

INSTRUCTIONS FOR USING AN ATA CARNET

1. We have prepared this Carnet according to your instructions and it has been carefully checked. It is important that you carry out a final check before using this document. Alterations can only be made before the Carnet is used and must be approved by Chamber Management Services (CMS). Please read the notes on the inside back cover of the Carnet. **THE GREEN COVER MUST BE SIGNED BY THE HOLDER IN BOX 'J' AT THE BOTTOM OF THE PAGE BEFORE USE (THE HOLDER IS THE ORGANISATION SHOWN IN BOX 'A' ON THE GREEN COVER).**

Declarations in section F on all vouchers must only be made in front of the relevant Customs.

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 requirement could mean a delay in the discharge of your Carnet and additional fees may be incurred as a result. Any deviation from the goods shown on the General List to those actually being transported must be noted by HM Customs and Excise in column 7 of the General List and duly stamped. The goods shown on the General List must not be altered.

3. **BOX 'H' ON THE FRONT OF THE GREEN COVER 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. However, if the point of exit from the EU is in another member state, UK Customs will complete the front cover and remove the yellow voucher, but the counterfoil (box 7) will be completed by customs at the point of exit from the EU. If UK goods are held in another Member State, a UK ATA Carnet can be issued. **To ensure that Customs in the Member State where the goods are held will authorise the Carnet and process the Carnet either as the office of export or exit, you must check with them in advance.**

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 200 3700 at least **two working days** prior to your intended departure. They will 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.

4. All the sheets in the Carnet are numbered in sets from 1 onwards. 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 are being cleared. **Customs border posts are often not always open 24 hours a day for processing Carnets and you are strongly urged to check in advance that 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 may involve payment of Customs Duty, Tax or Penalty. Dealing with queries will delay discharge of this document and CMS will be unable to return the security lodged for up to 21 months from the expiry date of the Carnet (i.e. 33 months from the date of issue).
6. This is a temporary importation document and you must comply with the Customs regulations of the countries of 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, Customs 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 Customs office of entry back in the UK or another EU Member State. The Carnet and goods do not need to be presented on entering or leaving other Member States, while in transit back to the UK. It is imperative that the re-importation counterfoil is stamped and shows which items have been cleared.
8. The Carnet must be returned to CMS (at the address shown above) intact at the latest on its expiry date. A record of the sheets issued is kept and the used counterfoils and unused sheets are compared when the Carnet is surrendered. Missing sheets and counterfoils will delay the discharge and return of the associated security lodged. Please ensure that photocopies of any Customs endorsed pages are kept on your files in case the Carnet gets lost en route to CMS.
9. It is imperative that the Carnet number is referred to in all communications and for this purpose 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.

Note: The Carnet purchaser is not a policy holder or beneficiary under any insurance policy which CMS may purchase from time to time to protect itself

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