

## 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 do 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 might not inform you once your carnet is ready for collection. Please contact us to confirm whether your carnet is ready if you do not hear from us. Example general timeline for when you may expect to collect your carnet:
  - Base 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
  - Next Day 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

- Express rate:
    - Documents properly completed and submitted before 11 a.m. on Monday, collect in the evening of Monday
    - Documents properly completed and submitted after 11 a.m. on Monday, collect in the morning 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, please arrange for pickup.
7. Contact the MICCI Processing Department should you have enquiries either by phone: 03-6201 7708 or by email: [carnet@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.
  - b) Additional sheets are RM2.00 per sheet.
- 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, if possible.
  - 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) Base Processing Fee: [payable by company cheque / bank draft / bank transfer]
    - i) MICCI/NCCIM Member rate: RM 550.00 (3 days to process)
    - ii) Non-Member rate: RM 700.00 (3 days to process)
  - b) Additional Fee: [payable by company cheque / bank draft / bank transfer]
    - i) Next-Day Processing: RM 100 + Base (One-day process)
    - ii) Express Processing: RM250 + Base (Half day process)
    - iii) Additional Entries: RM50 per entry [max 8 entries per Carnet]
  - c) 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	<input type="checkbox"/>
2. F.2 [Application form & Undertaking]	1	<input type="checkbox"/>
3. F.4 [Letter of undertaking]	1	<input type="checkbox"/>
4. F.5 [Letter of appointment of representative]	2	<input type="checkbox"/>
5. F.7 [Letter of release of security deposit]	2	<input type="checkbox"/>
6. Proforma Invoice	2	<input type="checkbox"/>
7. Packing List	2	<input type="checkbox"/>
8. Letter of Invitation/Confirmation of Participation [Exhibition purpose]	1	<input type="checkbox"/>
9. Payment		
a. Processing Fee		<input type="checkbox"/>
b. Security Deposit		<input type="checkbox"/>
10. Carnet Documents		
a. Front Green/Orange Cover completed, signed and stamped at Column J	1	<input type="checkbox"/>
b. Yellow Counterfoil	1	<input type="checkbox"/>
c. White Counterfoil	1	<input type="checkbox"/>
d. Yellow Exportation Voucher completed	*	<input type="checkbox"/>
e. White Importation Voucher completed	*	<input type="checkbox"/>
f. White Re-Exportation Voucher completed	*	<input type="checkbox"/>
g. Yellow Re-Importation Voucher completed	*	<input type="checkbox"/>
h. Back Green/Orange Cover	1	<input type="checkbox"/>

\*\*ITEM 1 - 7 must be signed and stamped.

**MICCI Bank Details**

**Cheques should be made payable to:**

"MALAYSIAN INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY" or "MICCI"

**For Direct Remittance:**

Account Name: Malaysian International Chamber of Commerce and Industry

Co. Reg. No.: 016841-V

Bank: Alliance Bank Malaysia Berhad

Branch: Unit A-OG-02, Block A, Plaza Mont'Kiara, 50480 KL

Account No: 14194-0-01-001737-8

Swift Code: MFBBMYKL

After payment has been made, please notify our office by email to:

carnet@micci.com