

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 the firm's headed paper.

TO WHOM IT MAY CONCERN
I/We..... (name of Carnet Holder)
Of..... (Company name)
Hereby appoint..... to be my/our Agent
For the purpose of dealing with and signing ATA Carnet No.....
Issued by (issuing Chamber name) under the appropriate International Convention, and guaranteed by the London Chamber of Commerce & Industry, and to deliver to customs any documents required in this connection.

Date:

Signed:

Proprietor, Partner, Company Secretary, Director

APPLICANTS 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. Does 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 Indemnity 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.
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 Carnets for all categories – contact the Chamber of Commerce on 01329 242420 for details.
14. Carnets received for the Immediate Issue 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 an immediate issue fee.
15. All payments are to the account of Hampshire Chamber of Commerce.

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 Business, Innovation & Skills, 3rd Floor, 1 Victoria Street, London SW1H 0ET. Tel: 020 7215 4594 www.bis.org.uk