT 2601. Should a customs claim be against the carnet your refundable bond will not be returned until it is cleared.

Your application fees include postage via express post within Australia. Should the applicant be overseas then courier fees will be added to the application fees.

If you require your carnet in a shorter period of time than 10 working days see additional surcharge fees.

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### CPD Carnet Processing Time

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The CPD Carnet cannot be processed until all documentation is provided and all fees are paid to the Australian Automobile Association (AAA). 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 the following surcharge applies:**

<b>1-2 working days</b>	<b>\$200.00</b>
<b>3-5 working days</b>	<b>\$150.00</b>
<b>6-10 working days</b>	<b>\$100.00</b>

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### Next Steps

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1. AAA will review your application
2. AAA to approve the application
3. AAA will contact the carnet holder to advise on approval and then an invoice will be emailed.
4. Once invoice has been paid, the CPD Carnet will be processed.
5. The completed CPD Carnet will be sent to holder by express post within Australia.

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](mailto:international@aaa.asn.au)



**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 \_\_\_\_\_

Motoring Club \_\_\_\_\_ Membership No \_\_\_\_\_ Expiry \_\_\_\_\_

**Next of Kin No.1**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Mobile No. \_\_\_\_\_ Relationship \_\_\_\_\_

**Next of Kin No.2**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Mobile No. \_\_\_\_\_ Relationship \_\_\_\_\_







**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 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 (AAA) at the expiry of the Carnet's validity. I have two (2) years to return the Carnet to the AAA to obtain my refundable bond. I acknowledge that a failure to return the Carnet within that period will void my refundable bond.
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 Next of Kin contacts

**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: -

- 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, 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 Principals 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 05 February 2018

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**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 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
- 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](mailto:international@aaa.asn.au)
- What date do I require the Carnet to be sent back to my address**\_\_\_\_\_