

HOW TO USE THIS ATA CARNET

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

Detailed instructions can be found here:



Written Guide



Video



UKNATACO
UK National ATA Carnet Organisation


Carnet Holder (signatory of the company listed in Box A) must take the following steps before the Carnet is used:

HOLDERS FLYING WITH GOODS

- 1 Holder must sign Box J on the Front Cover
- 2 Make sure each Voucher contains a List of Goods on the reverse (make photocopies of the list if required)
- 3 If the person travelling with the goods is NOT named in Box B of the Carnet, prepare a Letter of Authorisation¹
- 4 **Leaving UK:** Complete Section F on Exportation Voucher (see overleaf for further info)
- 5 Present the goods and the Carnet to HMRC at Commercial Exports counter **before** checking the goods in (use red duty phone if no officer is present)
- 6 **Importation into country of temporary admission:** on arrival to the destination – complete Section F of the Importation Voucher (see overleaf for further info)
- 7 Go to the Red Channel (Goods to Declare) after picking up your luggage and declare the goods to Customs
- 8 **Leaving country of temporary admission:** on exit from country of temporary admission - Complete Section F of Re-exportation Voucher (see overleaf for further info) and present to foreign Customs **before** checking the goods in with airline
- 9 **Returning to UK:** complete section F of Re-importation Voucher (see overleaf for further info) and present the goods and Carnet at the Red Channel

Host Customs may impose a time limit for re-exportation, in section 2 of the Importation or Transit Counterfoil, that may be less than the overall validity of the Carnet. Failing to re-export goods within the time limit will result in charges. Speak to host Customs to get an extension

GOODS BEING DRIVEN ACROSS THE BORDER

- 1 Holder must sign Box J on the Front Cover
- 2 Make sure each Voucher contains a List of Goods on the reverse (make photocopies of the list if required)
- 3 If the person travelling with the goods is NOT named in Box B of the Carnet, prepare a Letter of Authorisation¹
- 4 **Leaving UK:** Complete Section F on Exportation Voucher (see overleaf for further info)¹
- 5 Pre-notify Borderforce using the IBF App 
- 6 **Obtain GMR²** - if you're travelling via freight route or have a mixed consignment (i.e. Carnet goods and non-Carnet goods). **Contact your issuing Chamber for more information on GMRs.**
- 7 **Leaving UK:** go to IBF (if travelling via Dover or Folkestone) or Goods to Declare point for other ports – complete Section F of the Exportation Voucher (see overleaf for further info)¹ and present to Border Force
- 8 **Importation into country of temporary admission:** on arrival to the destination – complete Section F of the Importation Voucher (see overleaf for further info)¹ and present to foreign Customs. **If passing through another Carnet country en-route to your destination, you may have to complete a Transit Voucher instead³. Freight Forwarders will need a Port Pass at the country of visit i.e. PBS for Ireland etc.**
- 9 **Leaving country of temporary admission:** on exit from country of temporary admission - Complete Section F of Re-exportation Voucher (see overleaf for further info) and present to foreign Customs¹ **If passing through another Carnet country en-route to your destination, you may have to complete a Transit Voucher instead³**
- 10 **Returning to UK:** complete section F of Re-importation Voucher (see overleaf for further info)¹ and present the goods and Carnet at the IBF (if arriving via Dover or Folkestone) or at the Goods to Declare point.

ATA CARNET MUST BE RETURNED TO THE OFFICE OF ISSUE BEFORE IT EXPIRES

LETTER OF AUTHORISATION

is required when the person travelling with the goods is not listed in Box B of the Front Cover. The letter must state the full name of the person that will use the Carnet and be signed by the person that signed Box J on the Front Cover. If the goods are shipped by Haulier the letter should be prepared as usual but the name of the driver can be added (by the Haulier) once the driver is known

GMR

is required for all UK Customs offices for vehicles using freight route at roro ports and vehicles transporting goods under transport contract. GMR is required in both directions i.e. exiting UK and returning to UK and must be obtained before arriving at IBF. PRIVATE CARS AND VANS driven by the owner / company employee only need a GMR when returning via Calais Euroshuttle / Eurotunnel port as Carnets are processed at the Freight Terminal when exiting France (GMR is essential to gain access to freight terminal). **Port Passes are applicable at EU ports (PBN for Ireland, Portbase for Netherlands, Envelope for France). See FAQs:**

PERMITS AND DECLARATIONS

ATA 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. Goods travelling as Freight must also have relevant Customs declarations both in the UK and abroad (Carnet is referenced as the guarantee in such declarations)



VOUCHERS TO BE COMPLETED FOR THE BF / HMRC – Exportation and Re-importation

A.T.A. CARNET		CARNET A.T.A.	
EXP ORT ATION	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice EXPORTATION VOUCHER No. Volet d'exportation N°:	
	B. REPRESENTED BY / Représenté par	a) CARNET No. Carnet N°	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	D. MEANS OF TRANSPORT / Moyens de transport	c) VALID UNTIL / Valable jusqu'au	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	H. CLEARANCE ON EXPORTATION / Dédouanement à l'exportation	
	F. TEMPORARY EXPORTATION DECLARATION Déclaration d'exportation temporaire	I. duly authorised: / Je soussigné, dûment autorisé:	
I. duly authorised: / Je soussigné, dûment autorisé:		J. duly authorised: / Je soussigné, dûment autorisé:	
a) declare that I am temporarily exporting the goods enumerated in the list overleaf and described in the General List under item No(s). / Je déclare exporter temporairement les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°(s).		a) declare that the goods referred to in the above declaration have been exported / Les marchandises faisant l'objet de la déclaration ci-contre ont été exportées.	
b) undertake to re-import the goods within the period stipulated by the Customs Office or regularize their status in accordance with the laws and regulations of the country/Customs territory of importation / m'engage à réimporter ces marchandises dans le délai fixé par le bureau de douane ou à régulariser leur situation selon les lois et règlements du pays/territoire douanier d'importation		b) Final date for duty-free re-importation: / Date limite pour la réimportation en franchise:	
c) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		c) This voucher must be forwarded to the Customs Office at: / Le présent volet devra être transmis au bureau de douane de:	
Signature X		Signature X	
*If applicable / *S'il y a lieu		exp.	

A.T.A. CARNET		CARNET A.T.A.	
RE IM POR TATION	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice RE-IMPORTATION VOUCHER No. Volet de réimportation N°:	
	B. REPRESENTED BY / Représenté par	a) CARNET No. Carnet N°	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	D. MEANS OF TRANSPORT / Moyens de transport	c) VALID UNTIL / Valable jusqu'au	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	H. CLEARANCE ON RE-IMPORTATION / Dédouanement à la réimportation	
	F. RE-IMPORTATION DECLARATION Déclaration de réimportation temporaire	I. duly authorised: / Je soussigné, dûment autorisé:	
I. duly authorised: / Je soussigné, dûment autorisé:		J. duly authorised: / Je soussigné, dûment autorisé:	
a) declare that the goods enumerated in the list overleaf and described in the General List under item No(s). / Je déclare que les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°(s).		a) declare that the goods referred to in paragraph F. a) and b) of the holder's declaration have been re-imported / Les marchandises visées au paragraphe F. a) et b) de la déclaration ci-contre ont été réimportées.	
b) were temporarily exported under cover of exportation voucher(s) No(s). / ont été exportées temporairement sous le couvert du (des) volet(s) d'exportation N°(s).		b) This voucher must be forwarded to the Customs Office at: / Le présent volet devra être transmis au bureau de douane de:	
c) declare that goods of the following item No(s), have not been re-imported: / Je déclare que les marchandises énumérées ci-dessous n'ont pas été réimportées.		c) Other remarks: / Autres mentions:	
d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet	
Signature X		Signature X	
*If applicable / *S'il y a lieu		re-imp.	

1. COMPLETED BY CARNET HOLDER – ITEMS EXPORTED FROM THE UK
2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

1. COMPLETED BY CARNET HOLDER – ITEMS RETURNED TO THE UK
2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

VOUCHERS TO BE COMPLETED FOR THE FOREIGN CUSTOMS – Importation & Re-exportation

A.T.A. CARNET		CARNET A.T.A.	
IM POR TATION	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice IMPORTATION VOUCHER No. Volet d'importation N°:	
	B. REPRESENTED BY / Représenté par	a) CARNET No. Carnet N°	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	D. MEANS OF TRANSPORT / Moyens de transport	c) VALID UNTIL / Valable jusqu'au	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	H. CLEARANCE ON IMPORTATION / Dédouanement à l'importation	
	F. TEMPORARY IMPORTATION DECLARATION Déclaration d'importation temporaire	I. duly authorised: / Je soussigné, dûment autorisé:	
I. duly authorised: / Je soussigné, dûment autorisé:		J. duly authorised: / Je soussigné, dûment autorisé:	
a) declare that I am temporarily importing in compliance with the conditions laid down in the laws and regulations of the country / Customs territory of importation, the goods enumerated in the list overleaf and described in the General List under item No(s). / Je déclare importer temporairement, dans les conditions prévues par les lois et règlements du pays / territoire douanier d'importation, les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°(s).		a) The goods referred to in the above declaration have been temporarily imported / Les marchandises faisant l'objet de la déclaration ci-contre ont été importées temporairement.	
b) declare that the said goods are intended for use at / Je déclare que les marchandises sont destinées à être utilisées à:		b) Final date for re-exportation / production to Customs: / Date limite pour la réexportation / la représentation à la douane:	
c) undertake to comply with these laws and regulations and to re-export the said goods within the period stipulated by the Customs Office or regularize their status in accordance with the laws and regulations of the country / Customs territory of importation / m'engage à observer ces lois et règlements et à réexporter ces marchandises dans le délai fixé par le bureau de douane ou à régulariser leur situation selon les lois et règlements du pays / territoire douanier d'importation		c) Registered under reference No.: / Enregistré sous le N°:	
d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		d) Other remarks: / Autres mentions:	
Signature X		Signature X	
*If applicable / *S'il y a lieu		imp.	

A.T.A. CARNET		CARNET A.T.A.	
RE EX POR TATION	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice RE-EXPORTATION VOUCHER No. Volet de réexportation N°:	
	B. REPRESENTED BY / Représenté par	a) CARNET No. Carnet N°	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	D. MEANS OF TRANSPORT / Moyens de transport	c) VALID UNTIL / Valable jusqu'au	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	H. CLEARANCE ON RE-EXPORTATION / Dédouanement à la réexportation	
	F. RE-EXPORTATION DECLARATION Déclaration de réexportation	I. duly authorised: / Je soussigné, dûment autorisé:	
I. duly authorised: / Je soussigné, dûment autorisé:		J. duly authorised: / Je soussigné, dûment autorisé:	
a) declare that I am re-exporting the goods enumerated in the list overleaf and described in the General List under item No(s). / Je déclare réexporter les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°(s).		a) The goods referred to in paragraph F. a) of the holder's declaration have been re-exported: / Les marchandises visées au paragraphe F. a) de la déclaration ci-contre ont été réexportées.	
b) which were temporarily imported under cover of importation voucher(s) No(s). / ont été importées temporairement sous le couvert du (des) volet(s) d'importation N°(s).		b) Action taken in respect of goods produced but not re-exported: / Mesures prises à l'égard des marchandises produites mais non réexportées:	
c) declare that goods of the following item No(s), not produced, are not intended for re-exportation: / Je déclare que les marchandises non représentées et reprises sous le(s) N°(s) suivant(s) ne sont pas destinées à la réexportation.		c) Action taken in respect of goods NOT produced and NOT intended for later re-exportation: / Mesures prises à l'égard des marchandises non représentées et non destinées à une réexportation ultérieure:	
d) in support of this declaration, present the following documents / présente à l'appui de mes déclarations les documents suivants:		d) Registered under reference No.: / Enregistré sous le N°:	
e) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		e) This voucher must be forwarded to the Customs Office at: / Le présent volet devra être transmis au bureau de douane de:	
Signature X		Signature X	
*If applicable / *S'il y a lieu		re-exp.	

1. COMPLETED BY CARNET HOLDER – ITEMS IMPORTED + INTENDED USE
2. ENDORSEMENT BY FOREIGN CUSTOMS (Customs will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

1. COMPLETED BY CARNET HOLDER – ITEMS RE-EXPORTED
2. ENDORSEMENT BY FOREIGN CUSTOMS (Customs keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE