

# HOW TO USE THIS ATA CARNET



**N.B. If used in conjunction with a Taiwan Carnet both must be cross referenced and presented to UK Customs together out and home**

Inform the Chamber if there are any inaccuracies on the Carnet. Contact details are on the reverse of the Carnet

**Carnet Holder (authorized signatory of the company listed in Box A of the Carnet) must take the following steps before the Carnet is used** (refer to notes on the reverse of this sheet + QR code for further information):

1. Box J on the Front Cover must be signed by the Carnet Holder:
2. Make \_\_\_\_ photocopies of the General List (if applicable) and hand to the person travelling with the Carnet
3. If the person travelling with the goods is not listed in Box B of the Front Cover, then the Carnet Holder must prepare and sign a Letter of Authorisation that states the full name of the person that will be using the Carnet. **Letter must be signed by the same person that signed Box J on the Front Cover.** If you are using a **haulier** to ship the goods, the name section for the authorized person can be left blank and the haulier will need to insert the name of the driver in the letter once the driver is known
4. If the goods are being driven across the border, use an [inland site](#) to get the Carnet processed before you reach the border (Exportation Counterfoil + Voucher and Box H on the Front Cover **must** be endorsed by BF / HMRC). **Pre-notifying the IBF via the above link will ensure that your Carnet is processed quicker.** Click [here](#) for further info on driving to EU ("Where to get your Carnet endorsed" section)
5. If your goods are carried in baggage – then make sure you present the goods and the Carnet to the HMRC before checking the goods in (the same applies to the return journey). On arrival to the destination – you must go to the Red channel and declare the goods to Customs
6. The Carnet Holder must complete Section F of the relevant Voucher before arriving at the border. If using a **haulier**, Vouchers must be completed before the goods are collected by the haulier i.e. export and import for the outward journey and re-export and re-import for the return journey – see examples overleaf
7. Declaration at the bottom of the relevant Voucher (Section F) **must be signed before the Carnet is presented to Customs** (signatory must meet authorization requirements as per section 3 above)
8. It is essential that entries and exits from one country to another are properly certified by the relevant Customs. Failure to obtain the correct verifications of entry and exit from each country visited may result in a claim and the Carnet Holder could be liable to paying Customs Duty and / or Penalty
9. Foreign Customs may impose a **time limit** for re-exportation that may be less than the overall validity of the Carnet. This will be shown in section 2 of the Importation and / or Transit Grouped Counterfoils. If the goods are not re-exported within the time limit, Duty and / or Penalty charges may apply despite proof that the goods were eventually re-exported
10. The completed yellow Re-importation Voucher and goods must be presented at the Customs office of entry back into the UK. It is imperative that the Re-importation Counterfoil is endorsed on return to the UK
11. **The Carnet must be returned to the office of issue intact, at the latest on its expiry date.** Details of the issuing office are printed on the reverse of the Back Cover.



**Carnet is not a substitute for usual Customs documentation such as permits or certificates (i.e. Export License, Cites etc).** Any such documents will need to be obtained before your goods are temporarily exported on a Carnet. Note that the Carnet purchaser is not a policy holder or beneficiary under any insurance policy which the LCCI may purchase from time to time to protect itself.

**\*IF THE REPRESENTATIVE IS NOT NAMED IN BOX B OF THE VOUCHER, THEY MUST HOLD A LETTER OF AUTHORISATION FROM THE HOLDER**