

HOW TO USE THIS ATA CARNET

Please inform Chamber International if there are any inaccuracies on the Carnet. Contact details are on the reverse of the Carnet and footer of this document

(Scan QR code for
video instructions
from UKNATACO)



Carnet Holder (signatory of the company listed in Box A) must take the following steps before the Carnet is used.

ATA CARNET MUST BE RETURNED TO THE OFFICE OF ISSUE BEFORE IT EXPIRES

FLYING ACROSS BORDER

1. Holder must sign Box J on the front cover
2. Make sure each voucher contains a list of goods on the reverse. If there are continuation pages attached, do not remove them under any circumstance.
3. If the person travelling with the goods is **NOT** named in Box B of the Carnet, prepare a **Letter of Authorisation** (to be signed by the Holder), Contact us for a template if needed.
4. **On Leaving UK:** Complete Section F on Exportation Voucher (see page 4 for further information).
5. Present the goods and the Carnet at Commercial Exports counter **before** checking the goods in. Use the red duty phone if no officer is present.



DRIVING ACROSS BORDER

1. Holder must sign Box J on the front cover
2. Make sure each voucher contains a list of goods on the reverse. If there are continuation pages attached, do not remove them under any circumstance.
3. If the person travelling with the goods is **NOT** named in Box B of the Carnet, prepare a **Letter of Authorisation** (to be signed by the Holder). Contact us for a template if needed.
4. **Obtain GMR declaration (both outbound and on return)** if you are driving via freight route or have a mixed consignment (i.e. Carnet goods and non-Carnet goods). Contact us for more information on GMRs.
5. **On Leaving UK:** go to Sevington if travelling via Dover, Eurotunnel or Folkestone (Stop 24 and DWD only serve registered users), or Goods to Declare point for other ports. Complete and sign Section F of the Exportation Voucher (see page 4 for further information) and present to Border Force.
6. **On Arrival at country of temporary admission:** complete and sign Section F of the Importation Voucher (see page 5 for further info) and present to Customs. If passing through another Carnet country en-route to your destination (e.g. Switzerland, on the way to Italy), use a Transit Voucher. Freight Forwarders will need a Port Pass (i.e. PBN etc)

7. Go to the Red Channel (Goods to Declare) after picking up your luggage and present the Carnet and the goods to Customs.

8. **On leaving country of temporary admission:** complete and sign Section F of Re-exportation Voucher (see page 5 for further information) and present to foreign Customs before checking the goods in with airline.

9. **On returning to UK:** complete and sign section F of Re-importation Voucher (see page 4 for further information) and present the goods and Carnet at the Red Channel. If there is no officer present, use the Customs Enquiries phone.

7. **On Leaving country of temporary admission:** complete and sign Section F of Re-exportation Voucher (see page 5 for further information) and present to foreign Customs. If passing through another Carnet country en-route to your destination, use a Transit Voucher instead. Freight Forwarders will need a GMR.

8. **On returning to UK:** complete and sign Section F of Re-importation Voucher (see page 4 for further information) and present the goods and Carnet at Sevington, if arriving via Dover, Eurotunnel or Folkestone (Stop 24 and DWD only serve registered users) or at the Goods to Declare point for any other ports.

Host Customs may indicate a time limit for the temporary import in section 2 of the Importation or Transit Counterfoil. If this is shorter than the overall validity of the Carnet, speak to host Customs to get an extension. Failing to re-export goods within the time limit will result in charges.

LETTER OF AUTHORISATION (LOA)

Required when the person travelling with the goods is not the Holder listed in Box B of the front cover. The letter must state the full name of the person that will use the Carnet, and be signed by the person that signed Box J on the Front Cover. If the goods are to be shipped by haulier, the letter(s) should be prepared as usual, but the name of the driver can be added later by the haulier, once the driver is confirmed.

GMR DECLARATION

Required by all UK Customs offices for vehicles using freight route at RoRo ports and vehicles transporting goods under contract. GMR is required in both directions (i.e. exiting UK and returning to UK) and must be obtained before arriving at IBF. PRIVATE CARS AND VANS driven by the owner / company employee only need a GMR when returning via Calais Euroshuttle / Eurotunnel port, as Carnets are processed at the Freight Terminal when exiting France (GMR is essential to gain access to freight terminal). **Port Passes are applicable at EU ports (PBN for Ireland, Portbase for Netherlands, Envelope for France).** Scan the QR code on the right for more information in the UKNATACO FAQs.

If goods are **transported by a third party** (forwarder, courier, etc.), that party will need to submit Safety and Security Declarations.



PERMITS AND DECLARATIONS

An ATA 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 using a Carnet. Goods travelling as freight must also have relevant Customs declarations, both in the UK and abroad; the Carnet is referenced as the guarantee in such declarations.

IMPORTANT NOTES

1. Now this Carnet has been issued, the list of goods on the back of the green front cover (the General List) cannot be amended in any form whatsoever. Failure to comply with this requirement could affect the discharge of your Carnet, and additional fees may be incurred as a result. Any deviation between the General List and those actually being transported *must* be noted by HMRC in column 7 of the General List, and duly stamped. The goods shown in the General List must not be altered.
2. Some UK Customs offices handling export or re-import do not have a 24-hour public service. To ensure that a Customs Officer will be available at the office you require, for the endorsement of your export or re-import documents, contact HMRC General Advice Line on 0300 200 3700 at least **two working days** prior to intended departure. HMRC will confirm a time when a Customs Officer will be available to endorse your Carnet at the office you require, either for export or re-import.
3. All the pages in the Carnet are **numbered in sets, beginning with the number 1**. Please make certain that the correct pair is used for each to be country visited. It is imperative that both the white importation and re-exportation counterfoils are stamped, and that they indicate which items are being cleared. **Customs border posts are often not open 24 hours a day for processing Carnets; you are strongly urged to check in advance that Customs will be available when you intend to cross a border.**
4. 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 may require payment of Customs duty, tax or a penalty. Dealing with queries will delay discharge of this document, and CI will be unable to return the security deposit lodged (if applicable) for up to 21 months from the expiry date of the Carnet (i.e. 33 months from the date of issue).
5. The Carnet **must be returned intact to CI, at the address shown on the back of your document**, by the expiry date at the very latest. We keep a record of the pages issued - the used counterfoils, and the unused sheets are compared when the Carnet is surrendered. Missing sheets and counterfoils will delay the discharge and return of the security deposit (if applicable). **Please retain copies of any Customs-endorsed pages on file**, in case the Carnet gets lost *en route* to CI.
6. It is imperative that the Carnet number (GB/LExxxxx) is referred to in all communications, so please retain a record of it for your files. Without this number we are unable to confirm the status of your file and associated security.
7. The Carnet purchaser is not a policy holder or beneficiary under any insurance policy which CI may purchase from time to time to protect itself.
8. Using our Carnet Security Indemnity scheme (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 (unlike other providers). but please note the Carnet Holder is still liable and responsible for payment of duties if the Carnet is misused.

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VOUCHERS TO BE COMPLETED FOR UK BORDER FACILITY / HMRC – Exportation and Re-importation

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

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°:
	B. REPRESENTED BY / Représenté par*	a) CARNET No. Carnet N° GB/LO
C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	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) année / mois / jour (inclus)
	D. MEANS OF TRANSPORT / Moyens de transport*	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-dessus ont été exportées. b) Final date for duty-free re-importation: / Date limite pour la réimportation en franchise:
E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détails d'emballage (nombre, nature, marques, etc.)	F. TEMPORARY EXPORTATION DECLARATION Déclaration d'exportation temporaire I. duly authorised: / Je soussigné, dûment autorisé:	d) Other remarks: / Autres mentions:
a) declare that I am temporarily exporting the goods enumerated in the list overleaf and described in the General List under Item No(s) / Je 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.	At / A Customs office / Bureau de douane	2. BORDER FORCE STAMP 01 January 2023
b) undertake to re-import the goods within the period stipulated by the Customs Office or regulate their status in accordance with the laws and regulations of the country/Customs territory of importation en 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	Date (year/month/day) / Date (année/mois/jour) _____ Signature and Stamp / Signature et timbre _____	3. X
c) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet	Place / Lieu _____ Date (year/month/day) / Date (année/mois/jour) _____ Name / Nom _____ Signature / Signature _____	exp.

*If applicable / *S'il y a lieu

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

RE-IMPORTATION	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°:
	B. REPRESENTED BY / Représenté par*	a) CARNET No. Carnet N° GB/LO
C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	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) année / mois / jour (inclus)
	D. MEANS OF TRANSPORT / Moyens de transport*	H. CLEARANCE ON RE-IMPORTATION / Dédouanement à la réimportation 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-dessus 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: *
E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détails d'emballage (nombre, nature, marques, etc.)	F. RE-IMPORTATION DECLARATION Déclaration de réimportation I. duly authorised: / Je soussigné, dûment autorisé:	c) Other remarks: / Autres mentions:
a) declare that the goods enumerated in the list overleaf and described in the General List under Item No(s) / Je déclare que les marchandises énumérées à la liste figurant au verso et reprises à la liste générale des marchandises sous le(s) N°(s) 1.	At / A Customs office / Bureau de douane	2. BORDER FORCE STAMP 01 January 2023
b) declare that the said goods have NOT undergone any process abroad except for those described under No(s) / Je déclare que lesdites marchandises n'ont subi aucun traitement à l'étranger, sauf celles énumérées sous le(s) N°(s) _____	Date (year/month/day) / Date (année/mois/jour) _____ Signature and Stamp / Signature et timbre _____	3. X
c) declare that goods of the following Item No(s), have not been re-imported: / Je déclare ne pas réimporter les marchandises reprises sous le(s) N°(s) suivants le(s) _____	Place / Lieu _____ Date (year/month/day) / Date (année/mois/jour) _____ Name / Nom _____ Signature / Signature _____	re-imp.
d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		

*If applicable / *S'il y a lieu

1. COMPLETED BY CARNET HOLDER – ITEMS EXPORTED FROM THE UK - State the range of (or specific) item numbers from the General List being exported (e.g. 1-214, or items 1, 3 and 15)

2. ENDORSEMENT BY HMRC - HMRC will keep this voucher and endorse the thick yellow counterfoil (page 2 of the ATA Carnet)

3. SIGNATURE OF THE HOLDER OR THE REPRESENTATIVE (named on the LOA)

1. COMPLETED BY CARNET HOLDER – ITEMS RETURNED TO THE UK - State the range of (or specific) item numbers from the General List being returned (e.g. 1-214, or items 1, 3 and 15)

2. ENDORSEMENT BY HMRC - HMRC will keep this voucher and endorse the thick yellow counterfoil (page 2 of the ATA Carnet)

3. SIGNATURE OF THE HOLDER OR THE REPRESENTATIVE (named on the LOA)

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VOUCHERS TO BE COMPLETED FOR FOREIGN CUSTOMS – Importation & Re-exportation

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

I M P O R T A T I O N	A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice IMPORTATION VOUCHER No. Volet d'importation N°:
	B. REPRESENTED BY* / Représenté par*	a) CARNET No. Carnet N°: GB/LO
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
	D. MEANS OF TRANSPORT* / Moyens de transport*	c) VALID UNTIL / Valable jusqu'à FOR CUSTOMS USE ONLY / Réservé à la douane year / month / day (inclusive) année / mois / jour (inclus)
E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détail d'emballage (nombre, nature, marques, etc.)*	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 Customs.* Date limite pour la réexportation / la représentation à la douane : * year / month / day (inclusive) année / mois / jour (inclus)	d) Registered under reference No.* / Enregistré sous le No.* Date (year / month / day) Date (année / mois / jour) Signature and Stamp Signature et timbre
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) No(s). b) declare that the said goods are intended for use et 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	e) Other remarks.* / Autres mentions.* At / A Customs office / Bureau de douane Date (year / month / day) Date (année / mois / jour) Signature and Stamp Signature et timbre Name Nom Signature X X	3.

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

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

R E E X P O R T A T I O N	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°:
	B. REPRESENTED BY* / Représenté par*	a) CARNET No. Carnet N°: GB/LO
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
	D. MEANS OF TRANSPORT* / Moyens de transport*	c) VALID UNTIL / Valable jusqu'à FOR CUSTOMS USE ONLY / Réservé à la douane year / month / day (inclusive) année / mois / jour (inclus)
E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détail d'emballage (nombre, nature, marques, etc.)*	H. CLEARANCE ON RE-EXPORTATION / Dédouanement à la réexportation 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.* 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.* d) Registered under reference No.* / Enregistré sous le No.* e) This voucher must be forwarded to the Customs Office at: * Le présent volet devra être transmis au bureau de douane de: * f) Other remarks.* / Autres mentions.* At / A Customs office / Bureau de douane Date (year / month / day) Date (année / mois / jour) Signature and Stamp Signature et timbre Name Nom Signature X X	2.
F. RE-EXPORTATION DECLARATION Déclaration de réexportation I, duly authorised: / Je soussigné, dûment autorisé: 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) No(s). 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) No(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) No(s) suivant(s) ne seront pas réexportées ultérieurement. d) in support of this declaration, present the following documents / présente à l'appui de mes déclarations les documents suivants: e) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet	3.	

* If applicable / * S'il y a lieu re-exp.

1. COMPLETED BY CARNET HOLDER – ITEMS IMPORTED + INTENDED USE - State the range of (or specific) item numbers from the General List being imported to destination country (e.g. 1-214, or items 1, 3 and 15)

2.. ENDORSEMENT BY FOREIGN CUSTOMS - Customs will keep this voucher and endorse the thick white counterfoil (page 3 of the ATA Carnet). **Pay close attention to the final date for re-exportation date Customs will state in this section of the counterfoil**

3. SIGNATURE OF THE HOLDER OR THE REPRESENTATIVE

1. COMPLETED BY CARNET HOLDER – ITEMS RE-EXPORTED - State the range of (or specific) item numbers from the General List being re-exported to the UK (e.g. 1-214, or items 1, 3 and 15)

2. ENDORSEMENT BY FOREIGN CUSTOMS - Customs will keep this voucher and endorse the thick white counterfoil (page 3 of the ATA Carnet)

3. SIGNATURE OF THE HOLDER OR THE REPRESENTATIVE