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

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

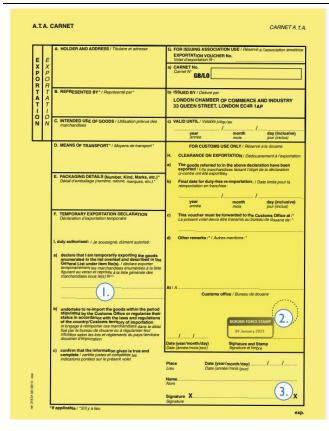
GMR

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

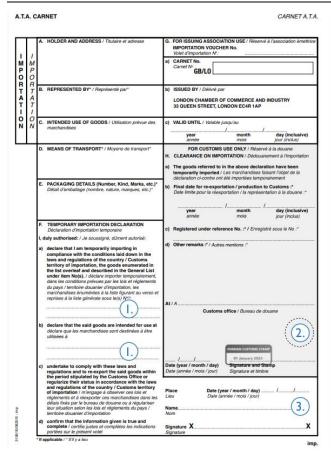
ATA Carnet is not a substitute for usual Customs documentation such as permits or certificates (i.e. Export License, Cites etc). Any such documents will need to be obtained before your goods are temporarily exported on a Carnet. Goods travelling as Freight must also have relevant Customs declarations 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

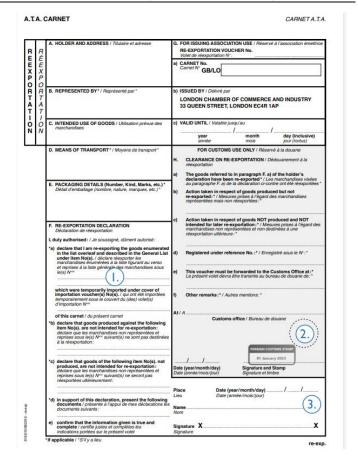


- 1. **COMPLETED BY CARNET HOLDER** ITEMS EXPORTED FROM THE UK
- 2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
- 3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE
- 1. COMPLETED BY CARNET HOLDER ITEMS RETURNED TO THE UK
- 2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
- 3. SIGNATURE BY THE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

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



- 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