

ATA CARNET CHECKLIST

WHERE ARE THE GOODS EXPORTED?

IF

Country is NOT on the Security Rate Chart or ATA Carnet Manual Section 3.5 /pg. 20
or
Special country requirements on the reverse of the Security Rate Chart are NOT met

DO NOT
ISSUE

WHAT IS BEING EXPORTED?

IF

Perishable or consumable items (as they would not normally be re-exported)
Goods on which a CAP (Common Agricultural Policy) refund will be claimed
Foreign goods temporarily imported into the E.C. (i.e. not in Free Circulation)
The exportation of unaccompanied goods, or by post

DO NOT
ISSUE

WHY (purpose of the visit)?

IF

Goods to be sold or hired out abroad for financial gain
Goods which are temporarily exported for processing or repair
Goods used as a means of transport
Equipment to be used for the construction, repair or maintenance of
buildings or for earthmoving and like projects (i.e. diggers, cranes etc)

DO NOT
ISSUE

THINGS TO BEAR IN MIND WHEN ISSUING THE CARNET

Yellow (Customs) Counterfoils / (Holder's) Vouchers:

used for exit and re-import into the European Community / UK

White (Customs) Counterfoils / (Holder's) Vouchers:

used for import and re-export out of third country

Blue (Customs) Counterfoils / (Holder's) Vouchers:

used for transit or International Trade Fairs / Exhibitions

SPECIFIC PROVISOS APPLY TO CERTAIN COUNTRIES - THESE ARE ON THE REVERSE OF THE SECURITY RATE CHART

1. Ensure that description of goods is as per Section 3.4 of ATA Carnet Manual / pg. 18
2. Check (against the Application Form) that correct no of Vouchers has been provided (pair per visit / transit)
3. Ensure that Blue Counterfoils and Vouchers are provided for Transits or International Trade Fairs / Exhibitions
4. Ensure that sufficient Counterfoils have been provided (1 Counterfoil will cover 4 visits only!)
5. Ensure that Vouchers (and Counterfoils if > 4 visits) have been numbered
6. Ensure that Issuing / Expiry dates are correct on the Green Front Cover and Vouchers (year from date of issue - 1 day)
7. If General List is attached (i.e. 2 pages or more) - make sure customer is given 1 Stamped copy
8. Make sure we have received a SIGNED ATA Carnet Application Form
9. Ensure we have received security (Deposit, Bank Guarantee, CSS (+ SIGNED CSS App Form) or Continuing Guarantee)
10. If an Agent applies on behalf of Holder - we MUST receive Letter of Authorisation on the Holder's Letterhead!
11. Ensure that the name of the Holder is the same on the Application Form and Security Forms and Box A on Carnet.

Carnet MUST NOT be released without signed Application Form, relevant Security (+ signed CSS form if CSS Specific used) and Letter of Authorisation (if AGENT applies on behalf of