

# CHAMBER MANAGEMENT SERVICES

Preferred supplier of international trade services to Chambers of Commerce in Yorkshire

Devere House  
Vicar Lane  
Little Germany  
Bradford BD1 5AH  
Tel: 0845 034 7200  
Fax: 01274 771587  
info@chamber-international.com  
www.chamber-international.com

## ATA CARNET APPLICATION FORM & UNDERTAKING: PLEASE READ THE ENCLOSED COMPLETION INSTRUCTIONS CAREFULLY To be completed by the Carnet holder

**PLEASE NOTE IT NORMALLY TAKES 24 HRS. TO PROCESS YOUR CARNET. IF YOU REQUIRE THIS CARNET TO BE POSTED BACK PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE. EXPRESS & COMPLETION SERVICES ARE AVAILABLE.**

**(To be completed by CMS)  
ATA Carnet No.**

*(This form should be typed or completed by hand in ink and block capitals)*

To: CHAMBER MANAGEMENT SERVICES (CMS)

I, .....for and on behalf of  
(name and address of the Carnet Holder i.e. the company that is depositing the security with CMS ) .....

..... Tel No:..... Fax ..... E-Mail.....

The company is a member of ..... Chamber of Commerce, and our membership No. is .....

apply for an ATA Carnet in the name(s) of .....  
*(insert the name of the person(s) who will be presenting the Carnet to customs or courier / shipping agents name)*

*for use in the following countries (please indicate the number of VISITS being made to each country and those*

*countries being crossed in TRANSIT). Number of EXITS from the EC:*  **Yellow ('exp' and 're-imp')**

	Country	No. of visits	Country	No. of visits	Country	No. of visits	Country	No. of visits
<b>Visits White</b> (‘imp’ ‘re-exp’)								
<b>Transits Blue</b> (‘tra’ ‘tra’)	Country	No. of transits	Country	No. of transits	Country	No. of transits	Country	No. of transits

The Carnet is required for:

- (a) **\*Commercial Samples**
- (b) **\*International Trade Fair / Exhibition** (please give name and place).....

**\*Delete as appropriate**

Ensure that you have sufficient pairs of blue/transit vouchers (check with the exhibition organisers or CMS)

- (c) **\*Professional Equipment**  
Is solely for use by, or under the personal supervision of, the holder or his nominated representative and excludes equipment to be used for construction, repair or maintenance of buildings or for earthmoving and like projects.

(a), (b) and (c) are the main categories for which a Carnet can be used  
**IMPORTANT: The reverse side of this form MUST also be completed**

## UNDERTAKING

I, the undersigned .....of.....

attach a copy of the list of goods being declared on the Carnet and undertake to repatriate the goods in question. Further that the goods will be re-exported from any country into which they have been temporarily imported. WITHIN SUCH PERIOD AS STIPULATED BY ANY CUSTOMS\*. I further declare that the value is the true commercial value of these goods and that they will not be used for commercial gain.

If the goods are not re-exported, for whatever reason(s), within such period, I accept responsibility for any negotiations or proceedings with any Customs direct or indirect, and to pay all duties, taxes and charges which may result from non re-export or failure to observe Customs regulations and requirements both in the United Kingdom and abroad. I attach:

<b>Issuing fee:-</b>		£	
<b>Security:-</b>	(1)	Bank Draft/Cash for	£ As a deposit of security (to nearest £1)
	(2)	or Premium	£ For immediate cover using London Chamber of Commerce & Industry Carnet Indemnity Scheme
	(3)	or a Guarantee for	£ From the following Bank or insurance company*
		Name and Address	..... .....

\*Banks must be on the Financial Services Authority List of Banks Incorporated in the United Kingdom ([www.fsa.gov.uk/list\\_banks](http://www.fsa.gov.uk/list_banks)) and meet the minimum rating requirements which are:

Fitch IBCA: Short term F1, Individual B, Legal 2. Moody's: Short term P-1, Financial strength B. Standard & Poor's: Short term A-1

\*Insurance companies must be authorised by the Financial Services Authority (to check, visit website: [www.fsa.gov.uk](http://www.fsa.gov.uk) and select FSA Register and enter company name), be incorporated in the United Kingdom and meet the minimum rating requirements which are:

Fitch IBCA: Short term F1, Claims-paying ability AA-. Moody's: Short term P-1, Financial strength Aa3. Standard & Poor's: Short term A-1, Financial Strength AA

I agree that the Draft/cash on deposit or Guarantee may be used to reimburse CMS for any duty, taxes or charges as above should these be incurred and for any fees charged by CMS for the issue or regularisation of the Carnet and that any interest on monies held by CMS shall be retained by CMS.

I further agree to pay CMS immediately upon receipt of its demand in writing all or any such sum or sums of money which it may have paid or be called upon to pay in respect of any professional or other fees, costs, liabilities and expenses of any nature whatsoever incurred by CMS as a result of, or in connection with, the issue of the Carnet.

I further agree that CMS may at its discretion, effect a Conditional Discharge subject to CMS not receiving any further claims etc. within the 33 month period.

I have read and understood the conditions of the guarantee, and declare that the above particulars and those in the list of goods attached are true and correct and I undertake to return the Carnet to CMS after use.

The use of a Carnet does not absolve the holder from observing the Customs regulations of the countries operating the scheme, e.g. import and export prohibitions or restrictions. In certain circumstances a UK export licence or an import/export licence for countries to be visited or crossed in transit may be required. For UK information please contact Dept for Business, Innovation and Skills on 0207 215 4594, [www.bis.gov.uk](http://www.bis.gov.uk)

In accordance with EEC Regulations 2913/92 and 2454/93, the Carnet will be issued in the European Community only for Community goods **N.B. Goods should be re-exported without having undergone processing or repair, except normal depreciation due to the use made of them. Normal Customs documentation must be used for the exportation of goods by post.**

For this purpose Community goods mean goods:

- A) obtained in the EC
- B) released to free circulation, or
- C) obtained or produced in the EC, either from goods referred to in B) or from A) and B).

Signed X ..... X Date .....

NAME AND POSITION OF SIGNATORY

NOTE THAT THE SIGNATORY MUST BE A SENIOR COMPANY EMPLOYEE

### NOTES:

The guarantee/deposit should be for a sum (calculated to the nearest pound sterling only) equivalent to the highest total amount of Customs duty, taxes and additional charges to which the goods listed would become liable on importation into any one of the countries for which the Carnet is valid, plus a further 10 per cent of the amount.

If the amount of duty payable is not readily assessable, CMS reserves the right to fix the amount of the guarantee/deposit in the light of individual cases.

Any guarantee/deposit will be returned when the Carnet is surrendered to CMS and found to be correctly discharged.

CMS may require sight of either a duty paid invoice or customs entry for foreign goods declared on the Carnet.

Foreign goods temporarily imported into the EC under a Customs Temporary Importation Concession do not qualify for inclusion on a Carnet.

\* For Carnets used for commercial samples the period maybe only 6 months, for exhibitions the period may be limited to 2 months, professional equipment a minimum of 6 months, and for imports covered by a blue transit voucher, the period of transit is at the discretion of the Customs authorities concerned.