

## FREQUENTLY ASKED QUESTIONS – ATA CARNETS

### 1. WHAT IS AN ATA CARNET AND WHY MIGHT I NEED ONE?

The Carnet is a temporary export document that is used primarily for goods being temporarily exported for display at trade fairs or exhibitions, and for professional equipment and samples. Carnet eliminates the need for a Customs declaration at border points and the deposit of a guarantee, bond, or cash deposit in the country of temporary importation. It can be used for a trip covering more than one country and include numerous exits and re-entries in the country of origin during the period of validity of the document (i.e. 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 (processing, repairs or modification of any items is not allowed).

### 2. WHAT COUNTRIES CAN I USE AN ATA CARNET FOR?

There are currently 77 countries which have signed the appropriate convention and are able to operate the scheme.

These are: Albania, Algeria, Andorra, Australia (including Tasmania), Bahrain, Belarus, Bosnia and Herzegovina, Brazil, Canada, Canary Islands (Spain), China, Chile, French overseas departments and territories (Guadeloupe, Martinique, Guyane and Reunion, New Caledonia and its dependents of Wallis and Futuna Islands, and French Polynesia (includes Tahiti) as well as St Barthelemy, St Martin, Mayotte and Saint Pierre et Miquelon), Gibraltar, Hong Kong, Iceland, India, Indonesia, Iran, Israel, Ivory Coast, Japan, Kazakhstan, Korea, Republic of, Lebanon, Macao, Macedonia (Former Yugoslav Republic of), Madagascar, Malaysia (territory also includes Kuala Lumpur, Sabah and Sarawak), Mauritius, Mexico, Moldova, Mongolia, Montenegro, Morocco, New Zealand, Norway, Pakistan, Qatar, Russian Federation, Senegal, Serbia, Singapore, South Africa (territory also includes Botswana, Namibia, Swaziland and Lesotho), Spanish overseas territories of Ceuta and Melilla, Sri Lanka, Switzerland (territory includes Liechtenstein), Taiwan (not covered by ATA Carnet; a separate Carnet is available from London Chamber), Thailand, Tunisia, Turkey, Ukraine, United Arab Emirates, USA (territory includes Alaska, Hawaii, Puerto Rico and Saipan).

ATA Carnet is not required for movements (of UK goods) inside EU.

### 3. WHAT IS A FORMAT OF THE ATA CARNET?

Carnet is an A4 size paper document that is made up of differently coloured Counterfoils and Vouchers according to the itinerary. Once issued, Carnet will contain an original signature of the Chamber official that approved the document and will be endorsed with an original ink stamp by the Issuing Chamber.

Digital (electronic) signatures and stamps on ATA Carnets have not been approved by the appropriate bodies and are not in accordance with the ATA Carnet Manual so should not be used. Discussions are under way, through the World ATA Carnet Council (who oversee ATA Carnets globally) and which will include the World Customs Organisation, to investigate whether digital stamps and signatures from ATA issuers can be sanctioned at some future point.

### 4. WHERE DO I OBTAIN AN ATA CARNET?

The easiest way to apply for an ATA Carnet is online: [www.londonchamber.co.uk/ecarnet](http://www.londonchamber.co.uk/ecarnet)

Office address	Counter and telephone service times	Cut-off time for document processing	Telephone and fax numbers
<b>London Chamber of Commerce and Industry</b> 33 Queen Street London EC4R 1AP	9.00am - 5.00pm Monday to Fridays Office closes at 4.30pm on the last Friday of every month	C/Os - 4.45pm  Carnets regular - 4.55pm  Carnet express - 3.00pm  Other - 4.45pm	C/Os: T:+44 (0)20 7203 1850/ 1886/ 1853  Carnets: T:+44 (0)20 7203 1843/ 1846/ 1847
<b>Barking Branch Office</b> 12 Town Quay Wharf Abbey Road Barking Essex IG11 7BZ	9.00am - 12.30pm 1.30pm - 4.00pm	Times vary - please contact Barking Branch Office	T:+44 (0)20 7556 2397
<b>Hounslow Branch Office</b> Unit 20 Belville Court 183 Hanworth Road Hounslow TW3 3TQ	9.30am - 12.30pm 1.30pm - 5.00pm	Times vary - please contact Hounslow Branch Office	T:+44 (0)20 7556 2396 F:+44 (0)20 8814 1563

Carnets can also be obtained from the following Chambers of Commerce:

Belfast, Birmingham, Bradford, Bristol, Dorset (Poole), Edinburgh, Glasgow, Leicester, Liverpool, Manchester, Newcastle upon Tyne (Durham), Northampton, Norwich, Nottingham, Portsmouth, Southampton, Thames Valley

## 5. HOW MUCH WILL IT COST ME?

Click here for a [Price List](#)

Click here for [security quote](#)

London Chamber of Commerce and Industry (LCCI) Members receive up to 50% discount on the issuing fee.

## 6. HOW LONG WILL IT TAKE?

We can provide a 24 hour standard service or a two hour express service (for applications submitted during office hours).

## 7. DO I HAVE TO BE A MEMBER OF THE LONDON CHAMBER TO HAVE AN ATA CARNET?

No. London Chamber Members, however, receive a discount on standard prices.

## 8. DO I HAVE TO COME IN PERSON TO ARRANGE THE ATA CARNET?

No. The simplest way of applying for an ATA Carnet is on-line: [www.londonchamber.co.uk/ecarnet](http://www.londonchamber.co.uk/ecarnet)

Once issued, Carnet can either be collected from the issuing office or we can post it to you (via Special Post).

## 9. WHAT INFORMATION DO YOU REQUIRE?

Details of the Carnet holder (company that legally owns the goods and is responsible for payment of any duties to foreign Customs), details of the person(s) who will be travelling with the goods, intended use of the goods, and finally list of goods taken. All the 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.

## 10. CAN I AUTHORISE SOMEONE TO APPLY FOR AND USE THE ATA CARNET ON MY BEHALF?

Yes. 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 example of letter on our website). 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 should contain the statement: "Any Authorised Person".

## 11. ARE THERE SPECIFIC REQUIREMENTS / LIMITATIONS FOR CERTAIN CARNET COUNTRIES?

**Bahrain** – Trade Fairs and Exhibitions only.

**Brazil** - Trade Fairs / Exhibitions and Professional Equipment only at present. Transit between states is currently not allowed when using and ATA Carnet.

**Canada** – Commercial Samples only. However, if you wish to have a Carnet for Professional Equipment category we will require a letter of indemnity on your company headed paper, accepting responsibility if the Carnet is refused.

**Channel Islands** – the Chamber is able to issue Carnets for companies based in the UK as well as Channel Island based companies if so requested.

**China** - Trade Fairs / Exhibitions only (Carnet holder must have an exhibitor permit). All Carnets used in China must be registered on the Chinese customs database by contacting CCPIT/CCOIC before clearing goods through Customs.

**India** - Trade Fairs / Exhibitions (for ITPO approved Trade Fairs/Exhibitions; display or demonstration before any department of the Central or State Government or a Union Territory Administration; meeting conference or congress organized by any company or organization. Letter of Invitation will be required for any non-ITPO events) and Professional Equipment.

**Indonesia** - Trade Fairs / Exhibitions and Professional Equipment only at present.

**Kazakhstan** - Trade Fairs / Exhibitions and Professional Equipment only at present.

**Lebanon** - Trade Fairs / Exhibitions and Professional Equipment only at present.

**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)

**Mongolia** - Trade Fairs / Exhibitions and Professional Equipment only at present.

**Morocco** - Trade Fairs / Exhibitions only. However, we would accept a letter of indemnity on your company headed paper for other categories, accepting responsibility if the Carnet is refused.

**Pakistan** - Trade Fairs / Exhibitions and Professional Equipment only at present.

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

**Russian Federation** - As we are unable to guarantee acceptance by RF customs, we will require a letter of indemnity on your company headed paper, accepting responsibility if the Carnet is refused. Box B of the Carnet should state passport number 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.

**Spain** - Carnets are compulsory in the Canary Islands, Ceuta and Melilla. Rates on request.

**Tunisia** - Trade Fairs / Exhibitions and Professional Equipment only at present.

**Turkey** - Only named representatives listed in Box B. Represented by, on the importation and re-exportation vouchers will be allowed to sign the importation and re-exportation declarations in Boxes F. Turkish agent must be stated. 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.

**UAE** - Trade Fairs / Exhibitions only.

**United States of America** – Commercial Samples and Professional Equipment only at present. We are unable to guarantee the acceptance of an ATA Carnet covering 'vehicles'.

## 12. WHY DO I HAVE TO PROVIDE A SECURITY?

The 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 security is in place to protect the London Chamber of Commerce and Industry, as the UK National Guaranteeing Organisation, against foreign Customs claims in cases where the Carnet has been misused and the Carnet Holder is unable to settle charges due. Forms of security that we currently accept are as follows: **Banker's draft / cash deposit** for the full security amount (refundable after the Carnet has been discharged), **Bank guarantee** issued by 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 (guarantee is returned to your bank for cancellation after the Carnet has been discharged), **Carnet Security Scheme (CSS) Guarantee** - an in-house service by which the Carnet user can arrange for the security to be provided, without having to supply either Banker's Draft, cash or Bank Guarantee. Using CSS- a non-refundable, one off payment -means we can provide you with a 'While You Wait' processing service and there is no 'freezing' of assets or funds (as with other institutions).

## 13. CAN I SELL OFF AN ATA CARNET?

Carnet is a temporary admission document, therefore, the goods must be returned back to the EU within the validity of the document. Customs may allow the goods to be sold, on an exceptional basis, in which case the Carnet must be regularised correctly by the host Customs (Duty Paid Receipt number written on the Re-exportation Counterfoil and copy of the Duty Paid Receipt attached to the Carnet when returned to the issuing Chamber after use). Failure to obtain approval for selling the goods from the host Customs will result in a payment of duty, taxes, administrative charges, as well as a penalty.

## 14. CAN I PUT CONSUMABLE GOODS ON ATA CARNET?

No as those goods would normally be used up abroad and not repatriated. Everything on a Carnet must be returned to the EU.

## 15. CAN AN ATA CARNET BE USED FOR CONTROLLED OR DUAL USE GOODS?

The use of an ATA Carnet does not remove the usual requirements for restricted and prohibited goods or licensing controls. Controlled goods can travel on an ATA Carnet provided the relevant license has been obtained from the Export Control Organisation (ECO) and that the License number is stated on the General List of the Carnet. Further information regarding prohibited and restricted goods can be found on ECO's central online licensing system: <https://www.spire.bis.gov.uk/spire/fox/espire/LOGIN/login> (email: [eco.help@bis.gsi.gov.uk](mailto:eco.help@bis.gsi.gov.uk), tel: 020 7215 4594).

## 16. CAN I GET 'EXTRA VOUCHERS'?

Yes. Additional vouchers can be obtained from the issuing office (members £50 + VAT / non-members £100 + VAT).

## 17. CAN I EXTEND THE VALIDITY OF AN ATA CARNET? (REPLACEMENT)

ATA Carnets are valid for twelve months. Some Customs authorities may be prepared to extend the period of temporary admission by granting approval for a Replacement Carnet. Host Customs' written consent / approval must be submitted to the Issuing Chamber with an issuing fee and security before Replacement Carnet can be issued. Replacement Carnet should be validated by the National Carnet Unit ([atacarnetunit@hmrc.gsi.gov.uk](mailto:atacarnetunit@hmrc.gsi.gov.uk)) before being used abroad.

Please note that even though the Carnet is valid for 12 months, from the date of issue, foreign Customs may impose a time limit for re-exportation that may be less than the overall validity period of one year. This will be shown in section 2 of the Importation and / or Transit Grouped Counterfoils. If the time limit is exceeded, Duty, Tax and / or Penalty charges may apply despite proof that the goods were eventually re-exported.

#### **18. WHAT HAPPENS IF I LOSE MY ATA CARNET WHILST VALID? (SUBSTITUTE)**

You can obtain a substitute Carnet which will be identical to the original Carnet. A repeat fee and security will apply. The Substitute Carnet should be validated by the National Carnet Unit ([atacarnetunit@hmrc.gsi.gov.uk](mailto:atacarnetunit@hmrc.gsi.gov.uk)) before being used abroad.

#### **19. CAN I ADD EXTRA ITEMS TO THE CARNET LIST?**

No. Once a Carnet has been issued no extra items can be added to the list of goods. A new Carnet covering the additional items will need to be issued.

#### **20. MY ATA CARNET HAS BEEN ISSUED BUT I AM NOT TAKING ALL THE ITEMS WITH ME**

Any combination of items on the General List may be taken, however, you must ensure that only the items that have been taken are declared on the relevant Carnet Vouchers / Counterfoils. In cases of split consignments, you must ensure that you apply for sufficient number of Vouchers (visits) to cover the planned movements (i.e. if you are taking 100 items to Switzerland, but plan to bring them back to the UK in two separate consignments then you need to apply for 2 exits out of EU and 2 visits to Switzerland).

#### **21. WHAT SHOULD I DO WITH THE CARNET AFTER I HAVE FINISHED USING THE DOCUMENT?**

The Carnet must be returned to the office of issue intact, at the latest on its expiry date. Please ensure that photocopies of any Customs endorsed pages are kept on your files in case the Carnet gets lost en route to the issuing office. Once received, we will check the Carnet to establish whether it has been used correctly and advise you of any action required to minimise exposure to foreign Customs. Missing Carnet, sheets and / or counterfoils will delay the discharge and cancellation of the associated security lodged.

#### **22. WHAT HAPPENS IF THE CARNET HAS NOT BEEN USED CORRECTLY?**

All imports and exits from Carnet countries must be discharged correctly by the relevant Customs. If this has not been done, then the foreign Customs will lodge a claim via the London Chamber of Commerce and Industry. Carnet Holder is given a period of 6 months from the initial date of claim to provide suitable evidence to confirm that the goods have been repatriated. The only forms of evidence acceptable to Foreign Customs are correctly endorsed ATA Carnet or a Certificate of Location, confirming that the goods were repatriated before the Carnet expired, issued by HMRC. Failure to provide admissible evidence within the 6 month claim period will result in duties and / or penalties being levied by foreign Customs.

#### **23. WHAT HAPPENS IF MY GOODS ARE LOST OR STOLEN?**

If goods are covered by a Carnet are lost or stolen, the matter should be immediately reported to the Customs Authorities in the country where it occurred, together with a police report for insurance purposes as Customs charges will apply due to non re-exportation.

#### **24. CAN MY GOODS BE DESTROYED UNDER CUSTOMS CONTROL?**

Some Customs Authorities may allow goods to be destroyed under their control. This process must be reflected on the Re-exportation Counterfoil and the Voucher must be retained by the host Customs. It should be noted that Customs charges may still apply.

#### **25. WHAT DOES GOODS IN FREE CIRCULATION MEAN?**

In accordance with EEC Regulations 2913/92 and 2454/93, the Carnet will be issued in the European Union only for Community goods and goods in free circulation in the EU. Basically this means that the goods listed on the Carnet must be either produced in the EU or, on importation, have paid all relevant import duties and VAT.

N.B. Goods should be re-exported without having undergone processing or repair, except normal depreciation due to the use made of them. Normal Customs documentation must be used for the exportation of goods by post.

#### **26. CAN I USE ATA CARNET FOR TRANSIT ALONE?**

In principle the use of an ATA Carnet to cover transit operations only cannot be authorised as it was created for the purpose of temporary admission. Nevertheless, we are exceptionally allowed to cover a transit movement through Switzerland between two member states.

#### **27. DO I NEED TO MAKE A CUSTOMS DECLARATION WHEN USING AN ATA CARNET?**

If the goods are hand carried then no separate Customs Declaration is usually required (other than presenting the Carnet to HMRC + foreign Customs). If the goods are freighted and are bound for an "inventory linked" port or airport they may need to be included on an Import and export: customs clearance request (C21) form using code: CPC 10 00 041 for exports and CPC 00 080 20 for re-imports. If the goods are being sent to a non-inventory port or airport you may need to complete an Import and export: presentation of goods for export (arrival) (C1601) form.