

# ATA CARNET MANUAL FOR UK ISSUING CHAMBERS 10/24

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## 1. OVERVIEW

This Manual has been compiled to provide UK Chamber staff issuing Carnets with a simple operating guide to enable them to carry out their jobs efficiently. The Manual acts as the operating instructions for Chambers which have been authorised by the London Chamber of Commerce and Industry (LCCI), the National Guaranteeing Organisation (NGO) in the United Kingdom to issue ATA Carnets. Issuing status will only be granted to Chambers registered in the UK and employing UK staff.

**These instructions are mandatory for all issuing Chambers.**

## 2. ABOUT UKNATACO + CONTACT DETAILS

**UKNATACO** is an operational unit of the **LCCI** and has been set up to carry out all activities relating to administration of ATA Carnet scheme in the UK. LCCI is the National Guaranteeing Organisation for ATA Carnets in the UK and guarantees all Carnets issued in the UK as well as foreign Carnets used in the UK. LCCI has been appointed as the UK NGO by the HMRC. Before implementation, all NGOs must join an international guaranteeing chain (a risk management scheme administered by the International Chamber of Commerce in Paris).

**The guaranteeing chain** provides reciprocal guarantees, assuring customs administrations that in case of misuse of Carnets by any members of the chain, that duties and taxes incurred will be paid. If misused, the customs authority is authorised to claim import duties and taxes against the NGO in its own country within one year upon the expiration of ATA Carnet. The NGO will then coordinate with the foreign NGO to submit evidence and seek reimbursement of duties and taxes already paid. NGOs' liability is up to 110% of the amount of the import duties and taxes.

**The International Chamber of Commerce (ICC)**, through its special body, the World Chambers Federation (WCF), administers the international guarantee chain. ICC established a World ATA Carnet Council (WATAC) as the meeting and administrative platform for all NGOs around the world. LCCI is the UK representative at WATAC.

**The World Customs Organization (WCO)** monitors the international conventions that govern ATA Carnets: the ATA Carnet Convention and the Istanbul Convention on Temporary Admission of Goods

The purpose of the UKNATACO is as follows:

- To oversee Carnet issuance in the United Kingdom to ensure all Issuing Bodies are compliant
- To support UK Issuing Bodies with all aspects of Carnet administration
- To train UK Carnet-issuing staff and produce and update an Operating Manual
- To represent the UK at the World ATA Carnet Council
- To ensure that all Carnets issued in the UK are covered by appropriate guarantee
- To deal with Carnet claims against both UK and foreign Carnets

UKNATACO has its own staff as well as Advisory Board to ensure that all Carnet matters can be decided and actioned at the NGO level.

#### Contact details:

Telephone no: 020 7203 1714

Email for general queries: [queries@uknataco.co.uk](mailto:queries@uknataco.co.uk)

Email for monthly statistical return: [queries@uknataco.co.uk](mailto:queries@uknataco.co.uk)

Email for Carnet Claims: [ukfngo@uknataco.co.uk](mailto:ukfngo@uknataco.co.uk)

Website\*: [www.uknataco.co.uk](http://www.uknataco.co.uk)

\* Chamber staff processing Carnets must register for the Admin section of the above webpage: [Register – UK National ATA Carnet Organisation](#). This will enable staff to access training materials and Circulars.

### 3. RESPONSIBILITIES OF ISSUING BODIES TOWARDS THE NGO

#### 1. Carnet issuing:

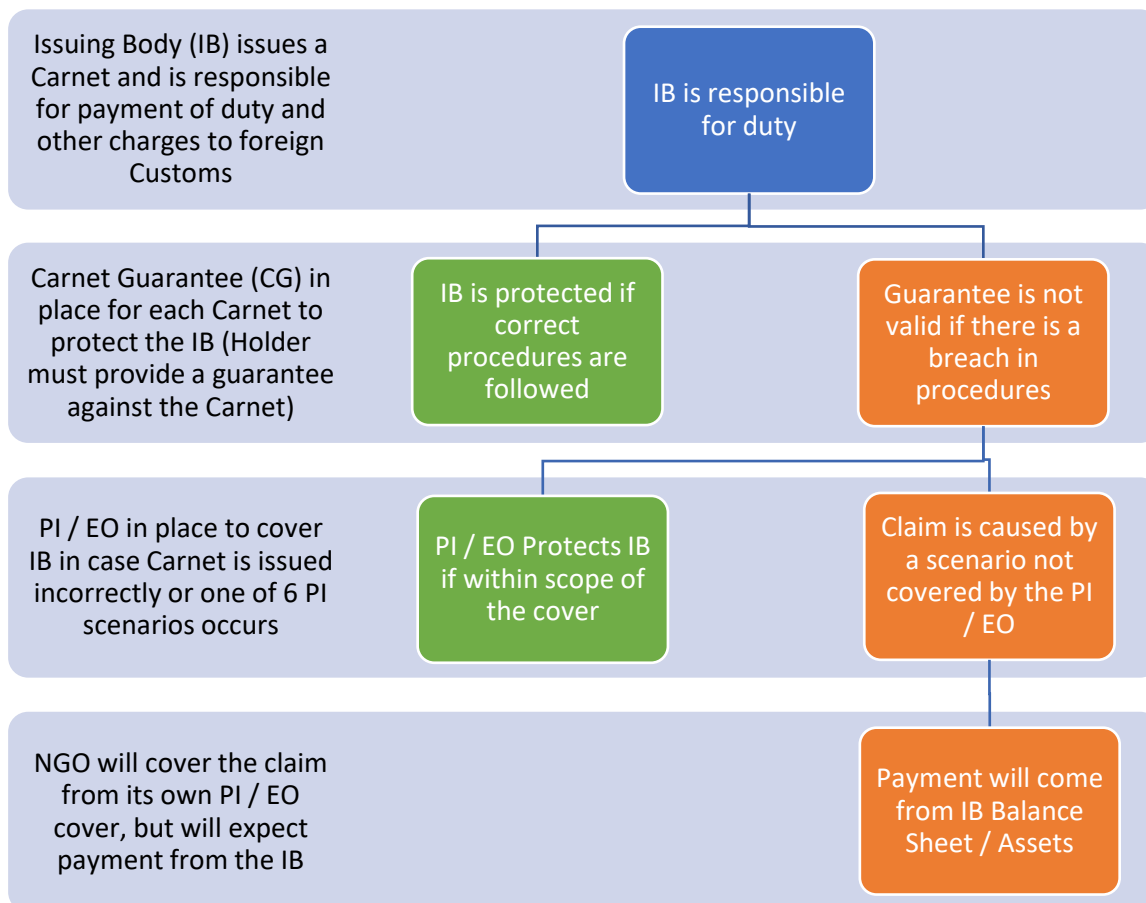
- Chambers must have at least two members of staff trained on ATA Carnets
- Carnets must be double checked
- Carnets must be backed up by appropriate guarantee
- Carnets can only be issued + signed by Chamber staff that have passed the LCCI / UKNATACO Assessment Course and hold the Carnet Assessment Certificate
- Chambers must hold a Professional Indemnity / Errors and Omissions policy (PI / EO) and ensure that Carnets issued are within the Chamber's insurance limits. PI / EO cover should cover the following scenarios:
  1. The Carnet issuer had in error failed to obtain or retain a cash deposit or guarantee from the Holder
  2. The Carnet issuer had an inadequate guarantee at time of issue or claim
  3. A dispute relating to the Carnet with claiming Customs or Government Authorities
  4. Clerical mismanagement in the Carnet procedure (evidence provided after the deadline, inadequate evidence provided against a claim, Guarantee or Carnet being misplaced by the Chamber)
  5. Documents lost in transit
  6. The bankruptcy or insolvency of Carnet Holder or Guarantor

**Banks** must be on the Financial Conduct Authority List of Banks Incorporated in the United Kingdom. **Insurance companies**, including Syndicates at Lloyd's must be on the Financial Conduct Authority Register and authorized to carry out insurance activities.

**No part of the issuing process can be carried out by anyone that is not employed by the issuing Body**

When issuing ATA Carnets, Chambers must recognize their financial liability towards the London Chamber of Commerce and Industry (NGO):

### ATA Carnet Liability Matrix



In the usual scenario, the Issuing Chamber will ensure that adequate guarantee is received against each Carnet issued. If there is a breach in procedures and the security is no longer valid, then the Issuing Chamber's PI / EO policy is expected to kick in and cover the amount due. **If this is not possible for any reason, then the NGO will expect the payment to come from the Issuing Chamber's balance sheet or assets. Failure to pay the Claim will result in the Issuing Body's issuing authorization to be withdrawn.**

## 2. Carnet discharge

- All used Carnets returned by the Holder must be checked for potential risks to the Holder and the Issuing Chamber
- Chambers must be able to identify any problems and recommend appropriate remedial action
- Carnets must be stored for a period up to 7 years from date of issue and must be easily retrievable in case of a claim

**No part of the discharge process can be carried out by anyone that is not employed by the Issuing Body**

### 3. Claims process

- Chambers must have effective claims processes in place to ensure that the exposure to foreign customs is managed appropriately
- All claims must be regularized by the deadline stated on the A Letter (6 months)
- Issuing Chambers are legally obliged to pay NGO on receipt of the G or G2 letter

**No part of the claim process can be carried out by anyone that is not employed by the Issuing Body.**

### 4. Service Fees

- Service fees are payable per ATA Carnet issued, usually on a quarterly basis. These also include ICC levy that contributes to the global running of the ATA Carnet chain
- Low volume issuers may be asked to provide a minimum contribution

## 4. THE ROLE OF THE NATIONAL CARNET UNIT (NCU)

National Carnet Unit is a branch of the HMRC that deals exclusively with ATA Carnets. They can be contacted for the following scenarios only:

- The goods have returned from abroad, but the Carnet has not been endorsed on re-importation (request Certificate of Location)
- Newly issued Substitute or Replacement Carnets that need to be validated (before being sent abroad to be married up with the goods)
- Foreign goods that need to remain in the UK beyond validity of the existing Carnet (NCU will decide if goods can remain in the UK longer)
- Foreign goods have been imported into the UK on a NON-UK Carnet and the Holder wishes to divert them to home use (import them into UK permanently). **Holder will have to ensure that NCU endorses the Re-exportation Counterfoil of the Carnet once the duty has been paid.**

Email: [atacarnetunit@hmrc.gov.uk](mailto:atacarnetunit@hmrc.gov.uk)

Telephone: 0300 322 7064

## 5. UK PORTS THAT CAN PROCESS CARNETS

This section will be updated on a regular basis – we would welcome any information Chambers may have on their local ports.

## Dover and Eurotunnel

1. **Holders driving to EU (and back to UK) in a personal vehicle or a van** - must get their Carnet processed at **Sevington** (Western Docks can only be used by registered operators) both outbound and on return. Vehicles returning to the UK via Eurotunnel (Shuttle) will need a **GMR** as Carnets are processed at the Calais Eurotunnel freight terminal.

2. **Hauliers / freight forwarders** must use [IBF pre-notification facility](#)

Hauliers will need a GMR when leaving the UK and also returning.

Note that IBFs can only process Carnets for Dover, Euroshuttle and Holyhead - for other ports, go to the port directly and use facilities there

## Eurostar (St Pancras)

Carnet Holders leaving UK by Eurostar should notify Border Force in advance by calling 0207 841 6410 (Note that there are no Border Force Officers on duty for the 6am departure. Holders should take their Carnet to St Pancras to be processed the day before their departure).

## Holyhead / Port of Dublin

If travelling from Holyhead to Dublin by ferry it is best to pre-notify UK ([bfholyhead@homeoffice.gov.uk](mailto:bfholyhead@homeoffice.gov.uk)) and Irish Customs ([nchfrontdesk@revenue.ie](mailto:nchfrontdesk@revenue.ie)) at least 24hr in advance of travelling (state your vehicle registration no, Carnet no and date and time of departure)

1. Leaving UK via Holyhead - go to Roadking Truckstop, Parc Cybi, Kingsland, Holyhead, LL65 2YQ to get your Carnet stamped (you can also use inland sites at Birmingham or Warrington)
2. Entering Ireland (Dublin Port) go to T11 site for processing inbound goods (beside Circle K roundabout)
3. Leaving Ireland (Dublin Port) - cars and vans go to T7 section after the tunnel or New Custom House, Promenade Road (beside the Circle K roundabout). Opening hours 8 a.m. – 22.00 p.m. phone 353-1-8776208. Freight goes to Terminal 11, Bond Drive Extension - Customs can be found in a portacabin. Opening hours 24/7
4. Returning to UK go to the Border Force freight shed (best to ask for directions at the port)

**PBN is mandatory for ROI** - Carnet Holders driving a **company vehicle** must obtain a pre-boarding notification number PBN inbound and outbound by emailing [CustomsPBN@revenue.ie](mailto:CustomsPBN@revenue.ie) with the following details: scan of the Carnet Front Cover and General list and details of sailing (date, time, ferry, port of exit and entry). You will get the PBN no by email. **Hauliers** will need to apply for PBN [online](#)

## Northern Ireland

### Ports:

1. DAERA facility- Duncrue Street, Belfast, BT3 9BJ is manned 24/7 by BF staff and accommodates Carnets
2. Shed 66 at Larne Port is also manned 24/7 and is used for both inbound and outbound movements
3. Warrenpoint is the 3<sup>rd</sup> site processing Carnets

The above ports can be contacted by the following email [bfportteam@homeoffice.gov.uk](mailto:bfportteam@homeoffice.gov.uk) (pre-notification is not required)

### Airports:

1. Belfast City operating hours are 4am - 10pm (Closed on Christmas day). Carnets + goods can be taken to Belfast Docks due to the proximity (or pre-notify [BFPortteam@homeoffice.gov.uk](mailto:BFPortteam@homeoffice.gov.uk) to confirm if officers will/can be on site)
2. Belfast International is 24/7, but only has BF at the international arrivals hall. There is no presence at domestic arrivals, so advance notice to [BFDutyOfficer@homeoffice.gov.uk](mailto:BFDutyOfficer@homeoffice.gov.uk) is required (upon arrival, ask the information desk (located at domestic arrivals) to notify Border Force)

Goods owned by a NI company / individual and located in NI do not need a Carnet for EU.

UK Hand carried goods do not need a Carnet for movements to NI (only if the final destination is ROI)

NI residents or companies that require a Carnet for travelling to non-EU destinations must apply for a Carnet with the **NI Chamber**

## Harwich / Hook of Holland

### Travelling to Netherlands

- The ATA Carnet must be stamped by Border Force in the UK
- The ENS (Entry summary declaration) needs to be filled in in the Stena Line Freightportal with customs status 'TA'
- A UCR or C21 won't be needed. Instead you can fill in 'NOEXS' in the *Export ID field*
- At arrival in the Netherlands the ATA Carnet must be stamped again by Dutch customs
- Customs will send their approval to the check-in office who will then put the document in Portbase
- The unit will be released and can leave the terminal.

## To the UK

- The ATA Carnet must be uploaded in Portbase with document type TTA
- It's best to ship with a GMR to ensure a quick release upon arrival in the UK. You can use the option *oral declaration by conduct*, then you won't need to add any documentation to the GMR
- The driver must report at the customs office in Hoek van Holland to have the ATA Carnet stamped
- Customs will send their approval to the check-in office who in turn will release the unit so that it can be checked-in and shipped
- On arrival in the UK the ATA Carnet needs to be stamped again of course. Once the stamp has been obtained the unit will be released

## All Other UK Ports

Click [HERE](#) for a list of all other UK offices that can process Carnets.

## 6. CARNET COUNTRIES

We can issue Carnets for the following Countries and Territories:

**A.** Albania, Algeria, Andorra, Australia (includes Tasmania), Azores (EU territory)

**B.** Bahrain, ~~Belarus~~ (issuing currently suspended), Borneo (Malaysian territory), Bosnia and Herzegovina, Botswana (South Africa Customs Union)

**C.** Canada, Canary Islands (EU territory), Ceuta and Melilla (EU territory), Channel Islands, China, Chile, Corsica (EU territory)

**EU** European Union (when applying for a Carnet to any of the 27 Member States, select "European Union" as destination in the system). If the goods are being driven to EU and are going to any MS other than France, then the Holder should also apply for an additional visit + a couple of transits (in addition to their intended visit) in case both the French Customs and the Destination Customs decide to endorse the Carnet. Additional visits / transits are not required if flying

**F.** Faroe Islands

**FR** French overseas departments and territories (Guadeloupe, Martinique, Guyane and Reunion, New Caledonia and its dependents of Wallis and Futuna Islands, French Polynesia (includes Tahiti) as well as St Barthelemy, St Martin, Mayotte and Saint Pierre et Miquelon)

**G.** Gibraltar, Guernsey (Channel Islands)



**H.** Hong Kong

**I.** Iceland, India, Indonesia, Iran, Israel, Ivory Coast

**J.** Japan, Jersey (Channel Islands)

**K.** Kazakhstan, Korea (Republic of), Kuala Lumpur (Malaysian territory)

**L.** Lebanon, Lesotho (South African Customs Union), Liechtenstein (Swiss territory), Luxembourg (EU territory)

**M.** Macao, Macedonia, Madagascar, Madeira (EU territory), Malaysia (includes Kuala Lumpur, Sabah and Sarawak), Mauritius, Mexico, Moldova, Monaco (EU territory), Mongolia, Montenegro, Morocco

**N.** Namibia (South African Customs Union), New Zealand, Norway

**P.** Pakistan, Peru, Philippines

**Q.** Qatar

**R.** ~~Russian Federation~~ (issuing currently suspended)

**S.** Sabah (Malaysian territory), Sarawak (Malaysian territory), Saudi Arabia, Senegal, Serbia, Singapore, South Africa (includes SACU countries of Botswana, Lesotho, Namibia and Swaziland), Sri Lanka, Swaziland (South African Customs Union), Switzerland (includes Liechtenstein)

**T.** Taiwan (not covered by ATA Carnet; a separate Carnet is available from [London Chamber](#)), Tasmania (Australian territory), Thailand, Tunisia, Turkey

**U.** ~~Ukraine~~ (issuing currently suspended), United Arab Emirates, USA (includes District of Columbia and Puerto Rico)

**V.** Vietnam

## 7. CARNET COUNTRIES – SPECIAL REQUIREMENTS

### Australia

Customs territory (mainland Australia, including Tasmania). Evidence of Identity checks still apply:  
[Evidence of Identity for documentary declarations \(abf.gov.au\)](#)

ATA Carnets for temporary admission of vehicles for R&D/ testing and evaluation:

ATA Carnets CANNOT be used for temporary importation of vehicles for R&D/testing and evaluation. This kind of activity must be temporarily imported under section 162 of the Customs Act 1901 (the Act) and Regulation 124 of the Customs Regulations 1926 (Regulations) provided a security or undertaking is received. The Act allows for these goods to be imported for a period of up to 12 months without the payment of duties and taxes.

A commercial importer may obtain approval to apply compliance plates to new imported vehicles under s.10A (1) or s.10A (2) of the Motor Vehicle Standard Act 1989 (MVSA). This type of approval is known as a 'Blanket VIA'.

A VIA is obtained by application to the Department of Infrastructure, Transport, Regional Development and Local Government (Infrastructure). Details of the process for applying for a VIA are contained in the [brochure Importing Vehicles to Australia](#) issued by Infrastructure.

## **Bahrain**

Carnets are only accepted for Exhibitions. Penalty (in the region of £950) will apply to the following scenarios:

- (a) Failing to re-export or re-import goods by the final dates stipulated by Customs.
- (b) Non-presentation of the Carnet Forms to Customs for endorsement/verification upon exportation from/importation into, and re-importation into/re-exportation from Bahrain.
- (c) False declaration of value of the goods which may include seizure/confiscation of the goods/prosecution, etc.
- (d) Failing to notify Customs in writing when goods covered by an ATA Carnet are not re-exported/re-imported due to whatever reasons.

Penalties, which may amount to a maximum of three times the value of the goods, where applicable, may also be payable. The penalty amount will depend on the gravity of the offence

### **Customs offices**

The Customs office of Bahrain airport is entitled to process ATA Carnets from Saturday to Thursday from 7.00 a.m. to 7.00 p.m.

**Split consignments are NOT allowed in Bahrain.**

## **Belarus (issuing currently suspended)**

Transit operations to Russia through Belarus are not permitted until further notice. It is advisable to have the General List translated into Russian.

## Canada

Commercial Samples only. However, Chamber can issue a Carnet for Professional Equipment category against a Letter of Indemnity on the Holder's company headed paper, accepting responsibility if the Carnet is refused

## Channel Islands

United Kingdom customs territory extends to include Channel Islands and Isle of Man. UK issuing Chambers may issue ATA Carnets to Channel Islands for the following scenarios:

1. UK Companies temporarily exporting goods to Channel Islands (Carnet is issued to guarantee for payment of VAT)
2. Channel Islands companies wishing to take goods to the UK, European Community/Union countries as well as third country destinations.

Carnets issued against the scenario 2 must show the holders address in the Channel Islands and the Green cover and yellow vouchers MUST be processed by Channel Islands customs ONLY (this is a requirement to allow us to discharge a used Carnet for a Channel Island based movement).

If the UK is involved in the itinerary, then it is to be treated as a Third country and must be covered by a pair of whites and be covered by a 20% security to cover VAT liability.

## China

All Carnets used in China must be registered on the Chinese customs database. For HAND CARRIED goods Carnet will need to be registered with CCPIT at the time of clearing Chinese Customs. For hand-carried goods, holders may undergo paper verification by China Customs firstly, and then go to CCPIT/CCOIC for electronic data registration within three working days. The contact numbers of the 2 branch offices located in Beijing (Terminal 3 and Terminal 2) are as follows: 86-10-64595422 and 86-10-64530430

For FREIGHTED goods Carnet will need to be pre-declared by the Chinese Customs Broker before goods arrive in China <https://www.atachina.org/english/index.do>

## Denmark

The ATA system is guaranteed in overseas territory of Faroe Islands. Note that Greenland does NOT accept Carnets.

## European Union

If the Holder is travelling anywhere other than France, then include two additional visits and transits into the itinerary (as some Member States can insist on stamping the Carnet in addition to France). If the goods are passing through the EU en-route to a non-EU country (i.e. Holder is driving to a Trade Fair in Switzerland and passes through France), then we must include visits to both Countries + transits into the itinerary (i.e. 2 visits to EU, 2 transits to EU, 1 visit to Switzerland and 2 transits to Switzerland). Hauliers will need to ensure that they have the GVM to enter the ferry port (Hauliers also must pre-notify EU Port of the arrival via Customs entry (i.e. PBN for Ireland, Portbase pre-notification for Netherlands etc).

**EU has waived the requirement for Carnet / security for musicians hand-carrying their own instruments** for the purposes of performing at an event or concert. We cannot guarantee that these rules will be applied uniformly across different Customs offices and cannot accept responsibility should Customs request security or documentation. Musicians should refer to this [link](#) containing relevant legislation in case of encountering problems at the border. Being able to prove the ownership of the instrument may be required at some Customs offices.

## France

The ATA system is guaranteed in overseas departments and territories namely Guadeloupe, Martinique, Guyane and Reunion, New Caledonia and its dependents of Wallis and Futuna Islands, and French Polynesia (includes Tahiti) as well as St Barts, St Martin, Mayotte and Saint Pierre et Miquelon.

## India

Trade Fairs, Exhibitions, Conferences and private meetings and demonstrations; Professional Equipment.

ATA Carnets are now accepted at Bangalore, Chennai, Cochin, Kolkata, Mumbai and New Delhi. All Carnets entering and leaving India must be registered on FICCI's electronic system (done at the time of Customs clearance) against admin fee of Rs. 1,200 .If holders wish to appoint a forwarding agent in India it is advisable to insert this information in Box B of Page 1. (the green Front Cover).

Goods imported into India under cover of ATA Carnets must be re-exported within the six-month period following their importation for exhibition and two months for professional equipment. If Carnet holders want their goods to remain in India beyond the six-month period, they should obtain approval (1) from the Customs office of import; (2) before the six-month period has expired. Failing such approval within the due period, duties, taxes and interests would become payable. The goods cannot remain in India beyond the maximum allowed period of 12 months from the date of import. Goods arriving into India must be registered on FICCI's electronic system (done at the time of clearing Indian Customs).

Time limit for Re-exportation of the goods: Professional Equipment 2 months / Exhibitions 6 months

## Indonesia

Trade Fairs / Exhibitions and Professional Equipment only at present

## Ireland

Hauliers shipping the goods to Ireland will need to apply for PBN [online](#)

Carnet Holders driving to Ireland in a company vehicle will have to obtain a Pre-boarding notification number (PBN) inbound and outbound by emailing [CustomsPBN@revenue.ie](mailto:CustomsPBN@revenue.ie) with the following details: scan of the ATA Carnet Front Cover and General list and details of sailing (Date, time, ferry, port of exit and entry). You will get the PBN no by email.

## Israel

The following wireless equipment is accepted under cover of an ATA Carnet: Cellular phones included in the list published from time to time by the Israeli Ministry of Communication; computerised communication equipment at 2.4 GigaHz only; and G.P.S. receivers that measure geographical location. In order to obtain the relevant approval for any other broadcast or communication wireless equipment application has to be made to the Israeli Ministry of Communication.

The temporary import into Israel of "Amusement Park" devices, of any kind is not allowed under a Carnet without the approval of the Standards Institution of Israel. The holder/representative must apply to the Standards Institution of Israel to Mr. Tal Kahane tel. 972-3-6465154. Fax 972-3-6465058, email [talk@sii.org.il](mailto:talk@sii.org.il) (this directive applies to devices classified as Customs tariff no: 95.04 and 95.08).

Photographs of jewellery are mandatory.

Customs have requested that the name of the final user of the goods (if different from the holder) be stated in Box B (represented by) of the Carnet forms.

## Kazakhstan

Trade Fairs / Exhibitions and Professional Equipment only at present

## Lebanon

Trade Fairs / Exhibitions and Professional Equipment only at present.

The following goods are prohibited from inclusion on a Carnet: arms, goods from Israel, drugs and psychotropic substances, pornographic tapes and films. Jewellery can only be taken to public exhibitions and NOT to private exhibitions, viewings or shops. Photographs of jewellery are mandatory.

## **Malaysia**

Customs territory extends to include Kuala Lumpur, Sabah and Sarawak.

## **Mexico**

Mexican customs require a translation of the list of goods into Spanish. To facilitate importation, Holders must notify Mexican customs in advance through CANACO's Website at [www.carnet-ata.org](http://www.carnet-ata.org) (General List will need to be input in Spanish).

Maximum period of temporary admission is 6 months (extension must be requested 2 weeks before the deadline expires: [karagonc@camaradecomerciodemexico.com.mx](mailto:karagonc@camaradecomerciodemexico.com.mx) ).

## **Moldova**

International road crossing point on the Moldovan-Romanian State border: Giurgiulesti-Galati

## **Mongolia**

Trade Fairs / Exhibitions and Professional Equipment only at present

## **Morocco**

Trade Fairs / Exhibitions only. However, Chambers can accept a letter of indemnity on Holder's company headed paper for other categories, accepting responsibility if the Carnet is refused

## **Norway**

Carnets for furs or fur products are prohibited.

## **Pakistan**

Trade Fairs / Exhibitions and Professional Equipment only at present.

## **Peru**

Trade Fairs / Exhibitions and Professional Equipment only at present.

Split consignments are accepted for both hand-carried goods and cargo. Replacement Carnets are allowed.

## **Philippines**

ATA Carnets are not accepted for transit.

Importation or re-exportation in multiple split consignments is not accepted. However, importing only a part of the goods listed in the General List (GL) is allowed, while the rest of the goods remain in the country of exportation, under the condition that the said imported goods are to be re-exported in one consignment.

### **Regularisation Fee**

In case the claim is regularised by evidence other than the re-exportation counterfoil completed and stamped by the Philippine Customs authority, Philippine Customs reserves the right to charge a regularisation fee as follows:

- First Offence - Philippine Peso amount equivalent to 25 US Dollars
- Second or Subsequent Offences - Philippine Peso amount equivalent to 50 US Dollars.

### **Customs Offices:**

All Customs offices at points of entry/exit and express consignments offices are authorized to accept and process ATA Carnets. Goods may be cleared via any authorized Customs offices within regular office hours:

- a. Hand-carried goods and accompanied Air Cargo may be cleared 24/7 at International Airports.
- b. Unaccompanied Air Cargo and Sea Cargo may be cleared from 8:00 AM - 5:00 PM, Monday to Friday.

### **Sea Cargo Ports processing ATA Carnets:**

- a. District Port of San Fernando, and the subport of Sual
- b. District Port of Manila

- c. Manila International Container Port
- d. District Port of Batangas, and the subports of Siain and Puerto Princesa
- e. District Port of Legaspi
- f. District Port of Iloilo
- g. District Port of Cebu
- h. District Port of Tacloban
- i. District Port of Surigao
- j. District Port of Cagayan De Oro, and the subports of Iligan and Mindanao International Container Terminal
- k. District Port of Zamboanga
- l. District Port of Davao
- m. District Port of Subic
- n. District Port of Clark
- o. District Port of Aparri
- p. District Port of Limay, and the subport of Mariveles

Airports processing ATA Carnets for Air Cargo:

- a. Ninoy Aquino International Airport (Manila)
- b. Puerto Princesa International Airport (Palawan)
- c. Bicol International Airport (Albay)
- d. Kalibo International Airport (Aklan)
- e. Godofredo P. Ramos Airport (Aklan)
- f. Mactan International Airport (Cebu)
- g. Bohol-Panglao International Airport
- h. Zamboanga International Airport
- i. Francisco Bangoy International Airport (Davao)
- j. Subic International Airport
- k. Clark International Airport
- l. Laoag International Airport

## **Qatar**

Trade Fairs / Exhibitions only (Box C of the Carnet should state name of the Exhibition and the venue)

## **Russian Federation (issuing currently suspended)**

Box B of the Carnet should state passport number + date of issue of the person travelling with the Carnet. It is advisable that the General List is translated into Russian to facilitate Customs clearance into the country. Also customers are advised to engage a local Customs Broker who will facilitate the Customs Clearance process. Two pairs of blue vouchers are required per visit (3 pairs if Exhibition is involved). ATA Carnets will **not** be accepted on the outer border of the Customs Union of the Russian Federation and the Belarus Republic.



## Saudi Arabia

Commercial Samples, Trade Fairs / Exhibitions and Professional Equipment (excluding sports equipment).

Saudi Zakat, Tax and Customs Authority (ZATCA) introduced a mandatory Carnet pre-approval procedure for clearance of ATA Carnet goods: [https://zatca.gov.sa/en/eServices/Pages/eServices\\_294.aspx](https://zatca.gov.sa/en/eServices/Pages/eServices_294.aspx). Check [Service User Manual](#) for details.

Help with ZATCA registration: Email: [info@zatca.gov.sa](mailto:info@zatca.gov.sa) Contact: 19993 Twitter: @Zatca\_care

**Note 7.10.2024** – Carnet users to Saudi Arabia are reporting difficulties with completion of Zatca website. Anyone experiencing problems completing the site must contact the above helpline. Failure to pre-register will result in the entry being refused or Carnet user having to pay additional fees. Some users have also reported that Carnets are not being endorsed by Customs as they rely on pre-registration and Carnet validity confirmation from UKNATACO (Saudi NGO contacts UKNATACO to confirm each Carnet issued for Saudi Arabia is valid)

In case of incorrect goods valuation, the ATA Carnet shall be rejected at the time of import and the goods may be subject to seizure/ confiscation. The Holder may also be penalised financially.

Late re-exportation of goods –

Failing to re-export goods by the final date of re-exportation as specified by Saudi Customs, a penalty of SR 1,000 shall be payable for every week or part of the week past the re-exportation date, taking into consideration that the final amount shall not exceed 20% of the value of the goods. Goods not re-exported for whatever reasons, shall be subject to import duties, taxes and penalties according to the Common Customs law. Any additional penalty amounts, which go beyond the responsibility of the national guaranteeing associations shall be imposed on the Holders directly.

Regularisation Fee -

In case the claim is regularised by evidence other than the re-exportation counterfoil completed and stamped by the Saudi Customs authority, Saudi Customs reserves the right to charge a regularisation fee (the amount is to be confirmed).

Restricted items -

The following types of goods are not allowed into Saudi Arabia on ATA Carnets: any materials contrary to the Islamic culture, pornographic materials, distillery equipment, rethreaded or used tires, religious sculptures or sculptures depicting nudity.

## Serbia

The ATA System does not operate in Kosovo; Metohija; and ATA Carnets are not accepted for unaccompanied goods or postal traffic. **Regularisation fee** for non re-exportation is 9,920 Serbian dinars!

## South Africa

The following ports only are authorised to provide proof of re-exportation out of South Africa on ATA Carnets used in the South African Customs Union (SACU) countries, i.e. South Africa, Botswana, Lesotho, Namibia and Swaziland:-

South African Border Posts: Komatipoort, Beitbridge

South African Sea Ports: Cape Town, Port Elizabeth, East London, Durban, Richards' Bay

South African International Airports: Johannesburg International Airport, Durban, Cape Town

Common Customs Union Border Ports: Ramkogwebana, Kazangula, Wenela/Katimo Mulilo, Oshikango

Common Customs Union Sea Ports: Walvisbay

Common Customs Union Airports: Windhoek

If Botswana; Lesotho; Swaziland; and Namibia are specifically involved for working visits, entering from South Africa, we should include additional pairs of white importation and re-exportation vouchers. As final re-exportation is usually from South Africa, it would be best to issue a minimum of two pairs for South Africa plus the additional pairs for the working visits (A single trip to South Africa alone, would still need one pair of whites)

## Spain

Carnets are compulsory in the Canary Islands, Ceuta and Melilla

## Switzerland

Customs territory includes Liechtenstein.

Three pairs of blue vouchers are recommended for an exhibition when goods are travelling by road.

Switzerland has waived the requirement for Carnet / security for musicians hand-carrying their own instruments for the purposes of performing at an event or concert. We cannot guarantee that these rules will be applied uniformly across different Customs offices and cannot accept responsibility should Customs request security or documentation. Musicians should refer to this [link](#) containing relevant legislation in case of encountering problems at the border. Being able to prove the ownership of the instrument may be required at some Customs offices.

Exhibition stands Note – if the holder is taking stands abroad to be built for the exhibition and this is being leased to a local exhibitor, 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. The name of the company exhibiting the goods (if other than the Holder) should be shown in Box B of the Carnet whenever possible).

## Tunisia

Trade Fairs / Exhibitions and Professional Equipment only at present

## Turkey

Only named representatives listed in Box B. will be allowed to sign the importation and re-exportation declarations in Boxes F. Turkish agent (or company / person that will be involved with the goods in Turkey) must be stated in Box B of the Carnet. It is advisable that the Holder carries a General List (in Excel format) on a USB drive as this may have to be uploaded into the Turkish Customs database.

Penalties in case of violation of the provisions on temporary importation:

- a) A fine of TL 170 (approx. € 55) will be imposed if the goods imported under cover of a Carnet are re-exported within a month following the date of expiry of the validity of the Carnet;
- b) A fine of TL 340 (approx. € 110) will be imposed if goods imported under cover a Carnet are re-exported within the 2 months following the expiry of the date of validity of the Carnet;
- c) A fine of two times the bonded value of the goods may be charged if the re-exportation of the goods exceeds 2 months following the date of expiry of validity of the Carnet or if the goods are not re-exported.

## Thailand

According to a Notification of the Customs Department of Thailand dated 15 May 2014, if the re-exportation from Thailand of goods under cover of an ATA Carnet is proven by any other documents than the duly signed and stamped re-exportation counterfoil, the Customs Department of Thailand will charge a regularization fee. This regularization fee, which is calculated on the basis of the value of the goods, represents 10% of the import duties. It should not be less than Baht 1,000 (roughly £25) and not more than Baht 20,000 (roughly £450).

## UAE

Trade Fairs / Exhibitions only

Regularization fee (currently 5,000 AED (approximately £908.00)) will be requested in the following circumstances (as this is excessively higher than the fees charged by other Customs Administrations, representation has been made to UAE Customs with the view to a reduction of their fee):

- (a) Failing to re-export goods by the final date as stipulated by Customs
- (b) Non-presentation of the Carnet forms to Customs for endorsement/ verification upon exportation from/importation into and re-importation into/re-exportation from the UAE;
- (c) Failing to notify Customs in writing when goods covered by a Carnet are not re-exported/re-imported due to whatever reason.

Customs can be notified at the following address:

The UAE Federal Customs Authority  
P.O. Box 111333  
Dubai (UAE)  
Tel: + 9714 3119900 / Fax: + 9714 3930199

(d) False declaration of value of the goods which may include seizure, confiscation of the goods, prosecution, etc. Penalties which may amount to a maximum of three times the value of the goods where applicable will also be payable. In the event of any Customs offence being committed, the provisions of the Common Customs Law and Rules of Implementation thereof shall be applicable.

Location of customs offices at the Dubai International Airport is as follows:

- Terminal 1: Arrivals Hall, inspection office and Gold office

Contacts: Tel: + 971 4 4176847 or + 971 4 4176839

- Terminal 2: Arrivals Hall, inspection office

Contacts: Tel: + 971 4 4176602 or + 971 4 4176607

- Terminal 3: Arrivals section, Hall no.4 near duty free & Marhaba office

Contacts: Tel: + 971 4 4176812 or + 971 4 4176813

**Split consignments are NOT allowed in UAE**

### **Ukraine (issuing currently suspended)**

Carnet holders who do not conform to the date for the re-exportation of their goods from the Ukrainian Customs territory will be imposed the following penalties which can vary depending on the terms of the violation of the Customs Code of Ukraine:

According to paragraph 1 of Article 481 of the Code, the penalty will amount to UAH 850 (approx. £85) if the deadline fixed for re-exportation of the goods is exceeded by less than three days.

According to paragraph 2 of Article 481 of the Code, the penalty imposed on the second similar violation committed by the same holder within the same year will amount to UAH 5100 (approx. £503).

According to the same paragraph, the same penalty will be imposed on holders who have exceeded the delay fixed for the re-exportation of the goods by more than three days but less than 10 days.

According to paragraph 3 of Article 481 of the Code the penalty will amount to UAH 17 000 (approx. £1700) if the deadline is exceeded by more than 10 days.

According to paragraph 2 of Article 464 of the Code, ATA Carnets holders will not have to pay a penalty if the period fixed for the re-exportation of the goods is exceeded because the goods or vehicles have been confiscated.

## **United States of America**

Commercial Samples and Professional Equipment only at present.

Customs territory extends to include District of Columbia and Puerto Rico

As of January 26, 2010, goods entering the United States via ocean vessel are required to have an **Importer Security Filing (ISF)** filed by an ISF importer. While two of the required data elements are from the ocean carrier, 10 others are required from the ISF importer. ATA Carnets are exempt from the ISF bond requirement. However, there are penalties that may be imposed for breaches of the ISF filing. [CBP link](#) [USCIB link](#)

Information on Carnet processing at Airports can be accessed from the following websites:- [www.merchandisepassport.org](http://www.merchandisepassport.org) or [www.cbp.gov/contact/ports](http://www.cbp.gov/contact/ports) Please note that the 24-hour staff office at JFK is located in another building, and may be far from the terminals themselves.

**USA does not accept Replacement Carnets or transits / blue vouchers.**

Regularisation Fee is requested in following circumstances:

- in the case that indirect proof of re-exportation in the form of a foreign customs validation in the Carnet (re-importation or importation into a third country) dated before the carnet expiry.
- in the case of alternative documentary proof (foreign customs certification of the goods, landing certificate, certified waybill, etc.) dated before the Carnet expiry

Duties will apply in following circumstances:

In the case of proof dated outside expiry of the Carnet (or time limit for re-exportation):

- 25% of the duties and taxes, minimum of £50 if the proof of re-exportation / re-importation is dated within 3 months after Carnet expiry

- 50% of the duties and taxes, minimum of £100, if the proof of re-exportation / re-importation is dated between 3 and 6 months after Carnet expiry
- Full amount of duties and taxes for any proof dated after 6 months from the Carnet expiry date

### Customs office hours

Not all U.S. customs ports are staffed with officers 24/7. To ensure an officer is available to validate your Carnet at the time of departure, please see the U.S. customs website of offices, including hours of operation ([www.cbp.gov/contact/ports](http://www.cbp.gov/contact/ports)).

### Carnets for Trade shows

While the U.S. did not sign onto the Exhibitions and Fairs Convention, it is common practice for goods to be shown at exhibits and industry fairs to be imported to the United States under Carnet as “Commercial Samples” for goods to be exhibited or “Professional Equipment” for goods that will be used at the fair (booths, tables, etc.).

### ATA Carnets are re-exempted from the EEI/AES filing

As of September 12, 2014, ATA Carnets are exempt from filing Electronic Export Information ([read more](#))

### 10+2 Required Importer Security Filing (ISF) by CBP

As of January 26, 2010, goods entering the United States via ocean vessel are required to have an Importer Security Filing (ISF) filed by an ISF importer. While two of the required data elements are from the ocean carrier, 10 others are required from the ISF importer. ATA Carnets are exempt from the ISF bond requirement. However, there are penalties that may be imposed for breaches of the ISF filing. Such penalties will not be charged through the NGA. [CBP link](#) [USCIB link](#)

### Domestic ports validate Carnets

For goods traveling with a Carnet holder as check-in luggage directly to an overseas destination, the Carnet can be validated /stamped at the initial domestic port even if holders will be changing flights at another port before leaving the US

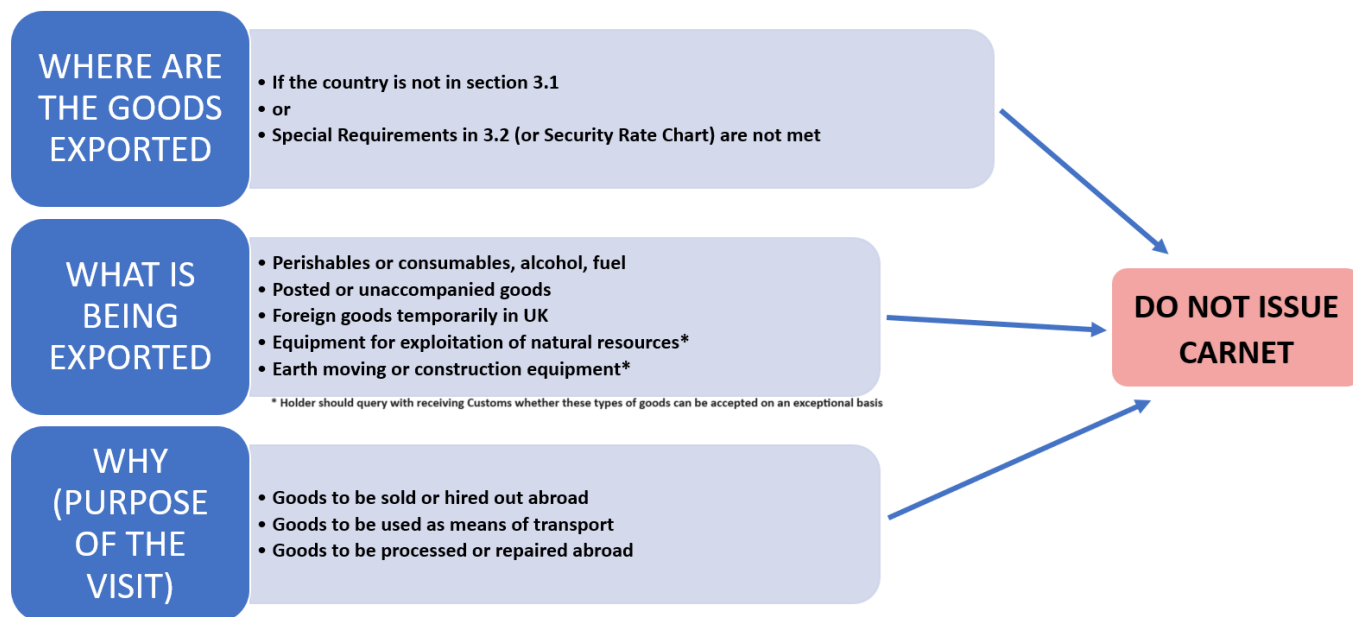
## **VIETNAM**

Trade Fairs / Exhibitions only

## **8. THINGS WE NEED TO KNOW BEFORE ISSUING CARNET – WHAT WHERE WHY**

Issuing Chamber must ensure that it has sufficient knowledge of the shipment to determine whether all elements comply with the requirements for the countries in question.

The chart below shows the common questions we should be asking the applicant:

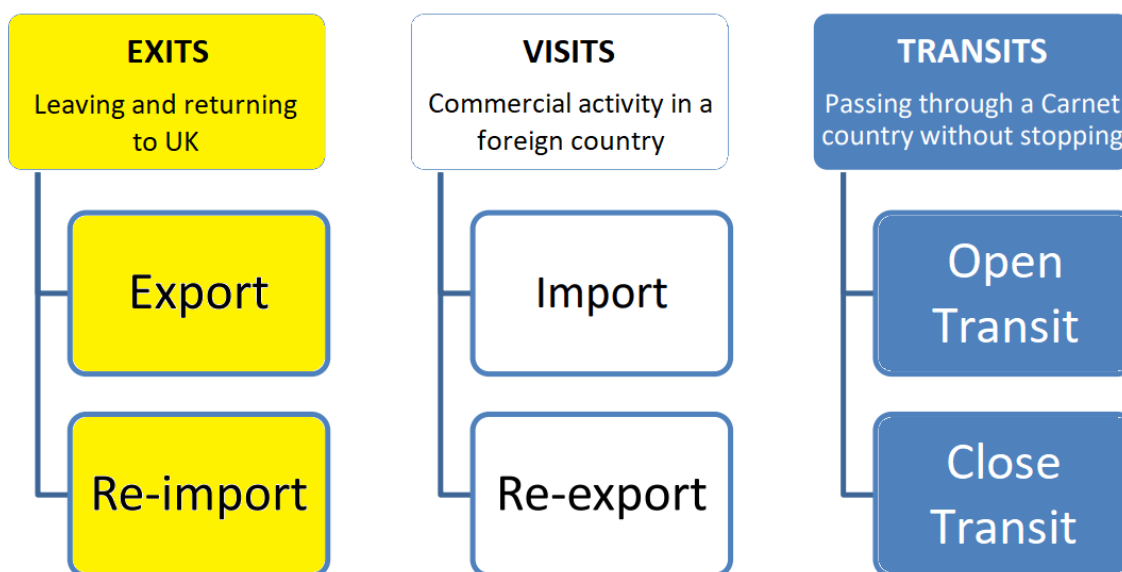


## 9. THINGS WE NEED TO KNOW BEFORE ISSUING CARNET – WORK OUT THE ITINERARY

Chamber must know the exact itinerary in order to determine the required number of Vouchers and Counterfoils that need to be included in the Carnet. ATA Carnet consists of different colour sheets, which are endorsed at different stages of the journey:

- Yellow Export and Re-Import Vouchers are endorsed on exit and return to UK
- White Import and Re-export Vouchers are endorsed in and out from the foreign country
- Blue Transit Vouchers are used for passing through a Carnet country without stopping to do a commercial activity (for example passing through France en-route to a working visit in Switzerland, passing through Switzerland en-route to working visit to Austria etc.)





It is essential that the applicants are fully aware of what route they will be taking when travelling to their destinations in order to apply for correct number of Vouchers! Exits from UK are counted separately to visits and transits. For example – flying to USA and Canada, without returning to the UK in between, will require 1 exit, 1 visit to USA and 1 visit to Canada. If the goods are returning to the UK in between, then you'd need 2 exits, 1 visit to USA and 1 visit to Canada.

Naturally if the return journey is via USA, then you'd need to apply for 2 visits to USA etc.

### Examples involving different itineraries:

Driving through EU to a non-EU country (for example a visit to Switzerland) – Holder will require vouchers for both EU and Switzerland (also taking the return journey via EU into consideration). The itinerary would contain 1 exit from UK, 2 transits to EU and 1 visit to Switzerland



#### ROUTE 1 - UK TO SWITZERLAND (BY ROAD)

1. Export 1 From UK
2. Open Transit 1 France
3. Close Transit 1 France
4. Import 1 into Switzerland
5. Re-export 1 from Switzerland
6. Open Transit 2 France
7. Close Transit 2 France
8. Re-import 1 into UK

**Total Vouchers Required = 1exit, 1visit, 2transit**

**Note: Switzerland may also require Transits within its territory so total = 1, 1, 4**



When driving to an EU country via Switzerland (for example a visit to Italy) – Holder will need 1 exit from UK, 2 transits to EU, 2 transits for Switzerland and 1 visit to EU:



#### ROUTE 1 - UK TO ITALY (BY ROAD VIA CH)

1. Export 1 From UK
2. Open Transit 1 into France (or visit 1)
3. Close Transit 1 out of France (or visit 1)
4. Open Transit 2 into Switzerland
5. Close Transit 2 out of Switzerland
6. Import 1 (or 2) into Italy
7. Re-export 1 (or 2) from Italy
8. Open Transit 3 into Switzerland
9. Close Transit 3 out of Switzerland
10. Open Transit 4 (or visit 3) into France
11. Close Transit 4 (or visit 3) out of France
12. Re-import 1 into UK

**Total Vouchers Required = 1exit, 1(3)visit, 4transit**

When performing a commercial activity in various EU countries (without passing through Switzerland) – Holder will need 1 exit from UK and 1 visit to EU (transits are not required as the itinerary includes EU only – EU counts as one Customs territory):



#### ROUTE 1 - UK TO FR, IT, AT, DE, BE (BY ROAD)

1. Export 1 From UK
2. Import 1 into France
3. Re-export 1 from Belgium
4. Re-import 1 into UK


**Total Vouchers Required = 1exit, 1visit, 0transit**

**Note: EU counts as one country, therefore, 1 set of visits only required. If route included passing through Switzerland, we would need additional Transits so 1, 1, 2**

## 10. THINGS WE NEED TO KNOW BEFORE ISSUING CARNET – WORK OUT THE SECURITY

The issuing Chamber fixes the amount of security required using the [Security Rate Chart](#) on the basis of the highest rate of duties and taxes applicable to the goods in any country of temporary admission and transit, if applicable. This is inclusive of a possible 10% penalty, as laid down by the International ATA Carnet Convention.

Chambers can also use the [Security Calculator](#) to calculate the required security amount:


**CSS Quote**

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<p>This is the start of the quote

Value of Goods	£1,000.00
Description	Machinery (non electrical)
Countries	SWITZERLAND
Duration	2 Months
Security	£250.00

The security, to the nearest pound, must be given in one of the following ways:

### 1. CASH or BANKERS DRAFT

Holder deposits the FULL amount of security with the Chamber. This is held on the account until the Carnet has been discharged.

Chambers are advised to request bank account details for security refund at the application stage to keep things simple. Finance team must keep a log of any refunded deposits in case the Holder queries anything at a later date

### 2. BANK (OR INSURANCE COMPANY) SPECIFIC GUARANTEE

Guarantee must be processed using the Bank / Insurance Guarantee Form. Insurer MUST meet the criteria at the top of the form

\*Banks that we can currently accept guarantees from are: Bank of Scotland plc, Barclays Bank plc, HSBC Bank plc, Lloyds TSB Bank plc, Santander UK plc, Standard Chartered Bank, The Royal Bank of Scotland plc

Insurance companies must provide a letter stating that they understand and accept the on-demand nature of the guarantee (as per Circular 21)

Company stated on the Guarantee Form must be the same as the company stated in Box A of the Carnet

### **3. BANK (OR INSURANCE COMPANY) CONTINUING GUARANTEE**

By arrangement, major users of Carnets may provide a Continuing Guarantee issued by banks or insurance companies satisfying the criteria at the top of the form. Unlike a specific guarantee which covers a single Carnet only, the continuing guarantee covers a series of Carnets. Continuing Guarantees are averaged at 40% (i.e. we don't have to use the Security Rate Chart to calculate security)

Chambers must have adequate administrative procedures in place to ensure that the Holder doesn't exceed the total Guarantee Amount

Once a Carnet is returned for checking and found to be in order for discharge, the security amount is deducted from the outstanding running total. When a Carnet is returned for checking and is not discharged, the document value cannot be deducted from the outstanding running total until regularisation has taken place. This may result in insufficient credit to cover a new Carnet for issue. In this case a specific guarantee will have to be generated unless Carnets can be returned and discharged which would bring the holder back into credit

Company stated on the Guarantee Form must be the same as the company stated in Box A of the Carnet

### **4. CARNET SECURITY SCHEME**

In this case the Carnet holder pays a non-refundable security fee and must complete a CSS proposal form. The Security Fees are set by the insurer and each Chamber will have its own arrangements in terms of operating the scheme.

Chambers are strongly advised to implement internal procedures for high value Carnets covered by CSS to ensure credit checks have been carried out on the company and that the Carnet can be monitored to minimize risks to the issuing Chamber.

When using CSS, the holder is still liable for payment of any duties and taxes to the foreign Customs if the Carnet is misused abroad

## 11. 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 no 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, 2 halters...."

### **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](mailto: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 Musicians' 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.

Chambers must apply extra caution when dealing with unknown individuals or companies moving high value vehicles and should consider requesting bank guarantee or deposit for their first Carnet(s).

**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:

CARNET A.T.A.		LISTE GÉNÉRALE/GENERAL LIST				A.T.A. CARNET
N° d'ordre/ Item No	Désignation commerciale des marchandises et, le cas échéant, marques et numéros/ Trade description of goods and marks and numbers, if any	Nombre de pièces/ Number of pieces	Poids ou volume/ Weight or Volume	Valeur*/ Value*	Pays d'origine**/ Country of origine**	Réserve à la douane/ For Customs Use Marques d'identification/ Identification marks
1	2	3	4	5	6	7
1/2	Camera Canon EOS-1 s/n. 1234, 3456	2	1 kg	£5,000	MY	
3/5	Canon lens 80-200mm s/n. 65670, 24315, 65440	3	3 kg	£3,000	JP	
6	Acoustic guitar, Yamaha F310, s/n 12345	1	1 kg	£6,125	JP	
7	Drum kit, Pearl Reference P20" containing: Bass Drum, Rack Tom 1 + 2, Floor Tom	1	1 kg	£4,125	CN	
8/11	Tripods for camera, <u>Sachler (nsn)</u>	4	12 kg	£8,250	DE	
12/13	Battery charger, BASF, s/n. 88777, 888767	2	4 kg	£2,000	DE	
14	NEXT black silk cocktail dress. Size 12	1	1 kg	£250	FR	
15/16	Video screens (nsn) 400x255cm	2	95 kg	£150,000	TW	
17/26	RCA to Phono <u>Connectors</u> , s/n. 1 to 10	10	0.5 kg	£20,000	TW	
27	Emerald and Diamond bracelet. 9ct yellow gold, D: 4.6ct, E: 6ct.	1	200 g	£2,250	IN	
28	Tool kit (20 pieces)	1	5 kg	£250	CN	
29/30	Microphone beams, AK-49, s/n Q98765, Q98555	2	4 kg	£10,000	RU	
31	Dell PC comprising: System unit s/n x11234 (£400) Monitor HP L1906 s/n 12345 (£150) Keyboard HP SK-2880 s/n B554754x (£20)	1	10kg	£570	IE	
1/31	<b>Two hundred and eleven thousand, eight hundred and twenty pounds sterling</b>	31	137.70 kg	£211,820		

## 12. ISSUING A CARNET – CARNET SECURITY FORM

The Issuing Chamber is obliged to ensure that each Carnet issued is backed up by an appropriate guarantee to protect itself and UK NGO against foreign Customs charges. Guarantee types are discussed in section 10. Depending on the guarantee used, the Issuing Chamber will have to hold the following on the Carnet file:

### Bankers Draft or Deposit

The file should contain a record of the deposit being received (bank account printout etc) and also details of where the deposit is to be returned once the Carnet has been discharged.

### Bank Guarantee Form Specific

[Click here for the template](#)

1. The bank or insurance company must meet the rating criteria at the top of the form (it is the Issuing Chamber's responsibility to establish whether the guarantor meets the criteria):

LONDON CHAMBER  
 COMMERCE AND INDUSTRY

CONNECT. INFLUENCE. SUPPORT.

## A.T.A. CARNET GUARANTEE (SPECIFIC)

To be completed by Guarantor

**Banks** must be on the Financial Conduct Authority List of Banks Incorporated in the United Kingdom (<https://register.fca.org.uk>) and meet the minimum rating requirements which are:

Fitch IBCA: Short term FI, Individual B, Legal 2. Moody's: Short term P-1, Financial strength B. Standard & Poor's: Short term A-1

**Insurance Companies**, including Syndicates at Lloyd's must be on the Financial Conduct Authority Register and authorized to carry out insurance activities (to check, visit website: <https://register.fca.org.uk/s/>), incorporated in the United Kingdom and meet the minimum rating requirements which are: Fitch IBCA: Short term FI, Claims-paying ability AA-. Moody's: Short term P-1, Financial strength Aa3. Standard & Poor's: Short term A-1, Financial Strength AA

2. Carnet Holder details in Box A of the Carnet must be identical to the guarantee form\*:

### A.T.A. CARNET GUARANTEE (SPECIFIC)

To be completed by Guarantor

\* Banks must be on the Financial Conduct Authority List of Banks Incorporated in the United Kingdom (<https://register.fca.org.uk>)

and meet the minimum rating requirements which are:

Fitch IBCA: Short term FI, Individual B, Legal 2. Moody's: Short term P-1, Financial strength B. Standard & Poor's: Short term A-1

\* Insurance companies must be authorised by the Financial Services Authority (to check, visit website: <https://register.fca.org.uk/s/>) and select FSA Register and enter Firm name), be incorporated in the United Kingdom and meet the minimum rating requirements which are: Fitch IBCA: Short term FI, Claims-paying ability AA-. Moody's: Short term P-1, Financial strength Aa3. Standard & Poor's: Short term A-1, Financial Strength AA

JANUARY 2021

(It is imperative that the Carnet Number is referred to in all future communications.  
 This is obtainable from your client)

To:-

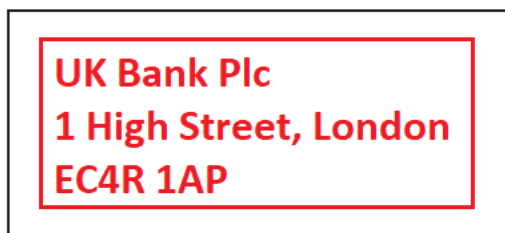
London Chamber of Commerce and Industry, 33 Queen Street, London EC4R 1AP.

In consideration of your issuing an A.T.A. Carnet to (insert name of firm): **UK EXPORTS LTD** in accordance with arrangements made under the Customs Convention regarding E.C.S. Carnets for Commercial Samples done at

Issuing Association Association émettrice		A.T.A. CARNET / CARNET A.T.A. FOR TEMPORARY ADMISSION OF GOODS POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES		INTERNATIONAL GUARANTEE CHAIN CHAÎNE DE GARANTIE INTERNATIONALE	
LONDON CHAMBER COMMERCE AND INDUSTRY		GB/LO		ICC WCF	
A.T.A. CARNET HOLDERS DETAILS	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réserve à l'association émettrice			
	UK EXPORTS LTD		b1 CARNET No. Carnet N°		
	B. REPRESENTED BY / Représenté par*		b2 NUMBER OF CONTINUATION SHEETS Nombre de feuilles supplémentaires:		
C. INTENDED USE OF GOODS / Utilisation prévue des marchandises		b3 ISSUED BY / Délivré par		LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
D. VALID UNTIL / Valable jusqu'à *		b4 VALID UNTIL / Valable jusqu'à *		year / année / month / mois / day (inclusive) / jour (inclus)	

\* Carnets can only be issued in the name of the company that is listed on the guarantee form.

3. The guarantee form must be stamped and signed by the guarantor (bank or insurance company) and the original form held on the issuing Chamber's files:



An official stamp showing name and address of Guarantor giving this guarantee to be placed here.

\*Date **30 /03 /2022**

\*Signed *David Smith*

\*PLEASE PRINT NAME, TITLE AND REFERENCE

**NAME OF THE AUTHORISED  
SIGNATORY FROM THE  
GUARANTEEING ENTITY**

Bank Guarantee Form can only be returned to the Bank **after** the Carnet has been discharged

CSS Form Specific (example of LCCI CSS form)

[Click here for the template](#)

Name of the company on the Security Form and in Box A of the Carnet must be identical

## 13. ISSUING A CARNET – CARNET APPLICATION FORM AND LETTERS OF AUTHORISATION

### Carnet Application Form and Undertaking

Application Form is a contract between the issuing Chamber and the Holder. By signing the Application Form the Holder confirms that the goods will be repatriated and that any duties will be paid to the Issuing Chamber if the Carnet is misused abroad

[Click here for the template](#)

Application Form must be signed by the Carnet Holder (if the Form is signed by the Agent of the Holder, then the Issuing Chamber **MUST** receive a Letter of Authorisation confirming that the Agent is authorised to sign the Undertaking on the Holder's behalf. In this case, the front page of the Application Form will show Holder's details and the reverse Agent (+ Agent's signature)

## Letters of Authorisation

There are two types of Letters of Authorisation that may be required when applying or using the Carnet:

### 1. Letter of Authority

This letter authorizes the agent to apply for Carnet and sign the Application Form. This letter **must** be kept on file whenever an agent applies on behalf of the Holder. Typical letter content would be as follows:

(THIS MUST BE TYPED ON YOUR COMPANY'S LETTERHEAD)

TO WHOM IT MAY CONCERN I / We.....(Name of Carnet Holder)

Of..... (Company name)

hereby appoint..... to be my / our Agent

for the purpose of applying for and signing ATA Carnet for our forthcoming

visit to ..... (insert countries)

issued by <ISSUING CHAMBER NAME>

under the appropriate International Convention.

Date:..... Signed:.....

Proprietor, Partner, Company Secretary, Director

### 2. Letter of Authorisation (POA)

This letter authorizes the agent to use the Carnet on behalf of the Holder. The typical content for this letter would be as follows:

(THIS MUST BE TYPED ON YOUR COMPANY'S LETTERHEAD)

## LETTER OF AUTHORISATION / POA

For the purposes of ATA Carnet clearance

I .....(Name of Carnet Holder)

Of..... (Company name)

hereby appoint..... to be my / our Agent

for the purpose of dealing with and signing ATA Carnet: <INSERT CARNET NUMBER>

issued by the: <INSERT CHAMBER NAME>

under the appropriate International Convention and guaranteed by the London Chamber of Commerce and Industry. The above agent is authorised to proceed, on our behalf, on all Customs clearance and Governmental procedures concerning our ATA Carnet shipment and to deliver to Customs any documents required in this connection.

Date:..... Signed:.....

Proprietor, Partner, Company Secretary, Director

## 14. ISSUING A CARNET – PUTTING THE CARNET TOGETHER

Carnet must contain correct number of forms to fit the intended itinerary. The forms will be as follows:

### Page 1 green Front Cover on top

It includes the official serial number, validity date and the original / wet date stamp and original signature of an authorised signatory of the issuing Chamber. The reverse side includes the list of goods covered by the Carnet.

If the space here is insufficient the reverse of all forms can either be left blank with General List sheets attached and over stamped with the Carnet number and Chamber ring stamp **or** continue printing on subsequent sheets

Front cover must show the countries the Carnet is valid for. This can be achieved as follows:

1. List the individual countries on the Front Cover

P. This Carnet may be used in the following countries / Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture: **EUROPEAN UNION - UNITED KINGDOM (GB) and:**

HONG KONG, CHINA (HK)  
JAPAN (JP)

● **THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE.**

(Remember to photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing.)

The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.

2. Cross out countries which are not applicable to the Carnet:

P. This carnet may be used in the following countries/ Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de couverture:

Austria (AT)	Algeria (DZ)	Lithuania (LT)
Belgium (BE)	Andorra (AD)	FYROM (MK)
Cyprus (CY)	Australia (AU)	Malaysia (MY)
Czech Republic (CZ)	Austria (AT)	Malta (MT)
Denmark (DK)	Belgium (BE)	Mauritius (MU)
Estonia (EE)	Bulgaria (BG)	Mongolia (MN)
Finland (FI)	Canada (CA)	Morocco (MA)
France (FR)	China (CN)	Netherlands (NL)
Germany (DE)	Côte d'Ivoire (CI)	New Zealand (NZ)
Greece (GR)	Croatia (HR)	Norway (NO)
Hungary (HU)	Cyprus (CY)	<b>Pakistan (PK)</b>
Ireland (IE)	Czech Republic (CZ)	Poland (PL)
Italy (IT)	Denmark (DK)	Portugal (PT)
Latvia (LV)	Estonia (EE)	Romania (RO)
Lithuania (LT)	Finland (FI)	Russia (RU)
Malta (MT)	France (FR)	Senegal (SN)
Netherlands (NL)	Germany (DE)	Serbia (CS)
Poland (PL)	Gibraltar (GI)	Singapore (SG)
Portugal (PT)	Greece (GR)	Slovak Republic (SK)
Slovak Republic (SK)	Hong Kong, China (HK)	Slovenia (SI)
Slovenia (SI)	Hungary (HU)	South Africa (SA)
Spain (ES)	Iceland (IS)	Spain (ES)
Sweden (SE)	India (IN)	Sri Lanka (LK)
United Kingdom (GB)	Ireland (IE)	Sweden (SE)
	Israel (IL)	Switzerland (CH)
	Italy (IT)	Thailand (TH)
	Japan (JP)	Tunisia (TN)
	Korea (KR)	Turkey (TR)
	Latvia (LV)	<b>United Kingdom (GB)</b>
	Lebanon (LB)	United States (US)

The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the

3. Mark countries individually (with alteration approved stamp + initials of the signatory):



**P. This Carnet may be used in the following countries/Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture:**

EUROPEAN UNION		THIRD COUNTRIES	
AUSTRIA (AT)	LITHUANIA (LT)	ALGERIA (DZ)	JAPAN (JP)
BELGIUM (BE)	LUXEMBOURG (LU)	ANDORRA (AD)	KOREA (KR)
BULGARIA (BG)	MALTA (MT)	AUSTRALIA (AU)	LEBANON (LB)
CYPRUS (CY)	NETHERLANDS (NL)	BELARUS (BY)	MACAO, CHINA (MO)
CZECH REPUBLIC (CZ)	POLAND (PL)	BOSNIA and HERZEGOVINA (BA)	MACEDONIA
DENMARK (DK)	PORTUGAL (PT)	CANADA (CA)	(Former Yugoslav Republic)
ESTONIA (EE)	ROMANIA (RO)	CHILE (CL)	(MK)
FINLAND (FI)	SLOVAKIA (SK)	CHINA (CN)	MALAYSIA (MY)
FRANCE (FR)	SLOVENIA (SI)	COTE D'IVOIRE (CI)	MAURITIUS (MU)
GERMANY (DE)	SPAIN (ES)	CROATIA (HR)	MEXICO (MX)
GREECE (GR)	SWEDEN (SE)	GIBRALTAR (GI)	MOLDOVA (MD)
HUNGARY (HU)	UNITED KINGDOM (GB)	HONG KONG (HK)	MONGOLIA (MN)
IRELAND (IE)		ICELAND (IS)	MONTENEGRO (ME)
ITALY (IT)		INDIA (IN)	MOROCCO (MA)
LATVIA (LV)		IRAN (IR)	NEW ZEALAND (NZ)
		ISRAEL (IL)	NORWAY (NO)
			PAKISTAN (PK)
			RUSSIA (RU)
			SENEGAL (SN)
			SERBIA (CS)
			SINGAPORE (SG)
			SOUTH AFRICA (ZA)
			SRI LANKA (LK)
			SWITZERLAND (CH)
			THAILAND (TH)
			TUNISIA (TN)
			TURKEY (TR)
			UKRAINE (UA)
			UNITED ARAB EMIRATES (AE)
			UNITED STATES OF AMERICA (US)

● **THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE.**  
 (Remember to photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing.)

● **THIS DOCUMENT MAY NOT BE USED FOR:-** perishable or consumable items; goods for processing or repair; postal traffic; goods to be hired out abroad for financial gain; the sale of goods abroad; and foreign goods temporarily imported into the UK under a Customs Temporary Importation Concession.

★ **IN ORDER TO AVOID INCONVENIENCE AND A POSSIBLE MONETARY CLAIM** make sure that you can meet the Customs time limit in box 2 of the grouped counterfoils according to the type of goods (commercial samples; exhibition/trade fair goods; or professional equipment) on pages 2,3 and 4, as it may be less than the overall validity period of one year.

## Page 2 grouped yellow Exportation / Re-importation Counterfoils

- a) Exportation Counterfoil This counterfoil must be completed, endorsed, stamped and signed by the HMRC on exit from the UK. It must be kept in the ATA Carnet together with the other grouped Counterfoils
- b) Re-importation Counterfoil This counterfoil must be completed, verified and endorsed by the HMRC upon return to UK. It must be kept in the ATA Carnet together with the other grouped Counterfoils

## Page 3 grouped white Importation / Re-exportation Counterfoils

- a) Importation Counterfoil This Counterfoil must be completed and verified by the foreign Customs at the entry point. It must be kept in the ATA Carnet together with the other grouped Counterfoils
- b) Re-exportation Counterfoil This Counterfoil must be completed and verified by the foreign Customs at the point of departure. It must be kept together with the other grouped Counterfoils

## Page 4 grouped blue Transit Counterfoils

Only included if transits are involved - or the destination includes Russia or Switzerland (2 pairs per visit)

- a) Transit counterfoil These Counterfoils are completed in pairs and verified by the

foreign Customs on entry and at the point of exit. It must remain in the ATA Carnet with the other grouped Counterfoils

**Exportation Voucher (exp)**

This Voucher is detachable and will be retained by the HMRC on exit from the UK

**Importation voucher (imp)**

This Voucher will be retained by the foreign Customs at the entry point to country of destination

**Re-exportation voucher (re-exp)**

This Voucher will be retained by the foreign Customs at the point of departure

**Transit vouchers (tra, tra)**

These Vouchers will be retained by the foreign Customs at the point of entry and departure

**Re-importation voucher (re-imp)**

This Voucher will be retained by the HMRC on return to UK

**Green Back Cover**

This forms the back cover of the ATA Carnet and contains details of all NGOs worldwide as well as the details of the Chamber that issued the Carnet

**Numbering of the forms**

Grouped counterfoils are pre-numbered and will cover 4 visits / transaction vouchers. If more than 4 visits are required on the Carnet then additional counterfoils must be included (i.e. 2 counterfoils for 5-8 visits, 3 counterfoils for 9-12 visits and so on).

**Note: each voucher must have a corresponding counterfoil i.e. numbering on vouchers and counterfoils must match (if we are issuing a Carnet for 8 visits then vouchers will be numbered 1-8. This means that we will also have to include 8 counterfoils in the Carnet)**



**EXP / RE-IMP No 1**

FOR USE BY CUSTOMS OF COUNTRY / CUSTOMS TERRITORY OF TEMPORARY EXPORTATION  
RESERVE A LA DOUANE DU PAYS / TERRITOIRE DOUANIER D'EXPORTATION TEMPORAIRE

ref: 06/2003/3192/10 - 2

**EXP / RE-IMP No 2**

FOR USE BY CUSTOMS OF COUNTRY / CUSTOMS TERRITORY OF TEMPORARY EXPORTATION  
RESERVE A LA DOUANE DU PAYS / TERRITOIRE DOUANIER D'EXPORTATION TEMPORAIRE

**A.T.A. CARNET / CARNET A.T.A. CARNET N**

E X P O R T A T I O N	E X P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>2. Final date for duty-free re-importation <i>Date limite pour la réimportation en franchise</i></p> <p>3. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>4. Customs Office <i>Bureau de douane</i></p> <p>5. Place <i>Lieu</i></p>

R E I M P O R T A T I O N	R E I M P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>which were temporarily exported under cover of exportation <i>expédiées temporairement sous couvert du (des) volet(s) d'exportation</i></p> <p>2. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>3. Customs Office <i>Bureau de douane</i></p> <p>4. Place <i>Lieu</i></p>

E X P O R T A T I O N	E X P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>2. Final date for duty-free re-importation <i>Date limite pour la réimportation en franchise</i></p> <p>3. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 2 <i>Souche No. / N°</i>		<p>4. Customs Office <i>Bureau de douane</i></p> <p>5. Place <i>Lieu</i></p>

R E I M P O R T A T I O N	R E I M P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>which were temporarily exported under cover of exportation <i>expédiées temporairement sous couvert du (des) volet(s) d'exportation</i></p> <p>2. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 2 <i>Souche No. / N°</i>		<p>3. Customs Office <i>Bureau de douane</i></p> <p>4. Place <i>Lieu</i></p>

\*If applicable / \*S'il y a lieu

**A.T.A. CARNET / CARNET A.T.A. CARNET N**

E X P O R T A T I O N	E X P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>2. Final date for duty-free re-importation <i>Date limite pour la réimportation en franchise</i></p> <p>3. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>4. Customs Office <i>Bureau de douane</i></p> <p>5. Place <i>Lieu</i></p>

R E I M P O R T A T I O N	R E I M P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>which were temporarily exported under cover of exportation <i>expédiées temporairement sous couvert du (des) volet(s) d'exportation</i></p> <p>2. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>3. Customs Office <i>Bureau de douane</i></p> <p>4. Place <i>Lieu</i></p>

E X P O R T A T I O N	E X P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>2. Final date for duty-free re-importation <i>Date limite pour la réimportation en franchise</i></p> <p>3. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>4. Customs Office <i>Bureau de douane</i></p> <p>5. Place <i>Lieu</i></p>

R E I M P O R T A T I O N	R E I M P O R T A T I O N	<p>1. The goods described in the General List under Item No(s). <i>Les marchandises énumérées à la liste générale sous le(s) N°(s)</i></p> <p>which were temporarily exported under cover of exportation <i>expédiées temporairement sous couvert du (des) volet(s) d'exportation</i></p> <p>2. Other remarks* / <i>Autres mentions*</i></p>
Counterfoil 1 <i>Souche No. / N°</i>		<p>3. Customs Office <i>Bureau de douane</i></p> <p>4. Place <i>Lieu</i></p>

\*If applicable / \*S'il y a lieu

Each voucher must be numbered in pairs i.e. if you have two pairs of yellow they are numbered 1,1 and 2,2 (**NOT** 1, 2, 3 & 4). This number must appear in box G on the vouchers.

<b>E X P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b>
	GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	EXPORTATION VOUCHER No. <b>1</b> Volet d'exportation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	a) CARNET No. Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		c) VALID UNTIL / Valable jusqu'au ..... <b>2015</b> / <b>APR</b> / <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>E X P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b>
	GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	EXPORTATION VOUCHER No. <b>2</b> Volet d'exportation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	a) CARNET No. Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		c) VALID UNTIL / Valable jusqu'au ..... <b>2015</b> / <b>APR</b> / <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>I M P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b>
	GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	IMPORTATION VOUCHER No. <b>1</b> Volet d'importation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	a) CARNET No. Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		c) VALID UNTIL / Valable jusqu'au ..... <b>2015</b> / <b>APR</b> / <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>R E E X P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b>
	GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	RE-EXPORTATION VOUCHER No. <b>1</b> Volet de réexportation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	a) CARNET No. Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		c) VALID UNTIL / Valable jusqu'au ..... <b>2015</b> / <b>APR</b> / <b>09</b> ..... year month day (inclusive) année mois jour (inclus)



<b>I M P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	<b>G. FOR ISSUING ASSOCIATION USE / Réserve à l'association émettrice</b> IMPORTATION VOUCHER No. <b>2</b> Volet d'importation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	<b>a) CARNET No.</b> Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	<b>b) ISSUED BY / Délivré par</b> LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		<b>c) VALID UNTIL / Valable jusqu'au</b> ..... <b>2015</b> / ..... <b>APR</b> / ..... <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>R E E X P O R T A T I O N</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	<b>G. FOR ISSUING ASSOCIATION USE / Réserve à l'association émettrice</b> RE-EXPORTATION VOUCHER No. <b>2</b> Volet de réexportation N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	<b>a) CARNET No.</b> Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	<b>b) ISSUED BY / Délivré par</b> LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		<b>c) VALID UNTIL / Valable jusqu'au</b> ..... <b>2015</b> / ..... <b>APR</b> / ..... <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>T R A N S I T</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	<b>G. FOR ISSUING ASSOCIATION USE / Réserve à l'association émettrice</b> TRANSIT VOUCHER No. <b>1</b> Volet de transit N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	<b>a) CARNET No.</b> Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	<b>b) ISSUED BY / Délivré par</b> LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		<b>c) VALID UNTIL / Valable jusqu'au</b> ..... <b>2015</b> / ..... <b>APR</b> / ..... <b>09</b> ..... year month day (inclusive) année mois jour (inclus)

<b>T R A N S I T</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  GREAT BRITISH EXPORTS LTD 1 HIGH STREET LONDON AB1 2CD UNITED KINGDOM	<b>G. FOR ISSUING ASSOCIATION USE / Réserve à l'association émettrice</b> TRANSIT VOUCHER No. <b>1</b> Volet de transit N°: .....
	<b>B. REPRESENTED BY* / Représenté par*</b> JOHN DOE OR ANY AUTHORISED REPRESENTATIVE	<b>a) CARNET No.</b> Carnet N° <b>GB/LO</b> <b>01/20/33333</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> PROFESSIONAL EQUIPMENT INTERNATIONAL TRADE FAIR / EXHIBITION	<b>b) ISSUED BY / Délivré par</b> LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
		<b>c) VALID UNTIL / Valable jusqu'au</b> ..... <b>2015</b> / ..... <b>APR</b> / ..... <b>09</b> ..... year month day (inclusive) année mois jour (inclus)



<b>TRANSIT</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  <b>GREAT BRITISH EXPORTS LTD</b> <b>1 HIGH STREET</b> <b>LONDON AB1 2CD</b> <b>UNITED KINGDOM</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>TRANSIT VOUCHER No. 2</b> <b>Volet de transit N°:</b> .....
	<b>B. REPRESENTED BY* / Représenté par*</b> <b>JOHN DOE OR ANY AUTHORISED REPRESENTATIVE</b>	<b>a) CARNET No. GB/LO 01/20/33333</b>  <b>b) ISSUED BY / Délivré par</b> <b>LONDON CHAMBER OF COMMERCE AND INDUSTRY</b> <b>33 QUEEN STREET, LONDON EC4R 1AP</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> <b>PROFESSIONAL EQUIPMENT</b> <b>INTERNATIONAL TRADE FAIR / EXHIBITION</b>	<b>c) VALID UNTIL / Valable jusqu'au</b> <b>2015 / APR / 09</b> <small>year month day (inclusive)</small> <small>année mois jour (inclus)</small>

<b>TRANSIT</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  <b>GREAT BRITISH EXPORTS LTD</b> <b>1 HIGH STREET</b> <b>LONDON AB1 2CD</b> <b>UNITED KINGDOM</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>TRANSIT VOUCHER No. 2</b> <b>Volet de transit N°:</b> .....
	<b>B. REPRESENTED BY* / Représenté par*</b> <b>JOHN DOE OR ANY AUTHORISED REPRESENTATIVE</b>	<b>a) CARNET No. GB/LO 01/20/33333</b>  <b>b) ISSUED BY / Délivré par</b> <b>LONDON CHAMBER OF COMMERCE AND INDUSTRY</b> <b>33 QUEEN STREET, LONDON EC4R 1AP</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> <b>PROFESSIONAL EQUIPMENT</b> <b>INTERNATIONAL TRADE FAIR / EXHIBITION</b>	<b>c) VALID UNTIL / Valable jusqu'au</b> <b>2015 / APR / 09</b> <small>year month day (inclusive)</small> <small>année mois jour (inclus)</small>

<b>REIMPORTATION</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  <b>GREAT BRITISH EXPORTS LTD</b> <b>1 HIGH STREET</b> <b>LONDON AB1 2CD</b> <b>UNITED KINGDOM</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>RE-IMPORTATION VOUCHER No. 1</b> <b>Volet de réimportation N°:</b> .....
	<b>B. REPRESENTED BY* / Représenté par*</b> <b>JOHN DOE OR ANY AUTHORISED REPRESENTATIVE</b>	<b>a) CARNET No. GB/LO 01/20/33333</b>  <b>b) ISSUED BY / Délivré par</b> <b>LONDON CHAMBER OF COMMERCE AND INDUSTRY</b> <b>33 QUEEN STREET, LONDON EC4R 1AP</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> <b>PROFESSIONAL EQUIPMENT</b> <b>INTERNATIONAL TRADE FAIR / EXHIBITION</b>	<b>c) VALID UNTIL / Valable jusqu'au</b> <b>2015 / APR / 09</b> <small>year month day (inclusive)</small> <small>année mois jour (inclus)</small>

<b>REIMPORTATION</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b>  <b>GREAT BRITISH EXPORTS LTD</b> <b>1 HIGH STREET</b> <b>LONDON AB1 2CD</b> <b>UNITED KINGDOM</b>	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>RE-IMPORTATION VOUCHER No. 2</b> <b>Volet de réimportation N°:</b> .....
	<b>B. REPRESENTED BY* / Représenté par*</b> <b>JOHN DOE OR ANY AUTHORISED REPRESENTATIVE</b>	<b>a) CARNET No. GB/LO 01/20/33333</b>  <b>b) ISSUED BY / Délivré par</b> <b>LONDON CHAMBER OF COMMERCE AND INDUSTRY</b> <b>33 QUEEN STREET, LONDON EC4R 1AP</b>
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> <b>PROFESSIONAL EQUIPMENT</b> <b>INTERNATIONAL TRADE FAIR / EXHIBITION</b>	<b>c) VALID UNTIL / Valable jusqu'au</b> <b>2015 / APR / 09</b> <small>year month day (inclusive)</small> <small>année mois jour (inclus)</small>

[Click here for an example of a Carnet covering 2 exits, 2 visits and 2 transits](#)


## REMARKS

- (1) Chamber must ensure that sufficient Counterfoils and Vouchers are provided to cater for the intended itinerary – for example if the Holder is doing 5 visits to EU, then the Carnet will need to have 2 x Page 2 and 2 x Page 3 Counterfoils as well as 5 sets of yellow and white Vouchers. Each Counterfoil caters for 4 sets of transactions so we need to keep adding more Counterfoils to the Carnet as the exits, visits or transits go beyond 4, 8, 12 etc
- (2) Counterfoils remain on the Carnet and represent the audit trail of what transactions were endorsed by Customs
- (3) Vouchers are Customs Declarations and are, therefore, retained by Customs authorities
- (4) Blue transit forms should only be used when necessary (i.e. EU, Switzerland and Russia, Albania and former Yugoslav countries) as any misuse will result in payment of duties – even if the goods are eventually re-exported
- (5) The ATA Carnet is neither complete nor valid without the green Back Cover and green Front Cover which includes the official Carnet number, the period of validity, and the original / wet date stamp and original authorised signature of the Issuing Chamber
- (6) ATA Carnet can only be approved and signed by a signatory authorised by the LCCI

## 15. ISSUING A CARNET – STAMPING THE CARNET

### The issue date

The issue date appears on page 1 (green front cover) only, at bottom right where it states “Place and Date of Issue”. This date will be the actual date of issue. This same area must be endorsed with an original / wet Chamber date stamp and be signed by the Authorised Signatory

Country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.	
<b>H. CERTIFICATE BY CUSTOMS AT DEPARTURE</b> <i>Attestation de la douane, au départ</i>	<b>I. Signature of authorised official and Issuing Association Stamp / Signature du délégué et timbre de l'association émettrice</b>
a) Identification marks have been affixed as indicated in column 7 against the following items No(s). of the General List <i>Apposé les marques d'identification mentionnées dans la colonne 7 en regard du (des) numéro(s) d'ordre suivant(s) de la liste générale</i>	
b) <b>GOODS EXAMINED*</b> / <i>Vérifié les marchandises*</i> Yes / Oui                      No / Non	
c) <b>Registered under Reference No.*</b> <i>Enregistré sous le numéro*</i>	
<b>J. Place and Date of Issue (year/month/day)</b> <i>Lieu et date d'émission (année/mois/jour)</i>	



## The validity date

This date should be one year less a day from the issue and must appear in box (c) of all forms

Issuing Association / Association émettrice  
**LONDON CHAMBER OF COMMERCE & INDUSTRY**  
 33 Queen Street, London EC4R 1AP, United Kingdom

**A.T.A. CARNET / CARNET A.T.A.**  
**FOR TEMPORARY ADMISSION OF GOODS**  
**POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES**

**INTERNATIONAL GUARANTEE CHAIN**  
**CHAÎNE DE GARANTIE INTERNATIONALE**

**ICC WCF**

Under the guarantee of LCCI (Before completing the Carnet, read Notes on cover page 6 and du carnet à l'égard de la responsabilité de l'association émettrice)

**A. HOLDER AND ADDRESS / Titulaire et adresse**  
 Carnet Test Company Ltd  
 33 Queen Street  
 London EC4R 1AP  
 United Kingdom

**B. REPRESENTED BY / Représenté par**  
 Any Authorised Representative

**C. INTENDED USE OF GOODS / Utilisation prévue des marchandises**  
 Commercial Samples

**D. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice**  
**FRONT COVER / Couverture**

a) CARNET No. / Carnet N°: **1** GB/123456  
 Number of continuation sheets: 0

b) ISSUED BY / Délivré par  
 London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London, EC4R 1AP, United Kingdom

c) VALID UNTIL / Valable jusqu'au: **2** 2022 / 02 / 23  
 year / mois / day (inclusive) / jour (inclus)

**P. This Carnet may be used in the following countries / Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture: UNITED KINGDOM (GB) and: ALBANIA (AL)**

● THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE.  
 (Remettez le photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing)

The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.

**H. CERTIFICATE BY CUSTOMS AT DEPARTURE**  
 Attestation de la douane, au départ

a) Identification marks have been affixed as indicated in column 7 against the following items No(s), of the General List  
 Apposé les marques d'identification mentionnées dans la colonne 7 en regard du (des) numéro(s) d'ordre suivant(s) de la liste générale

b) GOODS EXAMINED\* / Vérifié les marchandises\*

**I. Signature of authorised official and Issuing Association stamp / Signature du délégué et de l'association émettrice**  
 Johnny the Admin  
 11 / 2 / 24  
 place and date of issue (year/month/day)

Carnet number:  
 1. Front Cover  
 2. Counterfoils  
 3. Vouchers

Validity Date  
 1. Front Cover  
 2. Vouchers

Chamber Stamp  
 Carnet Officer Signature  
 Issue Date

**A.T.A. CARNET / CARNET A.T.A.** CARNET No. / Carnet N°: **2** GB/123456

**EXPORTATION VOUCHER**

1. The goods described in the General List under item No(s) / Les marchandises énumérées à la liste générale sous le(s) No(s) / N°: \_\_\_\_\_ have been exported / ont été exportées

2. Final date for duty-free re-importation / Date limite pour la réimportation en franchise: year / mois / day / jour

3. Other remarks\* / Autres mentions\*

4. Customs Office / Bureau de douane: \_\_\_\_\_

5. Place / Lieu: \_\_\_\_\_

6. Date (year / month / day) / Date (année / mois / jour): \_\_\_\_\_

Signature and Stamp / Signature et timbre: \_\_\_\_\_

**A.T.A. CARNET** CARNET A.T.A.

**EXPORTATION**

**A. HOLDER AND ADDRESS / Titulaire et adresse**  
 Carnet Test Company Ltd  
 33 Queen Street  
 London EC4R 1AP  
 United Kingdom

**B. REPRESENTED BY / Représenté par**  
 Any Authorised Representative

**C. INTENDED USE OF GOODS / Utilisation prévue des marchandises**  
 Commercial Samples

**D. MEANS OF TRANSPORT\* / Moyens de transport\***

**E. PACKAGING DETAILS (Number, Kind, Marks, etc.)\***  
 Détail d'emballage (nombre, nature, marques, etc.)\*

**F. TEMPORARY EXPORTATION DECLARATION**  
 Déclaration d'exportation temporaire

**G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice**  
**EXPORTATION VOUCHER No. / Voucher d'exportation N°: 1**

a) CARNET No. / Carnet N°: **3** GB/123456

b) ISSUED BY / Délivré par  
 London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London, EC4R 1AP, United Kingdom

c) VALID UNTIL / Valable jusqu'au: **2** 2022 / 02 / 23  
 year / mois / day (inclusive) / jour (inclus)

**H. CLEARANCE ON EXPORTATION / Dédouanement à l'exportation**

a) The goods referred to in the above declaration have been exported / Les marchandises faisant l'objet de la déclaration ci-dessus ont été exportées

b) Final date for duty-free re-importation: / Date limite pour la réimportation en franchise: year / mois / day (inclusive) / jour (inclus)

c) This voucher must be forwarded to the Customs Office at: / Le présent volet devra être transmis au bureau de douane de: \*

## Authorised Chamber Ring Stamp

This must be stamped on each page of the General List on the reverse of the Front Cover. If the list is attached, then the Holder's copy must also be fully stamped.

A.T.A. CARNET		GENERAL LIST / LISTE GÉNÉRALE		CARNET A.T.A.		
Item No. N° d'ordre	Trade description of goods and marks and numbers, if any Désignation commerciale des marchandises, et, le cas échéant, marques et numéros	Number of Pieces Nombre de pièces	Weight or Volume Poids ou volume	Value* Valeur*	**Country of origin **Pays d'origine	For Customs Use / Réservé à la douane Identification marks / Marques d'identification
1	2	3	4	5	6	7
1	DIGITAL DISPLAY & PROCESSOR UNIT (DPU) - SERIAL No TOTL/0014/05	1	11 kg	6000.00	GB	
2	METSMAN TO DPU INTERFACE CABLE	1		400.00	GB	
3	DFU POWER CABLE	1		200.00	GB	
4	DFU TECHNICAL INFORMATION (DOCUMENT)	1		10.00	GB	
SIX THOUSAND SIX HUNDRED AND TEN POUNDS ONLY						
GOODS IN FREE CIRCULATION						
ITEMS 2-4 ARE NOT SERIALISED MANUFACTURER - LIMITED ALL THE ABOVE GOODS ARE PACKED INTO ONE/1 CARTON						



**For attached lists** - every page of the list must be ring stamped. The Carnet number is then stamped in the centre of the ring stamp. One set of the list must be attached to the reverse of the green cover and ring stamped over twice (with the Carnet number inside) where the list joins the green. The reverse of the green must carry the following clause "as per attached ... page list endorsed by ..... ". The front of the green must also indicate the number of sheets in box a) below the Carnet number.

Chambers can also use **Continuation Sheets** where the first page of the list is on the Front Cover / Vouchers and the rest of the list is printed as continuation. Each page must contain Carnet no and Chamber Stamp. **All Vouchers will have to contain complete list in this case.**

### EXAMPLE OF ATTACHED LIST

A.T.A. CARNET		GENERAL LIST / LISTE GÉNÉRALE			CARNET A.T.A.	
Item No. N° d'ordre	Trade description of goods and marks and numbers, if any Désignation commerciale des marchandises, et, le cas échéant, marques et numéros	Number of Pieces Nombre de pièces	Weight or Volume Poids ou volume	Value* Valeur *	**Country of origin ** Pays d'origine	For Customs Use / Réservé à la douane Identification marks / Marques d'identification
1	2	3	4	5	6	7
<p>As per attached 5 page list stamped by the London Chamber of Commerce and Industry</p>						

AUSTRALIA 2012

ITEM NO.	REF.NO	TRADE DESCRIPTION	No. of Items	Weight Gms	Value in £ sterling	Country of Origin
ALL THE FOLLOWING ITEMS ARE 18CT GOLD UNLESS STATED OTHERWISE						
ALL EARRINGS HALF PAIRS UNLESS SPECIFIED OTHERWISE.						
1	EM8324	White Gold Diamond Flower Earring D.O.85	1	2.4	61	Thailand
2	EM5611	White Gold Diamond Earring D.O.13	1	1.1	49	Thailand
3	A2316	White Gold Diamond Earring D.O.185	1	1.8	73	Thailand
4	EM9054	White Gold Diamond Earring D.O.16	1	1.8	71	Thailand
5	EM9053	White Gold Diamond Earring D.O.22	1	3.2	105	Thailand
6	EM6713	White Gold Diamond Earring D.O.43	1	1.2	200	Thailand
7	EM7194	White Gold Blue Topaz & Diamond Earring D.O.12BT 7.2.	1	2.1	68	Thailand
8	EM9058	White Gold Diamond & Pearl Earring D.O.11	1	1.1	60	Thailand
9	EM9052	White Gold Diamond Earring D.O.33	1	3.0	94	Thailand
10	EM8344A	White Gold Diamond Earring D.O.25	1	2.3	100	Thailand
11	SDZE1181	White Gold Diamond Earring D.O.29	1	1.5	54	Thailand
12	EM7691	White Gold Ruby&Diamond Earring.D.O.15 R.O.38	1	1.4	67	Thailand
13	EM8298	White Gold Smokey Quartz & Diamond Earring SK.2.42D.O.26	1	2.5	99	Thailand
14	UEO2264	Yellow Gold Yellow Quartz&Diamond EarringYQ.2.6D.O.14	1	1.6	70	Thailand
15	UEO2263	Yellow Gold Green Amethyst&Diamond Earring GA4.7D.O.16	1	1.8	79	Thailand

## 16. ISSUING A CARNET – SIGNING THE CARNET (+ CHECKLIST)

An authorised signatory is a Chamber member of staff who successfully completed the UKNATACO ATA Carnet Assessment Course. The UKNATACO keeps a register of all staff nationwide who are authorised to issue ATA Carnets in accordance with this Manual and who can sign the box I on the Carnet green front cover.

We recommend that authorised signatories should not be involved in the preparation of Carnets which they sign as this provides a checking mechanism.

In signing the Carnet we require that the following procedure is adhered to:

1. Check Carnet number against the record entry, application form and green front cover
2. Ensure that the company name is the same on all forms
3. The application form must be signed on the reverse of the application form (the undertaking) by an employee of the company. If it has been signed by an **agent** there must be a **letter of authority** from the company
4. The name of the person(s) using the Carnet must be the same on the voucher(s) as indicated on the application form
5. The itinerary must detail country(ies) in the Carnet scheme which is/are without provisos, and the requisite number of vouchers. **Green Front Cover must only show countries that the Holder applied for / provided security for.**
6. Ensure that the intended use of the goods is not a prohibited one (see 2.2)
7. All vouchers must have sections A, B and C printed and a list on the reverse either as continuation or as an attached list
8. Ensure the vouchers
  - are in the correct order
  - have the correct Carnet number and expiry date stamped onto every voucher
  - are numbered individually
9. Check that the security amount is correct and from a guarantor which meets the criteria
10. Once satisfied, sign the Carnet on the bottom right-hand side of the Green front Cover “signature of authorised official and stamp of the Issuing Body”



# ATA CARNET CHECKLIST

## WHERE ARE THE GOODS EXPORTED?

IF

Country is NOT on the Security Rate Chart (check UKNATACO webpage if territory)

or

Special country requirements on the reverse of the Security Rate Chart are NOT met

→ DO NOT ISSUE CARNET

## 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 UK (i.e. not in Free Circulation)

The exportation of unaccompanied goods, or by post

→ DO NOT ISSUE CARNET

## 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 exclusively as a means of transport

Equipment to be used for the exploitation of natural resources

→ DO NOT ISSUE CARNET

## THINGS TO BEAR IN MIND WHEN ISSUING THE CARNET

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

used for exit and re-import into the 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 Russia and Switzerland (CH + RU 3x pairs per exhibition; RU 2 pairs per PE, CS)

transiting through EU en-route to destination (for example driving through France en-route to Switzerland)

### 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 11 of ATA Carnet Manual
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 visits to Switzerland / Russia
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 - in pairs
6. Ensure that Issuing / Expiry dates are correct on the 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 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.
12. Ensure that the Carnet is double checked and original signature and stamp placed in Box I

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>

**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 Holder)**

## 17. ISSUING A CARNET – IMPORTANT NOTES

Important Notes must be stapled to the Front Cover of each Carnet to ensure the Holder knows what to do (i.e. sign box J, photocopy General List if applicable, use IBF to get the Carnet stamped etc).

Chamber staff should make every effort to familiarize the Holder with how Carnet should be used.

[Click here for the current format Important Notes](#)

## 18. ISSUING A CARNET – EXTRA VOUCHERS

Carnets are issued with a set number of Vouchers. These get used up every time Holder declares the goods to Customs. In some cases the Holder may require additional Vouchers to cater for additional visits or to effect a partial re-exportation, or a split consignment.

Things to bear in mind when issuing Extra Vouchers:

### Is the itinerary changing?

- New countries may have to be added to the Front Cover (Carnet needs to be returned to the issuing office for amendments to be endorsed)
- Do we need to take more security (if the new countries have higher rate)?

### How many Vouchers are required?

- Do we need to issue additional Counterfoils to cater for new Vouchers (Each Counterfoil accommodates 4 transactions)?

### How to issue Extra Vouchers?

- Holder must confirm the number of Vouchers required + itinerary (either via letter or Application Form)
- Vouchers must contain identical information to the Original Carnet (Boxes A, B, C, Carnet No, Validity Date, General List)
- Ensure that new Voucher numbering continues from the Original Carnet (i.e. if the Original Carnet was issued as 1,1,0 and we're adding another set of Whites and Yellows - then the Extra Vouchers will be numbered 2 (export2 + re-import2) and 2 (import2 + re-export2)

- If the Original Counterfoils do not cater for Extra Vouchers, then issue additional Counterfoils (and re-number Counterfoils if applicable (i.e. if the original Carnet was 4,4,0 and we're adding 1,1,0 – then the Carnet will require another Yellow and White Counterfoil (numbered 5-8).
- Ensure that the new Vouchers (and Counterfoils if applicable) are inserted into the Carnet in the correct order
- If we're adding a new country to the itinerary, ensure that this is also marked on the Front Cover (add the country name + iso code and stamp)

In the interest of good customer relations, Chambers may wish to waive the Extra Voucher fee if the reason for issuing these is due to Customs error

## 18. ISSUING A CARNET – REPLACEMENT CARNET (EXTENSION)

**Background.** The Istanbul Convention provides for the issue of a replacement ATA Carnet, where the temporary importation period will exceed the validity period of the original ATA Carnet. Each Carnet is valid for a year, therefore, the only way to extend the period of temporary admission would be to issue a new Carnet that takes over the liability from the original Carnet\*. This type of Carnet is called a Replacement Carnet.

### Following countries DO NOT need prior approvals for Replacement Carnets:

China, European Union, Hong Kong, Korea, Macao, Russia, Singapore, Switzerland, Turkey, Ukraine

**Following countries must be PRE-NOTIFIED that the Holder wishes to extend the stay (Holder must speak to the Customs where the goods were originally imported and obtain their consent for extension):**

Bahrain, Belarus, Chile, Pakistan, Qatar, Serbia, Sri Lanka, Thailand, Ukraine, UAE, Vietnam

### Following countries have set procedure for extending the period of temporary admission:

**Australia** - Complete [Form B257](#) and e-mail to VECCI [Carnet@victorianschamber.com.au](mailto:Carnet@victorianschamber.com.au) for approval before the original Carnet expires. Once you have obtained approval, forward a copy to your issuing Chamber in the UK and request a Replacement Carnet

**Canada** - Contact CBSA [CBSA Temporary Importations](#) with the details of the existing Carnet (Carnet no, expiry date, port of importation, reason for extension) and request approval for extension before the original Carnet expires. Replacement Carnet can be issued once the approval has been obtained.

**Mexico** - Replacement can be issued only if, at the time of requesting extension, the Carnet has less than six months of validity remaining. Once the Replacement has been issued in the UK and validated by the NCU, Holder will need to register the Replacement Carnet with Mexican Customs Authority [CANACO WEBPAGE](#)

**New Zealand** - The Holder must contact the UK Chamber that issued the original Carnet and provide the following details:

- ATA Carnet number + date of validity
- Reason for extension and estimated date of departure
- Name of the Customs office where the goods were imported

The UK issuing Chamber must then lodge a request for approval of the extension with the NZ [NGO](#)

**Norway** - Holders should email [Oslo Chamber of Commerce](#) a request for extension of temporary admission. The data to be communicated is as follows:

- ATA Carnet number
- The name of the Holder
- Date of validity
- Name of the Customs office where the goods were imported

Once the permission for Replacement has been received, the Holder should contact their issuing Chamber and request a Replacement Carnet

**Saudi Arabia** - Contact Saudi Customs before the Carnet expires to request approval for the Replacement Carnet. Customs Control Department, Email: [coc-temporary@zatca.gov.sa](mailto:coc-temporary@zatca.gov.sa) Tel.: 19993

**South Africa** - Contact SACCI ([samuelm@sacci.org.za](mailto:samuelm@sacci.org.za)) and request approval for Replacement to be issued before the original Carnet expires. Once you have obtained approval, contact your issuing Chamber in the UK and request a Replacement Carnet

### **Following countries DO NOT allow Replacement Carnets:**

India, Japan, Morocco, Taiwan and USA **do not** allow replacement Carnets. Goods must either be re-exported or diverted to a different Customs procedure (in case of goods being transferred to a different Customs procedure, the Re-exportation Counterfoil on the Carnet must be endorsed by host Customs to confirm that liability has been transferred to TIB. RGR will need to be claimed on return to UK).

\* Replacement Carnet **must** be issued and validated by the NCU ([atacarnetunit@hmrc.gov.uk](mailto:atacarnetunit@hmrc.gov.uk)) and presented to foreign Customs **before** the Original Carnet expires (Holder must present both the new and existing Carnet to host Customs to close the original Carnet and transfer liability to the Replacement

\*\*if the Replacement Carnet is issued after the Original Carnet expired, then the Validity will be year - day from the Expiry Date of the Original Carnet (Holder must obtain approval from the host Customs to confirm that the Replacement will be accepted after expiry of the original Carnet).

## Issuing a Replacement Carnet

- Replacement Carnet must be issued by the same Chamber that issued the Original Carnet
- Boxes A, B and C and General List on Replacement Carnet must be identical to the original Carnet
- Issue Date is today's date
- Validity Date is year less a day from the Issue Date\*\*
- New security is required
- Carnet Front Cover must be over stamped with "Replacement of ATA Carnet GB/ ....."

Issuing Association / Association émettrice <b>LONDON CHAMBER</b> COMMERCIAL ASSOCIATION CONNECT. INFLUENCE. SUPPORT.		<b>A.T.A. CARNET / CARNET A.T.A.</b> <b>FOR TEMPORARY ADMISSION OF GOODS</b> <b>POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES</b> CUSTOMS CONVENTION ON THE A.T.A. CARNET FOR THE TEMPORARY ADMISSION OF GOODS CONVENTION DOUANIÈRE SUR LE CARNET A.T.A. POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES CONVENTION ON TEMPORARY ADMISSION / CONVENTION RELATIVE À L'ADMISSION TEMPORAIRE		INTERNATIONAL GUARANTEE CHAIN CHAÎNE DE GARANTIE INTERNATIONALE <b>ICC WCF</b>																																
<b>ATA CARNET</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b> Carnet Test Company Ltd 33 Queen Street London EC4R 1AP United Kingdom	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>FRONT COVER / Couverture</b>																																		
	<b>B. REPRESENTED BY* / Représenté par*</b> John Smith or Any Authorised Representative	a) <b>CARNET No.</b> Carnet N° <b>GB/Digitest15</b> Number of continuation sheets: 0 Nombre de feuilles supplémentaires: 0																																		
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> Commercial Samples	b) <b>ISSUED BY / Délivré par</b> London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London, EC4R 1AP, United Kingdom																																		
		c) <b>VALID UNTIL / Valable jusqu'au</b> 2023 / 04 / 18 year / month / day (inclusive) année / mois / jour (inclus)																																		
<p>P. This Carnet may be used in the following countries / Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture: <b>UNITED KINGDOM (GB) and:</b></p> <table border="0"> <tr> <td>AUSTRIA (AT)</td> <td>LITHUANIA (LT)</td> </tr> <tr> <td>BELGIUM (BE)</td> <td>MALTA (MT)</td> </tr> <tr> <td>BULGARIA (BG)</td> <td>NETHERLANDS (NL)</td> </tr> <tr> <td>CROATIA (HR)</td> <td>POLAND (PL)</td> </tr> <tr> <td>CYPRUS (CY)</td> <td>PORTUGAL (PT)</td> </tr> <tr> <td>CZECH REPUBLIC (CZ)</td> <td>ROMANIA (RO)</td> </tr> <tr> <td>DENMARK (DK)</td> <td>SLOVAKIA (SK)</td> </tr> <tr> <td>ESTONIA (EE)</td> <td>SLOVENIA (SI)</td> </tr> <tr> <td>FINLAND (FI)</td> <td>SPAIN (ES)</td> </tr> <tr> <td>FRANCE (FR)</td> <td>SWEDEN (SE)</td> </tr> <tr> <td>GERMANY (DE)</td> <td></td> </tr> <tr> <td>GREECE (GR)</td> <td></td> </tr> <tr> <td>HUNGARY (HU)</td> <td></td> </tr> <tr> <td>IRELAND (IE)</td> <td></td> </tr> <tr> <td>ITALY (IT)</td> <td></td> </tr> <tr> <td>LATVIA (LV)</td> <td></td> </tr> </table>					AUSTRIA (AT)	LITHUANIA (LT)	BELGIUM (BE)	MALTA (MT)	BULGARIA (BG)	NETHERLANDS (NL)	CROATIA (HR)	POLAND (PL)	CYPRUS (CY)	PORTUGAL (PT)	CZECH REPUBLIC (CZ)	ROMANIA (RO)	DENMARK (DK)	SLOVAKIA (SK)	ESTONIA (EE)	SLOVENIA (SI)	FINLAND (FI)	SPAIN (ES)	FRANCE (FR)	SWEDEN (SE)	GERMANY (DE)		GREECE (GR)		HUNGARY (HU)		IRELAND (IE)		ITALY (IT)		LATVIA (LV)	
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<p>● <b>THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE.</b> (Remember to photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing.)</p> <p>The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.</p>																																				
<b>H. CERTIFICATE BY CUSTOMS AT DEPARTURE</b> Attestation de la douane, au départ		<b>I. Signature of authorised official and Issuing Association stamp / Signature du délégué et timbre de l'association émettrice</b>																																		
a) Identification marks have been affixed as indicated in column 7 against the following items No(s). of the General List Apposé les marques d'identification mentionnées dans la colonne 7 en regard du (des) numéro(s) d'ordre suivant(s) de la liste générale		2022 / 4 / 19 Place and Date of Issue (year/month/day) Lieu et date d'émission (année/mois/jour)																																		
b) <b>GOODS EXAMINED* / Vérifié les marchandises*</b> Yes / Oui No / Non		J.																																		
c) Registered under Reference No.* Enregistré sous le numéro*																																				
d) / /																																				
Customs Office Place Date (year/month/day) Signature and Stamp Bureau de douane Lieu Date (année/mois/jour) Signature et timbre		X Signature of Holder / Signature du titulaire																																		

REPLACEMENT OF ATA CARNET GB/DIGITEST15

**BOXES A, B, C AND GENERAL LIST STAY THE SAME. NEW VALIDITY + ISSUE DATE AND CARNET NO.**

## How are Replacement Carnets Handled by the Holder and Customs

Both original and replacement Carnets must be presented to relevant foreign Customs where the goods and original Carnet are located for processing.

The original Carnet should have the re-export counterfoil completed to confirm that it has been discharged by the foreign Customs. Replacement Carnet should have the importation counterfoil completed to confirm that the liability has been transferred from the original Carnet. The original Carnet **must** then be returned to the Issuing Chamber.

RE-EXPORTATION VOUCHER FROM THE ORIGINAL CARNET		IMPORTATION VOUCHER FROM THE REPLACEMENT CARNET	
<p><b>F. RE-EXPORTATION DECLARATION</b> Déclaration de réexportation</p> <p>I, duly authorised: / Je soussigné, dûment autorisé:</p> <p>a) declare that I am re-exporting the goods enumerated in the list overleaf and described in the General List under item No(s). / déclare réexporter les marchandises énumérées à la liste figurant au verso et reprises à la liste générale des marchandises sous No(s) N°</p> <p>b) declare that goods produced against the following item No(s) are not intended for re-exportation: / déclare que les marchandises non représentées et reprises sous No(s) N° ne sont pas destinées à la réexportation:</p> <p>c) declare that goods of the following item No(s), not produced, are not intended for re-exportation: / déclare que les marchandises non représentées et reprises sous No(s) N° ne sont pas destinées à la réexportation:</p> <p>d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet</p> <p>Place / Lieu: _____ Date (year / month / day) / _____</p> <p>Signature / Signature: _____</p> <p><b>HOST CUSTOMS STAMP + SIGNATURE</b></p> <p><b>CUSTOMS</b></p> <p><b>CARNET HOLDER</b></p>		<p><b>F. TEMPORARY IMPORTATION DECLARATION</b> Déclaration d'importation temporaire</p> <p>I, duly authorised: / Je soussigné, dûment autorisé:</p> <p>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). / déclare importer temporairement, dans les conditions prévues par les lois et règlements du pays / territoire d'importation, les marchandises énumérées à la liste figurant au verso et reprises à la liste générale des marchandises sous No(s) N°</p> <p>b) declare that the said goods are intended for use at / déclare que les marchandises sont destinées à être utilisées à: _____</p> <p>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 les délais fixés par le bureau de douane ou à régulariser leur situation selon les lois et règlements du pays / territoire d'importation</p> <p>d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet</p> <p>Place / Lieu: _____ Date (year / month / day) / _____</p> <p>Signature / Signature: _____</p> <p><b>HOST CUSTOMS STAMP + SIGNATURE</b></p> <p><b>CUSTOMS</b></p> <p><b>CARNET HOLDER</b></p>	

THIS IS HOW THE CARNET VOUCHERS ARE ENDORSED BY CUSTOMS AND HOLDER VOUCHERS ARE RETAINED BY HOST CUSTOMS

RE-EXPORTATION COUNTERFOIL FROM THE ORIGINAL CARNET		IMPORTATION COUNTERFOIL FROM THE REPLACEMENT CARNET	
<p>1 - XXXXXXXX</p> <p>2. Action taken in respect of goods produced but not re-exported: / Mesures prises à l'égard des marchandises représentées mais non réexportées: _____</p> <p>3. 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: _____</p> <p>4. Registered under reference No. / Enregistré sous le N°: _____</p> <p><b>CUSTOMS STAMP + SIGNATURE</b></p> <p><b>CUSTOMS</b></p>		<p>1 - XXXXXXXX</p> <p>2. First date for re-exportation / production to the Customs of goods: / Date limite pour la réexportation / la production à la douane, des marchandises: _____</p> <p>3. Registered under reference No. / Enregistré sous le N°: _____</p> <p>4. Other remarks: / Autres mentions: _____</p> <p><b>CUSTOMS STAMP + SIGNATURE</b></p> <p><b>CUSTOMS</b></p>	

THIS IS HOW CARNET COUNTERFOILS ARE ENDORSED BY CUSTOMS TO TRANSFER LIABILITY FROM THE ORIGINAL CARNET TO REPLACEMENT COUNTERFOILS STAY IN THE CARNET

## 19. ISSUING A CARNET – SUBSTITUTE CARNET (LOST CARNETS)

These are issued in the event of a Carnet being lost or stolen whilst still being valid.

- Substitute Carnet must be issued by the same Chamber that issued the Original Carnet
- Substitute Carnet must be identical to the Original Carnet (boxes A, B and C and General List)
- Issue Date and Validity Date must also be identical to the Original Carnet
- The Carnet number must be identical to the Original Carnet, however, **we must add an (s)** in brackets to the Carnet number



**FOR TEMPORARY ADMISSION OF GOODS**  
**POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES**

 CUSTOMS CONVENTION ON THE A.T.A. CARNET FOR THE TEMPORARY ADMISSION OF GOODS  
 CONVENTION DOUANIÈRE SUR LE CARNET A.T.A. POUR L'ADMISSION TEMPORAIRE DES MARCHANDISES  
 CONVENTION ON TEMPORARY ADMISSION / CONVENTION RELATIVE À L'ADMISSION TEMPORAIRE


Under the guarantee of LCCI (Before completing the Carnet, read Notes on cover page 5/ Avant de remplir le carnet, lire la notice en page 5 de la couverture)

<b>ATA CARNET</b>	<b>A. HOLDER AND ADDRESS / Titulaire et adresse</b> Davor's Test Company Ltd 33 Queen Street Landan Tawn EC4R 1AP United Kingdom	<b>G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice</b> <b>FRONT COVER / Couverture</b>
	<b>B. REPRESENTED BY* / Représenté par*</b> Johnny Any Authorised Representative	<b>a) CARNET No.</b> Carnet N° <span style="border: 1px solid black; padding: 2px;">GB/JIRA148(S)</span> <b>Number of continuation sheets:</b> 0 Nombre de feuilles supplémentaires: .....
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> Commercial Samples	<b>b) ISSUED BY / Délivré par</b> London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London, EC4R 1AP, United Kingdom
	<b>c) VALID UNTIL / Valable jusqu'au</b> <div style="display: flex; justify-content: space-around;"> <span>2021 / 10 / 13</span> </div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>year / année</span> <span>month / mois</span> <span>day (inclusive) / jour (inclus)</span> </div>	
<p><b>P. This Carnet may be used in the following countries / Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture: UNITED KINGDOM (GB) and:</b></p> <p>JAPAN (JP)</p> <div style="text-align: center; padding: 20px;"> <p><b>ALL INFORMATION ON THE SUBSTITUTE CARNET IS IDENTICAL TO ORIGINAL CARNET (INCLUDING CARNET NO, ISSUE DATE AND VALIDITY DATE).</b></p> <p><b>THE ONLY DIFFERENCE IS ADDING AN (S) AFTER CARNET NO</b></p> </div> <p>● <b>THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE.</b>          (Remember to photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing.)</p> <p>The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.</p>		
<b>H. CERTIFICATE BY CUSTOMS AT DEPARTURE</b> Attestation de la douane, au départ		<b>I. Signature of authorised official and Issuing Association stamp / Signature du délégué et timbre de l'association émettrice</b>
<b>a) Identification marks have been affixed as indicated in column 7 against the following items No(s). of the General List</b> Apposé les marques d'identification mentionnées dans la colonne 7 en regard du (des) numéro(s) d'ordre suivant(s) de la liste générale ..... .....		2020 / 10 / 14 <b>Place and Date of Issue (year/month/day)</b>
<b>b) GOODS EXAMINED* / Vérifié les marchandises*</b>		

Substitute Carnet must be validated by the NCU before sent abroad (03000 579 060; [atacarnetunit@hmrc.gov.uk](mailto:atacarnetunit@hmrc.gov.uk)). Current procedure is for the Holder to email the NCU and then post the Carnet over to be validated

We would also suggest stamping the Green Front Cover with either "Duplicate" or "Substitute" to indicate that this is a duplicate Carnet. Another option would be to enclose a cover letter with the Carnet confirming that the original has been lost and this document replaces it.

## 20. CARNET DISCHARGE – CHECKING THE CARNET AFTER BEING USED ([CLICK FOR VIDEO](#))

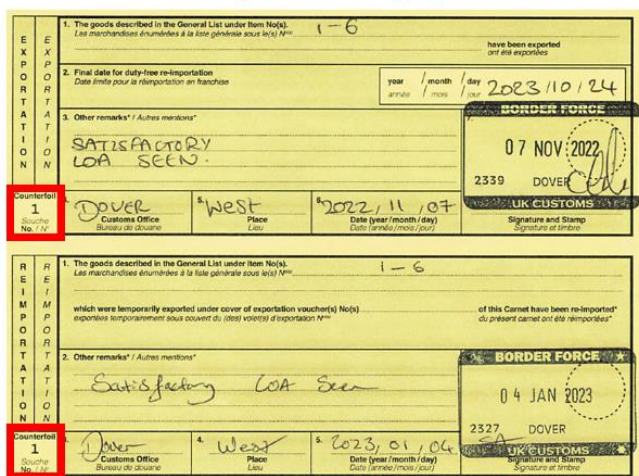
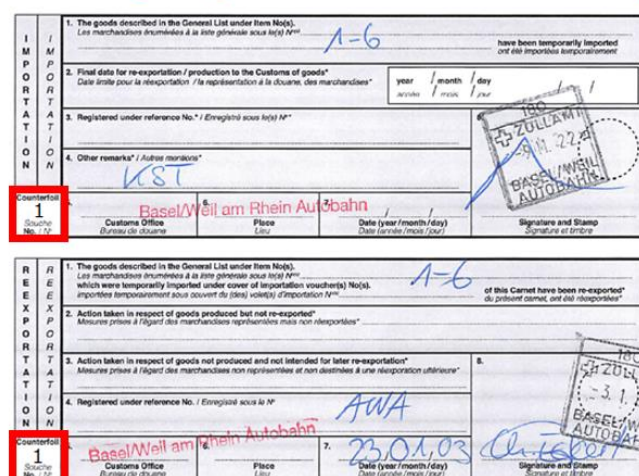
All returned Carnets must be checked to establish whether there is any potential liability to the Issuing Chamber, Holder and the NGO. Having checked the Carnet, the Chamber must decide on whether to discharge (close) the file or to take remedial action to mitigate exposure to foreign Customs.

Once the Carnet is returned, we must check the following:

1. There are no Vouchers missing from the Carnet

If Carnet was issued for multiple visits and the Holder makes one trip only, then the Vouchers numbered two onwards should still remain in the Carnet

**In case of missing Voucher(s), the Carnet can be discharged against a Letter of Indemnity**

2. No additions or alterations have been made to the General List (and that the master list on the reverse of the Green Front Cover has not been removed)

Chamber must check the General List for any annotations or amendments

- Amendments must be endorsed by Customs

**Leave file open for 33 months if amendments have not been endorsed by Customs**

- If an attached list is used, then the master list must still be attached to the Front Cover

**Ask for a Letter of Indemnity for a missing master list**

Item No. N° d'ordre	Trade description of goods and marks and numbers, if any Designation commerciale des marchandises, et, en cas d'absence, marques et numéros	Number of Pieces Nombre de pièces	Weight or Volume Poids ou volume	Value** Valeur**	Country of origin Pays d'origine	For Customs Use / Internal à l'usage de l'administration
33	SMU-2 Download Unit incl. USB3.0 Cable P904623 S/N 91-0147	1		525.00	DE	
34-35	Drive Carrier DR1560i SSD S/N: 91-0106,350 S/N: 91-0103	2		2608.31	DE	
36	IGI Certified SSD for SMU-2, 480GB P905820 S/N: 91-0103, 480GB	1		525.00	DE	
37	SMU-2 Download Unit incl. USB3.0 Cable P904623 S/N 91-0147	1		525.00	DE	
38	CCMS-9 Flight Guidance Primary Screen S/N: 91-1019	1		19195.00	DE	
39	CCMS-9 MISSION CARD 16GB S/N: T08T048 installed in S/n:91-1019	1		41.98	DE	
40	CCMS-9 - Pilot/Secondary S/N: 91-1020	1		4038.90	DE	
41	PeliCase 4 TV19.1" V2 IGIVision Terminal P905888 S/N 91-0103	1		3069.90	DE	
42	Power Adapter CF-LND1224A *Cable USB 3 to Gigabit-Ethernet LAN adapter (cable)	1		35.00	DE	
43		1		20.00	DE	
	FLIGHTCASE#2		50.000			
44	Data Rack Fitted with * 16GB Data Recorder 1560i 4x 745GB P91-50401P905594 S/N 91-0102	1		23571.00	DE	
45	SMU-2 Sensor Management Unit P904759 S/N 91-0171	1		12125.14	DE	
46	SMU Connect XT Connection Unit for CCMS-9 and AEROcontrol P9041333 S/N: 91-0163	1		2100.59	DE	
47	Power Distribution Box P904348 S/N 91-0116	1		986.93	DE	
48-49	DR560-RD Mounting Strip inc 4x shock mounts - 02808	2		281.98	DE	
50	SMU-Troy Typ 1 HT 1 P904293	1		267.72	DE	
	FOUR HUNDRED AND EIGHTY THOUSAND, FOUR HUNDRED AND NINETEEN POUNDS STERLING AND EIGHTY PENCE					



3. Carnet has only been used in countries that the Holder applied for

- Carnet must only be used in countries that the Holder applied for:

<b>CARNET</b>	<b>B. REPRESENTED BY* / Représenté par*</b> Any Authorised Representative	<b>b) ISSUED BY / Délivré par</b> London Chamber of Commerce and Industry (LCCI), 33 Queen Street, London, EC4R 1AP, United Kingdom	<b>IMPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-10	have been temporarily imported ont été importées temporairement	
	<b>C. INTENDED USE OF GOODS / Utilisation prévue des marchandises</b> Professional Equipment	<b>c) VALID UNTIL / Valable jusqu'au</b> 2022 / 05 / 11 year / month / day (inclusive) année / mois / jour (inclus)		2. Final date for re-exportation / production to the Customs of goods* Date limite pour la réexportation / la représentation à la douane, des marchandises* year / month / day 2022 / 05 / 11	3. Registered under reference No.* / Enregistré sous le(s) N°* AT/M/53/43/05/2021/3302	4. Other remarks* / Autres mentions*
	P. This Carnet may be used in the following countries / Customs territories under the guarantee of the associations listed on page four of the cover: / Ce carnet est valable dans les pays/territoires douaniers ci-après, sous la garantie des associations reprises en page quatre de la couverture: <b>UNITED KINGDOM (GB) and:</b>					
	<b>EUROPEAN UNION ( EU )</b>					
<p><b>IF THE CARNET WAS USED IN A COUNTRY NOT LISTED ON THE FRONT COVER – THEN THE CHAMBER MUST CHECK IF THEY ARE HOLDING SUFFICIENT SECURITY FOR THIS FILE</b></p> <p>• THIS DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE AFTER USE. (Remember to photocopy pages 2,3 and 4 for your own protection in the event of it subsequently going missing.)</p> <p>The holder of this Carnet and his representative will be held responsible for compliance with the laws and regulations of the country / Customs territory of departure and the countries / Customs territories of importation. / A charge pour le titulaire et son représentant de se conformer aux lois et règlements du pays / territoire douanier de départ et des pays / territoires douaniers d'importation.</p>			<b>5. Counterfoil 1</b> Souche No. / N° 1 Frankfurt am Main Zollamt Fracht-LCC Hahnstraße 68 - 70 60528 Frankfurt am Main Date (year / month / day) 2021 / 05 / 18 Signature and Stamp [Stamp: HAHNSTRASSE 68-70, 15.05.21, 96]			
			<b>REEXPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-10 which were temporarily imported under cover of importation voucher(s) No(s). Importées temporairement sous couvert du (des) volet(s) d'importation N°(s) 1 of this Carnet have been re-exported* du présent carnet ont été réexportées*		
			2. Action taken in respect of goods produced but not re-exported* Mesures prises à l'égard des marchandises représentées mais non réexportées*			
			3. 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*			
			4. Registered under reference No. / Enregistré sous le N° AT/M/53/43/05/2021/3302			
			<b>5. Counterfoil 1</b> Souche No. / N° 1 Frankfurt am Main Zollamt Fracht-LCC Date (year / month / day) 2021 / 06 / 16 Signature and Stamp [Stamp: ZOLLAMT, 15.06.21, 96]			

4. All items have been re-exported out of country of temporary importation (import and / or transit) within the time limit for re-exportation and returned to the UK within the validity of the Carnet

<b>EXPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-6	have been exported ont été exportées
	2. Final date for duty-free re-importation Date limite pour la réimportation en franchise year / month / day 2023 / 10 / 24	
	3. Other remarks* / Autres mentions* SATISFACTORY LOA SEEN	
	<b>4. Dover</b> Customs Office Bureau de douane	<b>West</b> Place Lieu
<b>UK CUSTOMS</b> Signature and Stamp [Stamp: 07 NOV 2022, 2339 DOVER]		
<b>REIMPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-6	which were temporarily exported under cover of exportation voucher(s) No(s). Exportées temporairement sous couvert du (des) volet(s) d'exportation N°(s) 1
	2. Other remarks* / Autres mentions* Satisfactory LOA Seen	
	<b>3. Dover</b> Customs Office Bureau de douane	<b>West</b> Place Lieu
	<b>2023 / 01 / 04</b> Date (year / month / day) Date (année / mois / jour)	
<b>UK CUSTOMS</b> Signature and Stamp [Stamp: 04 JAN 2023, 2327 DOVER]		

<b>IMPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-6	have been temporarily imported ont été importées temporairement
	2. Final date for re-exportation / production to the Customs of goods* Date limite pour la réexportation / la représentation à la douane, des marchandises* year / month / day	
	3. Registered under reference No.* / Enregistré sous le(s) N°* KST	
	4. Other remarks* / Autres mentions*	
<b>5. Basel/Weil am Rhein Autobahn</b> Customs Office Bureau de douane Date (year / month / day) 2021 / 05 / 18 Signature and Stamp [Stamp: BASEL/WEIL AM RHEIN AUTOBAHN, 15.05.21, 96]		
<b>REEXPORTATION</b>	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s) 1-6	which were temporarily imported under cover of importation voucher(s) No(s). Importées temporairement sous couvert du (des) volet(s) d'importation N°(s) 1
	2. Action taken in respect of goods produced but not re-exported* Mesures prises à l'égard des marchandises représentées mais non réexportées*	
	3. 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*	
	4. Registered under reference No. / Enregistré sous le N° AWA	
<b>5. Basel/Weil am Rhein Autobahn</b> Customs Office Bureau de douane Date (year / month / day) 23.01.03 Signature and Stamp [Stamp: BASEL/WEIL AM RHEIN AUTOBAHN, 23.01.23, 96]		

Carnets used after expiry cannot be discharged as the holder may be liable to pay duties and / or penalties (in the event of claim) due to late re-exportation.

5. All items declared for transit have been stamped in and out, within the time limit. Note that Russia and Switzerland usually endorse Both Transit Counterfoils; other countries only the 1<sup>st</sup> set:



Example of 1 Counterfoil set endorsement:

A.T.A. CARNET / CARNET A.T.A.		CARNET No. / Carnet N°	GB/LO	07/22/10896
TRANSIT	Clearance for transit / Dédouanement pour le transit 1. The goods described in the General List under Item No(s) 1-6 have been despatched in transit to the Customs Office at Zollamt Rheinfelden-Autobahn Les marchandises énumérées à la liste générale sous le(s) N° ont été expédiées en transit par le bureau de douane de Zollamt Rheinfelden-Autobahn 2. Final date for re-exportation/production to the Customs of goods* 23. Mai 2022 Date limite pour la réexportation/la représentation à la douane des marchandises* 3. Registered under reference No. 1000913076 Enregistré sous le N°			
	Customs Office Zollamt Rheinfelden-Autobahn Wambacher Straße 90 69126 Rheinfelden		Date (year/month/day) 23. Mai 2022 Date (année/mois/jour)	
	Place Zollamt Rheinfelden-Autobahn Wambacher Straße 90 69126 Rheinfelden		Signature and Stamp [Signature]	
	Certificate of discharge by the Customs Office of destination / Certificat de décharge du bureau de destination 1. The goods specified in paragraph 1 above have been re-exported/produced* Les marchandises visées au paragraphe 1 ci-dessus ont été réexportées/représentées* 2. Other remarks* / Autres mentions*			
Counterfoil 1 Souche No. / N°	3. BSC 17	4. 1000913076	5. 2014 05 129	6. [Signature]
Clearance for transit / Dédouanement pour le transit				

**IN**  
**Time Limit**  
**OUT**

Example of 2 Counterfoil set endorsement:

A.T.A. CARNET / CARNET A.T.A.		CARNET No. / Carnet N°	GB/LO	07/22/10896
TRANSIT	Clearance for transit / Dédouanement pour le transit 1. The goods described in the General List under Item No(s) 1-6 have been despatched in transit to the Customs Office at Zollamt Rheinfelden-Autobahn Les marchandises énumérées à la liste générale sous le(s) N° ont été expédiées en transit par le bureau de douane de Zollamt Rheinfelden-Autobahn 2. Final date for re-exportation/production to the Customs of goods* 23. Mai 2022 Date limite pour la réexportation/la représentation à la douane des marchandises* 3. Registered under reference No. 1000913076 Enregistré sous le N°			
	Customs Office Zollamt Rheinfelden-Autobahn Wambacher Straße 90 69126 Rheinfelden		Date (year/month/day) 23. Mai 2022 Date (année/mois/jour)	
	Place Zollamt Rheinfelden-Autobahn Wambacher Straße 90 69126 Rheinfelden		Signature and Stamp [Signature]	
	Certificate of discharge by the Customs Office of destination / Certificat de décharge du bureau de destination 1. The goods specified in paragraph 1 above have been re-exported/produced* Les marchandises visées au paragraphe 1 ci-dessus ont été réexportées/représentées* 2. Other remarks* / Autres mentions*			
Counterfoil 1 Souche No. / N°	3. BSC 17	4. 1000913076	5. 2014 05 129	6. [Signature]
Clearance for transit / Dédouanement pour le transit				

**TIME LIMIT** → **IN**  
**OUT**

## Correctly used Carnets

If the Carnet has been used correctly, instructions are written on the Carnet record to indicate either that the guarantee has been returned to the guarantor and that the Holder has been informed in writing. If the Holder provided cash as security then the deposit should be returned within a reasonable time. Carnet is discharged conditionally.



Example of a correctly used Carnet can be seen below:

Has the Front Cover been  
**Validated** by Border Force?



Did all **items** get re-imported into  
UK within **validity** of Carnet?



Did all **items** get re-exported from  
country of temporary import within  
**time-limit / validity**?



CERTIFICATE BY CUSTOMS AT DEPARTURE  
Activation de la douane au départ

1-6

07 NOV 2022

2339 DOVER

2022/11/07

1-6

2023/10/24

07 NOV 2022

2339 DOVER

2022/11/07

A-6

2023/10/24

07 NOV 2022

2339 DOVER

2022/11/07

Correctly Processed Transit Vouchers (both 1x1 and 2x2 Counterfoil endorsements are shown):

#### ATA CARNET TRANSIT STAMPING - 1 VOUCHER PER TRANSACTION

##### VOUCHER A

ATA CARNET

TRANSIT OPEN - VOUCHER IS ENDORSED AND SENT TO NCU

COUNTERFOIL "CLEARANCE FOR TRANSIT" IS ENDORSED

##### VOUCHER B

ATA CARNET

TRANSIT CLOSED - VOUCHER IS SENT TO NCU

COUNTERFOIL "CERTIFICATE OF DISCHARGE" IS ENDORSED

#### ATA CARNET STAMPING - 2 VOUCHERS PER TRANSACTION

##### VOUCHER A

ATA CARNET

TRANSIT OPEN - VOUCHER A AND VOUCHER B ARE ENDORSED. BOTH "CLEARANCE FOR TRANSIT" COUNTERFOIL SETS ARE ALSO ENDORSED.

VOUCHER A IS SENT TO NCU, VOUCHER B REMAINS IN THE CARNET.

##### VOUCHER B

ATA CARNET

TRANSIT CLOSED - VOUCHER B IS ENDORSED AND SENT TO NCU

COUNTERFOIL "CERTIFICATE OF DISCHARGE" IS ENDORSED ON BOTH COUNTERFOILS

## Discharge Letters

There are two types of discharge letters Chamber can send out:

### DIS1 Letter to Holder

<CHAMBER LOGO>



Discharge to Holder

71 Lydden Grove  
Holder Name and Address

Issuing Chamber:	Insert Chamber name
Carnet Number:	GB/xx/12345
Date of Expiry:	16/02/2011
Security Amount:	Insert security amount

Dear "insert salutation"

We acknowledge receipt of the above-mentioned Carnet. As this document appears to have been correctly used, a conditional discharge has been effected.

However, your attention is drawn to the signed conditions on the original application form, indicating your liability to reimburse this Chamber for any duty and taxes which may result from any future action taken by any relevant Customs Authority.

Subject to these conditions, therefore, we have today instructed our Accounts Department to refund your deposit of £179.52. If Bank Guarantee (specific) – sent your guarantee back to the guarantor for cancellation

If CSS (specific) – cancelled the security provided against this Carnet.

If CSS continuing or Bank continuing – adjusted your continuing guarantee

If deposit – today instructed our Accounts department to refund your deposit

Yours sincerely,

Export Documentation (Carnet Office)

Enquiries: [atacarnet@xxx.co.uk](mailto:atacarnet@xxx.co.uk)

Discharge Letter to the Guarantor (this is used when returning bank guarantee to the bank)

<CHAMBER LOGO>



**Bank name and address**

Letter of Discharge - guarantor

71 Lydden Grove

<b>Issuing Chamber:</b>	Insert Chamber name
<b>Date of Expiry:</b>	16/02/2011
<b>Carnet Number:</b>	GB/xx/12345
<b>Guarantee amount:</b>	Insert Bank Guarantee Amount
<b>Guarantor Reference:</b>	"Link to Guarantor reference field in bank Guarantee"

Dear sirs,

The attached guarantee is returned for your cancellation.

Please accept this letter as full discharge of your liability in respect of this particular Carnet. We confirm that your organization is released from liability in respect of the above guarantee and that we are placing no reliance upon this guarantee in the future.

Yours sincerely,

Export Documentation (Carnet Office)

Enquiries: [atacarnet@xx.co.uk](mailto:atacarnet@xx.co.uk)

### Misused Carnets

If the Carnet has been misused, according to the nature of the problem, letters must be sent to the holder explaining that there is no admissible proof on the Carnet to answer any potential foreign Customs claims. The letter must clearly explain what the problem is and how it can be rectified by either the holder themselves or Customs.

If the Holder has failed to obtain Foreign Customs re-exportation clearance but re-importation has been completed correctly in the UK, the evidence must be held on file (pending claim) and the Holder asked to pay Regularisation Fee(s). If countries involved are Bahrain, Thailand, UAE or Ukraine DO NOT offer Reg Fee option and leave the file open. If there is a problem with Transit Counterfoils – file must be kept open as the holder will most likely end up paying full amount of duty even of the goods were re-exported



Lost Carnets preclude clearance of the holder's liability for 33 months. It would be advisable for the holder to obtain a Certificate of Location from HMRC (tel: 03000 579 060, [atacarnetunit@hmrc.gov.uk](mailto:atacarnetunit@hmrc.gov.uk)) confirming re-importation within the validity period of the Carnet, in case a foreign Customs claim for non re-exportation is lodged.

**Note – in case of missing re-exportation or undischarged transit in Russia or Ukraine there will be two claims lodged by their Customs (1. Directly against the Holder for breaking Customs Law 2. Carnet Claim via the usual NGO channels. These two claims are independent of each other and can result in two separate payments)**

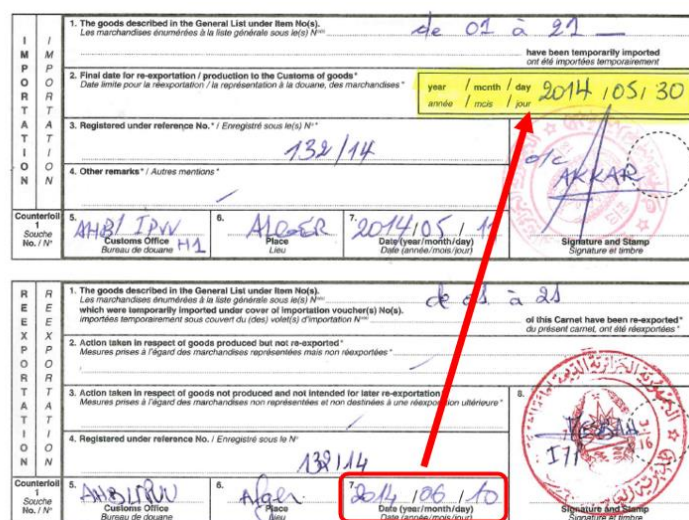
## Common scenarios:

### 1. Time Limit Exceeded:

#### Items NOT re-exported within the time limit

In this case the time limit was 30/5/2014 but the goods were re-exported on 10/6/2014

**File must stay open for 33 months as the Holder is likely to end up paying charges for overstaying**



The image shows two ATA Carnet forms. The top form is for 'IMPROTATION' (Importation) and the bottom form is for 'REEXPORTATION' (Re-exportation). Both forms are for the same goods, '132/14'. The top form has a time limit of 30/5/2014, and the bottom form has a date of 10/6/2014. A red arrow points from the time limit date on the top form to the date on the bottom form, indicating a discrepancy.

### 2. Re-exportation was not endorsed on exit from the country of temporary admission:

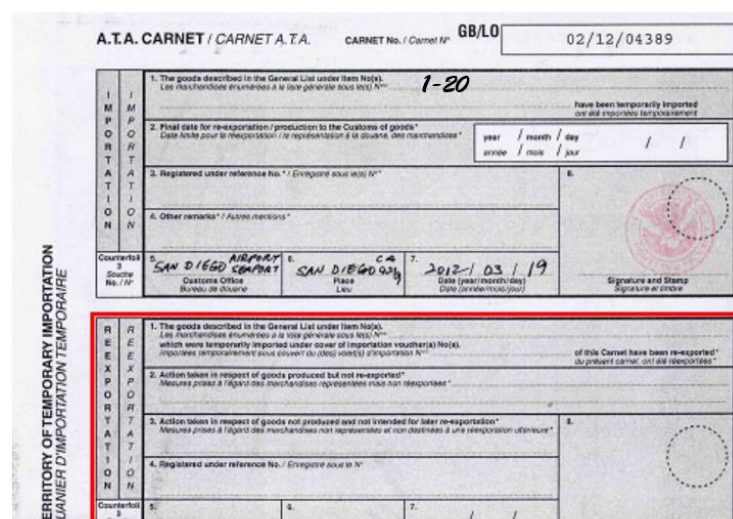
#### Items were NOT re-exported from the country of temporary importation

If Re-importation has been endorsed:

**Ask for a Regularisation Fee and Discharge the Carnet (leave open if countries involved are Bahrain, Thailand, Saudi Arabia, UAE or Ukraine as Customs will request charges)**

If Re-importation has NOT been endorsed:

**Ask for a Certificate of Location + the Regularisation Fee (leave open if countries involved are Bahrain, Thailand, Saudi Arabia, UAE or Ukraine as Customs will request charges)**



The image shows two ATA Carnet forms. The top form is for 'A.T.A. CARNET / CARNET A.T.A.' and the bottom form is for 'REEXPORTATION' (Re-exportation). Both forms are for the same goods, '1-20'. The top form has a date of 02/12/04389, and the bottom form has a date of 10/6/2014. A red arrow points from the date on the top form to the date on the bottom form, indicating a discrepancy.

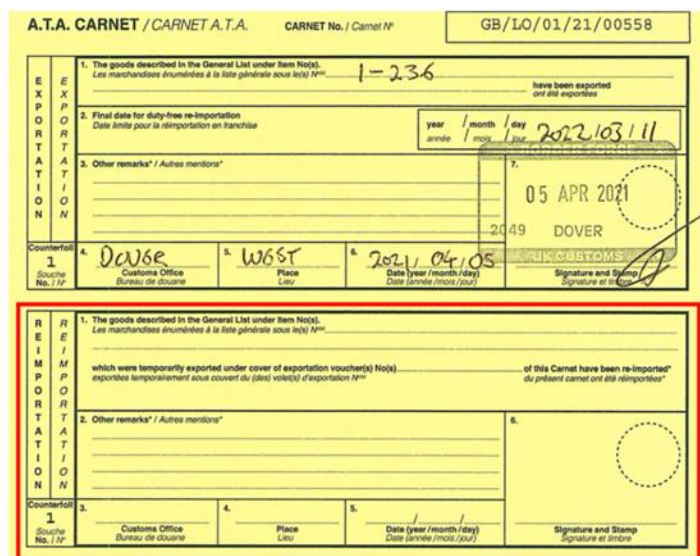
3. Carnet was not endorsed on return to UK

## Items were NOT re-imported into UK

Ask for a Certificate of Location

Certificate must be issued during validity of the Carnet. If not possible, then:

Certificate must confirm that the goods were re-imported within the validity of the Carnet or within the time limit for Re-exportation (if imposed)



4. Transit was not closed on exit from the country of transit:

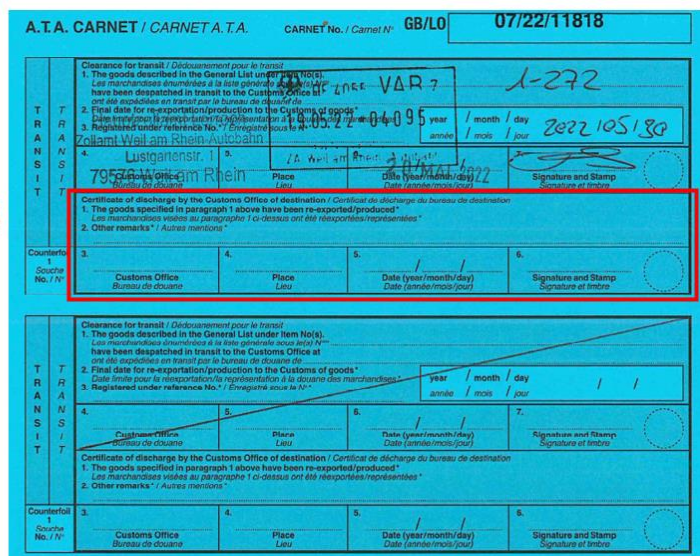
## Transit NOT closed

If Transit has NOT been closed:

Keep the file open (as duty may be charged)

If re-importation was not endorsed either, ask for a Certificate of Location

Undischarged transits may lead to full payment of duty even if the goods were re-exported or re-imported



## How to obtain a Certificate of Location

Holder must email the National Carnet Unit [atacarnetunit@hmrc.gov.uk](mailto:atacarnetunit@hmrc.gov.uk) with the following information:

- A Copy of the Green Front cover of the Carnet or a copy of one of the vouchers
- A contact name, address, and telephone number. The address of where the goods are located (inspection site for the goods)

- A copy of the General List
- Put COL in the subject line of the email

**Note 1:** The Certificate should be requested / issued before the Carnet expires. If the Carnet has already expired, applicant will need to present HMRC with proof of when the goods were re-imported into UK

**Note 2:** The Certificate must confirm the date of re-importation into UK (exact date is mandatory for Italy and Japan. For all other countries, confirmation that the goods were reimported before the Carnet expired may be sufficient). **To avoid rejection, Cert Loc should be issued whilst the Carnet is still valid!**

## 21. CARNETS THAT CANNOT BE DISCHARGED (LIABILITY EXPIRES AFTER 33 MONTHS)

If the Carnet cannot be discharged for whatever reason i.e.:

- there is a problem on it and the Holder fails to provide required proof / documentation
- the Carnet was never returned to the Chamber

The file must be left open for 33 months from the date of issue. Once this period lapses (**and there are no active claims against the Carnet**) the Chamber must send the Liability Expired Letter to the Holder:



### Holder name and address

Issuing Chamber:	Insert Chamber Name
Carnet Number:	GB/xx/12345
Date of Expiry:	16/02/2011
Security Amount:	Insert security amount

Dear {Salutation}

The <insert Chamber Name> Chamber of Commerce's period of liability to foreign customs in respect of the above mentioned Carnet has now lapsed. Under the circumstances we have {insert either}:

If Bank Guarantee (specific) – sent your guarantee back to the guarantor for cancellation

If CSS (specific) – cancelled the security provided against this Carnet.

If CSS continuing or Bank continuing – adjusted your continuing guarantee

If deposit – today instructed our Accounts department to refund your security deposit

Yours sincerely,  
 Export Documentation (Carnet Office)

**Note that Holder remains liable to foreign Customs even after the Chamber's liability has lapsed.**



## 22. CARNET CLAIMS – FOREIGN CUSTOMS CLAIMS AGAINST UK CARNETS ([CLICK FOR VIDEO](#))

LCCI as the NGO guarantees all Carnets issued in the UK. This means that all claims correspondence and payments to foreign NGO has to come via UKNATACO.

Foreign Customs will usually claim against a Carnet once it has expired (deadline for lodging a claim is 24 months from the date of issue). Each claim must be regularised within 6 months of being lodged, otherwise it will end up in charges. It is, therefore, essential that all claims are dealt with promptly and that Chambers keep a log of all correspondence with the Holder.

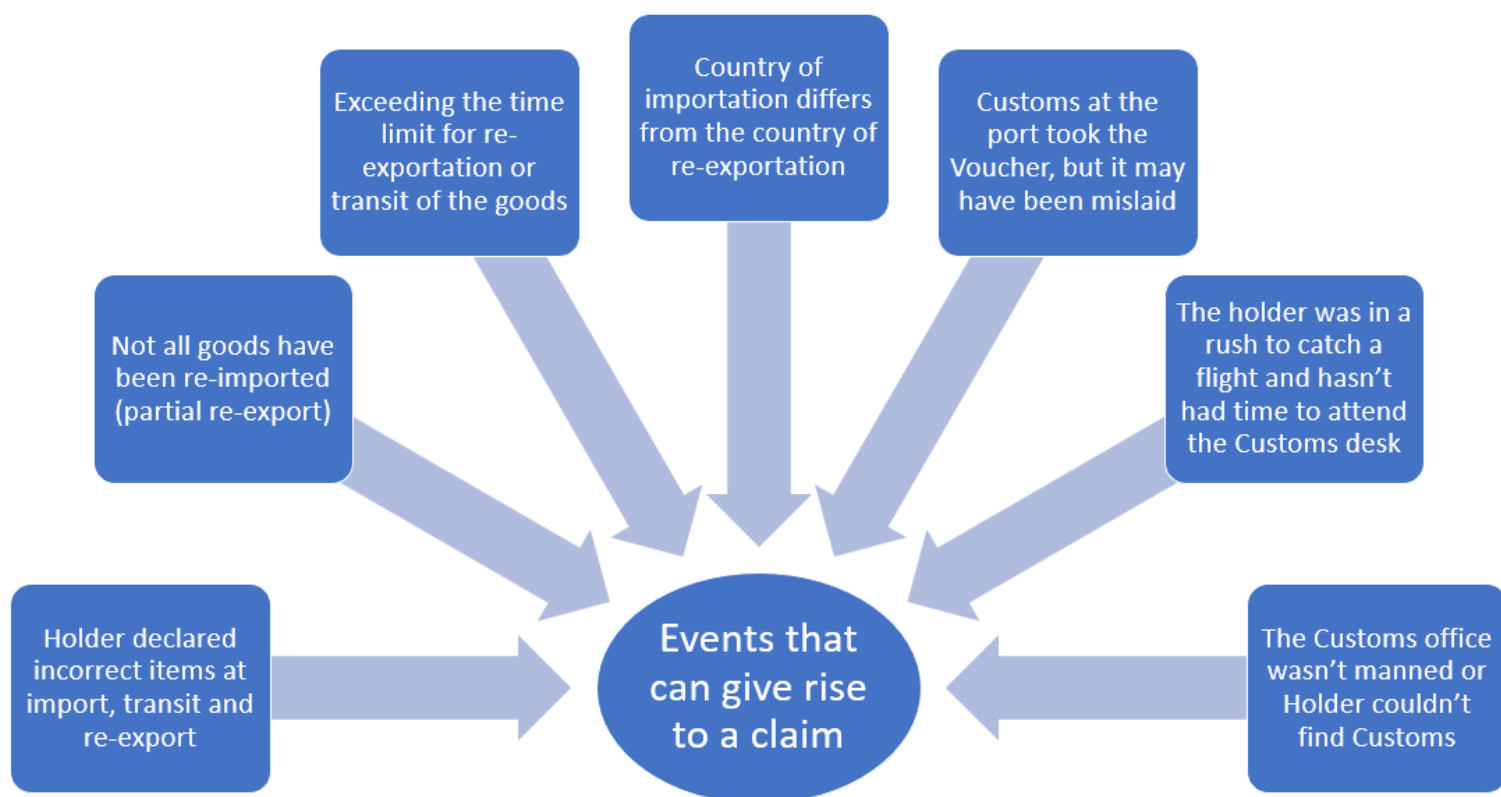
Note 1 - Chambers are obliged to pay any charges requested (to NGO) on demand

Note 2 - In case of the goods being undervalued at the time of issue, Customs can revalue the Carnet and apply higher charges. Issuing Chamber is fully responsible for the total charges payable in such cases

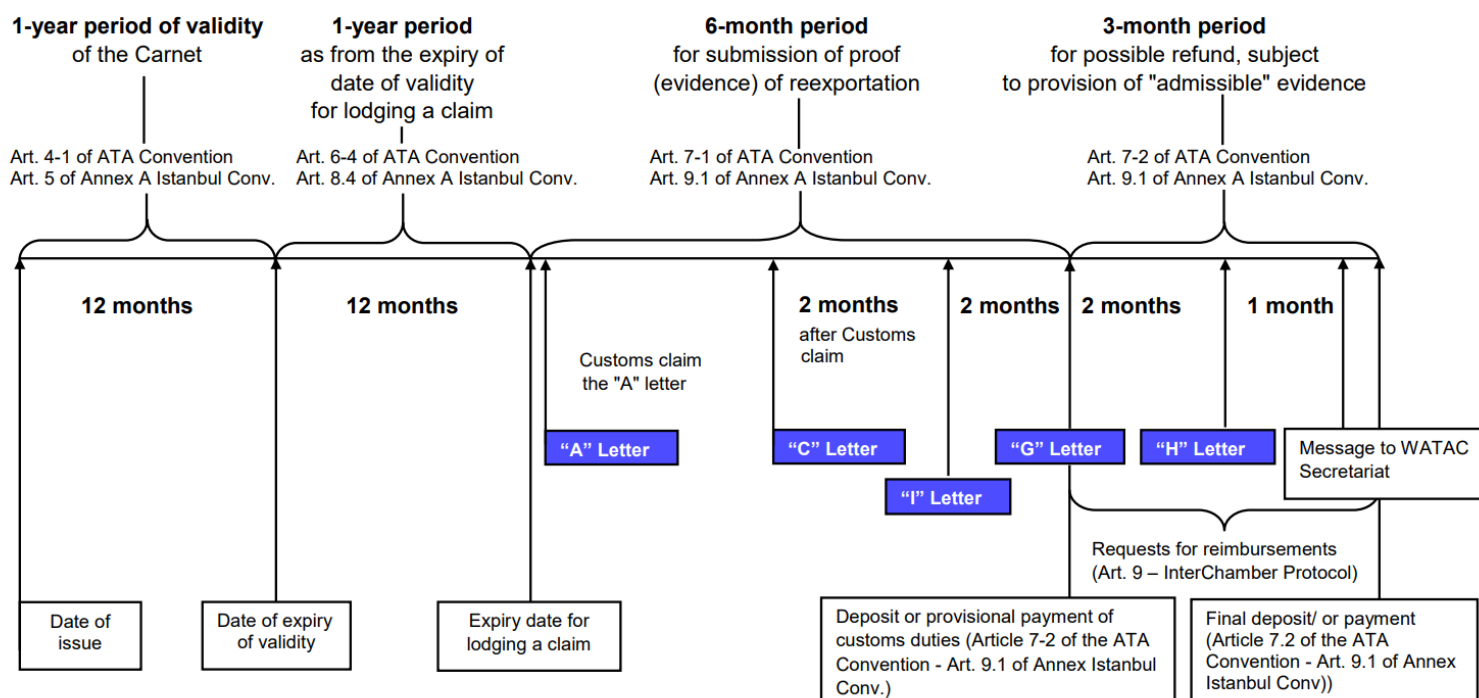
Note 3 - In case of claims against stolen or lost items – Holder is likely to end up paying full charges (permanent import)

Note 4 - There can be multiple claims against the same Carnet

There may be several reasons as to why foreign Customs may claims against the Carnet:

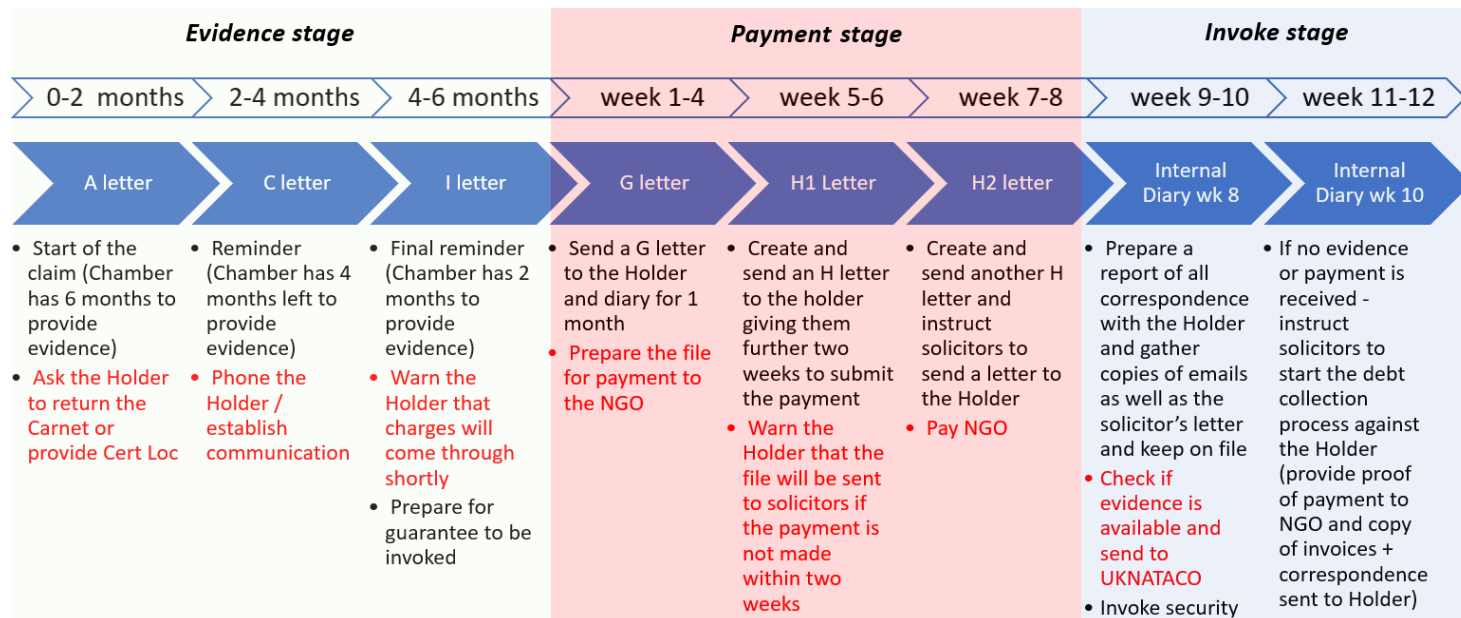


## ATA Carnet – Claim procedure Chart



### The most critical stages of the claim process:

We must aim to resolve the claim within the first 6 months to avoid charges:



## Claim Letters

### Letter A

Request for proof sent by UKNATACO to UK network Chamber (issuer) in situation where goods on a Carnet have not been re-exported. Chamber has 6 months to answer the claim

[template](#)

Insert Company Name Address 1 Address 2 City Country Post Code Fax Email	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-weight: bold;">A</div> <p><b>Request for proof</b></p> <p>Ref: <b>GB/ / / /</b> (please quote in correspondence)</p> <div style="border: 1px solid black; padding: 5px;">           Issuing Chamber            Date of expiry            Date of importation            Office of entry            Date of Customs claim            Reference         </div>
Insert date  Dear  We have been notified that insert name of foreign Customs Customs have no evidence of re-exportation of the goods temporarily imported into insert name of country under cover of the above Carnet.  If evidence is not provided by insert date or if it is not acceptable to insert name of foreign Customs Customs, they will require payment under the security which we have provided. The security covers Customs charges plus 10%, amounting to at least insert amount.  Please therefore provide us with suitable evidence (e.g. the Customs-endorsed Carnet counterfoil) of re-exportation from insert name of country or re-importation into the EU by insert date, one month prior to date in 2nd para.  Yours sincerely   Export Documents (Carnet Office)	

### Letter C

Follow up to the A Letter. Usually sent 2 months after the A Letter. Chambers have 4 months left to answer the claim.

[template](#)

Insert Company Name Address 1 Address 2 City Country Post Code Fax Email	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-weight: bold;">C</div> <p><b>Reminder</b> <b>Request for proof</b></p> <p>Ref: <b>GB/ / / /</b> (please quote in correspondence)</p> <div style="border: 1px solid black; padding: 5px;">           Issuing Chamber            Date of expiry            Date of importation            Office of entry            Date of Customs claim            Reference         </div>
Insert date  Dear  As mentioned in our letter of insert date of letter, then insert name of foreign Customs Authorities Customs have no evidence of re-exportation of the goods temporarily imported into insert name of country under cover of the above Carnet.  If evidence is not provided by insert date or if it is not acceptable to insert name of foreign Customs Customs, they will require payment under the security which we have provided. The security covers Customs charges plus 10%, amounting to at least insert amount.  <b>Please note that this matter is now urgent. If you cannot provide such evidence please call the telephone number below as soon as you receive this letter.</b>  Yours sincerely   Export Documents (Carnet Office)	

## Letter I

Final reminder which follows C letter.

Chamber has 2 months left to answer  
the claim.

[template](#)

Insert  
Company Name  
Address 1  
Address 2  
City  
Country  
Post code  
Fax  
Email

Insert date

Dear

We have written to you on insert date and insert date asking for evidence of re-exportation of the goods temporarily imported into insert the name of foreign country under cover of the above Carnet.

We have heard nothing so must remind you that if evidence is not provided or if it is provided and is not acceptable to insert name of foreign Customs Customs, the London Chamber of Commerce and Industry will have to pay Customs charges plus 10% amounting to at least insert amount and that we will be invoicing you accordingly.

Yours sincerely

Export Documents (Carnet Office)

**I**

**Final Reminder**  
Request for proof

Ref: **GB/ / / /**  
(Please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Reference

## Letter G

This is request for payment of duties  
as the claim has not been answered  
(must be paid within 2 months)

[template](#)

Insert  
Company Name  
Address 1  
Address 2  
City  
Country  
Post code  
Fax  
Email

Insert date

Dear

As we explained in our letter of insert date of I letter we have paid the sum of insert the amount made up of insert duties, taxes, administration charges and regularisation fee as appropriate. to the insert name of foreign Customs authority Customs authority.

Please now reimburse us with a cheque made payable to the London Chamber of Commerce and Industry within 14 days.

Yours sincerely

Export Documents (Carnet Office)

**G**

**Request for payment**

Ref: **GB/ / / /**  
(please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Reference

## INVOICE

## Letter H

Follow up to G letter chasing overdue payment. Chamber has 14 days to pay the NGO

[template](#)

Insert  
Company Name  
Address 1  
Address 2  
City  
Country  
Post code  
Fax  
Email



Ref: GB/ / / /  
(please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Reference

Insert date

### INVOICE

Dear

In our letter of insert date we asked you to reimburse us with the sum of insert amount representing insert duties, taxes, administration charges and regularisation fee as appropriate paid to the insert name of foreign Customs authority Customs authority concerned in connection with the regularisation of the above Carnet. This was one of the conditions on the undertaking signed by your company when the Carnet was issued.

**We have not heard from you please therefore reimburse us with a cheque made payable to the London Chamber of Commerce and Industry within seven days.**

Yours sincerely

Export Documents (Carnet Office)

## Letter B

Letter sent to UKNATACO alongside evidence

[template](#)



Evidence

Ref: GB/ / / /  
(please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Holder
Reference

Insert date

Dear Colleague

Please find attached documents to establish that goods have been insert entirely or partially re-exported.

Yours sincerely

Export Documents (Carnet Office)

## Letter D

Request to pay duties. This  
Should be requested when it is  
clear that the Claim cannot  
be answered (i.e. the goods  
are still abroad, the Holder is  
in administration etc)

[template](#)

**D**

Request to pay duties

Ref: **GB/ / / /**  
(please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Holder
Reference

Insert date

Dear Colleague

With regard to the Carnet details above we have been unable to obtain the requested proof of re-export within the time limit.

Please therefore assess charges and notify us.

Yours sincerely

Export Documents (Carnet Office)

## Letter F

Closure of claim. This letter is sent  
after the claim has been closed  
(either after providing evidence  
or payment)

[template](#)

**F**

Closure of Claim

Ref: **GB/ / / /**  
(please quote in correspondence)

Issuing Chamber
Date of expiry
Date of importation
Office of entry
Date of Customs claim
Reference

Insert  
Company Name  
Address 1  
Address 2  
City  
Country  
Post code  
Fax  
Email

Insert date

Dear

We are pleased to inform you that the insert name of foreign Customs administration Customs Administration which opened the claim relating to the above Carnet, has accepted the evidence provided and considers the claim closed.

Thank you for your cooperation.

Yours sincerely

Export Documents (Carnet Office)

On receipt of the A letter, the Chamber must do the following:

Include this [guide](#) in your Claim emails / letters (as a link or printout) to provide clarity to Holders

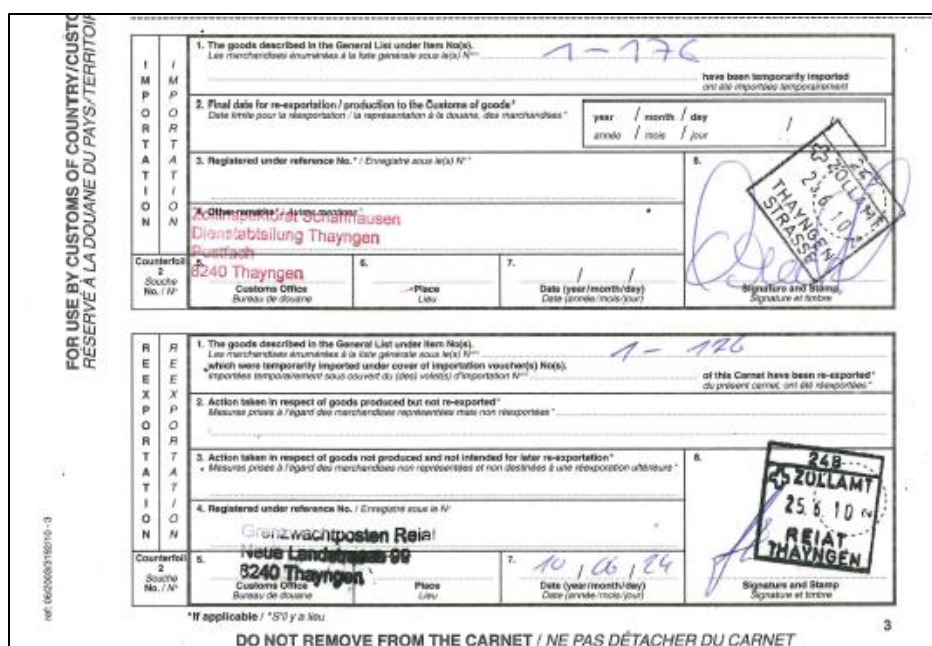
1. Create a claim record and create diary entries with the timelines as per the Claims Chart
2. Create an equivalent letter on your Chamber Letterhead (to ensure that the Carnet Holder knows that their communication will be with the Issuing Chamber and not UKNATACO)
3. Send Letter to the Holder and follow up with phone call. The Chamber must ensure that the Holder is aware of the claim and that they are committed to achieving the resolution
4. Claim must be resolved within 6 months of the A letter, either by paying the charges or providing the admissible evidence. Chamber must establish whether the evidence will be obtained within this period so that they can prepare the file for a potential invoke against the guarantee provided when the Carnet was issued

### Types of evidence that can be sent in the event of a claim:

In general, only Customs endorsed evidence is admissible when answering claims (preferred evidence). Other forms of proof are only advisable if no Customs endorsed proof exists or as a backup to preferred evidence.

### Preferred evidence comprises:

- 1.a (Certified copy of the) re-exportation counterfoil, corresponding with the importation voucher, subject of the claim (no regularisation fee involved).



The image shows two customs forms, one for Importation and one for Re-exportation, which are counterfoils of a carnet. Both forms are filled out with handwritten information and have official stamps.

**Importation Form (Top):**

- 1. The goods described in the General List under item No(s): *1-176*
- 2. Final date for re-exportation / production to the Customs of goods: *year / month / day*
- 3. Registered under reference No. / Enregistré sous le N°: *248*
- 4. Other remarks / Autres remarques: *Dienstleistung Schmalhausen*
- 5. Customs Office / Bureau de douane: *3240 Thayngen*
- 6. Place / Lieu: *3240 Thayngen*
- 7. Date (year/month/day) / Date (année/mois/jour): *10/06/24*
- 8. Signature and Stamp / Signature et timbre: *248 25.06.24 REIAT THAYNGEN*

**Re-exportation Form (Bottom):**

- 1. The goods described in the General List under item No(s): *1-176*
- 2. Action taken in respect of goods produced but not re-exported: *which were temporarily imported under cover of importation voucher(s) No(s).*
- 3. 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.*
- 4. Registered under reference No. / Enregistré sous le N°: *248*
- 5. Customs Office / Bureau de douane: *3240 Thayngen*
- 6. Place / Lieu: *3240 Thayngen*
- 7. Date (year/month/day) / Date (année/mois/jour): *10/06/24*
- 8. Signature and Stamp / Signature et timbre: *248 25.06.24 REIAT THAYNGEN*

Vertical text on the left: **FOR USE BY CUSTOMS OF COUNTRY/CUSTOMS**  
**RESERVE À LA DOUANE DU PAYS/TERRITOIRE**

Bottom text: **DO NOT REMOVE FROM THE CARNET / NE PAS DÉTACHER DU CARNET**



- 1.b** (Certified copy of the) transit counterfoil, corresponding with the subject of the claim (no regularisation fee involved). Below example shows correctly stamped Counterfoil. **Transit is incomplete if the “OUT” sections have not been stamped or time limit exceeded.**

T R A N S I T	Clearance for transit / Dédouanement pour le transit 1. The goods described in the General List under item No(s). Les marchandises énumérées à la liste générale sous le(s) N° ont été expédiées en transit par le bureau de douane de			
	2. Final date for re-exportation / production to the Customs of goods* Date limite pour la réexportation / la représentation à la douane des marchandises*			
	3. Registered under reference No. / Enregistré sous le N° 100091307 / 2014 05 19			
	4. Customs Office / Bureau de douane 5. Place / Lieu 6. Date (year/month/day) / Date (année/mois/jour) 2014 05 26 7. Signature and Stamp / Signature et timbre			
Certificate of discharge by the Customs Office of destination / Certificat de décharge du bureau de destination 1. The goods specified in paragraph 1 above have been re-exported/produced* Les marchandises visées au paragraphe 1 ci-dessus ont été réexportées/représentées* 2. Other remarks* / Autres mentions* 100091307 / 2014 05 19 / 10000000				
Counterfoil / Souche No. / N°	3. Customs Office / Bureau de douane 4. Place / Lieu 5. Date (year/month/day) / Date (année/mois/jour) 2014 05 26 6. Signature and Stamp / Signature et timbre			

**TIME LIMIT** (indicated by a red arrow pointing to the date field)

**IN** (indicated by a red arrow pointing to the 'IN' section)

**OUT** (indicated by a red arrow pointing to the 'OUT' section)

- 2.** (Certified copy of) any counterfoil from the said carnet, covering all the items recorded on the relevant importation or re-importation voucher and taking place after the original importation. **Regularisation Fee will apply.**

**A.T.A. CARNET / CARNET A.T.A.** CARNET No. / Carnet N° **GB/LO 02/12/04389**

I M P O R T A T I O N	1. The goods described in the General List under item No(s). Les marchandises énumérées à la liste générale sous le(s) N°		have been temporarily imported ont été temporairement importées	
	2. Final date for re-exportation / production to the Customs of goods* Date limite pour la réexportation / la représentation à la douane des marchandises*		year / month / day année / mois / jour 1 / 1	
	3. Registered under reference No. / Enregistré sous le N°		B.	
	4. Other remarks* / Autres mentions*			
Counterfoil / Souche No. / N°	5. Customs Office / Bureau de douane SAN DIEGO		6. Place / Lieu SAN DIEGO	
	7. Date (year/month/day) / Date (année/mois/jour) 2012 03 19		Signature and Stamp / Signature et timbre	

R E E X P O R T A T I O N	1. The goods described in the General List under item No(s). Les marchandises énumérées à la liste générale sous le(s) N°		which were temporarily imported under cover of (importation voucher(s)) No(s). importées temporairement sous couvert de (vouché(s) d'importation) N°(s).	
	2. Action taken in respect of goods produced but not re-exported* Mesures prises à l'égard des marchandises produites mais non réexportées*		of this Carnet have been re-exported* de ce carnet ont été réexportées*	
	3. Action taken in respect of goods not produced and not intended for later re-exportation* Mesures prises à l'égard des marchandises non produites et non destinées à une réexportation ultérieure*			
	4. Registered under reference No. / Enregistré sous le N°			
Counterfoil / Souche No. / N°	5.		7.	

**A.T.A. CARNET / CARNET A.T.A.** CARNET No. / Carnet N° **GB/LO 02/12/04389**

E X P O R T A T I O N	1. The goods described in the General List under item No(s). Les marchandises énumérées à la liste générale sous le(s) N°		have been temporarily exported ont été temporairement exportées	
	2. Final date for duty-free re-importation Date limite pour la réimportation en franchise		year / month / day année / mois / jour 2013 08 15	
	3. Other remarks* / Autres mentions*		H.M. REVENUE & CUSTOMS INTERNATIONAL TRADE (7) 13 MAR 2012	
	4. Customs Office / Bureau de douane LHR		5. Place / Lieu LHR	
Counterfoil / Souche No. / N°	6. Date (year/month/day) / Date (année/mois/jour) 2012 10 31		7. Signature and Stamp / Signature et timbre	

R E E X P O R T A T I O N	1. The goods described in the General List under item No(s). Les marchandises énumérées à la liste générale sous le(s) N°		which were temporarily imported under cover of (importation voucher(s)) No(s). importées temporairement sous couvert de (vouché(s) d'importation) N°(s).	
	2. Action taken in respect of goods produced but not re-exported* Mesures prises à l'égard des marchandises produites mais non réexportées*		of this Carnet have been re-exported* de ce carnet ont été réexportées*	
	3. Action taken in respect of goods not produced and not intended for later re-exportation* Mesures prises à l'égard des marchandises non produites et non destinées à une réexportation ultérieure*			
	4. Registered under reference No. / Enregistré sous le N°			
Counterfoil / Souche No. / N°	5.		7.	



3. (Certified copy of the) Customs certificate confirming the location of the goods (UK = Certificate of Location, USA = Certificate of Disposition, France = Certificate de Presence etc). **Regularisation Fee will apply.**

**HM Revenue & Customs**

Local Compliance  
International Trade & Excise  
Jubilee House  
2 Farthingale Walk  
Stratford  
London  
E15 1AT

Events Executive  
9 The Leathermarket  
Weston Street  
London  
SE1 3ER

Date 8<sup>th</sup> March 2012  
Our ref 5/2011  
Your ref CARNET GB/LO/01/10/1

Phone 020 8929 3623  
8.00am to 3.00pm Monday to Friday

Fax 020 8929 3793

Email @hmrc.gsi.gov.uk

www.hmrc.gov.uk

Dear \_\_\_\_\_

Certificate Of Location - ATA Carnet No. GB/LO/01/10/1

On 08/03/12, I visited your colleague \_\_\_\_\_ at Fountains Crescent, Southgate, London N 6BE.

I can confirm that the following goods were examined by me and I am satisfied that they are the goods entered on the General List under items 10 - 15;

10. Sennheiser headphones  
11. Boom Pole VDB 406  
12. Lectern with Graphics (685 x 365 mm)  
13. Dedo Lighting Kit comprising of;  
    1 x Dedo Light (S/N 02355)  
    1 x Dedo Light (S/N 70047)  
    4 x Dedo Dimmer Boxes (S/N's 0403, 1036, 0503, 1669)  
    1 x Satchler Reporter Light 300h Light (S/N F00R06 0048)  
    3 x Light stands  
    1 x 85mm Dedo Lens  
    1 x Chimera Soft Box  
14. Canon J11 x 4.5 Lens (S/N 10142)  
15. Canon J16 x 8 Lens (S/N 12691)

JUBILEE HOUSE  
- 8 MAR 2012  
2 FARTHINGALE WALK  
STRATFORD  
LONDON E15 1AT

I can also confirm that the above items arrived in the UK prior to the Carnet expiry date of 10/05/11 and items 1 - 9 have previously been checked and stamped back into the UK.

**Note – Italy and Japan require exact date of re-importation to be stated on the Certificate**

**Certificate of Location should be issued before the Carnet expires to avoid rejection by foreign customs!**

### Other evidence comprises:

**Please note that the forms of evidence below are seldom accepted by foreign Customs as they are usually not endorsed by HMRC.**

(Certified copy of) Custom's entry declaration, covering all the items recorded on the relevant importation voucher or making a clear reference to the ATA Carnet.

Police Report confirming the goods were lost or stolen (in most cases stolen goods = permanent import!).

Customs entry (must reference Carnet no)

Police Report for stolen goods

1 IMJ EPU 120 EMO 066342F DOE 16/12/2010

2 ESPN WIDE WORLD OF SPORTS, 700 S  
VICTORY WAY, MISSISSAUGA, ON, L4V 1V7  
US

6 10 715306

14 GB 5260438000 [2]  
HOUSE, KESTREL WAY, DANLEY PARK,  
RAYES, MIDOX, 1HJ  
GB

8 GB 3809517000  
LTD, UNIT MANOR  
GATE, MANOR ROYAL, CRAWLEY, 95X  
GB

31 BROADCASTING EQUIP  
PKG-10xCS AS ADDR AMB

32 01  
37 0008020  
40 2 740 80510348380

44 DOCR=GB528666314000-15306  
MOCR=GBAC80510348380  
IDOC=DC=N955 DF=GB/L001/10/01514 ST=AC

**Witness Consent (for witness completion)**

a) The criminal justice process and Victim Personal Statement scheme (victims only) has been explained to me: Yes ☒ No ☐

b) I have been given the Victim Personal Statement leaflet: Yes ☐ No ☒

c) I have been given the leaflet 'Giving a witness statement to police — what happens next?': Yes ☐ No ☒

d) I consent to police having access to my medical record(s) in relation to this matter: (obtained in accordance with local practice) Yes ☐ No ☐ N/A ☒

e) I consent to my medical record in relation to this matter being disclosed to the defence: Yes ☐ No ☐ N/A ☒

f) I consent to the statement being disclosed for the purposes of civil proceedings e.g. child care proceedings, CICA: Yes ☐ No ☒

g) The information recorded above will be disclosed to the Witness Service so they can offer help and support, unless you ask them not to tick this box to decline their services: ☒

Signature of witness: \_\_\_\_\_ Print name: \_\_\_\_\_

Signature of parent/guardian/appropriate adult: \_\_\_\_\_ Print name: \_\_\_\_\_

Address and telephone number if different from above: \_\_\_\_\_

Statement taken by (print name): PC 218130 PC AHMED Station: BELGRAVIA

Time and place statement taken: \_\_\_\_\_

**RESTRICTED (when complete)**

Issuing Chambers must send all claims correspondence to [ukfngo@uknataco.co.uk](mailto:ukfngo@uknataco.co.uk)

### Procedure for the claims that come to the payment stage:

Letter received from UKNATACO	Actions for the Issuing Chamber	Diary deadline	Time from G Letter
I	<ul style="list-style-type: none"> <li>Chamber must make the final effort to speak to the Holder and obtain evidence to answer the claim</li> <li>Keep copies of any conversations to date on file</li> <li>Holder must be warned that charges will be levied shortly</li> </ul>	2 months	N/A
G	<ol style="list-style-type: none"> <li>Create and send a G letter to the holder requesting that the payment is made within a month</li> <li>Start making internal arrangements for the charges to be paid to the NGO</li> </ol>	1 month	Week 1 – 4
H1	<ul style="list-style-type: none"> <li>Create and send an H letter to the holder giving them further two weeks to submit the payment (also warn the Holder that the file will be sent to solicitors if the payment is not made within two weeks)</li> </ul>	2 weeks	Week 5 – 6
H2	<ul style="list-style-type: none"> <li>Create and send another H letter</li> <li>Instruct solicitors to send a letter to the Holder. Procedure is as follows: Complete the <b>Solicitor Instruction Form</b> and email to <b>the solicitor</b></li> <li><b>Pay NGO</b></li> </ul>	2 weeks	Week 7 – 8
Internal diary	<ul style="list-style-type: none"> <li>Compile a report of all correspondence with the Holder, in a chronological order, and gather copies of emails as well as the solicitor's letter and keep on file.</li> <li><u>Check if evidence is available and send to UKNATACO</u></li> <li>Invoke security</li> </ul>	2 weeks	Week 9 – 10
Internal diary	<ul style="list-style-type: none"> <li>If no evidence or security is received, Instruct the solicitors to start the debt collection procedure against the Holder (provide solicitor with proof of payment to NGO and copies of invoices + correspondence sent to the Holder)</li> </ul>	2 weeks	Week 11 – 12

## 23. STATISTICAL RETURNS FOR ISSUING CHAMBERS

UKNATACO must receive monthly statistical returns by the **5<sup>th</sup> working day** of the following month.

The information must be sent to [queries@uknataco.co.uk](mailto:queries@uknataco.co.uk) in excel format and contain the following:

1. Number of Carnets issued
2. Security Amount
3. Security Method
4. Guarantor (if appropriate)
5. Total document value
6. Highest value Carnet issued
7. Lowest value Carnet issued

The usual format for the reporting sheet is as follows (UKNATACO can provide Excel template):

### CHAMBER NAME

**Month:** MONTH **Year:** YEAR

1. No. of Carnets issued:
2. Total Document Value
3. Highest Value Carnet issued
4. Lowest Value Carnet issued

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CARNET NO	VALUE	ISSUE DATE	SECURITY AMOUNT	TYPE OF SECURITY	GUARANTOR

## 24. SERVICE CHARGE (LEVY) PAYABLE BY ISSUING CHAMBERS

All issuing Chambers pay Service Charge per Carnet they issue. The Service Fee is used to pay for the running of the scheme in the UK (training Chambers, Assessment Courses, inspections, support to Chambers, digitalization of ATA Carnets etc). These are charged on a quarterly basis alongside the ICC levy to help with their costs of running the scheme at the international level. Note that low volume issuers may be asked to pay a minimum contribution (currently £1,000 per year)

2024 Service Fee is £26.25 + VAT

ICC levy: 12 Euros

## 25. FREQUENTLY ASKED QUESTIONS

Most common questions are covered in the UKNATACO [FAQ section](#)

## 26. GVMS AND SAFETY AND SECURITY DECLARATIONS

GMR is required for all UK Customs offices for vehicles using FREIGHT ROUTE at roro ports and VEHICLES TRANSPORTING GOODS UNDER TRANSPORT CONTRACT from 01 January 2022 (refer to ferry company for further info).

GMR is required in both directions i.e. exiting UK and returning to UK.

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 get access to freight terminal).

From 28 March 2023 GMR will need to be raised before the goods arrive at the IBF (GMR will be activated at the same time as the Carnet gets endorsed). Safety and Security Declarations are mandatory for goods shipped under a transport contract (i.e. by forwarder, courier etc)

## 27. TRAINING COURSES AND FURTHER INFORMATION

UKNATACO Admin section contains links to training course bookings as well as self-study materials.

Chamber staff involved in issuing ATA Carnets can access Admin section [HERE](#) (new members of staff can register using the following link [Register – UK National ATA Carnet Organisation \(UKNATACO\)](#))

In addition, the following guides have been produced for the General Public and Chamber use:

What is an ATA Carnet ([ICC Video](#))

How to Use ATA Carnet ([Brief Notes](#))

How to Use ATA Carnet ([Detailed Notes](#))

How to USE ATA Carnet ([Video](#))

Chamber staff only - Short course on Carnet Discharge ([Video](#))

Chamber staff only - Short Course on Carnet Claims ([Video](#))

## 28. CHAMBER INSPECTIONS / AUDITS

These will take place normally every two years, unless a newly appointed Chief Executive requests an earlier visit and will take the form of a visit from a member of UKNATACO staff.

The purpose is as follows:

- to check whether the Chamber is fully compliant with the procedures laid out in ATA Carnet Manual
- to ensure all activities in connection with ATA Carnet issuing, claims and discharge are carried out by the authorized issuing Chamber and its staff located in the UK

UKNATACO may carry out periodic remote audits outside of the usual biannual schedule to ensure that the required standards are maintained or when cases of non-compliance come to light.

Examples of non-compliance can include:

Outsourcing of Issuing / discharge or claims work (not allowed)	Issuing - Incorrect General Lists	Issuing - Negligence with Guarantee and / or Undertaking	Issuing - Accepting high risk goods or intended uses	Discharge - Incorrect discharge or Carnets	Claims – Non compliance with deadlines	Claims - Non compliance with payments
Agree on a time limit for rectification. Loss of issuing status if non-compliance continues	Re-check within 3 months. Repeat failure = loss of issuing status for the member of staff or the Chamber	Re-check within 3 months. Repeat failure = loss of issuing status	Impose bank gtee or deposit only. Re-check within 3 months. Repeat failure = loss of issuing status	Retrain and follow up within 3 months. Repeat failure = loss of issuing status	Retrain and follow up within 3 months. Repeat failure = loss of issuing status	Agree on payment plan. Failure to stick to payments or repeat offence = loss of issuing status

**Issuing Bodies are encouraged to share any cases of non-compliance by other IBs with UKNATACO.**



**Pre-inspection questionnaire**

Chambers will be asked to complete a questionnaire at least one week before the inspection is due.

**Selection of documents to be checked**

The Chamber will be asked to supply a list of documents issued in the previous two years from their main office and all branches if appropriate. Using auditing sampling methods, the Inspector will select a representative sample of documents to be checked during the inspection from the main office and each branch.

**Initial meeting**

On the day of the inspection there will be an initial meeting to discuss contents of the pre-inspection questionnaire with documentation staff and other Chamber staff wishing to attend.

**Follow up meeting with documentation staff**

Once the inspector has completed and documented the inspection of the sample documents, they will discuss any queries and issues with the documentation staff.

**Meeting with CEO**

Once the inspection is complete the inspector will report to the CEO their initial findings and inspection recommendation.

**Inspection Report**

The inspector will complete and submit their written report with their final inspection recommendation. A copy of the final report will be sent to the Chamber CEO.

## 29. DIGITAL CARNETS

The eATA Carnet project aims to digitalise ATA Carnets and their lifecycle management process – from issuance and declarations to transactions and claims.

UK pilot is ongoing to ensure all the infrastructure works correctly in order to facilitate transition from a paper-based document to a digital one – by 2025 / 2026.

Chambers must take action to ensure that their staff and customers are trained on digital Carnets and that they have a clear strategy on digital Carnet pricing (+ implement these into issuing system / CRM)

## Pricing of digital Carnets

Issuing Chambers will need to think of how to price digital Carnets once we go live. Below suggestions show different models that Chambers could adopt, depending on their preferences and internal pricing structures:

### SET FEE MODEL

- Charge set fee for a specific number of visits (for example 4,4,4). Extra Voucher sets are then charged additional fees
- this is the model that most Chambers use currently.
- set fee model could be risky in the digital age as Holders may combine several Carnets into one

### INCREMENTAL FEE MODEL

- Charge increasing fees in line with the no of visits (i.e. £xx for 1 visit Carnet, £xx for 2 visit Carnet £xx for 3 visit Carnet etc)
- introduce Worldwide Carnet issuing fee – unlimited travels?

### DIGITAL MODEL

- Carnet per travel (Holder applies for a new Carnet every time the goods are back in the UK). Low fee to encourage multiple Carnets?
- introduce Worldwide Carnet issuing fee – unlimited travels?

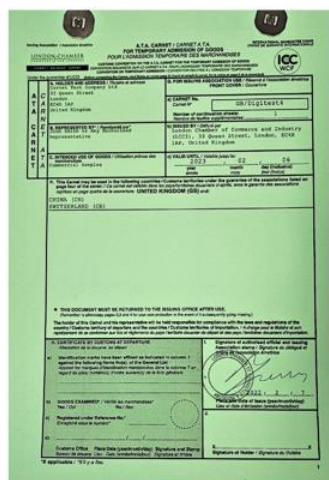
## Pilot stage

The purpose of the eATA Carnet pilot is to validate the digital ATA Carnet concept and to demonstrate that all aspects of the ATA Carnet lifecycle management can be carried out electronically. All Chambers are encouraged to trial the digital Carnet infrastructure to ensure they are ready to use the new technology.

UK Pilot / Transition period commenced in July 2023 and will last until June 2025. After this period, HMRC will confirm the go live date (the go-live date will most likely be aligned with the EU).

Pilot stage will require processing of both paper and digital Carnets in tandem

Paper Carnet continues to be legal tender until the end of pilot



PROCESS PAPER CARNET FIRST

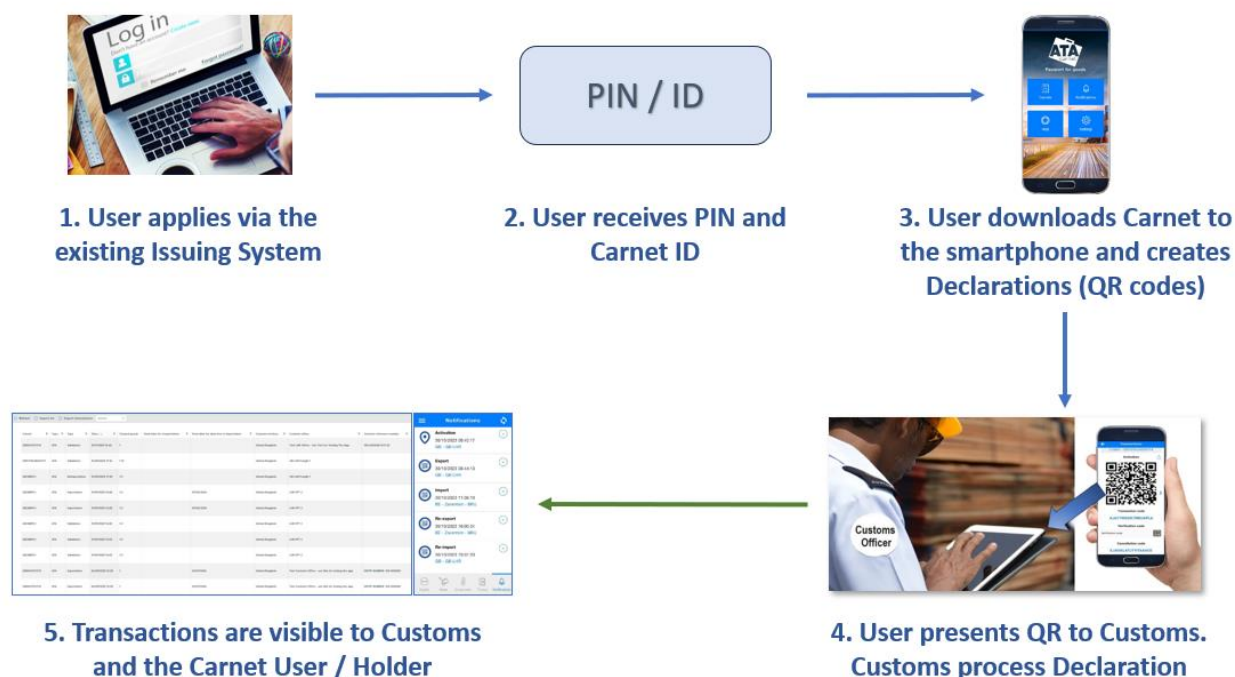
+



THEN DIGITAL

## How will digital Carnets work

Note – once we go live, Chambers will be issuing paper Carnets for destinations that are not yet digital and digital Carnets for digital countries (Twin Carnets).

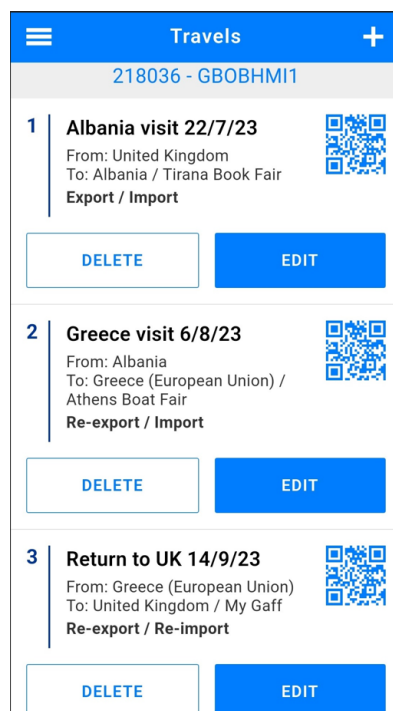


## Comparison of digital and paper Carnets:

Activity	Paper	Digital	Net effect
<b>Tracking of the goods</b>	Only known after Carnet has been returned to the Chamber	Chamber, Customs and Holder have real-time visibility of where Carnet has been used	Digital Carnets provide real-time visibility of goods
<b>Using the Carnet</b>	Each Voucher must be completed individually. Holder could complete an incorrect Voucher	Itinerary is created as complete travel. Easier to recognise journey segments. No possibility of using incorrect declaration	Digital Carnets are easier to use
<b>Customs stamping</b>	Customs must be physically present to process Carnet. Possibility of processing the wrong Voucher or Counterfoil	Customs will be able to process Carnets via pre-declaration. System will prevent processing of incorrect declaration	Digital Carnets will reduce risk of incorrect transactions being processed
<b>Handling risks</b>	Carnet can be lost	Cannot be lost so safer to use	Digital Carnets cannot be lost or misplaced
<b>Security of data</b>	Anyone with physical access to paper Carnet can read its content	Data is encrypted in the system. Access to app is via mobile device	Digital Carnets are safer as all data is encrypted
<b>Environmental Impact</b>	Physical Carnet requires paper, binders, printers, stamps and archiving space	No requirement for paper, physical storage or printing	Digital Carnets are environmentally friendly

## Creating travels / declaration in the Carnet App:

Holders should be advised to include country and date when creating travels to make it easier to navigate the itinerary and to remove any confusion in terms of what QR codes need to be used:



## Sharing of Vouchers vs Sharing of the Carnet (PIN)

Carnet App allows the user to share voucher (declaration) with the person that will be carrying the goods. If the shipment is handled by the freight forwarder, then the applicant may find it easier to share the whole Carnet with the forwarder (by sending them the ID and PIN from the issuing system) to allow them to create declarations themselves.

Differences between sharing the voucher vs the Carnet are shown below:

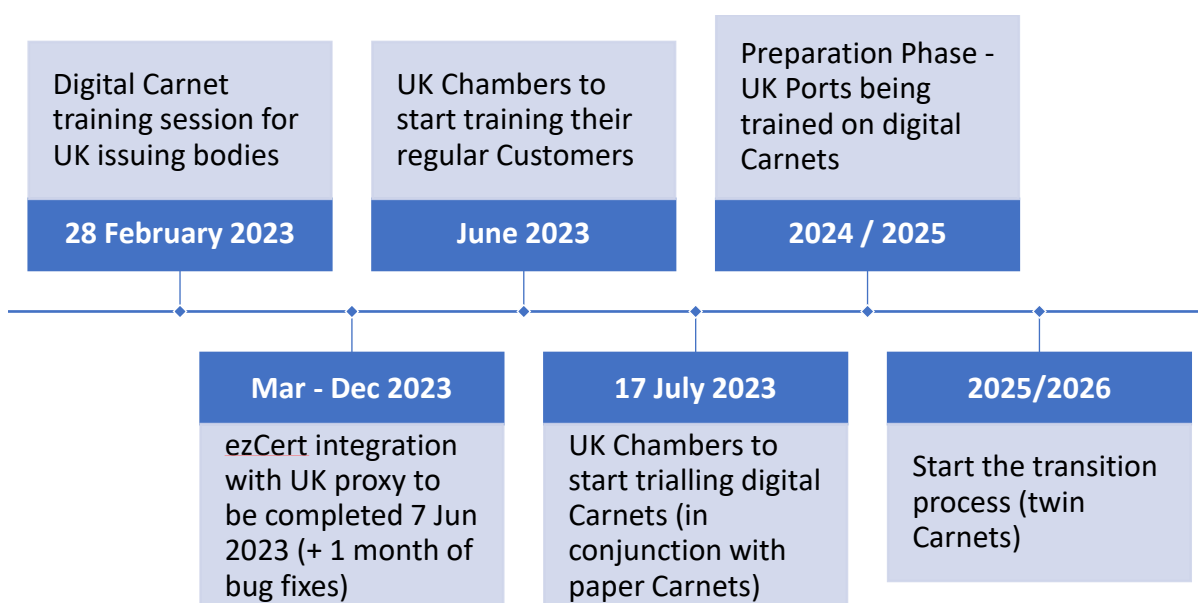
### Sharing the Carnet (ID + PIN)

- Suitable for forwarders, agents etc who will take care of the whole shipment
- Gives the recipient **full control** of the Carnet (creating and sending declarations)
- Done by applicant sharing the PIN / ID from the Issuing System
- Recipient must download the Carnet to their Carnet App (Wallet) / Desktop App

### Sharing the Declaration (QR Code)

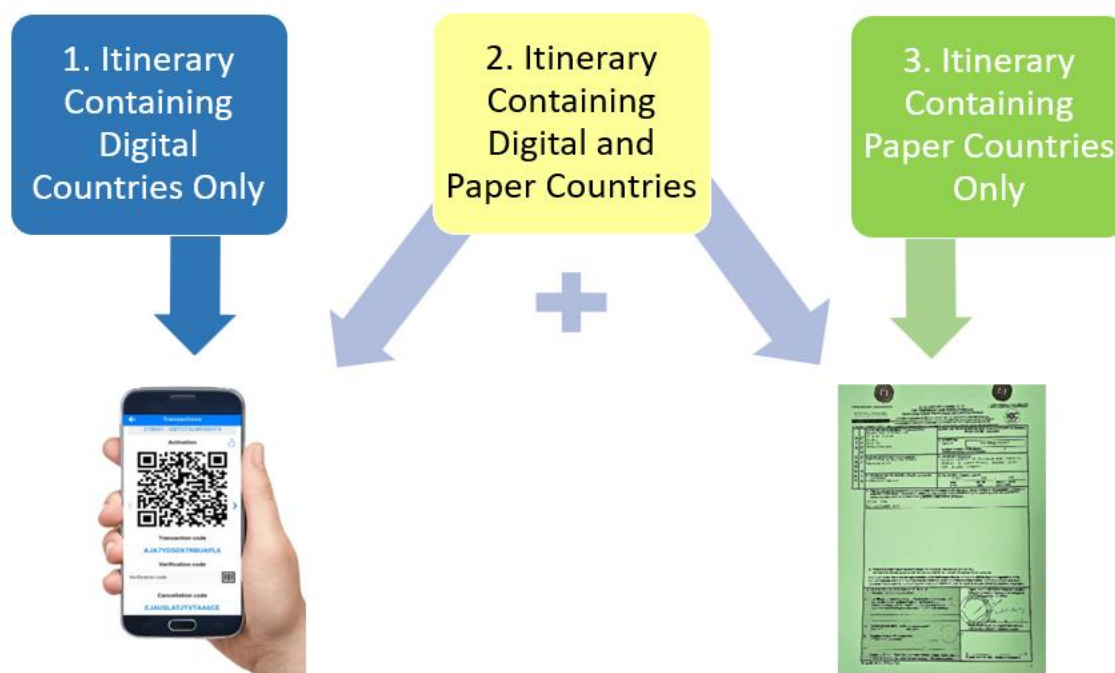
- Suitable for a person carrying or transporting the goods
- Recipient **cannot** edit the Travel (they can only use it to declare goods to Customs)
- Done by forwarding the Transaction QR code to recipient (email, Whatsapp etc)
- Recipient downloads Travel to their Wallet or keeps it in Whatsap, email, as printout etc

## UK timelines



## What happens when we go live:

Countries will digitalise at different pace. This means that we will initially have to operate parallel digital and paper procedure depending on what type of Carnet the destination country accepts:



1. If only digital countries are in the itinerary – we will issue digital Carnet
2. If only paper countries are in the itinerary – we will issue paper Carnet



### 3. If digital and paper countries are in the itinerary – we will issue both digital and paper Carnet

When both paper and digital countries are involved in the itinerary, UK Customs will have to process both Carnets on:

- Export from UK
- Return to UK

This will be required until all the Carnet countries have completed their transition to digital Carnets



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### Further resources on digital Carnets:

Digital Carnet [Practical Guide](#)

Digital Carnet Detailed [Guide](#)

UKNATACO [Webpage](#)

Digital Carnet [Video](#)

[CLICK HERE TO ACCESS DIGITAL CARNET FAQs](#)