

# HOW TO USE THIS ATA CARNET



UKNATACO  
UK National ATA Carnet Organisation

Inform the Chamber if there are any inaccuracies on the Carnet. Contact details are on the reverse of the Carnet

Detailed instructions can be found here: (pdf)



(video)



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

## HOLDERS FLYING WITH GOODS

- 1 Director of the company in Box A must sign Box J on the Front Cover
- 2 Make sure each Voucher contains a List of Goods on the reverse (make photocopies of the list if required)
- 3 If the person travelling with the goods is NOT named in Box B of the Carnet, prepare a Letter of Authority (to be signed by the same person as in 1)
- 4 **Leaving UK:** Complete Section F on Exportation Voucher (see overleaf for further info)
- 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**)



- 6 **Importation into country of temporary admission:** on arrival to the destination – complete Section F of the Importation Voucher (see overleaf for further info)
- 7 Go to the Red Channel (Goods to Declare) after picking up your luggage and present the Carnet and the goods to Customs
- 8 **Leaving country of temporary admission:** on exit from country of temporary admission - Complete Section F of Re-exportation Voucher (see overleaf for further info) and present to foreign Customs **before** checking the goods in with airline
- 9 **Returning to UK:** complete section F of Re-importation Voucher (see overleaf for further info) and present the goods and Carnet at the Red Channel **If there is no Officer present, use the Customs Enquiries Phone.**

## GOODS BEING DRIVEN ACROSS THE BORDER

- 1 Director of the Company in Box A must sign Box J on the Front Cover
- 2 Make sure each Voucher contains a List of Goods on the reverse (make photocopies of the list if required)
- 3 If the person travelling with the goods is NOT named in Box B of Carnet, prepare a Letter of Authority (to be signed by the same person as in 1)
- 4 **Leaving UK:** Complete Section F on Exportation Voucher (see overleaf for further info)
- 5 **Obtain GMR (both outbound and on return)** - if you're driving via freight route or have a mixed consignment (i.e. Carnet goods and non-Carnet goods). **Contact your issuing Chamber for more information on GMRs**
- 6 **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 sign Section F of the Exportation Voucher (see overleaf for further info) and present to Border Force
- 7 **Importation into country of temporary admission:** on arrival to the destination – complete + sign Section F of the Importation Voucher (see overleaf for further info) and present to foreign Customs. **If passing through another Carnet country en-route to your destination, use a Transit Voucher. Freight Forwarders will need a Port Pass (i.e. PBN etc)**
- 8 **Leaving country of temporary admission:** on exit from country of temporary admission - Complete + sign Section F of Re-exportation Voucher (see overleaf for further info) 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**
- 9 **Returning to UK:** complete + sign Section F of Re-importation Voucher (see overleaf for further info) 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 impose a time limit for re-exportation, in section 2 of the Importation or Transit Counterfoil, that may be less than the overall validity of the Carnet. **Failing to re-export goods within the time limit will result in charges. Speak to host Customs to get an extension**

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

### LETTER OF AUTHORITY (POA)

is required when the person travelling with the goods is not 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 shipped by Haulier the letter should be prepared as usual but the name of the driver can be added (by the Haulier) once the driver is known

### GMR

is required for all UK Customs offices for vehicles using freight route at roro ports and vehicles transporting goods under transport 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). See FAQs:**

If goods are **transported by a third party** (forwarder, courier etc) they'll need to submit Safety and Security Declarations



### PERMITS AND DECLARATIONS

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 on a Carnet. Goods travelling as Freight must also have relevant Customs declarations both in the UK and abroad (Carnet is referenced as the guarantee in such declarations)

# VOUCHERS TO BE COMPLETED FOR THE BF / HMRC – Exportation and Re-importation

A.T.A. CARNET		CARNET A.T.A.	
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 EXPORTATION VOUCHER No. Volet d'exportation N°:	
	B. REPRESENTED BY* / Représenté par*	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL / Valable jusqu'au	
	D. MEANS OF TRANSPORT* / Moyens de transport*	H. CLEARANCE ON EXPORTATION / Dédouanement à l'exportation	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	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.	
	F. TEMPORARY EXPORTATION DECLARATION Déclaration d'exportation temporaire	b) Final date for duty-free re-importation: / Date limite pour la réimportation en franchise:	
I. duly authorised: / Je soussigné, dûment autorisé:		c) This voucher must be forwarded to the Customs Office at: * Le présent volet devra être transmis au bureau de douane de: *	
a) declare that I am temporarily exporting the goods enumerated in the list overleaf and described in the General List under item No(s). / 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).		d) Other remarks: * / Autres mentions: *	
b) undertake to re-import the 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 (renvoyer 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)		At / A Customs office / Bureau de douane	
c) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		Date (year/month/day) Date (année/mois/jour)	
		Signature and Stamp Signature et timbre	
		Place Lieu	
		Date (year/month/day) Date (année/mois/jour)	
		Name Nom	
		Signature X X	

A.T.A. CARNET		CARNET A.T.A.	
R E 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 RE-IMPORTATION VOUCHER No. Volet de réimportation N°:	
	B. REPRESENTED BY* / Représenté par*	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL / Valable jusqu'au	
	D. MEANS OF TRANSPORT* / Moyens de transport*	H. CLEARANCE ON RE-IMPORTATION / Dédouanement à la réimportation	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	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.	
	F. RE-IMPORTATION DECLARATION Déclaration de réimportation	b) This voucher must be forwarded to the Customs Office at: * Le présent volet devra être transmis au bureau de douane de: *	
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). / déclare que les marchandises énumérées à la liste figurant au verso et reprises à la liste générale des marchandises sous le(s) N°(s).		d) Other remarks: * / Autres mentions: *	
b) declare that the said goods have NOT undergone any process abroad, except for those described under item No(s). / déclare que lesdites marchandises n'ont subi aucun traitement à l'étranger, sauf celles énumérées sous le(s) N°(s).		At / A Customs office / Bureau de douane	
c) declare that goods of the following item No(s), have not been re-imported: / déclare que les marchandises reprises sous le(s) N°(s) suivants n'ont pas été réimportées.		Date (year/month/day) Date (année/mois/jour)	
d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		Signature and Stamp Signature et timbre	
		Place Lieu	
		Date (year/month/day) Date (année/mois/jour)	
		Name Nom	
		Signature X X	

1. COMPLETED BY CARNET HOLDER – ITEMS EXPORTED FROM THE UK
2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

1. COMPLETED BY CARNET HOLDER – ITEMS RETURNED TO THE UK
2. ENDORSEMENT BY HMRC (HMRC will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

# VOUCHERS TO BE COMPLETED FOR THE 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*	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL / Valable jusqu'au	
	D. MEANS OF TRANSPORT* / Moyens de transport*	H. CLEARANCE ON IMPORTATION / Dédouanement à l'importation	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	a) The goods referred to in the above declaration have been temporarily imported / Les marchandises faisant l'objet de la déclaration ci-dessus ont été importées temporairement.	
	F. TEMPORARY IMPORTATION DECLARATION Déclaration d'importation temporaire	b) Final date for re-exportation / production to Customs: * Date limite pour la réexportation / la représentation à la douane: *	
I. duly authorised: / Je soussigné, dûment autorisé:		c) Registered under reference No. * / Enregistré sous le N°: *	
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 des marchandises sous le(s) N°(s).		d) Other remarks: * / Autres mentions: *	
b) declare that the said goods are intended for use at / déclare que les marchandises sont destinées à être utilisées à		At / A Customs office / Bureau de douane	
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 (s'engager à observer ces lois et règlements et à réexporter 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)	
d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		Signature and Stamp Signature et timbre	
		Place Lieu	
		Date (year / month / day) Date (année / mois / jour)	
		Name Nom	
		Signature X X	

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*	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP	
	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL / Valable jusqu'au	
	D. MEANS OF TRANSPORT* / Moyens de transport*	H. CLEARANCE ON RE-EXPORTATION / Dédouanement à la réexportation	
	E. PACKAGING DETAILS (Number, Kind, Marks, etc.) Détail d'emballage (nombre, nature, marques, etc.)	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-dessus ont été réexportées.	
	F. RE-EXPORTATION DECLARATION Déclaration de réexportation	b) Action taken in respect of goods produced but not re-exported: * / Mesures prises à l'égard des marchandises représentées mais non réexportées: *	
I. duly authorised: / Je soussigné, dûment autorisé:		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: *	
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) N°(s).		d) Registered under reference No. * / Enregistré sous le N°: *	
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) N°(s) suivants ne sont pas destinées à la réexportation:		e) This voucher must be forwarded to the Customs Office at: * Le présent volet devra être transmis au bureau de douane de: *	
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) N°(s) suivants ne seront pas réexportées ultérieurement.		f) Other remarks: * / Autres mentions: *	
d) in support of this declaration, present the following documents: / présente à l'appui de mes déclarations les documents suivants:		At / A Customs office / Bureau de douane	
e) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent volet		Date (year/month/day) Date (année/mois/jour)	
		Signature and Stamp Signature et timbre	
		Place Lieu	
		Date (year/month/day) Date (année/mois/jour)	
		Name Nom	
		Signature X X	

1. COMPLETED BY CARNET HOLDER – ITEMS IMPORTED + INTENDED USE
2. ENDORSEMENT BY FOREIGN CUSTOMS (Customs will keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE

1. COMPLETED BY CARNET HOLDER – ITEMS RE-EXPORTED
2. ENDORSEMENT BY FOREIGN CUSTOMS (Customs keep the Voucher)
3. SIGNATURE BY THE HOLDER OR THE REPRESENTATIVE