

# HOW TO USE THIS ATA CARNET

## PLEASE READ BEFORE YOU TRAVEL

**N.B. If used in conjunction with a Taiwan Carnet both must be cross referenced and presented to UK Customs together, out and home. Turn overleaf for examples of how the Carnet should be stamped by UK and Foreign Customs.**

1. We have prepared this ATA Carnet according to your instructions and it has been carefully checked. Please verify that there are no inaccuracies or deficiencies (and report to us immediately if there are any problems). Alterations can only be made before the Carnet is used and must be endorsed by either GM Chamber or the HMRC. Please read the notes on the inside back cover of the Carnet. The front cover must be signed by the holder before use (Box J).

Declarations in Section F on all vouchers must only be made in front of the relevant Customs. Please note that if the Carnet is being handled by your agent / freight forwarder you must ensure that you have provided them with written authorisation to act on your behalf. It is also advisable that you obtain a counter-indemnity from your agent to protect you against foreign Customs claims in case the document has been used incorrectly.

2. Now this Carnet has been issued the list of goods shown on the back of the green front cover (General List) cannot be amended in any form whatsoever. Failure to comply with this regulation will mean delay in the discharge of the Carnet and will incur a regularisation fee. Any deviation from the goods shown on the General List to those actually being transported must be noted by HM Revenue & Customs in column 7 of The General List and duly stamped. **No additions are allowed.** Please remember to make photocopies of the loose set of an Attached List (if applicable) as per the number of vouchers before using this Carnet.
3. The green front cover (UK Customs shaded Certification Box) and the yellow exportation counterfoil must be endorsed and the voucher detached by UK Customs. Both the ATA Carnet and the goods must be presented to UK Customs.

Some UK Customs offices of export or re-import do not have a 24hr public service. To ensure the availability of a Customs Officer at your office of export or re-import, for the endorsement of your documents, contact HMRC General Advice Line on **0300 322 9434** at least **two working days prior** to your intended departure. They should be able to provide you with a time when a Customs Officer will be available for the endorsement of your Carnet at your office of export or re-import. If driving via **Dover, Eurotunnel or Holyhead** you may have to get your Carnet processed at an **inland site**.

4. All the sheets in the Carnet are numbered in sets from 1 onwards and you are advised to make certain that the correct pair is used for each country visited. It is imperative that both the white importation and re-exportation counterfoils are stamped and show which items have been cleared. Customs border posts are often not always open 24 hours per day for processing Carnets and you are strongly urged to check in advance that the Customs will be available when you intend to cross frontiers.
5. It is essential that entries and exits from one country to another are properly certified by the relevant Customs. Failure to obtain the correct verifications of entry and exit from each country visited will result in a claim and you may be required to pay Customs Duty, Tax and / or Penalty. Regularisation of any irregularity will delay discharge of this document and the London Chamber will be unable to return the security lodged for up to 21 months from the expiry date of the Carnet.
6. You must comply with any time limits imposed by Customs of the countries of temporary importation, e.g. 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 will apply despite proof that the goods were eventually re-exported.
7. The completed yellow re-importation voucher and goods must be presented at the Custom office of entry back into the UK. It is imperative that the re-importation counterfoil is stamped and shows which items have been cleared.
8. **This 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. Missing Carnet, sheets and / or counterfoils will delay the discharge and return of the associated security lodged.
9. Please refer to the Carnet number in all communications and for this purpose please retain a record of it on your files. Without this number we are unable to confirm the status of your file and associated security.
10. **Carnet is not a substitute for usual Customs documentation such as permits or certificates (i.e. Export License, Cites etc). Any such documents will need to be obtained before your goods are temporarily exported on a Carnet.**

**Please note that the Carnet purchaser is not a policy holder or beneficiary under any insurance policy which GM Chamber may purchase from time to time to protect itself.**

### EXPORT DOCUMENTS

**GREATER MANCHESTER CHAMBER OF COMMERCE - JANUARY 2021 (6316/10/012021)**

**COUNTERFOILS FOR COMPLETION BY UK CUSTOMS**

E X P O R T A T I O N	E X P O R T A T I O N	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s).....	X	1-5, 7-10, 12-100	have been exported ont été exportées
		2. Final date for duty-free re-importation Date limite pour la réimportation en franchise	year / month / day année / mois / jour	X / /	
<p><b>TO BE COMPLETED BY UK OFFICE THAT VALIDATES THE CARNET (THIS OFFICE ALSO KEEPS EXPORTATION VOUCHER).</b></p>				<p><b>STAMP + SIGNATURE OF UK CUSTOMS OFFICE WHERE GOODS EXITED UK</b></p>	
Counterfoil + Souche No. / N°	4. X	5. X	6. X	Signature and Stamp Signature et timbre X	

**EXPORT  
OUT OF UK**

CARNET HOLDER  
MUST COMPLETE  
BOXES D - F ON  
CORRESPONDING  
EXPORTATION  
VOUCHER

R E I M P O R T A T I O N	R E I M P O R T A T I O N	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s).....	X	1-5, 7-10, 12-100	
		2. Final date for duty-free re-importation Date limite pour la réimportation en franchise	year / month / day année / mois / jour	X / /	
<p><b>BOXES 1-6 TO BE COMPLETED BY UK CUSTOMS OFFICE OF ENTRY. SAME OFFICE RETAINS RE-IMPORTATION VOUCHER.</b></p>				<p><b>STAMP + SIGNATURE OF UK CUSTOMS AT OFFICE OF ENTRY</b></p>	
Counterfoil + Souche No. / N°	3. X	4. X	5. X	Signature and Stamp Signature et timbre X	

**RE-IMPORT  
INTO UK**

CARNET HOLDER  
MUST COMPLETE  
BOXES D - F ON  
CORRESPONDING  
REIMPORTATION  
VOUCHER

**COUNTERFOILS FOR COMPLETION BY FOREIGN CUSTOMS**

I M P O R T A T I O N	I M P O R T A T I O N	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s).....	X	1-5, 7-10, 12-100	have been temporarily imported ont été importées temporairement
		2. Final date for re-exportation / production to the Customs of goods* Date limite pour la réexportation / la représentation à la douane, des marchandises*	year / month / day année / mois / jour	X / /	
<p><b>BOXES 1-8 TO BE COMPLETED BY FOREIGN CUSTOMS ON ENTRY. THIS OFFICE RETAINS IMPORTATION VOUCHER. FOR REPLACEMENT CARNETS – SECTION 4 MUST REFERENCE ORIGINAL CARNET NUMBER. CARNET HOLDER MUST OBSERVE TIME LIMIT IN BOX 2.</b></p>				<p><b>STAMP + SIGNATURE OF FOREIGN CUSTOMS AT OFFICE OF IMPORT</b></p>	
Counterfoil + Souche No. / N°	3. X	4. X	5. X	Signature and Stamp Signature et timbre X	

**IMPORT INTO  
FOREIGN  
COUNTRY**

CARNET HOLDER  
MUST COMPLETE  
BOXES D - F ON  
CORRESPONDING  
IMPORTATION  
VOUCHER

R E E X P O R T A T I O N	R E E X P O R T A T I O N	1. The goods described in the General List under Item No(s). Les marchandises énumérées à la liste générale sous le(s) N°(s).....	X	2-5, 7-10, 12-100	of this Carnet have been re-exported* du présent carnet, ont été réexportées*
		2. Action taken in respect of goods produced but not re-exported* Mesures prises à l'égard des marchandises représentées mais non réexportées*			
<p><b>BOXES 1-8 TO BE COMPLETED BY FOREIGN CUSTOMS ON RE-EXPORT. THIS OFFICE RETAINS RE-EXPORTATION VOUCHER. GOODS THAT WILL NOT BE RE-EXPORTED MUST BE NOTED IN SECTION 3 (i.e. ITEM 1 SOLD, DUTY PAID RECEIPT NO 12345)</b></p>				<p><b>STAMP + SIGNATURE OF FOREIGN CUSTOMS AT OFFICE OF RE-EXPORT</b></p>	
Counterfoil + Souche No. / N°	3. X	4. X	5. X	Signature and Stamp Signature et timbre X	

**RE-EXPORT  
FROM  
FOREIGN  
COUNTRY**

CARNET HOLDER  
MUST COMPLETE  
BOXES D - F ON  
CORRESPONDING  
RE-EXPORTATION  
VOUCHER