

## ATA Carnet Help & FAQ

(V3 updated Feb 21)

**EU Update** - if you're visiting EU in a commercial capacity (i.e. taking tools of trade to do commercial work, equipment testing or evaluation, exhibiting goods at trade fair or exhibition, showing commercial samples to potential clients or participating / performing in an official sporting or cultural event etc) then an ATA Carnet could help you to comply with EU Customs requirements for temporary admission. Indications are that hand carried goods may not require a Carnet for EU, especially sports equipment and musical instruments (we would recommend that you either contact the receiving Customs and query if the Carnet will be required for the goods you're carrying in your baggage - or to be on a safe side - get a Carnet for your first visit, go through the red channel at the destination and ask the receiving Customs if the document will be required for future visits (please share any information obtained with [exportdocs@gmchamber.co.uk](mailto:exportdocs@gmchamber.co.uk) so that we can update our guidance for the benefit of other visitors to EU).

We would recommend getting a Carnet for any goods that are being moved against a transport contract (i.e. freight forwarder).

If your destination is outside EU (i.e. Switzerland etc), but you're driving through the EU to get there, then you must also include transits in your itinerary (each way). Transit would be endorsed (open) by the French Customs on entry into France and discharged (closed) by the relevant Member State Customs on exit from EU (i.e. French Customs if going to Switzerland, Greek Customs if going to Turkey etc).

Please note that certain activities could require a working visa (also be mindful of Covid-19 test requirements, regardless of the mode of transport):

- carrying out paid contractual work / service to a client in another country in which your employer has no presence
- providing paid contractual work / service in another country as a self-employed person
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### Where to get your Carnet endorsed if driving to EU

(see [Section 17](#) for additional requirements if your goods are moving via freight (HGV, trailer):

#### UK inland offices:

<https://www.gov.uk/government/publications/attending-an-inland-border-facility/attending-an-inland-border-facility>

**Dover and Eurotunnel:** if the goods are transported in a car or van, then go to Stop 24 (inbound and outbound). If the goods are driven in a truck / HGV - then use following inland facilities

<https://www.gov.uk/guidance/moving-goods-through-the-port-of-dover-and-eurotunnel-with-an-ata-carnet>

**Eurostar (St Pancras)** - Carnet Holders leaving UK by Eurostar should notify Border Force in advance by calling 0207 841 6410.

**Northern Ireland** - We cannot issue Carnets for UK goods moving between NI and GB.

**Republic of Ireland** - 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 24 hours in advance of travelling (state your vehicle registration no, ATA Carnet no and date and time of departure). **Leaving UK** - You must go to Roadking Truckstop, Parc Cybi, Kingsland, Holyhead, LL65 2YQ to get your Carnet stamped. **Entering Ireland (Dublin Port)** go to goods to declare area. **Returning to UK** go to the Border Force freight shed (best to ask for directions at the port). **Leaving Ireland (Dublin Port)** - cars and vans go to 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

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

ATA Carnet is a temporary admission document used for goods to be displayed at trade fairs or exhibitions, professional equipment and samples. Note that Carnet can only be used for goods, which will be re-exported in the same state in which they were imported (sale, processing, repairs or modification of any items is not allowed). Carnet is valid for one year and can be used to visit any country in the Carnet scheme.

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

Albania, Algeria, Andorra, Australia (including Tasmania), Bahrain, Belarus, Bosnia and Herzegovina, Brazil, Canada, Canary Islands (Spain), China, Chile, Cote d'Ivoire, European Union, Faroe Islands, 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, Japan, Kazakhstan, Korea, Republic of, Lebanon, Macao, Macedonia, 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 District of Columbia and Puerto Rico).

### 3. 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 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 (Carnets issued for Channel Islands companies must be validated by Channel Islands Customs before being used abroad).

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

**European Union** - EU is treated as one customs territory (one visit to EU will allow you to travel to any EU Member State). If your goods are passing through the EU en-route to a non-EU country (i.e. you're driving to a Trade Fair in Switzerland and pass through France), then you must also include a set of transits for each leg of your journey in your itinerary). Hauliers will need to ensure that you have the Kent Pass and MRN to pass through the ferry port.

**India** - 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; Professional Equipment. All Carnets entering and leaving India must be registered on FICCI's electronic system (done at the time of clearing Indian Customs)

**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** - 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.

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

**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. 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](#)

#### 4. WHAT INFORMATION DO YOU REQUIRE?

Details of the Carnet holder (company that 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, Itinerary (the number of visits to and transits through each country) and a description of the goods that will be temporarily exported. 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. Only the items with identical description can be grouped together. Statements such as box of, bag of etc. are not allowed.

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

If an Agent is applying for a Carnet on your behalf, then you must authorise them in writing (on your company letterhead). You may also authorise an Agent to handle the Carnet through the Customs on your behalf, however, you will still be responsible for any declarations made. Note that the goods must be used abroad under the supervision of the UK company named in Box A of the Carnet front cover (goods cannot be sent to the overseas country and left with / or used by the local company unsupervised, as the host Customs are likely to interpret this as goods being hired out - which is NOT allowed on ATA Carnets).

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

The Carnet provides a guarantee to the foreign Customs 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 Greater Manchester Chamber of Commerce and Industry, 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).

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

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.

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

No as those goods would normally be used up abroad and not repatriated. The same applies for any goods that are intended for processing or repair.

#### 9. 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 the UK and 2 visits to Switzerland). Please note that some countries do not accept split consignments.

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

Yes, however you will need to ensure that you obtain relevant export and import licences for countries to be visited or crossed in transit. For U.K. information please contact [Export Control Organisation](#), E: [eco.help@trade.gov.uk](mailto:eco.help@trade.gov.uk) or [Arts Council](#), E: [elu@mla.gov.uk](mailto:elu@mla.gov.uk) for art and antiques.

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

Yes. You can apply by additional Vouchers by emailing [exportdocs@gmchamber.co.uk](mailto:exportdocs@gmchamber.co.uk) stating the relevant Carnet requesting "Extra Vouchers".

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

Host Customs may be prepared to extend the period of temporary admission by granting approval for a Replacement Carnet (note that Replacement must be issued before the original Carnet expires). Replacement Carnet must 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 India, Japan, Morocco, Taiwan and USA do not allow replacement Carnets.

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

If the goods are still abroad, you should contact the Chamber and apply for a substitute Carnet. Repeat fees 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.

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

The Carnet must be returned to the Greater Manchester Chamber 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.

#### 15. 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 (in most cases) apply due to non re-exportation of the goods.

#### 16. 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.

## 17. 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.

<https://www.gov.uk/government/publications/import-and-export-customs-clearance-request-c21>

Use code: CPC 10 00 041 for exports and CPC 00 080 20 for re-imports.

If you're a haulier and move goods through a port in the UK that uses the Goods Vehicle Movement Service you'll need to obtain a GVM number to get your goods through customs <https://www.gov.uk/guidance/register-for-the-goods-vehicle-movement-service> (note - GVM is not required for movements between NI and GB)

## 18. WHAT CAN I NOT USE A CARNET FOR

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

## 19. INFORMATION ON SPECIFIC GOODS

### **Books/Musical Scores**

All titles/scores required unless they are theatre props.

### **Vehicles (including motorbikes)**

Must state the chassis and engine number as well as make. If there are no numbers, then you will need to provide to the Chamber a letter confirming that there are no numbers.

ATA Carnets can only be issued for cars / motorbikes for the following use:

1. “Trade Fairs and Exhibitions” - in this case you should provide GM Chamber with a copy of the Exhibitor Permit confirming that the vehicle will be exhibited at the specific event
2. “Professional Equipment” - vehicles for racing, test driving or race support (i.e. breakdown trucks supporting an official racing event). In this case you will need to provide us with written confirmation (i.e. copy of the Race Participation Certificate) from the race organisers showing that you are taking part in a race or providing support vehicles for the race.

3. “Professional Equipment” - specially adapted vehicles (i.e. broadcasting vehicles, exhibition trailers, catering vans). The applicant will need to list the items permanently fixed in the trailer as well as any other equipment being carried for the purposes of working abroad.

You should provide us with the foreign Customs confirmation that they will accept the vehicle on an ATA Carnet (or if this is not available, then a Letter of Indemnity confirming that you obtained Customs consent to use such vehicle in their territory and you will not hold the Issuing Chamber responsible for any difficulties with foreign Customs clearance).

If you are unable to provide an Exhibitor Permit (if intended use relates to point 1 above), Race Participation Certificate (if the intended use relates to point 2 above) or Customs approval for admission of specially adapted vehicles (if intended use relates to point 3 above), then we must receive a written statement from you confirming the exact intended use for the vehicle, that the vehicle will not be subject to private demonstration with intention of being sold and that the vehicle will not be driven on an open road at any time whilst in the country of temporary admission.

Furthermore, security provided against any such Carnet, that has not been backed up by official documentation, will need to be either a bank guarantee or deposit (bankers draft or cash).

We **cannot** issue Carnets for public road breakdown trucks, vehicle carriers, earth moving vehicles (diggers, cranes etc), vehicles to be used for transporting goods or people on open roads, vehicles to be displayed at private exhibitions in shops, personal or business premises with intention of selling.

Vehicles for private use on public roads require CPD (vehicular Carnet) – UK Issuing Body for these is CARS (Classic Automotive Relocation Services): <http://www.carseurope.net/carnet-de-passage-en-douanes-cpd>

### **Cinematography**

All films must give titles and footage.

### **Clothing**

Must say what the garments are i.e.: jacket, dress, skirt with as much details as possible

1 Brand, colour and style number OR

2 Sign statement to the effect that they will use numbers in column one as style numbers

ATA Carnets for unfinished bespoke suits taken abroad for fitting can only be issued for Switzerland. Return Goods Relief (RGR) system should be utilised for exportation to any other country, and re-importation into United Kingdom, as long as the suits do not increase in value whilst out of the country.

### **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 you are 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**

Trade names (make), model, serial numbers. If no serial numbers then you should either:

1 state that there are none

2 state prototype

3 state that numbers not available yet, but that they will be put on the reverse of the green front cover (Page 1), in column 7 of the General list, **only** by HMRC, and be duly stamped.

Photographs or catalogues useful.

### Horses

Sex, age, colour, hands and name. Passport details.

### 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 also useful but mandatory for Israel). Earrings and cufflinks should be itemised as “pairs”, unless shipped as single items.

### Loose precious stones (polished stones only).

Format as per example below:

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:

“1. Loose diamonds (30) 1pk 25cts £400 India

2. Loose sapphires (29) 1pk 38cts £600 India

Goods in free circulation.”

Stones must be kept in sealable packets which may be subject to Customs via examination.

On the Carnet each packet must be shown as:

“1 packet containing ... number of stones” followed by the total carat weight of stones in that packet and the value (i.e. what a trader could reasonably expect to sell them for in a foreign country).

The Carnet should also bear the declaration: “We certify the values shown on this Carnet are the true commercial sales values”. Each Carnet application must be accompanied by a letter containing the above declaration signed by the Company Director.

**Uncut (rough) diamonds require a Kimberley Process Certificate** [kpuk@fco.gov.uk](mailto:kpuk@fco.gov.uk)

### Oriental carpets

Size, colour, name (if any), weight, number of knots. You must have Customs entry forms (photocopy for file) to support commercial values and that duties paid in the UK. Letter from company stating that the values shown are the true commercial values in the UK.

### Paintings

Type i.e. oil giving title and name of artist.

### Pearls

Pearls are invariably listed as a strand rather than one item for example:

“1/10 7-7.5mm cultured freshwater pearl strands STX9264 10 0.250kg HK

Goods in free circulation

### Photographic





Greater Manchester  
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No polaroid film allowed. For other types of film give number of rolls and types of film, and state that film is unprocessed.

### **Records**

All names or serial numbers must be stated i.e. individually itemised.

### **Skins/furs**

State the type, size, area or weight.

Note furs cannot be sent on a Carnet to Norway.

See also 6.0 under Customs prohibitions and restrictions.

### **Stamps**

Example: "1/300 Lots 5 & 6 Nigerian stamps 300 3gms £20 NIG"

A Catalogue must be provided, one for the Chamber records and one to be kept with the Carnet.

The catalogue must be endorsed by the Chamber on the front cover only, it is not necessary to stamp every page of the catalogue.

### **Tools**

At values of £150 and under, weight only required. Over £150 weight and number of pieces must be given.