



ATA CARNET

Date:

Name of Applicant: Position in Company:
 Name of Company:
 Tel: Fax: E-mail:

USERS' CHECK LIST "B"
(1 copy for the applicant and 1 copy for MICCI)

	<u>Understood</u>	<u>Action Taken</u>
1. Note ATA Carnet No: for use in all communications.	<input type="checkbox"/>	<input type="checkbox"/>
2. Read notes on the inside back cover (green) of the Carnet.	<input type="checkbox"/>	<input type="checkbox"/>
3. "General List" of goods may not be amended.	<input type="checkbox"/>	<input type="checkbox"/>
4. The Carnet is a temporary importation document; but the Customs Regulations of Importation must be complied with.	<input type="checkbox"/>	<input type="checkbox"/>
5. If items are numerous or complicated, inspection by the Malaysian Customs on items covered by this Carnet may be arranged prior to the date of departure.	<input type="checkbox"/>	<input type="checkbox"/>
6. When you leave Malaysia <ul style="list-style-type: none"> o The exportation voucher and counterfoil (yellow) must be completed, signed, and stamped by the Malaysian Customs. o In cases where identification seals are required by Customs, the outside and inside of the front cover (green) must also be completed, signed and stamped by the Malaysian Customs. 	<input type="checkbox"/>	<input type="checkbox"/>
7. When entering and leaving each foreign country, <ul style="list-style-type: none"> o The importation and re-exportation vouchers and counterfoils (white) must be completed, signed, and stamped by that country's Customs. 	<input type="checkbox"/>	<input type="checkbox"/>
8. When goods are in transit only. <ul style="list-style-type: none"> o Transit vouchers and counterfoils (blue) must be completed, signed, and stamped by that country's Customs upon entry and exit. 	<input type="checkbox"/>	<input type="checkbox"/>
9. Upon return to Malaysia <ul style="list-style-type: none"> o The re-importation voucher and counterfoil (yellow) must be completed, signed, and stamped by the Malaysian Customs. 	<input type="checkbox"/>	<input type="checkbox"/>
10. Before the expiry date of the Carnet <ul style="list-style-type: none"> o Return the Carnet to the MICCI, including o All counterfoils and any unused vouchers must be returned intact within the front and back covers (green) of the Carnet (all used vouchers will have been retained by the relevant Customs). 	<input type="checkbox"/>	<input type="checkbox"/>
11. Warnings <ul style="list-style-type: none"> o Failure to obtain the proper certifications of entry and exit from each country will result in your having to pay Customs duty tax, etc. and perhaps penalties. o Irregularities will cause delays which will delay the discharges of this Carnet o Customs facilities are often not always available 24 hours a day for processing Carnets; therefore, check this matter on entering each country. 	<input type="checkbox"/>	<input type="checkbox"/>

Signed as understood: (Applicant) Date:
 (Please also stamp company's stamp)



PLEASE NOTE IT TAKES A MINIMUM OF 3 DAYS TO PROCESS YOUR CARNET

ATA CARNET NO:

ATA CARNET

APPLICATION FORM & UNDERTAKING

(This form must be typewritten)

To: The Malaysian International Chamber of Commerce & Industry

I, for and on behalf of.....

.....
(Name and address of company)

Telephone No:

Fax No:

apply for a carnet in the name(s) of
(give name(s) of accredited person(s) who will use the Carnet)

for use in the following countries (please indicate the number of VISITS being made to each country and those countries being crossed in TRANSIT)

Number of EXITS from Malaysia (Yellow Form)

Visits
(White Form)

Country	No. of Visits	Country	No. of Visits

Transits
(Blue Form)

Country	No. of Visits	Country	No. of Visits

PLEASE NOTE:

YOU MAY NEED BLUE TRANSIT FORMS FOR FRANCE, ITALY & GREECE, SO PLEASE ENSURE THAT YOU HAVE AT LEAST 2 PAIRS FOR EACH VISIT.

.....
.....

The carnet is required for:

- a) Commercial Samples
- b) *International Trade Fair/Exhibition (please give name and place)

.....
*(*delete as appropriate. Ensure that you have sufficient pairs of blue/transit vouchers as per fair/exhibition e.g. Switzerland and France require 3 pairs of Blue Form as well as 1 pair of White Form)*

- c) Professional Equipment

EXTRA VOUCHERS WILL NOT BE ISSUED.

IMPORTANT: The reverse side of this form MUST also be completed.

Undertaking

I, the undersigned, of
attach the list of goods to be entered in the Carnet and undertake to repatriate the goods in question and 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 Malaysia and abroad.

I enclose: (1) Cheque / Bank Transfer for RM..... in payment of the issuing fee.
and
(2) *A Bank Draft / Bank Transfer / Bank Guarantee [valid for 31 months, refer to specimen] for RM..... as deposit of security.

I agree that the Guarantee / Draft / Cash on deposit 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 issuance or regularisation of the Carnet.

I further agree to pay the Chamber immediately upon receipt of its demand in writing all or any such sum or sums of money which it may have paid or be called upon to pay in respect of 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 issuance of the Carnet.

I further agree that the Chamber may, at its discretion, effect a conditional Discharge subject to the Chamber not receiving any further claims etc. within the 31-month period.

I declare that the above particulars and those in the list of goods attached are true and correct and I undertake to return the Carnet to the Chamber after use. Expected date of return of the goods to Malaysia: (date)

Date: (official stamp and Signed)

*For and on behalf of Director / or Secretary / or Proprietor / Partner / or duly authorized person.

NOTE:

Cheques should be made payable to 'MALAYSIAN INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY' or 'MICCI'.

*The deposit should be for a sum equivalent to 50% of the value of the goods covered by the Carnet.

If the amount of duty payable is not really assessable, the Chamber reserves the right to fix the amount of the deposit in the light of individual cases.

Any deposit will be returned when the Carnet is surrendered to the Chamber and found to be correctly discharged.

For imported goods, the Chamber may require sight of the goods themselves and either a customs import declaration – or evidence of origin.

**For "commercial samples" carnets the period may be up to 12 months; for "exhibitions" and "professional equipment" carnets the period may be limited to 6 months.

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

Specimen Guarantee to be typed on Bank's Letterhead

ATA CARNET NO:
(It is important that the ATA Carnet Number is referred to in all communications. This is obtainable from your client.)

BANK GUARANTEE

To: Malaysian International Chamber of Commerce and Industry (A)
8th Floor, Block C, Plaza Mont' Kiara
2 Jalan Kiara, Mont' Kiara, 50480 Kuala Lumpur

In consideration of your issuing an ATA Carnet to
(insert name of firm) we unconditionally guarantee payment to you on demand of all or any such sum or sums of money as you may have paid or are called upon to pay in respect of or relating to goods imported into any country under cover of the Carnet (as well as any fee payable) to which this guarantee applies and such demand shall constitute conclusive evidence that the monies demanded by you are due and payable by us without further enquiry. This Guarantee shall remain in force for a period of not less than thirty-one (31) calendar months from the date of signature provided that

our liability hereunder shall be limited to a payment or payments not exceeding RM..... in aggregate, and shall continue and not be discharged until you have received in full the payment guaranteed, and any demand must be received at our office at the following address

.....
.....
.....

within the period of three months from the date of expiration of this guarantee.

It is understood that this guarantee shall be delivered up by you to us when no longer required.

Signed: (B)
Name:
For and on behalf of
.....
.....
.....
Date:

(Please see notes on the reverse)

Points to note for Issuance of Bank Guarantee

- (A) Name and address of the issuing Chamber of Commerce.
- (B) An official stamp showing name and address of the Bank giving this guarantee to be placed there.
- (C) Any alteration to or insertion in the text of this guarantee to be authenticated by the full signature of the signatories to the guarantee.
- (D) THE GUARANTEE PERIOD OF 31 MONTHS IS THE MINIMUM ACCEPTABLE BEING THE PERIOD OF CONTINGENT LIABILITY OF THE MALAYSIAN INTERNATIONAL CHAMBER OF COMMERCE AND INDUSTRY UNDER ANY ONE CARNET.
- (E) The Malaysian International Chamber of Commerce and Industry reserves the right – (a) to refuse to cancel this guarantee, or (b) to invoke it – in the event of non-payment of any fee or other charges in connection with any carnet secured by this guarantee.

Specimen Letter to be typed on Company's Letterhead

Date:

Malaysian International Chamber
of Commerce and Industry (MICCI)
8th Floor, Block C, Plaza Mont' Kiara
2 Jalan Kiara, Mont' Kiara
50480 KUALA LUMPUR

Dear Sir,

ATA CARNET

I, the undersigned, hereby declare that the respective/value(s) of the item(s) listed in the General List of **ATA CARNET No.** represent(s) their actual commercial value(s) in Malaysian Ringgit.

I am aware that it is an offence to under-declare the value(s) and that such under-declaration can result in penalties being imposed which might include seizure or confiscations of the goods in question either on temporary importation or in customs transit or at the time of regularisation of this Carnet.

Signature :

Name :

Designation :

Company's rubber stamp:

(The Carnet Holder may allow a Representative to handle the ATA Carnet through customs on his behalf, provided the Representative holds a Letter of Authority. Please see specimen format as set out below.)

Specimen Letter to be typed on Company's Letterhead

Date:

Ref: ATA Carnet

TO WHOM IT MAY CONCERN

I/We (name of Carnet Holder)
of (name of Company)
hereby appoint
..... (name of Representative) to be
my/our representative for the purpose of dealing with and signing **ATA Carnet No.**
..... issued by the Malaysian International Chamber of Commerce and
Industry, and to deliver to Customs any documents required in this connection.

Signature :

Name :

Designation :

Company's rubber stamp:

(The Carnet Holder should return the ATA Carnet documents to the Malaysian International Chamber of Commerce and Industry after use)

Specimen Letter to be typed on Company's Letterhead

Date:

Malaysian International Chamber
of Commerce and Industry (MICCI)
8th Floor, Block C, Plaza Mont' Kiara
2 Jalan Kiara, Mont' Kiara
50480 KUALA LUMPUR

Dear Sir,

ATA CARNET NO:

CARNET HOLDER / COMPANY:

We are returning herewith the above **ATA Carnet** which was issued to us on

We have no more use for it. Please return the Bank Guarantee / cash deposit amounting to RM

Kindly refund the deposit to the bank account as detailed in the enclosed Bank Details Request Form.

Thank you.

Signature :

Name :

Designation :

Company's rubber stamp:

BANK DETAILS REQUEST FORM

All (*) fields are **MANDATORY**

*Bank Name	
*Account Name	
*Account Number	
Account Holder(s) Address	
IBAN Number	
SWIFT Code	
*Business Registration Number <i>(for Company's account)</i> or *IC Number <i>(for individual account)</i>	
*Email Address <i>(for payment advice)</i>	