



Instructions For Carnet Users

Step 1: Validating the Carnet

Green front cover page(s) must be completed by New Zealand Customs. The Carnet will not be valid unless this page is completed by New Zealand Customs.

Step 2: Departing New Zealand

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

Step 3: Entering Foreign Country

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

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 there will be a \$160NZD penalty fee payable to the Wellington Chamber and it could hold up the release of your Bond for up to a year after the Carnet expiry date as well as making you liable to claims from foreign customs.

Step 5: Returning to New Zealand

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

Step 6: Return the Carnet

The carnet should be returned to the Wellington Regional 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.



Important Notes !

It is in the Carnet holders interest to always ensure – insist 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.

The Carnet must not be amended with out prior approval from the Wellington Regional Chamber of Commerce

The Chamber must be informed immediately if the goods are:

- Goods and Carnet or Lost, Stolen or Destroyed
- Goods are to be sold in foreign Country
- Goods are required in the foreign country for longer than validity period
(Chamber must be informed at least 1 month prior to Carnet Expiry)

Failure to have the white Re-exportation page signed by Foreign Customs when departing the country for whatever reason will incur a \$160 penalty fee payable to the Wellington Chamber.

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