

## HOW TO USE THIS ATA CARNET

### PLEASE READ BEFORE YOU TRAVEL

**N.B.** If used in conjunction with a Taiwan Carnet both must be cross referenced and presented to EU Customs together, out and home.

1. We have prepared this ATA Carnet according to your instructions and it has been carefully checked. Please verify that there are no inaccuracies or deficiencies (and report to us immediately if there are any problems). Alterations can only be made before the Carnet is used. Please read the notes on the inside back cover of the Carnet. The front cover must be signed by the holder before use (Box J). 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 regulation will mean delay in the discharge of the Carnet and will incur a regularisation fee. Any deviation from the goods shown on the General List to those actually being transported must be noted by HM Revenue & Customs in column 7 of The General List and duly stamped. **No additions are allowed.** Please remember to make photocopies of the loose set of an Attached List (if applicable) as per the number of vouchers before using this Carnet.

3. The green front cover (UK Customs shaded Certification Box) and the yellow exportation counterfoil must be endorsed and the voucher detached by 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 National Advice Service on **0845 010 9000** 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 and 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 have been cleared. Customs border posts are often not always open 24 hours per day for processing Carnets and you are strongly urged to check in advance that the 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. Regularisation of any irregularity will delay discharge of this document and the London Chamber will be unable to return the security lodged for up to 21 months from the expiry date of the Carnet.

6. This is a temporary importation document and you must comply with the Customs regulations of the countries of importation, e.g. when importation is made on a blue transit voucher the time limit for re-exportation may be only a few hours from importation and if this is exceeded duty and 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 Custom office of entry back into 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. **This Carnet must be returned to the office of issue 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.

9. It is imperative that the Carnet number is referred to in all communications and for this purpose please retain a record of it on your files. Without this number we are unable to confirm the status of your file and associated security.

EXPORT DOCUMENTS  
PORTSMOUTH AND SE HAMPSHIRE CHAMBER OF COMMERCE  
JANUARY 2012 (ref: 6316/10/122011)