**ISSUING A CARNET – GENERAL LIST REQUIREMENTS**

**General requirements:**

1. All goods must be individually itemised with each item having its specific description (i.e. make, serial number), weight and value to facilitate Customs identification and prevent substitution of goods. Only the items with identical description can be grouped together.

2. Packaging cannot be used for describing goods i.e. “box of”, “bag of” etc. are not acceptable. You can, however, state that the described item is packed in a bag or a box etc i.e. “set of Canon Camera lenses 80-200mm, s/n 1234, (packed in a box)”.

3. Cables – cables can be described as “set of cables” with number of pieces being 1

4. Toolkits – hand tools can be itemised as “toolkit” and must show weight. If the value of the toolkit is higher than £150.00 the description must also state the number of pieces in the set. Any electrical tools must be itemised separately as the term "toolkit" only applies to non electrical hand tools.

5. All electrical items require serial numbers to be stated (if the item does not have one or it is illegible, then state NSN at the end of the description)

6. Values declared must be retail values for new items (or if the goods are used, then state replacement value)

**Requirements for specific types of goods:**

Antiques

Generic description of the item (description must also state that the item is an antique + approximate year of manufacture or age (if known)). Pictures are advisable

Boats

Make, model, length, registration number (if applicable). Outboard engines as well as any other non-standard equipment must be itemised separately. Boats for personal use, transported by the owner do not need a Carnet (unless going to an official competition, exhibition or similar commercial event)

Books

Title, Author and publisher must be stated

Catering equipment

Goods to be displayed at exhibitions or used at an event. For catering trucks state make, model, registration no. If goods are fitted permanently into truck then state "complete with gas oven, electric grill..." after the vehicle description.

Note - If providing chargeable catering services to public, you must declare income to the local tax authorities as Customs may request proof of this.

Clothing

Must say what the garments are i.e.: jacket, dress, skirt with as much details as possible i.e. brand, colour and style number. For example - Calvin Klein black cotton t-shirt with flower embroidery, size XL

ATA Carnets for unfinished bespoke suits taken abroad for fitting can only be issued for Switzerland. Temporary admission and Return Goods Relief (RGR) should be utilised for exportation to any other country, as long as the suits do not increase in value + are not processed in any way whilst abroad

Computer equipment

Generic description, make, model and serial number (if applicable).

For example - Hewlett Packard PC, HP ProDesk 400 G6 Desktop Mini with i7, s/n 12345

Concert / musical equipment (electrical)

Generic description, make, model and serial number (if applicable)

For example - Electric guitar, Fender Stratocaster, s/n 12345

Display stands

For panels, give sizes. If knockdown stands give either trade name, e.g. Marler Hayley and serial number with area and weight of stand when erected and at exhibition site. OR full breakdown and size of each panel (photographs useful)

Note – if the holder is taking stands abroad to be built for the exhibition and this is being used by a local exhibitor (i.e. Swiss company in a Swiss exhibition) the Holder may be asked to prove that the income has been declared to the local tax authorities (this doesn’t apply for UK stands being built for a UK exhibitor as the financial transaction for this service would have occurred in the UK)

Electrical items (includes computers, scientific equipment, electrical musical instruments etc)

Trade names (make), model, serial numbers. If no serial numbers then holder should either:

1 state that there are none (i.e. NSN)

2 state the item is a prototype (if applicable)

For example - Digital camera, Sony Alpha A6400, s/n 12345

Furniture

Generic description, make (if known), material, dimensions (for tables).

For example - Wooden wardrobe, brown (2m x 1m)

Horses

Sex, age, colour, hands and name. Passport details. Horse tack be combined on the same line i.e. “Set of horse tack including – 1 saddle, 2 stirrups, 2 bridles, 2halters….”

Jewellery

Individual description and stock numbers, stating carat weight (of gold as well as individual precious stones) and total gram weights. Colour of the gold must be stated to allow for easier Customs identification. This can be abbreviated as YG or WG with the key to abbreviations given at the end of the list. Actual or estimated carat weight of any stones MUST be given (photographs mandatory for Israel and Russia). Earrings and cufflinks should be itemised as “pairs”, unless shipped as single items.

For example - Yellow gold (9ct) diamond and sapphire ring (D=1ct, S=2ct)

Loose precious stones (polished stones only).

Loose stones must be in sealable stone packets which may be itemised by the packet. If weight per stone is less than 0.1 gm, then the number of stones need not be stated Carat weight or grams necessary:

For example - “Sealable packet of loose diamonds (30)”

Uncut (rough) diamonds require a Kimberley Process Certificate kpuk@fco.gov.uk

Machinery

State general description, Make, Model, Serial number (or NSN if none).

For example - Atlas Copco Xas 47 Diesel Compressor, s/n 12345

Military goods

Generic description, make, model, serial number (export / import licences must be obtained where required)

Music instruments

Generic description, make, model, serial number (if applicable)

For example - Acoustic guitar, Yamaha F310 (nsn)

Note – EU and Switzerland have dispensations in place for musicians hand-carrying their own instrument (this also includes Amplifier and Microphone). Musicians should speak to the Musicans’ Unions as they may be able to provide further advice (i.e. FAC, ISM, MU). Music instruments shipped by a freight forwarder / haulier should have an ATA Carnet.

Oriental carpets

Generic description, size, colour, name (if any), weight, number of knots.

Paintings and works of art

Type i.e. oil giving title and name of artist as well as the year it was made (if known).

For example - Painting, Mona Lisa by Leonardo da Vinci, oil on canvas

Pearls

Pearls are invariably listed as a strand rather than one item.

For example: 7-7.5mm cultured freshwater pearl strands

Photographic equipment (non-digital) and accessories

This category relates to non-electric 35mm film cameras, film, and non- electric photographic equipment (i.e. tripods, screens etc). For cameras, state make, model and serial number (nsn if none). All films must give titles and footage. For other types of film give no of rolls and types of film and state that the film is unprocessed. No polaroid film allowed.

For example - Tripod, K&F Concept 67"/170cm, NSN

Skins/furs

State the type, size, area or weight. CITES Certificate may be required for garments containing materials involving protected species. Note furs cannot be sent on a Carnet to Norway.

Sports equipment

Carnets are only applicable to competition equipment i.e. bikes, racing uniform, team equipment, sports items etc, which will be used in official events / competitions. Personal items such as clothing, boots, tracksuits etc do not need to be included on a Carnet. Provide generic description, make, model, size (if clothing), serial number (if electrical). For example - Road Bike, Giant Propel Advanced Pro 1 Disc 2021, SN12345

Theatrical effects

State the name of the show at the end of the list / comments box (i.e. “theatrical set and props for Les Miserables”). Descriptions can be less detailed than with other categories of goods, but the Customs still need to be able to identify goods taken for example - Jean Valjean costume comprising hat, jacket, trousers and shoes, complete stage comprising 8 2mx3m floor sections). Electrical equipment (music equipment, special effects machines etc) must be itemised in line with usual electrical items requirements – make, model, serial number

Tools

At values of £150 and under, weight only required. Over £150 weight and number of pieces must be given (if holder chooses to give more detail, itemise and individually value, this acceptable (for example - Toolkit containing pliers, screwdrivers, hammer and drillbits).

UAV (drones etc)

Make, model, serial number (drones can be subject to Customs Restrictions in some countries. Check with the receiving Customs whether your goods may require additional permits or licences before applying for a Carnet

Vehicles (including motorbikes)

Must state the chassis and engine number as well as make.

ATA Carnets can cover vehicles for the following uses:

1. “Trade Fairs and Exhibitions” - in this case the Holder should provide the Issuing Chamber with a copy of the Exhibitor Permit confirming that the vehicle will be exhibited at the specific event.

2. “Racing vehicles or race support vehicles” - vehicles for racing, test driving or support i.e. breakdown trucks supporting an official racing event. In this case the Holder should provide issuing Chamber with a written confirmation (i.e. copy of the Race Participation Certificate) or a letter from the race organisers showing that the Holder is taking part in a race or providing support vehicles for the race. Racing vehicles can be driven or transported to the event by the owner or the haulier. Such vehicles would usually be used on a dedicated racetrack or on the roads closed to public.

3. “Professional Equipment” - vehicles to be used as part of the movie set, training vehicles, prototypes for research and development, vehicles fitted with specialized equipment (i.e. broadcasting vans, exhibition trailers, water filter trucks etc. Equipment built into specially adapted vehicles must also be listed on a Carnet). Note that any such vehicles can be used on open roads provided that they are registered in the UK, have a valid MOT and insurance certificate.

Note – ATA Carnets are not required for vehicles used as means of transport only i.e. personal vehicle being driven by the owner; holiday motorhome driven by the owner etc.

In cases where the vehicle owner is transporting another vehicle to be used for any of the above-listed commercial or professional activities, then an ATA Carnet can be issued.

Be mindful that even if the vehicle is towed privately it may still require GMR and a Carnet if the driver has to use the freight route at the port – as the freight channels can only be accessed with a GMR that has a declaration or Carnet registered against it)

Example of a correctly completed General List:

