

# CARNET

## APPLICATION FORM AND UNDERTAKING



**To:** THE WELLINGTON CHAMBER OF COMMERCE  
P.O. Box 1087, Wellington

**Tel:** (04) 470 9926

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

**Email:** carnet@wecc.org.nz

Are you a first time user?    Yes     No

Membership status:    Member     Non-member

If yes, how did you find out about the CARNET?

If a member, please specify Chamber.

Membership number:

### Application

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I want to receive this Carnet on:

Date:

Please select one:

- I will arrange to collect.
- Chamber to arrange courier.
- I have enclosed a large courier bag.

If the Chamber is required to arrange a courier, the carnet price is calculated from when the carnet needs to be posted - not when the carnet is needed.

## Applying on behalf of: (Carnet Holder)

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Applicant's name:

Company:

Physical address:

Delivery address  
for Carnet:

Email:

Telephone:

Company GST number:

## Applying for the following accredited person or company:

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(Person or company name who will be travelling or handling the goods, e.g., Freight Forwarder)

Name or company  
and address:

Please note: Only one person or company name can be included. A Power of Attorney form can be requested if you wish to list more than one.

## Itinerary

Countries goods will travel through (if there are any NZ trips or transit trips between, please list these). A maximum of 16 overseas trips allowed. If you will visit a country multiple times, please list it multiple times, including any return trips to New Zealand.

1.	<input type="text" value="New Zealand"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

The Carnet is required for:

- Commercial samples       Professional equipment       Exhibitions and fairs

## Undertaking

Applicant's name:

I, the undersigned, for and on behalf of, submit the list of goods to be entered in the Carnet and undertake to repatriate the goods in question. Further, I undertake that the goods will be re-exported from any country into which they have been temporarily imported **WITHIN SUCH PERIOD AS STIPULATED BY ANY CUSTOMS.**

If the goods are not re-exported within such period, I accept responsibility for any negotiations or proceedings with any Customs direct or indirect, and to pay all duties, taxes and charges which may result from non re-export or failure to observe Customs regulations and requirements both in New Zealand and abroad.

If any of the goods are sold overseas while covered by an ATA Carnet, I accept that penalty or claims handling fees of up to \$500 NZD may be payable to the Wellington Chamber of Commerce.

I understand it is my responsibility to prove that the goods were not sold if the Foreign Re-exportation page and/or the New Zealand Re-importation page has not been completed by customs.

I have worked out the security rate payable for my Carnet, or have been advised by the Wellington Chamber of Commerce and have paid a cash deposit OR acquired an indemnity from my bank.

NZ\$  from the following bank

Bank account number for the bond refund:

The required security must be in place before the Carnet can be issued. Security paid by cash deposit or cheque will require that all funds are transferred and have cleared into the nominated Chamber account. Security by bank indemnity will require a signed and stamped copy of the Bank Indemnity form from the applicant's bank.

I agree that the security deposit/indemnity may be used to reimburse the Chamber for any duty, taxes or charges as above should these be incurred and for any fees charged by the Chamber for the issue or regularisation of the Carnet.

I further agree to pay the Chamber, immediately upon receipt of its demand in writing, all or any professional or other fees, costs liabilities and expenses of any nature whatsoever incurred by the Chamber as a result of, or in connection with, the issue of the Carnet.

I have read and understood the conditions of the indemnity, and declare that the above particulars and those in the list of goods attached are true and I undertake to return the Carnet to the Chamber after use.

Signed

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Date

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Director, Secretary, Proprietor, Partner or duly authorised person.

For and on behalf of:

## Notes

No changes can be made to the Carnet once it has been issued.

Security will be returned in full once the original Carnet has been completed properly and returned, and no Customs claims or other costs are anticipated by the Chamber.

Claims can be lodged by foreign Customs on a Carnet for up to one year past the expiry date referred to as the 'Claims Period'. Claims will remain open until either evidence of re-exportation is provided, or applicable duties/taxes are paid.

The Chamber reserves the right to refuse to issue a Carnet to any applicant at any time without indicating any reason.

If you wish to deposit your bond directly through internet banking please use the following account:

**12-3140-0131751-00**

(use your company OR personal name as a reference).

**The term 'Carnet' refers to both ATA Carnet and NZCIO/BOFT Carnet.**

### WELLINGTON CHAMBER OF COMMERCE

Level 13, NTT Tower, 157 Lambton Quay, Wellington 6011

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

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

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





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Wellington Chamber of Commerce is the sole guaranteeing and issuing association of ATA Carnets for New Zealand.

# CARNET PRICES

Prices from January 20th, 2025. All prices GST exclusive. Member pricing is offered to any member of a local New Zealand Chamber of Commerce.

	Member	Non-Member
<b>Non-Urgent Service</b> Application, goods list and bond received at least 72 hours before Carnet is needed	\$330	\$480
<b>Urgent Service</b> Application, goods list and bond received between 36-72 hours before Carnet is needed	\$440	\$670
<b>Same Day Service</b> Application, goods list and bond received received less than 36 hours before Carnet is needed	\$550	\$750

## Additional Fees

<b>Extra Overseas Trip</b>	\$45	\$60
<b>Extra NZ Trip</b>	\$45	\$60
<b>Formatting Goods List</b>	\$45	\$55
<b>Courier Fee</b>	\$14	\$14
<b>Same Day Courier Fee</b>	Price on application	
<b>Reinstatement, Amendment or Certified Copy</b>	\$170	\$170
<b>Cancellation Fee</b> (At least 72 hours notice)	\$100 +GST	\$100 +GST
<b>Cancellation Fee*</b> (Less than 72 hours notice)	Full application fee	
<b>Lost Carnet Fee</b>	\$200	\$200

\* If the application is cancelled for reasons outside of your control you will be charged \$200 (plus courier).

This price is exclusive of gst.

- Examples include – event cancellation, medical emergency, natural disaster.
- Evidence will be requested to support your claim.
- There must be no opportunity for the ATA Carnet to be used again.



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# INFORMATION ABOUT CARNET FEES

## Please note

All prices are exclusive of GST.

Different courier options are available depending on your needs ranging from an overnight track and trace to same day Pace services.

The Chamber cannot guarantee availability of Next Day or Same Day Service.

Only 1 overseas country is included in the initial carnet fee.

The time frames are based on working days. Public holidays are not included in the hours allowance.

If the Chamber is required to arrange a courier the time frame is calculated from when the carnet needs to be posted - not when the carnet is needed.

The Urgent and Same Day processing times are subject to the Chambers workload and this service cannot be guaranteed.

Carnets cannot be sent to customers until the bond/indemnity/security is in place.

Both the fully completed and signed application form, goods list and bond must be received by the Chamber within the allotted times above to qualify for a particular price.

Carnets and pages requested but unused will still incur all processing fees.

## Regularisation Fees

Please ensure that the white re-exportation form is completed by Customs when the goods depart the USA or Switzerland.

If the re-exportation counterfoil is not completed by the above Customs then a regularisation fee will become payable to the Wellington Chamber of Commerce to cover the penalty fees levied by Customs.

If goods are not re-exported prior to the expiry date, penalty fees, and full payment of taxes/duties will be required.

## How do I become a member?

For information on membership to the Wellington Chamber of Commerce, please click [here](#) or email us at [membership@wecc.org.nz](mailto:membership@wecc.org.nz)

## I've got further questions, who can I talk to?

Our international trade team would be happy to speak to you on 0508 227 638 or email [carnet@wecc.org.nz](mailto:carnet@wecc.org.nz)