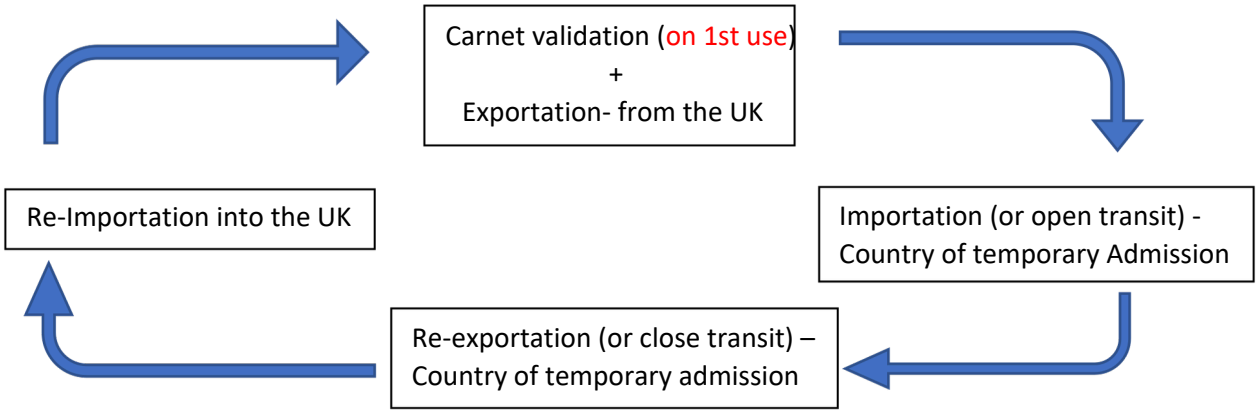
How to use ATA Carnet

This guide has been created with the aim of helping ATA Carnet Holders to use the document correctly thereby minimizing the exposure to potential claims from the foreign Customs.

The Carnet transaction cycle usually consists of the following elements:



Validation: All ATA Carnets must be Validated by HMRC / BF before the first use (this will be done at the same time the Exportation Counterfoils and Vouchers are being endorsed. If you're flying – then take your goods and Carnet to the customs desk before checking your goods in. If you're driving via Euroshuttle, Holyhead or roro ports in Kent – go to an inland site to get your Carnet validated. Companies moving goods under transport contract (Hauliers/Forwarders) will have to lodge safety and security declarations to pass through the port.

Exportation: this refers to UK goods leaving / exiting from the UK

Importation: this is entry into a country of temporary admission (working visit).

Re-exportation: this is the departure or exit from the country of temporary admission

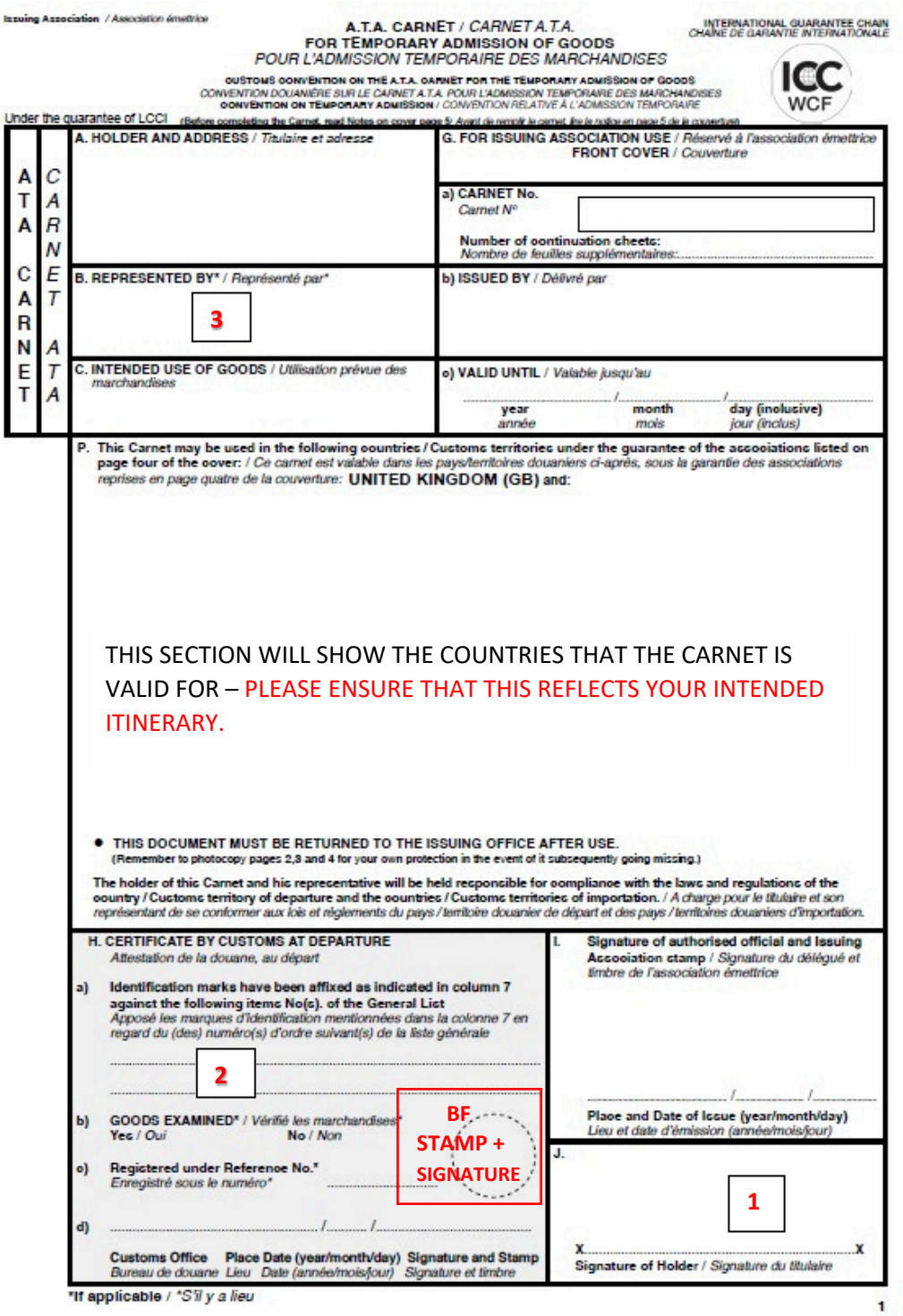
Re-importation: the return of goods to the UK

Transit: transits are rarely used, but may be required if your goods are moving through one Carnet country en-route to another (i.e. driving through EU on the way to a working visit to Switzerland counts as Transit. Note that Changing flights does not count as transit). You must ensure that transits are discharged correctly to avoid payment of duties. Russia and Switzerland may request transits in case the goods are sent to an inland site.

Vouchers: Are completed by the holder and detached/removed from the Carnet by Customs officials. Vouchers serve as a Customs declaration and must be signed by the Holder

Counterfoils: Are completed by Customs and serve as receipt audit trail for each declaration lodged

Green Front Cover



Issuing Association / Association émettrice

A.T.A. CARNET / CARNET A.T.A.
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

INTERNATIONAL GUARANTEE CHAIN
CHAÎNE DE GARANTIE INTERNATIONALE

ICC WCF

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)

ATA CARNET / CARNET ATA

A. HOLDER AND ADDRESS / *Titulaire et adresse*

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

a) CARNET No. / *Carnet N°*

Number of continuation sheets: / *Nombre de feuilles supplémentaires:*

B. REPRESENTED BY* / *Représenté par** — 3

b) ISSUED BY / *Délivré par*

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

c) VALID UNTIL / *Valable jusqu'au*
year / *année* — month / *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:

THIS SECTION WILL SHOW THE COUNTRIES THAT THE CARNET IS VALID FOR – PLEASE ENSURE THAT THIS REFLECTS YOUR INTENDED ITINERARY.

- 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.*

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

2

b) GOODS EXAMINED* / *Vérifié les marchandises** Yes / *Oui* No / *Non*

BF STAMP + SIGNATURE

c) Registered under Reference No.* / *Enregistré sous le numéro**

d) ..... / ..... / .....

Customs Office / *Bureau de douane* — Place Date (year/month/day) / *Lieu Date (année/mois/jour)* — Signature and Stamp / *Signature et timbre*

I. Signature of authorised official and Issuing Association stamp / *Signature du délégué et timbre de l'association émettrice*

Place and Date of Issue (year/month/day) / *Lieu et date d'émission (année/mois/jour)*

J.

1

X.....X
Signature of Holder / *Signature du titulaire*

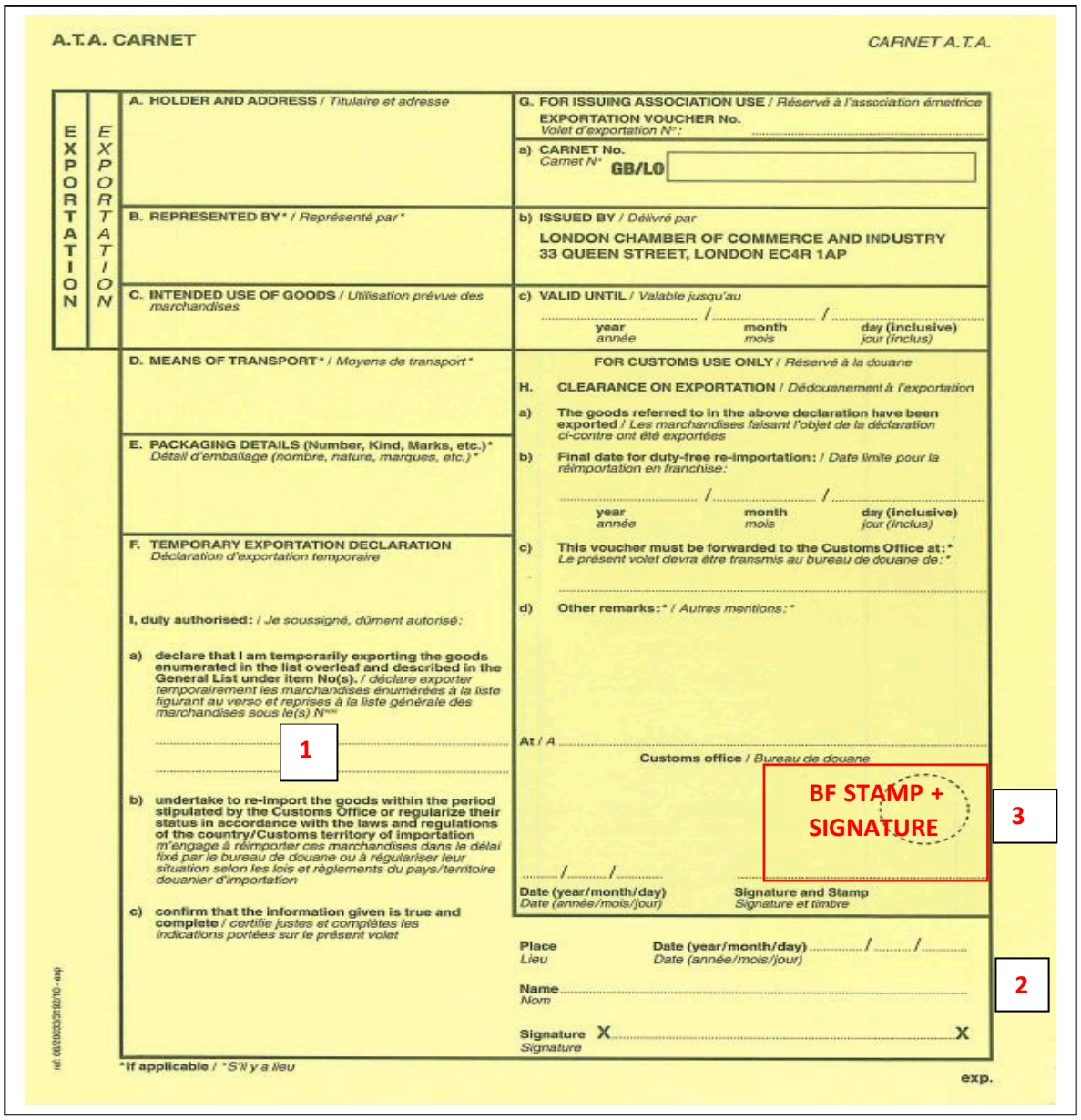
*If applicable / **S'il y a lieu*

1

1. Carnet Holder must Sign Box **J**
2. **HMRC** must endorse and complete the relevant fields in **Box H** on exit from the UK*
3. If the person travelling with the Carnet is **not** listed in **Box B**, then they will need to hold a Letter of Authorisation (signed by the person that signed **Box J)** to allow them to declare the goods to Customs on behalf of the Carnet Holder (Box A).

***Failure to get Box H endorsed may result in Carnet being rejected by the foreign Customs**

Yellow Exportation Voucher (Exit from the UK) completed by the Holder + HMRC / BF



A.T.A. CARNET — CARNET A.T.A.

EXPORTATION / EXPORTATION

A. HOLDER AND ADDRESS / *Titulaire et adresse*

G. FOR ISSUING ASSOCIATION USE / *Réservé à l'association émettrice*
EXPORTATION VOUCHER No. / *Volet d'exportation N°:*
a) CARNET No. / *Carnet N°* GB/LO

B. REPRESENTED BY* / *Représenté par**

b) ISSUED BY / *Délivré par*
LONDON CHAMBER OF COMMERCE AND INDUSTRY
33 QUEEN STREET, LONDON EC4R 1AP

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

c) VALID UNTIL / *Valable jusqu'au*
year / *année* — month / *mois* — day (inclusive) / *jour (inclus)*

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

FOR CUSTOMS USE ONLY / *Réservé à la douane*

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-contre ont été exportées*

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

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

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

I, duly authorised: / *Je soussigné, dûment autorisé:*

a) declare that I am temporarily exporting the goods enumerated in the list overleaf and described in the General List under item No(s). / *déclare exporter temporairement les marchandises énumérées à la liste figurant au verso et reprises à la liste générale des marchandises sous le(s) N°(s)*

1

b) undertake to re-import the 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 réimporter ces marchandises dans le délai fixé par le bureau de douane ou à régulariser leur situation selon les lois et règlements du pays/territoire douanier d'importation*

c) confirm that the information given is true and complete / *certifie justes et complètes les indications portées sur le présent volet*

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

d) Other remarks:* / *Autres mentions:**

At / *A*

Customs office / *Bureau de douane*

BF STAMP + SIGNATURE

3

Date (year/month/day) / *Date (année/mois/jour)*

Signature and Stamp / *Signature et timbre*

Place / *Lieu*

Date (year/month/day) / *Date (année/mois/jour)*

Name / *Nom*

Signature / *Signature* X X

2

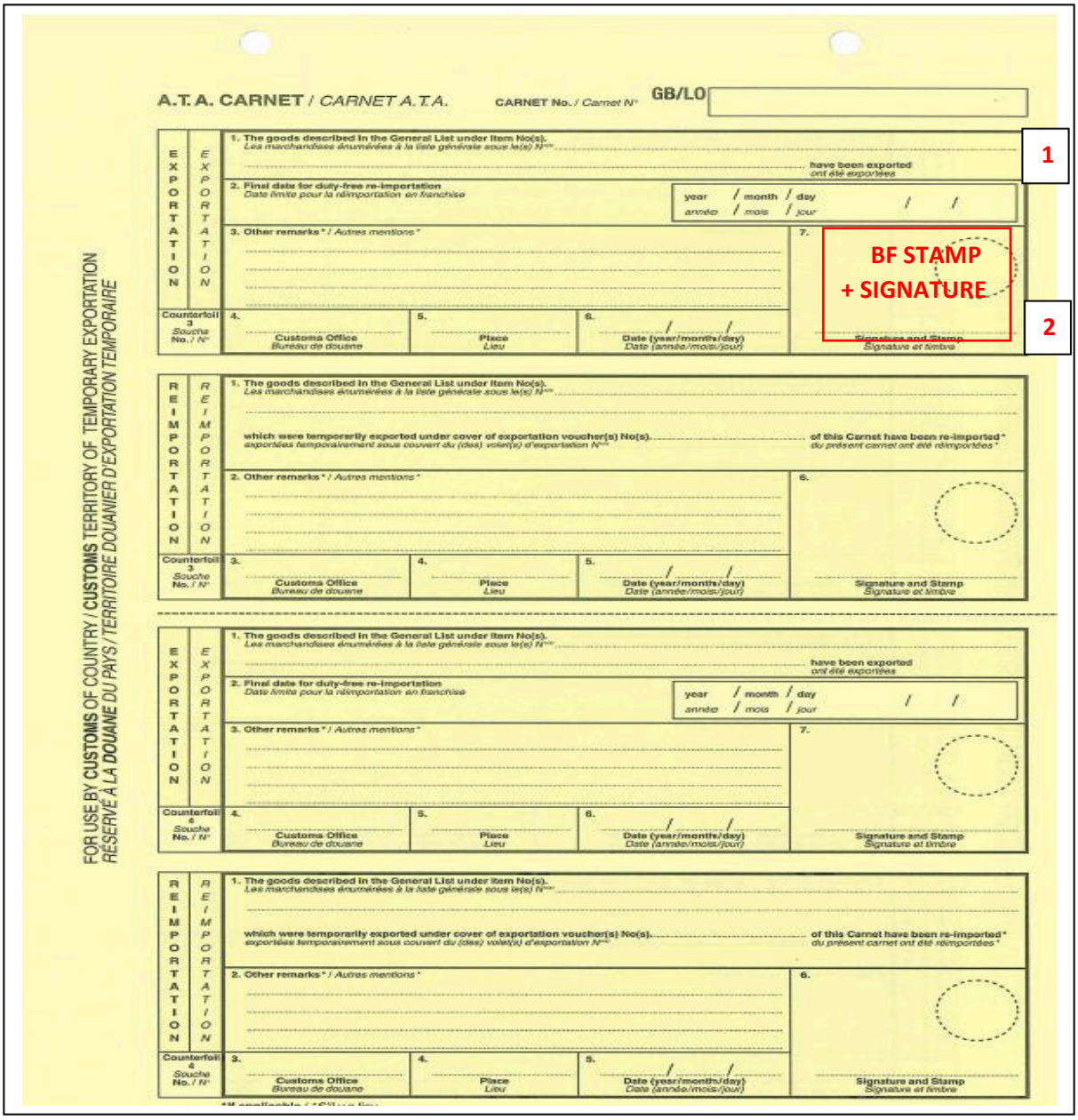
*If applicable / *S'il y a lieu*

exp.

1. Carnet Holder must declare the items being exported in **Box F. A**
2. Carnet Holder must complete and sign **F.E** and present Carnet to BF

3. UK BF officer at the **Office of Exit (or Export*)** will complete, sign and stamp **Box H** and remove this <u>Exportation</u> voucher from the Carnet and forward it to NCU in Salford

Yellow Counterfoils Exportation (Exit from the UK) completed by the HMRC / BF



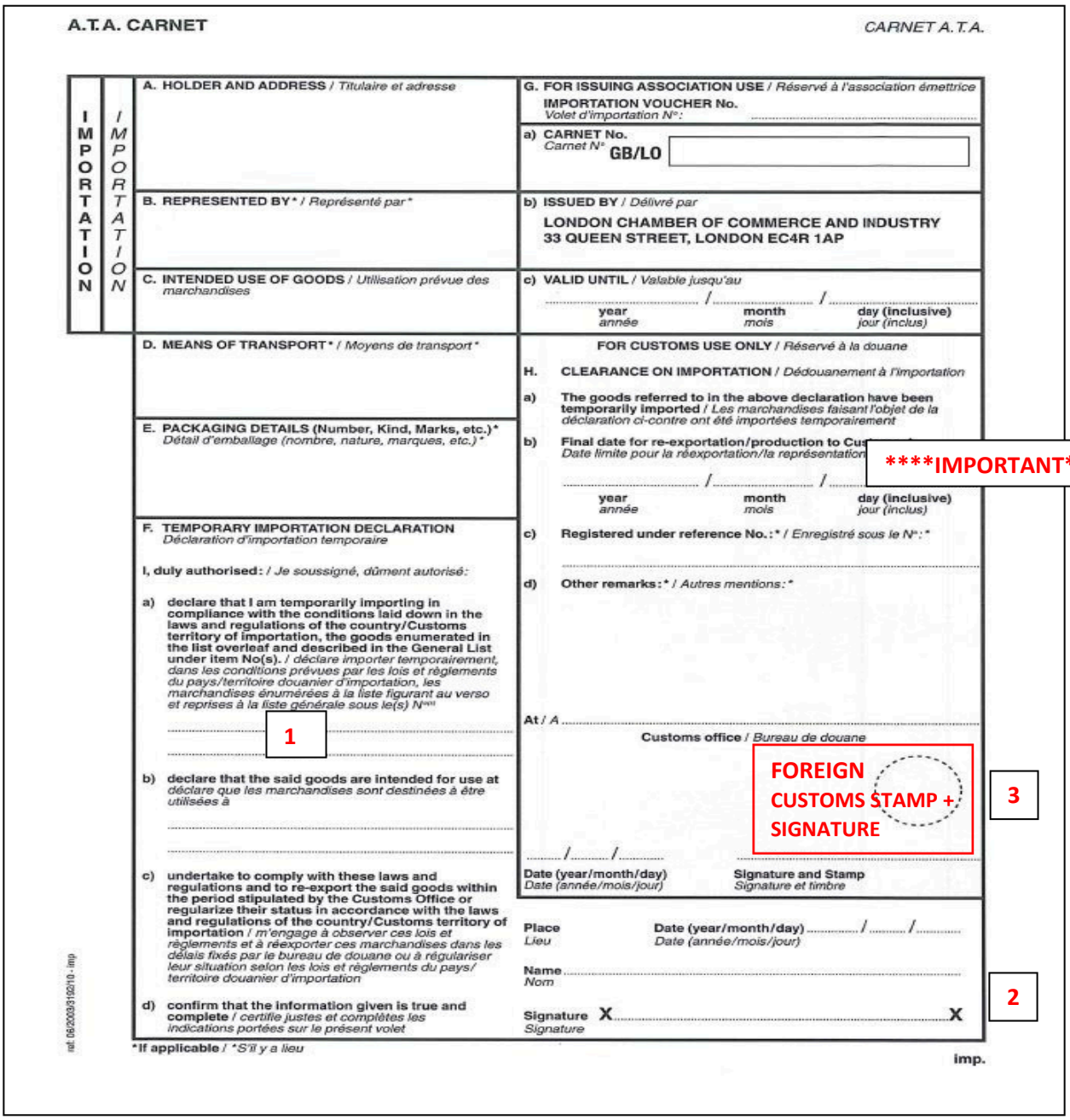
1. **UK Office of Exit** that validated the Front Cover will endorse Box 1 - 6 and stamp + sign **Box 7***

*** For the purposes of trade facilitation, inland sites count as Office of Exit. The exception to this rule would be a GB office validating the Carnet, but the goods exiting UK via NI (in this case the inland site acts as the Office of Export, validates Box H, endorses Exportation Voucher and sends it to NCU and completes Boxes 1-6 on the above Exportation Counterfoil. NI will act as Office of Exit and will stamp Box 7 only (to confirm point of exit from the UK). Naturally if there is no GB inland site involvement and the Carnet is validated by BF NI – then this office completes all the above steps.**

2. Holder and BF Officer must ensure that items stated in box 1 are the same as declared on the

Exportation Voucher.

White Importation Voucher (**importation into destination country**) completed by the Holder+ foreign Customs


A.T.A. CARNET

CARNET A.T.A.

IMPORTATION / IMPORTATION

A. HOLDER AND ADDRESS / *Titulaire et adresse*

B. REPRESENTED BY * / *Représenté par **

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

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

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

F. TEMPORARY IMPORTATION DECLARATION *Déclaration d'importation temporaire*

I, duly authorised: / *Je soussigné, dûment autorisé:*

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 douanier d'importation, les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°(s)*

1

b) declare that the said goods are intended for use at *déclare que les marchandises sont destinées à être utilisées à*

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 douanier d'importation*

d) confirm that the information given is true and complete / *certifie justes et complètes les indications portées sur le présent volet*

G. FOR ISSUING ASSOCIATION USE / *Réservé à l'association émettrice*

IMPORTATION VOUCHER No. *Volet d'importation N°:*

a) CARNET No. *Carnet N°* GB/LO

b) ISSUED BY / *Délivré par*

LONDON CHAMBER OF COMMERCE AND INDUSTRY
33 QUEEN STREET, LONDON EC4R 1AP

c) VALID UNTIL / *Valable jusqu'au*

year / *année* — month / *mois* — day (inclusive) / *jour (inclus)*

FOR CUSTOMS USE ONLY / *Réservé à la douane*

H. CLEARANCE ON IMPORTATION / *Dédouanement à l'importation*

a) The goods referred to in the above declaration have been temporarily imported / *Les marchandises faisant l'objet de la déclaration ci-contre ont été importées temporairement*

b) Final date for re-exportation/production to Cus… / *Date limite pour la réexportation/la représentation*

year / *année* — month / *mois* — day (inclusive) / *jour (inclus)*

****IMPORTANT**

c) Registered under reference No.: * / *Enregistré sous le N°: **

d) Other remarks: * / *Autres mentions: **

At / *A* ……

Customs office / *Bureau de douane*

FOREIGN CUSTOMS STAMP + SIGNATURE

3

Date (year/month/day) / *Date (année/mois/jour)*

Signature and Stamp / *Signature et timbre*

Place / *Lieu*

Date (year/month/day) / *Date (année/mois/jour)*

Name / *Nom*

Signature / *Signature* X …… X

2

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

imp.

ref. 08/2009/3192/10 - imp

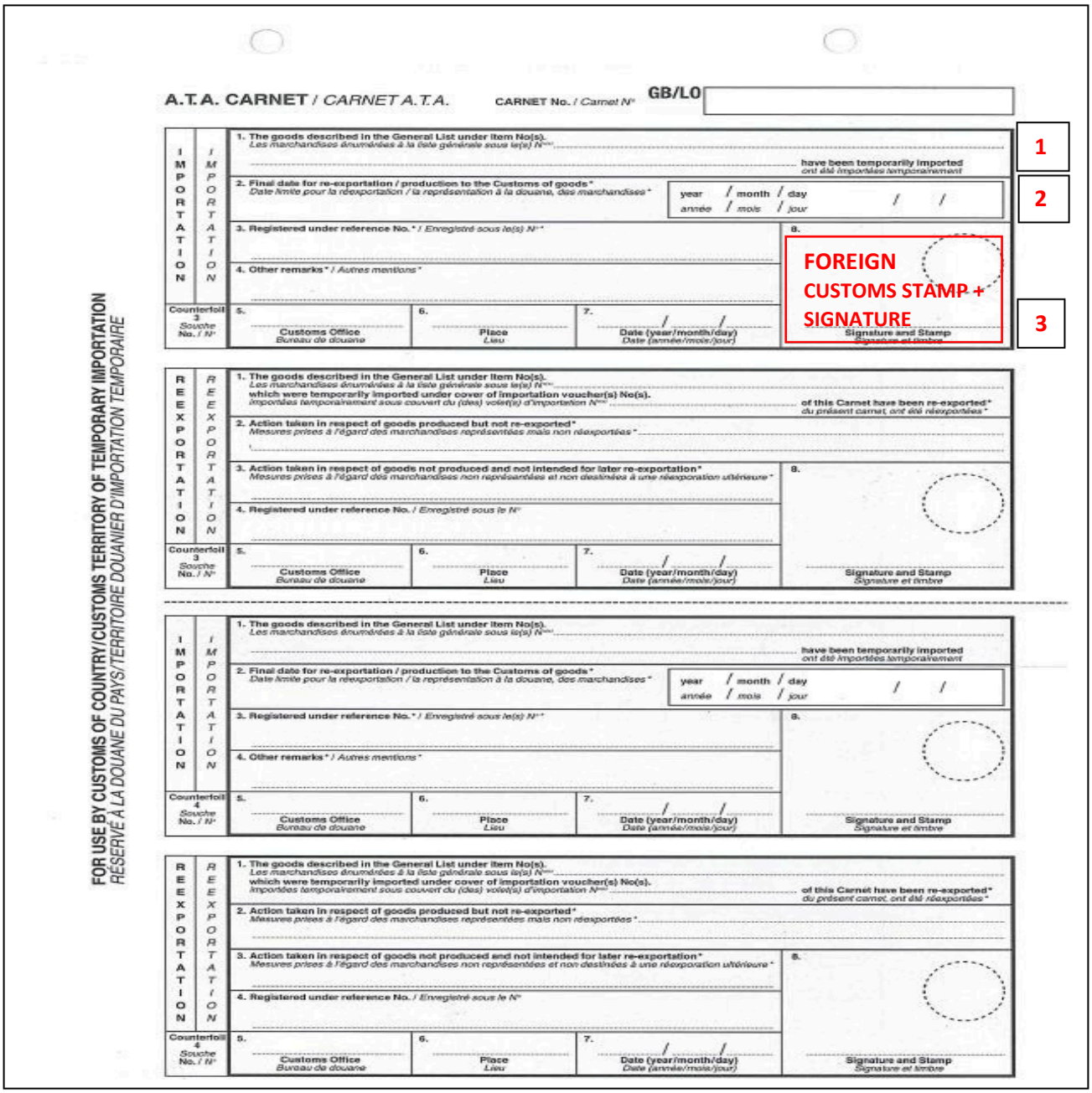
Customs of the country of temporary admission will detach and retain this Voucher

1. Carnet Holder must declare in **Box F.A** the number of items being imported
2. Carnet Holder must sign and date **Box F.D**

3. Customs off the country of temporary admission will endorse **Box H**

****IMPORTANT**** A restricted date less the overall validity of the Carnet may be imposed in **Box H.b** Items **MUST** be re-exported by this date (the Holder can apply for extension by contacting the office of Importation).

White Counterfoil(s)- Importation – completed by foreign Customs that stamped the Importation Voucher

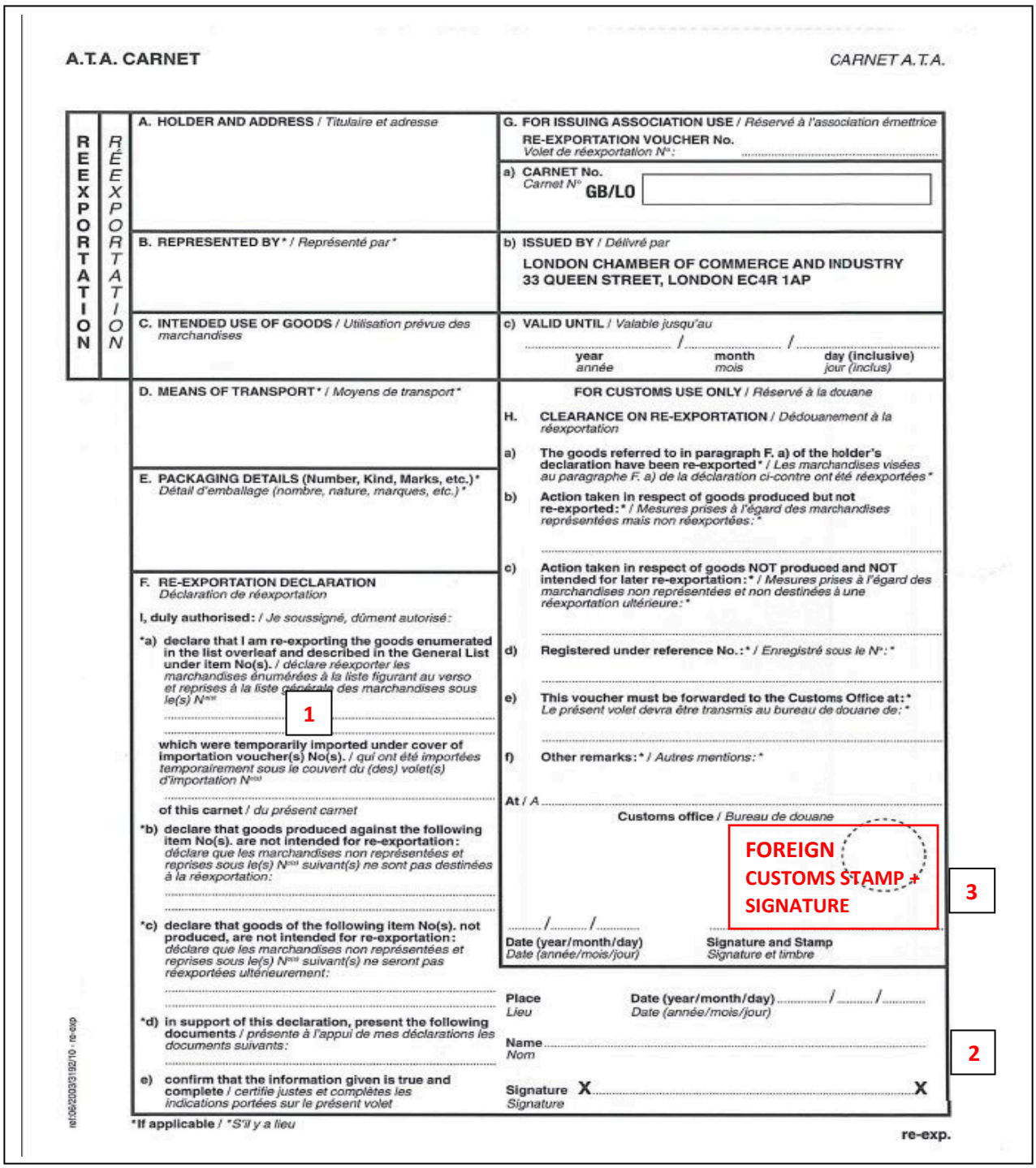


1. Customs of the country of temporary admission Customs officer will specify the number of items declared on importation in **Box 1,** complete Boxes 2-7 and **stamp + sign Box 8**

2. Holder and Customs must ensure that the items stated in box 1 are the same as declared on the Importation Voucher

3. A **restricted** date for the final date of re-exportation may be imposed in **Box 2**. The Holder must re-export the goods before this date to avoid any penalties or apply for extension by contacting the office that processed the Importation

White Re-exportation Voucher (re-exportation from the foreign Carnet Country) completed by the Carnet Holder + foreign Customs



A.T.A. CARNET

CARNET A.T.A.

RE-EXPORTATION / RÉEXPORTATION

A. HOLDER AND ADDRESS / *Titulaire et adresse*

G. FOR ISSUING ASSOCIATION USE / *Réservé à l'association émettrice*
RE-EXPORTATION VOUCHER No.
Volet de réexportation N°: .....

a) CARNET No.
Carnet N° GB/LO

B. REPRESENTED BY* / *Représenté par**

b) ISSUED BY / *Délivré par*
LONDON CHAMBER OF COMMERCE AND INDUSTRY
33 QUEEN STREET, LONDON EC4R 1AP

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

c) VALID UNTIL / *Valable jusqu'au*
..... / ..... / .....
year / *année* — month / *mois* — day (inclusive) / *jour (inclus)*

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

FOR CUSTOMS USE ONLY / *Réservé à la douane*

H. CLEARANCE ON RE-EXPORTATION / *Dédouanement à la réexportation*

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

a) The goods referred to in paragraph F. a) of the holder's declaration have been re-exported* / *Les marchandises visées au paragraphe F. a) de la déclaration ci-contre ont été réexportées**

b) Action taken in respect of goods produced but not re-exported:* / *Mesures prises à l'égard des marchandises représentées mais non réexportées:**

F. RE-EXPORTATION DECLARATION
Déclaration de réexportation

I, duly authorised: / *Je soussigné, dûment autorisé:*

c) 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:**

*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 le(s) N°(s)*

1

d) Registered under reference No.:* / *Enregistré sous le N°:**

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

which were temporarily imported under cover of importation voucher(s) No(s). / *qui ont été importées temporairement sous le couvert du (des) volet(s) d'importation N°(s)*

f) Other remarks:* / *Autres mentions:**

of this carnet / *du présent carnet*

At / *A* .....
Customs office / *Bureau de douane*

FOREIGN CUSTOMS STAMP + SIGNATURE

3

*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 le(s) N°(s) suivant(s) ne sont pas destinées à la réexportation:*

*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 le(s) N°(s) suivant(s) ne seront pas réexportées ultérieurement:*

..... / ..... / .....
Date (year/month/day) / *Date (année/mois/jour)*

Signature and Stamp / *Signature et timbre*

Place / *Lieu*

Date (year/month/day) ..... / ..... / ..... / *Date (année/mois/jour)*

*d) in support of this declaration, present the following documents / *présente à l'appui de mes déclarations les documents suivants:*

Name / *Nom* .....

2

e) confirm that the information given is true and complete / *certifie justes et complètes les indications portées sur le présent volet*

Signature / *Signature* X X

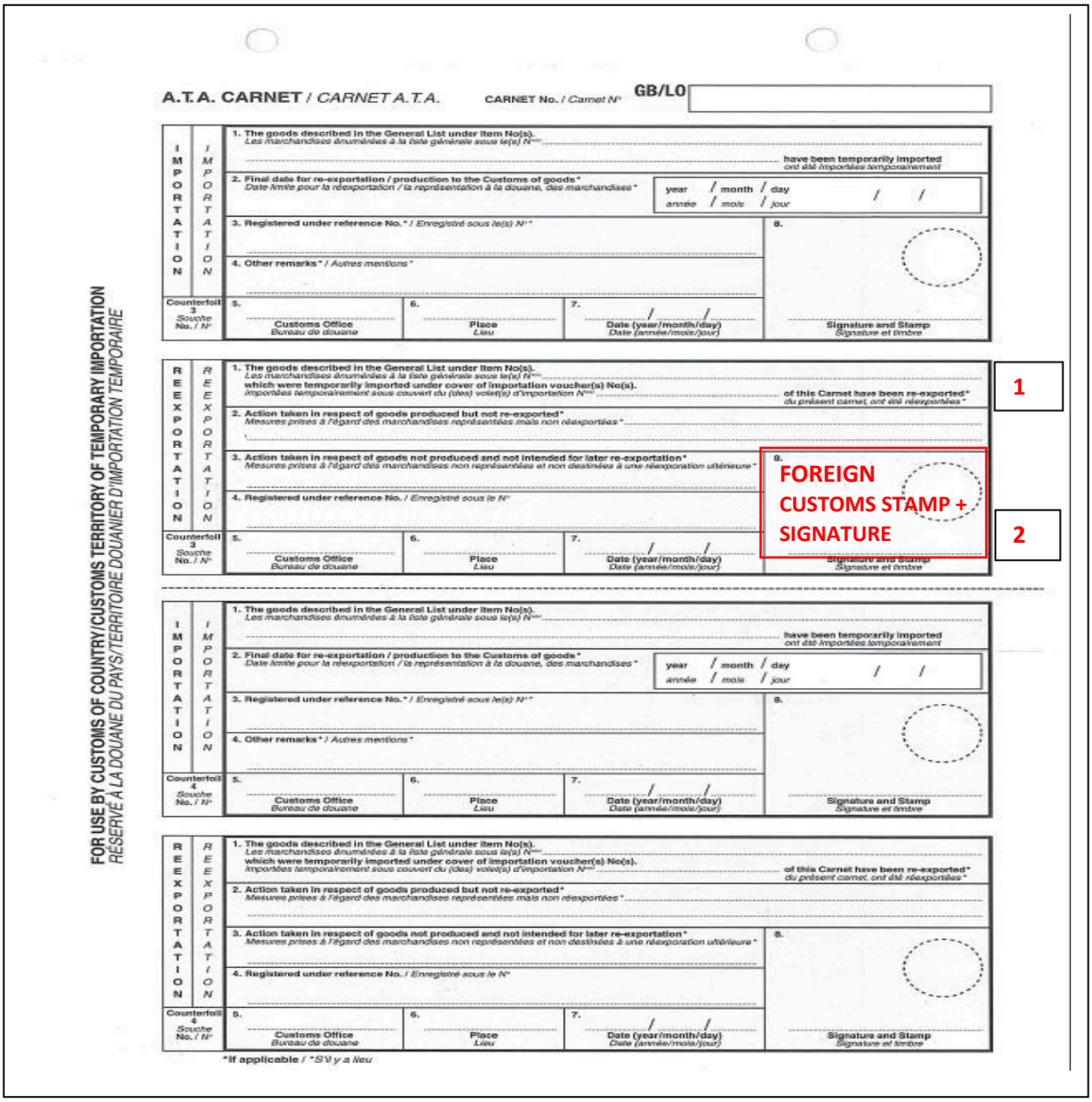
*If applicable / *S'il y a lieu*

re-exp.

1. Holder **must** declare the number of items being re-exported In **Box F Part A***
2. Holder **must** sign and date **Box F.E**
3. Customs Officer of the host country will complete, stamp + sign section **H** and remove this voucher from the Carnet

***Any items that are not re-exported must be stated in sections F.B or F.C (duty may apply)**

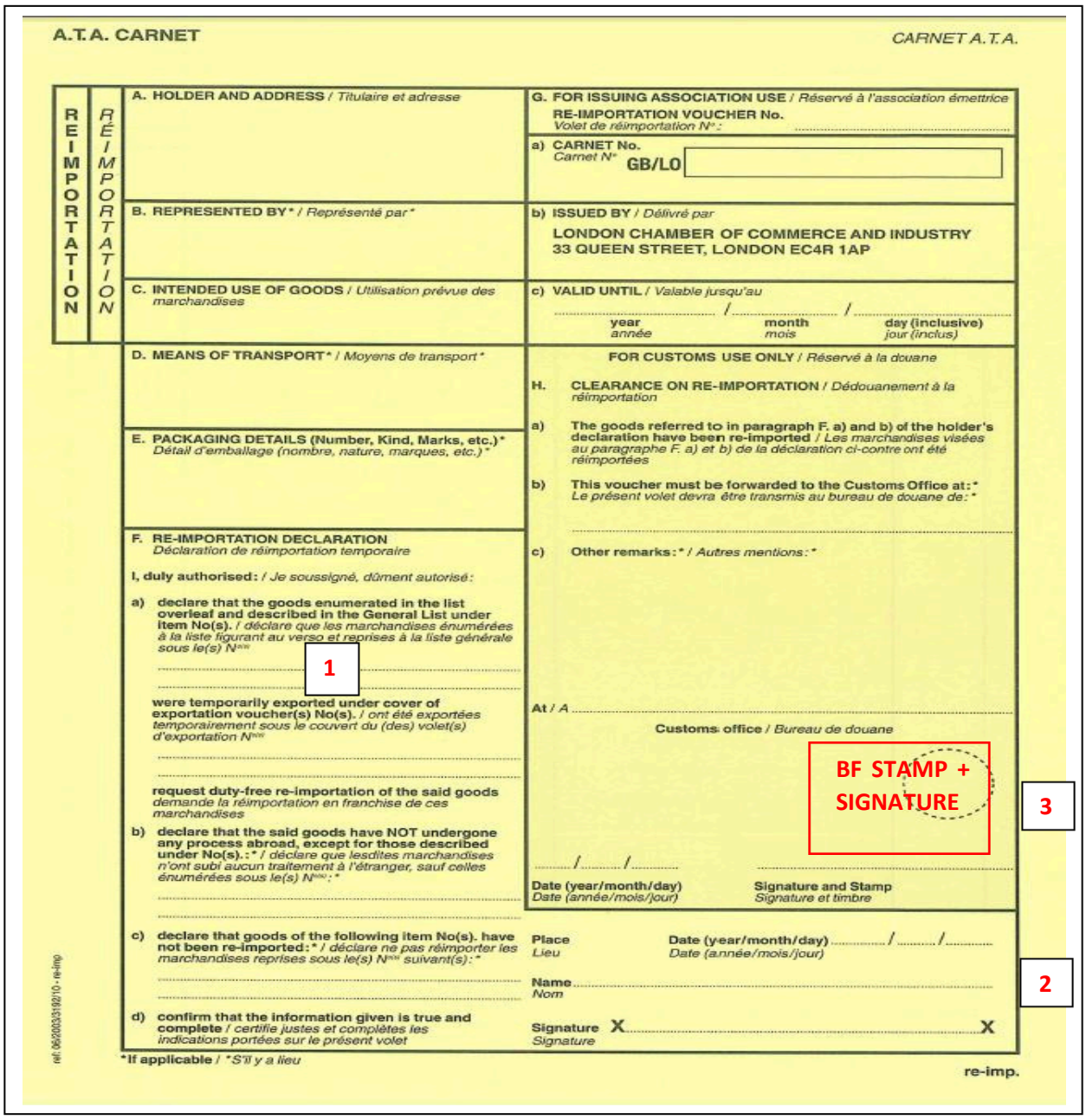
White Counterfoil(s)- Re-Exportation completed by foreign Customs that endorsed the Re-exportation Counterfoil



1. Customs Officer that retained the above Re-exportation Voucher will state the number of items declared for re-export in **Box 1** and complete boxes 2-7* and stamp + sign **Box 8**

2. (Holder and Customs must ensure that the items stated in box 1 are the same as declared on the Re-exportation Voucher)
   ***Any items not re-exported must be stated in box 2 or 3 (+ reason i.e. Duty Paid + Receipt no, goods destroyed under customs supervision or diverted to another customs procedure)**

Yellow Voucher - Re-Importation (endorsed by HMRC / BF at the point of entry into UK)



A.T.A. CARNET — CARNET A.T.A.

REIMPORTATION / RÉIMPORTATION

A. HOLDER AND ADDRESS / *Titulaire et adresse*

G. FOR ISSUING ASSOCIATION USE / *Réservé à l'association émettrice*
RE-IMPORTATION VOUCHER No. / *Volet de réimportation N° :*
a) CARNET No. / *Carnet N°* GB/LO

B. REPRESENTED BY* / *Représenté par**
b) ISSUED BY / *Délivré par*
LONDON CHAMBER OF COMMERCE AND INDUSTRY
33 QUEEN STREET, LONDON EC4R 1AP

C. INTENDED USE OF GOODS / *Utilisation prévue des marchandises*
c) VALID UNTIL / *Valable jusqu'au*
year / *année* — month / *mois* — day (inclusive) / *jour (inclus)*

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

FOR CUSTOMS USE ONLY / *Réservé à la douane*

H. CLEARANCE ON RE-IMPORTATION / *Dédouanement à la réimportation*

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

a) The goods referred to in paragraph F. a) and b) of the holder's declaration have been re-imported / *Les marchandises visées au paragraphe F. a) et b) de la déclaration ci-contre ont été réimportées*

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

F. RE-IMPORTATION DECLARATION / *Déclaration de réimportation temporaire*

I, duly authorised: / *Je soussigné, dûment autorisé :*

a) declare that the goods enumerated in the list overleaf and described in the General List under item No(s). / *déclare que les marchandises énumérées à la liste figurant au verso et reprises à la liste générale sous le(s) N°s*

1

were temporarily exported under cover of exportation voucher(s) No(s). / *ont été exportées temporairement sous le couvert du (des) volet(s) d'exportation N°s*

request duty-free re-importation of the said goods / *demande la réimportation en franchise de ces marchandises*

c) Other remarks:* / *Autres mentions:**

At / *A* .....

Customs office / *Bureau de douane*

BF STAMP + SIGNATURE

3

Date (year/month/day) / *Date (année/mois/jour)*

Signature and Stamp / *Signature et timbre*

b) declare that the said goods have NOT undergone any process abroad, except for those described under No(s).:* / *déclare que lesdites marchandises n'ont subi aucun traitement à l'étranger, sauf celles énumérées sous le(s) N°s:**

c) declare that goods of the following item No(s). have not been re-imported:* / *déclare ne pas réimporter les marchandises reprises sous le(s) N°s suivant(s):**

Place / *Lieu*

Date (year/month/day) / *Date (année/mois/jour)*

Name / *Nom*

2

d) confirm that the information given is true and complete / *certifie justes et complètes les indications portées sur le présent volet*

Signature / *Signature* X X

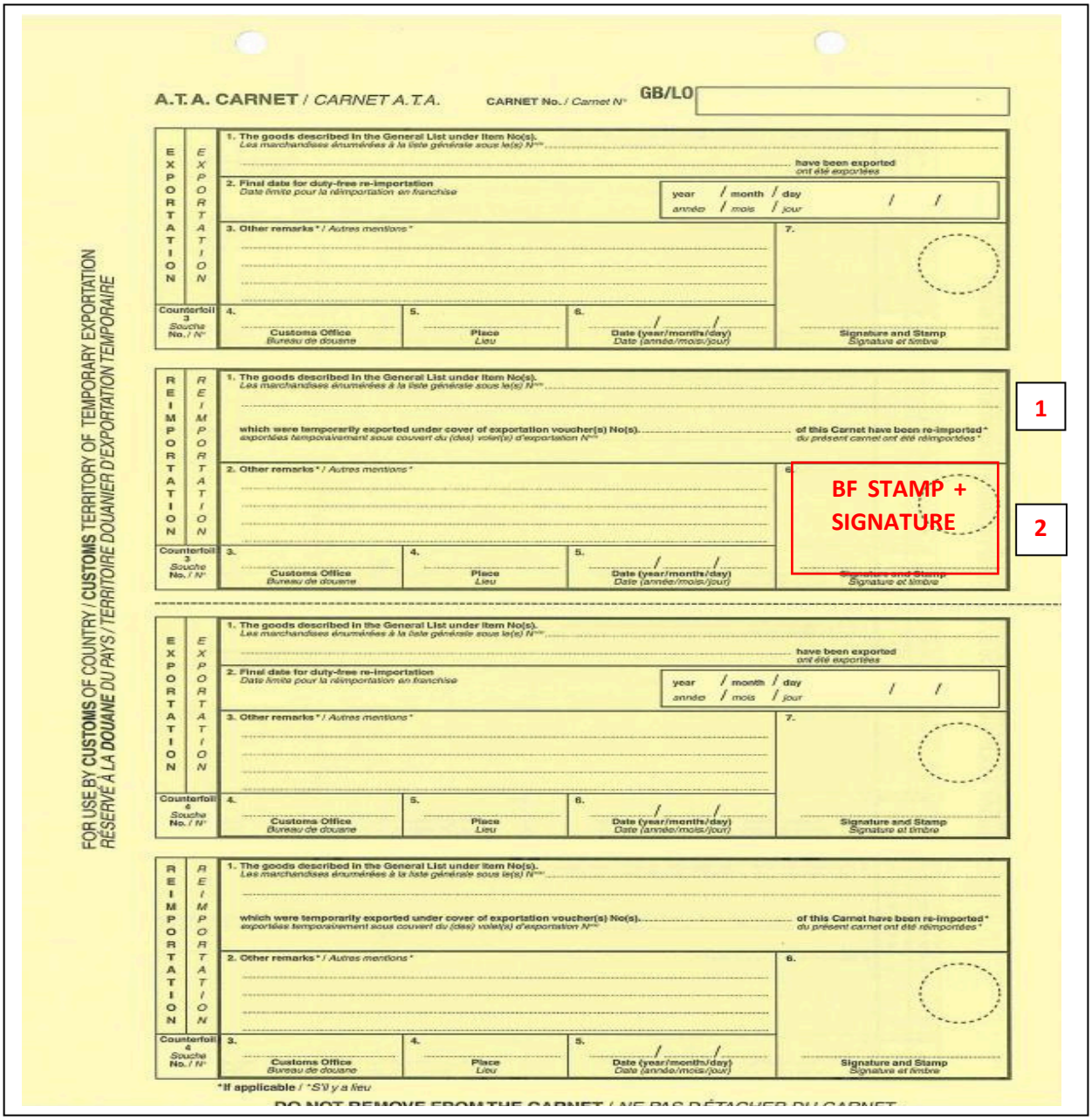
*If applicable / *S'il y a lieu*

ref: 06/2003/3192/10 - re-imp

re-imp.

1. Holder **must** declare the number of items being re-imported In **Box F Part A**
2. Holder **must** sign and date **Box F.D**
3. HMRC / BF Officer at the office of entry into the UK will complete, stamp + sign section H and remove this voucher from the Carnet**.** The Voucher must be sent to NCU in Salford

Yellow Counterfoil(s) Re-importation completed by the HMRC / BF Officer that endorsed the Re-importation Voucher



1. HMRC / BF must complete the number of items declared in **Box 1**
2. HMRC / BF must endorse, sign and stamp **Box. 7**

****Important** ***Check the number of items stated in Box 1 reflects the same number of items declared on the Reimportation Voucher.

Points to Remember

- Do not lose or misplace the Carnet – lost Carnet will require a Substitute document to be issued
- You are only permitted to travel to the countries listed on the Green Front Cover
- Yellow Vouchers and Yellow Counterfoils are for HMRC / BF endorsement only
- White Vouchers and White counterfoils are for the foreign Customs / the country of temporary admission only
- **ALL** items Declared at the point of re-exportation From the **UK** MUST return within the validity of the Carnet
- Check that the items you declare on Importation or re-exportation are correctly reflected in **Box 1** of the appropriate corresponding counterfoils. ~~**ANY**~~ items not accounted for may become subject to duties and / or penalties by the foreign Customs
- DO NOT exceed any restricted dates imposed. The person travelling with the Carnet can check this in **Box 2** of the relevant Importation Counterfoil. Re-export your items before or at the very latest on this imposed date. Any exceeded time limits may result in Penalties by foreign Customs
- Return your Carnet to the issuing body after the Carnets expiry date, or after all visits have been completed.

The Holder of the ATA Carnet is responsible for acquiring the correct validation of the ATA Carnet. Not all Customs offices are manned 24 hrs. therefore we strongly advise you check at least 24hrs prior to departure that a customs officer is available to validate your Carnet.

Any Carnet that is not endorsed on re-exportation from a country of visit or does not contain final validation that the items covered were duly reimported into the UK prior to its expiry date, may be subject to duties and any other administrative charges as per the undertaking completed at the time of issue (foreign Customs are legally allowed to lodge a claim against the Carnet up to 24 months from the date of issue).
You are advised to make a copy of your Carnet after use and return the original to the address shown on the reverse of the Carnet back cover or to Seacon UK.