

LETTER OF AUTHORITY

A carnet may be issued in the name of an individual or a company who must be permanently resident in the United Kingdom. **However, it may be used by any person provided the user carries a letter from the named holder authorising such use** (see the example below). The holder may also allow an Agent to handle the Carnet through the customs on his behalf, again provided that the Agent holds a Letter of Authority. **Box B on the Green Front cover and the coloured vouchers would then contain the statement: "Any authorised representative"**.

Draft Letter of Authority to be typed on firm's headed paper.

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 dealing with and signing ATA Carnet No.

issued by the London Chamber of Commerce under the appropriate International Convention, and guaranteed by the London Chamber of Commerce and Industry, and to deliver to customs any documents required in this connection.

Date: Signed:

Proprietor, Partner, Company Secretary, Director

APPLICANT CHECK LIST

1. Is the application form signed (and a letter of authority given, as per example above, if applicable)?
2. Do columns 1 and 3 tally?
3. Do the number of forms in the Carnet correspond to the number stated on the application form?
4. Are only boxes A, B & C on the front of the forms filled out?
5. Is the total value in words and figures typed at the end of the list?
6. Has the statement "Goods in Free Circulation" (if applicable to column 6 of the General List) been typed at the end of the list?
7. Is the security amount correct and has it been paid in the correct way? i.e. Cash, Bank Draft, Carnet Indemnity Scheme, or Bank / Insurance Company Guarantee (from an approved Bank or Insurance Company).
8. Is the correct fee enclosed? See reverse of application and undertaking form or front page of this booklet.
9. Are the weights stated? Carnets without weights for Switzerland will automatically be rejected.
10. If the list will not fit on the back on the forms, it must be reproduced on our list of goods sheets and the back of the forms left blank. Three copies of the list are required in this case but only one if the list will fit. **Single page lists not reproduced on the Carnet forms will automatically be rejected.**
11. All forms must be totally legible and typed (or printed through a printer).
12. Pen amendments on Carnets will result in the documents being rejected.
13. Certain countries do not accept Carnet for all categories - see security rate chart for details.
14. Carnets received for the Express Service (with a cut-off time of 4.00 pm) are only accepted on the implicit assumption that they are correct in every detail and accompanied by a repeat fee.
15. All payments are to the account of the London Chamber of Commerce and Industry. **Please remember that Carnet issuing fees and CIS premium payments must be on separate cheques.**

If you do not wish to use a Carnet or the intended destination is not a signatory to the ATA Convention you can obtain information on the requirements of Customs authorities outside the EU from: Department for Business, Export Control Organisation, 3rd Floor, 1 Victoria Street, London SW1H 0ET. Tel: +44 (0)20 7215 4594 www.berr.gov.uk

ATA CARNET- THE PASSPORT FOR GOODS

An International Customs Facilitation Scheme

The ATA Carnet is a temporary admission document which acts as a "PASSPORT FOR GOODS" for three main categories of Community status goods:

- commercial samples
- goods for presentation or use at trade fairs, shows, exhibitions or similar events
- professional equipment (which is solely for use by, or under the personal supervision of the holder or his nominated representative)

Using a Carnet eliminates the need for a Custom declaration at border points and the deposit of a guarantee or bond in the country of temporary importation. It can be used for a trip covering more than one country and includes numerous exits and re-entries in the country of origin during the period of the validity of the document. **This validity can never exceed one year.** Temporary admission under cover of ATA carnets applies to goods, which will be re-exported in the same state in which they were imported.

A carnet may not be used for:

- goods to be sold or hired out abroad for financial gain
- perishable or consumable items (as they would not normally be re-exported)
- goods which are temporarily exported for processing or repair
- goods on which a CAP (Common Agricultural Policy) refund will be claimed
- goods used as a means of transport
- the exportation of unaccompanied goods, or by post
- foreign goods temporarily imported into the E.C. under a Customs Temporary Importation Concession
- equipment to be used for the construction, repair or maintenance of buildings or for earthmoving and like projects

EC/CPD/CHINA - TAIWAN CARNET

Agreement has been reached between the EC, Taiwan and the International Chamber of Commerce to establish a system of Carnets similar to that for ATA Carnets. The Carnet covers goods temporarily imported/exported between the EC and Taiwan and is called an EC/CPD/China-Taiwan Carnet. (CPD = Carnet de Passage). Other than a different colour code and A4 format to distinguish it from the ATA Carnet, the conditions for its use, the goods for which it can be used and EC Customs procedures are identical to those for the ATA Carnet.

HOW TO OBTAIN AN ATA CARNET

1. Complete the official application form and pay the issuing fee (as shown below):

| | |
|---|---------|
| London Chamber Members* (24hr service) | £163.24 |
| London Chamber Members *(Express service) | £326.48 |
| Non-members (24hr service) | £272.07 |
| Non-members (Express service) | £435.31 |

*Members are required to state their membership number on the application form when applying for a Carnet

2. Lodge the adequate security to cover duty, etc.

The ATA Carnet provides a guarantee to the Customs of a foreign country into which the goods are temporarily imported that all duties, taxes etc. will be paid to them if the conditions under which they allow these into the country are breached. The issuing Chamber must receive an equivalent security from the Carnet user. This security must be for an amount equal to the highest rate of duty and taxes applicable to the goods in any country of destination, and transit if applicable. It will disregard any preferential tariffs that may be in force at the time because Customs authorities may themselves ignore such preferential rates. The security, to the nearest pound, must be given in one of the following ways:- by cash or a Banker's Draft, bank or insurance company guarantee, (in which case the banks or insurance companies must comply with certain criteria) or through the Carnet Indemnity Scheme or by arrangement through your insurance broker*. Please note that guarantees will only be accepted when given on the Issuing Chamber's official form.

Carnet Indemnity Scheme* - The ATA and "CPD/China-Taiwan Carnet Indemnity Scheme" is an "in-house" system set up between the London Chamber of Commerce and Industry and certain Lloyds Underwriters, to simplify the means by which the Carnet user can arrange for the Security Deposit to be provided, without having to supply either Cash, Banker's Draft or Guarantee from an approved Bank.

The benefits to the Carnet Holders are:-

- **"While You Wait" processing and issue - premium payment must be on a separate cheque to the Carnet issuing fee.**
- **No "freezing" of assets or funds (as with other institutions).**
- **Availability throughout network.**

3. Complete the Carnet forms according to your trip.

There are a pair of vouchers for each departure, visit, transit and/or exhibition, and always a green front cover.

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visit
LONDON

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