



FAQ's ATA Carnets

What is an ATA Carnet and why might I need one?

An ATA Carnet is a temporary export document that is used primarily for goods being temporarily exported for display at trade fairs or exhibitions, and for professional equipment and samples. The ATA Carnet eliminates the need for a Customs declaration at border points and the deposit of a guarantee, bond, or cash deposit in the country of temporary importation. It can be used for a trip covering more than one country and include numerous exits and re-entries in the country of export during the period of validity of the document (i.e. one year). Temporary admission under cover of ATA Carnets applies to goods which will be re-exported in the same state in which they were imported (processing, repairs or modification of any items is not allowed).

What countries can I use an ATA Carnet for?

There are currently 78 countries (as at January 2021) which have signed the appropriate convention and are able to operate the scheme.

These are: European Union (as one trading block), Albania, Algeria, Andorra, Australia (including Tasmania), Bahrain, Belarus, Bosnia and Herzegovina, Brazil, Canada, Canary Islands (Spain), China, Chile, 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, Ivory Coast, Japan, Kazakhstan, Korea, Republic of, Lebanon, Macao, Macedonia (Former Yugoslav Republic of), 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).

What is the format of the ATA Carnet?

The ATA Carnet is an A4 size paper document that is made up of differently coloured counterfoils and vouchers according to your itinerary. Once issued, the ATA Carnet will contain an original signature of the Chamber of Commerce official that approved the document and will be endorsed with an original ink stamp by the issuing Chamber of Commerce.

Where can I obtain an ATA Carnet?

ATA Carnets can be obtained using the Chamber of Commerce network. Hampshire Chamber of Commerce is an issuing Chamber.

Is there a cost to issue an ATA Carnet?

Yes there is a cost to issue. Please contact the intl trade team at Hampshire Chamber of Commerce (01329 242420) for costs.

How long will it take to obtain an ATA Carnet?

We have different levels of service for issuing ATA Carnets. Please contact the intl trade team (01329 242420) for further information.

Do I have to be a member of Hampshire Chamber of Commerce to apply for an ATA Carnet?

No however Hampshire Chamber of Commerce members receive a discount on standard prices.

What information do you require?

Details of the ATA Carnet holder (company that legally owns the goods and 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, and finally the list of goods. 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.

Can I authorise someone to apply for and use the ATA Carnet on my behalf?

Yes. An ATA 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. 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 front of the ATA Carnet vouchers should contain the statement: "Any Authorised Representative".

Are there specific requirements/limitations for certain ATA Carnet countries?

Yes there are. Please contact the intl trade team (01320 242420) for up-to-date information.

Why do I have to provide a security?

The ATA Carnet provides a guarantee to the Customs of a foreign country into which the goods are temporarily imported that all duties, taxes etc will be paid to them if the conditions under which they allow the goods into the country are breached.

The security is in place to protect Hampshire Chamber of Commerce 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 ATA Carnet has been discharged); the ATA Carnet Security Scheme (CSS) Guarantee - an in-house service by which the ATA Carnet user can arrange for the security to be provided, without having to supply either banker's draft, cash or bank guarantee. Using the CSS - a non-refundable, one off payment - means there is no 'freezing' of assets or funds (as with other institutions).

Can I sell my goods off an ATA Carnet?

The ATA Carnet is a temporary admission document, therefore, the goods must be returned back to the EU within the validity of the document. 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 a 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.

Can I add consumable goods on an ATA Carnet?

No as those goods would normally be used up overseas and not repatriated. Everything on an ATA Carnet must be returned to the EU.

Can an ATA Carnet be used for controlled or dual use goods?

The use of an ATA Carnet does not remove the usual requirements for restricted and prohibited goods or licensing controls. Controlled goods can travel on an ATA Carnet provided the relevant license has been obtained from the Export Control Organisation (ECO) and that the license number is stated on the General List of the ATA Carnet. Further information regarding prohibited and restricted goods can be found on ECO's central online licensing system: <https://www.spire.bis.gov.uk/spire/fox/espire/LOGIN/login> (email: eco.help@bis.gsi.gov.uk tel: 020 7215 4594).

Can I get additional vouchers?

Yes. Additional vouchers can be obtained from the issuing office. Please contact the intl trade team (01329 242420) for additional information.

Can I extend the validity of an ATA Carnet?

ATA Carnets are valid for twelve months. Some Customs authorities may be prepared to extend the period of temporary admission by granting approval for a replacement ATA Carnet. Host Customs' written consent / approval must be submitted to the issuing Chamber of Commerce along with an issuing fee and additional security before a replacement ATA Carnet can be issued. Replacement ATA Carnets should be validated by the National Carnet Unit (atacarnetunit@hmrc.gsi.gov.uk) before being used abroad.

Please note that even though the ATA Carnet is valid for 12 months, from the date of issue, 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 a time limit is exceeded, duty, tax and/or penalty charges may apply despite proof that the goods were eventually re-exported.

What happens if I lose my ATA Carnet whilst still valid?

You can obtain a substitute ATA Carnet which will be issued identical to the original ATA Carnet. A repeat fee and security will apply. The substitute ATA Carnet will need to be validated by the National ATA Carnet Unit (atacarnetunit@hmrc.gsi.gov.uk) before being used overseas.

Can I add extra items to the general list?

No. Once an ATA Carnet has been issued no extra items can be added to the list of goods. A new ATA Carnet covering the additional items will need to be issued.

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 ATA 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 EU and 2 visits to Switzerland).

What should I do with the ATA Carnet after I have finished using the document?

The ATA Carnet must be returned to the issuing office, 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 ATA Carnet gets lost en route to the issuing office. Once received, the ATA Carnet will be checked to establish whether it has been used

correctly and advise you of any action required to minimise exposure to foreign Customs. Missing ATA Carnet sheets and/or counterfoils will delay the discharge and cancellation of the associated security lodged.

What happens if the ATA Carnet has not been used correctly?

All imports and exports from ATA Carnet countries must be discharged correctly by the relevant Customs. If this has not been done, foreign Customs will lodge a claim via the London Chamber of Commerce and Industry. The ATA Carnet Holder is given a period of 6 months from the initial date of the claim to provide suitable evidence to confirm that the goods have been repatriated. The only forms of evidence acceptable to overseas Customs are the correctly endorsed ATA Carnet or a Certificate of Location issued by HMRC, confirming that the goods were repatriated before the Carnet expired. Failure to provide admissible evidence within the 6 month claim period will result in duties and/or penalties being levied by foreign Customs. The ATA Carnet Holder is completely responsible for meeting any such charges.

What happens if my goods are lost or stolen?

If goods covered by an ATA 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.

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 ATA Carnet to HMRC and 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 using code: CPC 10 00 041 for exports and CPC 00 080 20 for re-imports.

If the goods are being sent to a non-inventory port or airport you may need to complete an Import and export: presentation of goods for export (arrival) (C1601) form.

Can I apply for an ATA Carnet after the shipment has left the UK?

No you can not have an ATA Carnet once the shipment has left the UK.

Can I apply for an ATA Carnet to cover a vehicle?

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

1. "Trade Fairs and Exhibitions"
2. "Professional Equipment" - vehicles for racing, test driving or race support (i.e. breakdown trucks supporting an official racing event)
3. "Professional Equipment" - specially adapted vehicles (i.e. broadcasting vehicles, exhibition trailers, catering vans)

Please contact the intl trade team at Hampshire Chamber of Commerce (01329 242420) for further information.

A Carnet de Passages en Douanes may be more applicable for your temporary import of a vehicle. It is an internationally recognised Customs document entitling the holder to temporarily import a vehicle duty-free into certain countries, which normally require a deposit against import charges for such vehicles (generally countries outside Europe). The Carnet is used within the legal framework of the UN Customs Conventions of 1954 & 1956, and the 'Convention on Temporary Admission' (1990), the so called 'Istanbul Convention'. For further information please visit

<https://www.carseurope.net/carnet-de-passage-en-douanes-cpd/>