

INSTRUCTIONS FOR USING AN ATA CARNET

1. We have prepared this Carnet according to your instructions and it has been carefully checked. It is important that you carry out a final check before using this document. Alterations can only be made before the Carnet is used and must be approved by Chamber Management Services (CMS). Please read the notes on the inside back cover of the Carnet. **THE GREEN COVER MUST BE SIGNED BY THE HOLDER IN THE BOX 'J' AT THE BOTTOM OF THE PAGE BEFORE USE (THE HOLDER IS THE ORGANISATION SHOWN IN BOX 'A' ON THE GREEN COVER).**
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 cover (General List), cannot be amended in any form whatsoever. Failure to comply with this requirement could mean a delay in the discharge of your Carnet and additional fees may be incurred as a result. Any deviation from the goods shown on the General List to those actually being transported must be noted by HM Customs and Excise in box 'H' on the green front cover and duly stamped. The goods shown on the General List must not be altered.
3. **BOX 'H' ON THE FRONT OF THE GREEN COVER MUST BE ENDORSED ALONG WITH THE YELLOW EXPORTATION COUNTERFOIL AND THE VOUCHER DETACHED BY UK CUSTOMS.**
However, if the point of exit from the EC 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 EC. 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 smaller offices of export or exit may not always be manned by Customs staff. We advise you therefore to contact the port or airport 48 hours prior to export to check that Customs staff will be present. If Customs staff will not be present then the local Customs and Excise Advice Centre will endorse the Carnet as either the office of export or exit. **This procedure can only be used when the Customs office of export or exit is not manned.** For further information contact National Customs Helpline to obtain the telephone number and address of your nearest Customs advice centre.
4. All the sheets in the Carnet are numbered in sets from 1 onwards. 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 are being cleared. **Customs border posts are often not always open 24 hours a day for processing Carnets and you are strongly urged to check in advance that Customs will be available when you intend to cross frontiers.**
5. It is essential that counterfoils record 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. Dealing with queries will delay discharge of this document and CMS will be unable to return the security lodged for up to 21 months from the expiry date of the Carnet (i.e. 33 months from the date of issue).
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 Customs office of entry back in the UK or another EC 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. The Carnet must be returned to CMS (at the address shown overleaf) intact before its expiry date. You are advised to note the Carnet number that appears in box 'A' on the green front cover for use in correspondence with CMS.