

About Carnets

An ATA or MICCI/TAITRA Carnet is an international customs and temporary export-import document used to clear customs in 78 countries without paying duties and import taxes on merchandise or equipment that will be re-exported.

A Carnet is **valid for up to 1 year** from its issue date. However, individual Customs authority may grant a **limited authorized period of exportation and importation**. These periods may be extended by the Customs authorities but will not exceed the expiry date of the Carnet.

ATA or MICCI/TAITRA Carnet Application

Things to note before you start

1. **Supporting documents F.1 – F.7 are labelled on the top right** while **Carnet** document sheets are **labelled on the top left** of the example sheets **only** for your reference.
2. **Carnet documents MUST be typed. Handwritten copies will be rejected.**
3. **MICCI does not encourage partial/split shipments**; if you are applying for multiple countries and plan on doing partial/split shipments, ensure you know how to properly declare.
 - Some countries may not allow for split consignments under the Carnet System.
4. **MICCI will NOT release your carnet** until all documents are complete and you have paid the required fees. To avoid delays in issuance, ensure all documents and payments are in order.
5. **MICCI will not inform you once your carnet is ready for collection.** It is your responsibility to confirm whether your carnet is ready. The general guideline for when you may expect to collect your carnet is as below:
 - Normal rate:
 - Documents properly completed and submitted before 11 a.m. on Monday, collect in the morning of Thursday
 - Documents properly completed and submitted after 11 a.m. on Monday, collect in the evening of Thursday
 - Express rate:
 - Documents properly completed and submitted before 11 a.m. on Monday, collect in the morning of Tuesday
 - Documents properly completed and submitted after 11 a.m. on Monday, collect in the evening of Tuesday
6. **MICCI does not courier your carnet to you after issuance.** If you are not able to collect the carnet from the Mont' Kiara office, you have to arrange for pickup.
7. **Contact the MICCI Processing Department** should you have enquiries either by phone: 03-6201 7708 or by email: [ramli@micci.com / adilah@micci.com]

Prepare your documents for submission

1. **Buy** the Carnet Form at our Mont' Kiara / Branch offices.
 - a. The form is RM20.00 per set.
2. **Prepare** supporting documents F.1-F.5, F.7, proforma invoice and packing list.
 - a. Ensure your proforma invoice and packing list descriptions include model and serial numbers, quantity, value, weight (do not indicate if not available) and country of origin.
 - b. All documents must be **signed and stamped**.
 - c. If going for an exhibition, please include the letter of invitation/confirmation of participation.
 - d. Refer to **Carnet Form Example** on how to prepare your supporting documents.
3. **Prepare** your carnet form. Refer to **Carnet Form Example** on how to complete your carnet.
4. **Prepare** the payments needed (one-time entry)
 - a. **Processing Fee:** [payable by company cheque / bank draft / bank transfer]
 - i. Member rate: **RM 430.00** (3 days to process)
RM 520.00 (1 day to process)
 - ii. Non-Member rate: **RM 520.00** (3 days to process)
RM 630.00 (1 day to process)
 - b. **Security Deposit: 50% of value of goods** [payable by bank draft / bank transfer / bank guarantee (*bank guarantees are applicable only for amounts exceeding RM20K*)]
5. **Ensure** the applicant **sign and stamp** each supporting documents and the **carnet front cover ONLY** (green/orange) where indicated. **DO NOT** sign the yellow and white forms.

Things to note during document preparation

1. **Applicant** refers to person in charge / contact person of the applying company. It can be Director, Manager, Executive, etc. who has / is given authority to sign the documents needed.
2. Ignore document F.3 if you are **not using a bank guarantee** for your security deposit.
3. If you **do not have representatives**, you may ignore document F.5.
 - a. However, MICCI encourages you to nominate at least one representative or declare the clause "any authorized representative" in cases of emergency.
4. **Document F.7** may be given with the rest of the documents for carnet issuance OR when surrendering the used carnet documents to MICCI.
 - a. Ensure the bank information is correct.
 - b. Any cost incurred for payment reissuance and any penalty imposed by the bank will be borne by the Holder.

**Note: MICCI is not able to start the process of security deposit release without F.7*
5. If value of goods in Proforma Invoice is in a **foreign currency**, please convert and add the total in Ringgit Malaysia below the total in foreign currency.
Likewise, in your **Carnet documents**, ensure to input the total in both the foreign and Malaysian currency.

ATA or MICCI/TAITRA Carnet Application Checklist

<u>ITEM</u>	<u>COPY</u>	
1. F.1 [User's checklist B]	2	
2. F.2 [Application form & Undertaking]	1	
3. F.4 [Letter of undertaking]	1	
4. F.5 [Letter of appointment of representative]	2	
5. F.7 [Letter of release of security deposit]	2	
6. Proforma Invoice	2	
7. Packing List	2	
8. Letter of Invitation/Confirmation of Participation [Exhibition purpose]	1	
9. Payment		
a. Processing Fee		
b. Security Deposit		
10. Carnet Documents		
a. Front Green/Orange Cover completed, signed and stamped at Column J	1	
b. Yellow Counterfoil	1	
c. White Counterfoil	1	
d. Yellow Exportation Voucher completed	*	
e. White Importation Voucher completed	*	
f. White Re-Exportation Voucher completed	*	
g. Yellow Re-Importation Voucher completed	*	
h. Back Green/Orange Cover	1	

****ITEM 1 – 7 must be signed and stamped.**