

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)	£195.36
London Chamber Members *(Express service)	£390.72
Non-members (24hr service)	£325.56
Non-members (Express service)	£520.92

*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 Security 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 Security Scheme* - The ATA and 'CPD/China-Taiwan Carnet Security Scheme' is an 'in-house' system set up by the London Chamber of Commerce and Industry (LCCI) to simplify the means by which the Carnet user can arrange for the Security to be provided without having to supply either Cash, Banker's Draft or Guarantee from an approved Bank. The applicant pays a one off, non refundable fee based on the security amount required.

The benefits to the Carnet Holders are:-

- 'While You Wait' processing and issue.
- 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.

For further details T: +44 (0)20 7203 1845 or +44 (0)20 7248 4444 and ask for Carnets.

London Chamber of Commerce and Industry - Export Documents - Carnets - Postal Address: 33 Queen Street, London EC4R 1AP

or T: +44 (0)20 7203 1844, 1846, 1847, 1852 or +44 (0)20 7248 4444, F: +44 (0)20 2703 1921

Counter hours: 9.00am - 5.00pm (Monday to Friday).

BOXES A, B and C and THE GENERAL LIST

(Must either be typed or printed - NOT handwritten)

A. HOLDER AND ADDRESS/ Titulaire et adresse GREAT BRITISH EXPORTS LTD. 1 HIGH STREET LONDON AB1 2CD		FOR ISSUING ASSOCIATION USE/ Réservé à l'Association émettrice G. IMPORTATION VOUCHER No. _____ <i>Violet d'importation No.</i>	
B. REPRESENTED BY*/ Représenté par* JOHN DOE OR ANY AUTHORISED REPRESENTATIVE		a) A.T.A. CARNET No./ _____ Carnet A.T.A. No. GB/LO	
C. INTENDED USE OF GOODS/ <i>Utilisation prévue des marchandises</i> 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 _____ / _____ / _____ year (month) / day (inclusive) / year (month)	

CARNET VOUCHERS:

These must be the A4 sized forms that contain holder's details as well as the list of goods that are being temporarily exported. The number of vouchers in a Carnet depends on the itinerary. All the forms are in pairs (apart from the green front cover Page), each having a specific function (Exp. = exportation out of EU, Imp. = importation into destination country, Re-exp. = re-exportation from the country where the original import was made, re-imp. = re-importation into EU, Blue Tra. vouchers may also be required for transit or exhibition purposes. Certain countries do not accept Carnet for all categories (please consult a Security Rate Chart or your nearest issuing office).

Boxes A, B and C (front of each voucher) and the goods list (back of each voucher) have to be completed before the carnet forms are submitted for issuing. Box A should contain holder details corresponding to the details stated on the application form (i.e. company name and address). Box B should contain name(s) of the person(s) who will accompany the carnet throughout the journey. If the representative is not known at the time of completing the forms then a statement 'ANY AUTHORISED REPRESENTATIVE' should appear in this box, and the holder would subsequently produce an 'Authorisation Letter' (on a company's headed paper and signed by the holder) to authorise chosen person to use the carnet. Box C should contain either 'COMMERCIAL SAMPLES', 'INTERNATIONAL TRADE FAIR/EXHIBITION' or 'PROFESSIONAL EQUIPMENT' that should correspond to the option circled on the Application form.

The back of each voucher should contain the List of goods that are being temporarily exported using a Carnet. All the goods must be individually itemised with each item having its specific description (i.e. serial numbers etc). Only the items with identical description can be grouped together, in which case the itemisation in column 1 must correspond to the number of pieces in column 3 (i.e. the totals of column 1 and column 3 must tally). If your goods list does not fit on the back of the voucher, then it must be done in a same format on separate pieces of (A4) paper, with the back of Carnet forms left blank.

It is advisable that a goods list is checked by the issuing office prior to printing / typing it out, as to avoid your document being rejected due to incorrect numbering or lack of detail.

PLEASE TYPE (NOT HAND WRITE) DETAILS OF GOODS WITHIN THE COLUMNS GENERAL LIST/LISTE GENERALE

Item No. / Numéro de l'article	Trade description of goods and marks and number, if any / Désignation commerciale des marchandises et de leur marque et numéro, s'il y a lieu	Number of Pieces / Nombre de Pièces	Weight or Volume / Poids ou Volume	Value / Valeur	**Country of Origin / Pays d'origine	For Customs Declaration / Pour Déclaration Douane
1	2	3	4	5	6	7
1	Nimlock Exhibition Stand 12sqft	1	200kg	1,800		
2	Tool Kit (60 Pieces)	1	45kg	200		
3	Compan Desk Pr s/no 386/25 Complets with: System Unit s/n 1514565 (E2.608) Keyboard s/n 1531551 (E700) Colour Monitor s/n 14541541 (E800)	1	20kg	41.08	US	
4	Set of Cables	1	0.5kg	50		
5-6	Sony Video Tapes (Pre Recorded)	2	5.0kg	75	JP	
7-46	Rolls of 400ft Kodachrome 1600 Film (Unprocessed)	40	0.4kg	200	US	
47	NEXT Black Silk Cocktail Dress Style No 151454VW	1	0.1kg	250		
48-49	Hush Purple Black slip on shoes Ladies size 6	2 pairs	1.5kg	140	CH	
50	Emerald and Diamond Bracelet 9ct Gold, Dia 4.6ct Em 60cts Ref No XX111	1	29.2gms	8,000		
51	Loose Diamonds 90 Pieces, in sealable packet)	1	25cts	800	IN	
52-61	7-7.5mm Cultured Freshwater Pearl strands 5TX67	10	0.25kg	200	HK	
62	Ring 18ct Gold Band set with 15x1.5mm Diamonds (0.25cts) and 6 x Oval Sapphires (4.98 cts)	1	16.5gms	1,500		
63	1 pair of Earrings 9ct Gold set with 4x pear shaped moon stones and diamond chippings (est. 0.15cgs)	1	15.5gms	2,000		
64	NEXT Ladies V Neck white t shirt size 12 100% cotton style no 126655	1	50gms	19	CH	
	NINETEEN THOUSAND THREE HUNDRED AND FORTY TWO POUNDS GOODS IN FREE CIRCULATION			19,342		

* Commercial value in country of issue and in its currency unless stated differently * Valeur commerciale dans le pays d'émission de dans sa monnaie sauf indication contraire
 ** Show country of origin, if different from country of issue of the carnet using ISO country code ** Indiquer le pays d'origine s'il diffère du pays d'émission de carnet

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.

<p>TO WHOM IT MAY CONCERN</p> <p>I / We (name of Carnet Holder)</p> <p>Of (Company name)</p> <p>hereby appoint to be my / our Agent</p> <p>for the purpose of dealing with and signing ATA Carnet No.</p> <p>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.</p> <p>Date: Signed:</p> <p>Proprietor, Partner, Company Secretary, Director</p>

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 Security 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 4.00pm) 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.

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 International Trade, King Charles Street, Whitehall, London SW1A 2AH. T: +44 (0)20 7215 5000, W: www.gov.uk/dit