

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 UK Customs together, out and home. Turn overleaf for examples of how the Carnet should be stamped by UK and Foreign Customs.

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 and must be endorsed by either GM Chamber or the HMRC. 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. Please note that if the Carnet is being handled by your agent / freight forwarder you must ensure that you have provided them with written authorisation to act on your behalf. It is also advisable that you obtain a counter-indemnity from your agent to protect you against foreign Customs claims in case the document has been used incorrectly.

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. Both the ATA Carnet and the goods must be presented to UK Customs.

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 General Advice Line on **0300 322 9434** at least **two working days prior** to your intended departure. They should 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. If driving via **Dover, Eurotunnel or Holyhead** you may have to get your Carnet processed at an **inland site**.

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 you may be required to pay Customs Duty, Tax and / 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. You must comply with any time limits imposed by Customs of the countries of temporary importation, e.g. foreign Customs may impose a time limit for re-

COUNTERFOILS FOR COMPLETION BY UK CUSTOMS

3 3 13, 7-10, 12-100	EXPEDITE	1. THE GOODS COMPLYING WITH THE ABOVE CONDITIONS SHALL BE Les marchandises répondant à l'article précédent sous N°
Marked being imported and duty-free	COUNTRY OF ORIGIN	E = E X = X P = P O = O
[REDACTED]		2. Final date for duty-free re-importation Date limite pour la réimportation en franchise
		[REDACTED]