NOTES ON THE USE OF A.T.A. CARNET

1. All goods covered by the Carnet shall be entered in columns 1 to 6 of the General List. If the space provided for the General List on the reverse of the front cover is insufficient, continuation sheets shall be used.

2. In order to close the General List, the totals of columns 3 and 5 shall be entered at the end of the list in figures and in writing. If the General List (continuation sheets) consists of several pages, the number of continuation sheets used shall be stated in figures and in writing in Box G. a) of the front cover.

3. Each item shall be given an item number which shall be entered in column 1. Goods comprising several separate parts (including spare parts and accessories) may be given a single item number. If so, the nature, the value and, if necessary, the weight of each separate part shall be entered in column 2 and only the total weight and value should appear in columns 4 and 5.

4. When making out the lists on the vouchers, the same item numbers shall be used as on the General List.

5. To facilitate Customs control, it is clearly marked that the goods (including separate parts thereof) be clearly marked with the corresponding item number.

6. Items answering to the same description may be grouped, provided that each item so grouped is given a separate item number. If the items grouped are not of the same value or weight, their respective values and, if necessary, weights shall be specified in column 2.

7. If the goods are for exhibition, the importer is advised in his own interest to enter in Box C of the importation voucher the name and address of the exhibition and of its organizer.

8. The Carnet shall be completed legibly and using permanent ink.

9. All goods covered by the Carnet shall be examined and registered in the country/customs territory of departure and, for this purpose, should be presented together with the Carnet to the Customs there, except in cases where the Customs regulations of that country/Customs territory do not provide for such examination.

10. If the Carnet has been completed in a language other than that of the country/customs territory of importation, the Customs may require a translation.

11. Expired Carnet and Carnets which the Holder does not intend to use again shall be returned by him to the issuing association.

12. Arabic numerals shall be used throughout.

13. In accordance with ISO Standard 8601, dates must be entered in the following order: year/month/day.

14. When blue transit sheets are used, the Holder is required to present the Carnet to the Customs Office placing the goods in transit and subsequently, within the time limit prescribed for transit, to the specified Customs "office of destination". Customs must stamp and sign the transit vouchers and counterfoil appropriately at each stage.

1. Toutes les marchandises placées sous le couvert du carnet doivent figurer dans les colonnes 1 à 6 de la liste générale. Lorsque l'espace réservé à celle-ci, au verso de la couverture, n'est pas suffisant, il y a lieu d'utiliser des feuilles supplémentaires.

2. A l'effet d'arrêter la liste générale, on doit mentionner la fin, en chiffres et en toutes lettres, les totaux des colonnes 3 et 5. Si la liste générale (feuilles supplémentaires) comporte plusieurs pages, le nombre de feuilles supplémentaires doit être indiqué en chiffres et en toutes lettres dans la case G. a) de la couverture.

3. Chacune des marchandises doit être affectée d'un numéro d'ordre qui doit être indiqué dans la colonne 1. Les marchandises comportant des parties séparées (y compris les pièces de rechange et les accessoires) peuvent être affectées d'un seul numéro d'ordre. Dans ce cas il y a lieu de préciser, dans la colonne 2, la nature, la valeur et, en cas de besoin, le poids de chaque partie seules le poids total et la valeur totale doivent figurer dans les colonnes 4 et 5.

4. Lors de l’établissement des listes des volets, on doit utiliser les mêmes numéros d’ordre que ceux de la liste générale.

5. Pour faciliter le contrôle douanier, il est recommandé d'indiquer clairement sur chaque marchandise (y compris les parties séparées) le numéro d'ordre correspondant.

6. Les marchandises de même nature peuvent être groupées, à condition qu'un numéro d'ordre soit affecté à chacune d'entre elles. Si les marchandises groupées ne sont pas de même valeur ou poids, on doit indiquer leur valeur et, s'il y a lieu, leur poids respectif dans la colonne 2.

7. Dans le cas de marchandises destinées à une exposition, il est conseillé à l'importateur, dans son propre intérêt, d'indiquer dans la case C du volet d'importation, le nom de l'exposition et le lieu où elle se tient ainsi que le nom et l'adresse de son organisateur.

8. Le carnet doit être rempli de manière lisible et indélébile.

9. Toutes les marchandises couvertes par le carnet doivent être vérifiées et prises en charge dans le pays/territoire douanier de départ et y être présentées à cette fin, en même temps que le carnet, à la douane, sauf dans les cas où cet examen n'est pas prescrit par la réglementation douanière de ce pays/territoire douanier.

10. Lorsque le carnet est rempli dans une autre langue que celle du pays/territoire douanier d'importation, la douane peut exiger une traduction.

11. Le titulaire est tenu à l'association émettrice les carnets périmés ou dont il n'a plus l'usage.

12. Toute indication chiffrée doit être exprimée en chiffres arabes.


14. Lorsqu'il est fait utilisation des feuillets bleus pour une opération de transit, le titulaire est tenu de présenter son carnet au bureau de mise en transit et ultérieurement dans les délais fixés pour cette opération, au bureau désigné comme "bureau de destination" de l'opération de transit. Les services douaniers ont l'obligation de donner aux souches et aux volets de ces feuillets la suite qu'il convient.
Guaranteeing Associations members of WCF / A.T.A. International Guarantee Chain

ATA Carnets are issued for a specific category(ies) of intended use. See cover page 1 of the Carnet to confirm which applies to your merchandise. Your ATA Carnet may only enter a country which accepts that category. The category codes are: CS — Commercial Samples, EF — Exhibitions/Fairs, PE — Professional Equipment. These three categories are accepted by all Carnet countries, except where indicated.

ALGERIA (DZ) Chambre Nationale de Commerce, Algiers.
ANDORRA (AD) Chambre de Commerce, d’Industrie et des Services d’Andorra, Andorra la Vella.
AUSTRALIA (AU) Victorian Employers’ Chamber of Commerce and Industry, Melbourne.
AUSTRIA (AT) Wirtschaftskammer Österreich, Vienna.
BELARUS (BY) —(EF, PE) Belarusian Chamber of Commerce and Industry, Minsk.
BELGIUM (BE) Fédération Nationale des Chambres de Commerce et d’Industrie de Belgique, Brussels.
BOSNIA and HERZEGOVINA (BA) Foreign Trade Chamber of Bosnia and Herzegovina, Sarajevo.
BULGARIA (BG) Bulgarian Chamber of Commerce and Industry, Sofia.
CANADA (CA) —(CS, EF, certain PE will be accepted) Canadian Chamber of Commerce, Ottawa.
CHILE (CL) Santiago Chamber of Commerce, Santiago.
CHINA (CN) —(EF only) China Council for the Promotion of International Trade, Beijing.
CROATIA (HR) Croatian Chamber of Economy, Zagreb.
CYPRUS (CY) Cyprus Chamber of Commerce and Industry, Nicosia.
CZECH REPUBLIC (CZ) Economic Chamber of the Czech Republic, Prague.
DENMARK (DK) Danish Chamber of Commerce, Copenhagen.
ESTONIA (EE) Estonian Chamber of Commerce and Industry, Tallinn.
FINLAND (FI) Central Chamber of Commerce of Finland, Helsinki.
GIBRALTAR (GI) Gibraltar Chamber of Commerce, Gibraltar.
GREECE (GR) Athens Chamber of Commerce and Industry, Athens.
HONG KONG (CHN) Hong Kong General Chamber of Commerce, Hong Kong.
HUNGARY (HU) Magyar Kereskedelmi és iparosok Szövetsége, Budapest.
ICELAND (IS) Icelandic Chamber of Commerce, Reykjavik.
INDIA (IN) —(EF only) Federation of Indian Chambers of Commerce and Industry, New Delhi.
IRELAND (IE) Dublin Chamber of Commerce, Dublin.
ISRAEL (IL) Federation of Israeli Chambers of Commerce, Tel-Aviv.
ITALY (IT) Unione Italiana delle Camere di Commercio, Industria, Artigianato e Agricoltura, Rome.
IVORY COAST (CI) Chambre de Commerce et d’Industrie de Côte d’Ivoire, Abidjan.
JAPAN (JP) Japan Chamber of Commerce and Industry, Tokyo.
KOREA (KR) Korea Chamber of Commerce and Industry, Seoul.
LATVIA (LV) Latvian Chamber of Commerce and Industry, Riga.
LEBANON (LB) —(EF, PE) Beirut Chamber of Commerce and Industry, Beirut.
LUXEMBOURG (LU) Fédération Nationale des Chambres de Commerce et d’Industrie de Belgique, Brussels.
MACAO, CHINA (MO) Macao Chamber of Commerce, Macao.
MACEDONIA (MK) Economic Chamber of Macedonia, Skopje.
MALAYSIA (MY) Malaysian International Chamber of Commerce and Industry, Kuala Lumpur.
MALTA (MT) Malta Chamber of Commerce, Valletta.
MAURITIUS (MU) —(All goods except jewellery) Mauritius Chamber of Commerce and Industry, Port Louis.
MEXICO (MX) Mexico City National Chamber of Commerce, Mexico, D.F.
MOLDOVA (MD) Chamber of Commerce and Industry of the Republic of Moldova, Chisinau.
MONGOLIA (MN) —(PE, EF) Mongolian National Chamber of Commerce and Industry, Ulaanbaatar.
MONTENEGRO (ME) Chamber of Economy of Montenegro, Podgorica.
MOROCCO (MA) —(EF only) Chamber de Commerce, de l’Industrie et des Services de la Wilaya du Grand Casablanca, Casablanca.
NETHERLANDS (NL) Amsterdam Chamber of Commerce and Industry, Amsterdam.
NEW ZEALAND (NZ) Wellington Regional Chamber of Commerce, Wellington.
NORWAY (NO) Oslo Chamber of Commerce, Oslo.
POLAND (PL) Polish Chamber of Commerce, Warsaw.
PORTUGAL (PT) Camara de Comercio e Industria Portuguesa, Lisbon.
ROMANIA (RO) Chamber of Commerce and Industry of Romania, Bucharest.
RUSSIA (RU) Chamber of Commerce and Industry of the Russian Federation, Moscow.
SENEGAL (SN) Chamber de Commerce et d’industrie de la Region de Dakar, Dakar.
SERBIA (RS) Chamber of Commerce and Industry of Serbia, Belgrade.
SINGAPORE (SG) Singapore International Chamber of Commerce, Singapore.
Slovakia (SK) Slovak Chamber of Commerce and Industry, Bratislava.
SLOVENIA (SI) Societa Zbornica Slovenije, Ljubljana.
SOUTH AFRICA (ZA) South African Chamber of Business, Stowmwood.
SPAIN (ES) Consello Superior de las Camaras Oficiales de Comercio, Industria y Navegacion de Espana, Madrid.
SRI LANKA (LK) ICC Sri Lanka, Colombo.
SWEDEN (SE) Stockholm Chamber of Commerce, Stockholm.
SWITZERLAND (CH) Alliance des Chambres de Commerce Suisse, Geneva.
THAILAND (TH) Board of Trade of Thailand, Bangkok.
TUNISIA (TN) —(EF, PE) Chamber de Commerce et d’Industrie de Tunis, Tunis.
Ukraine (UA) Ukrainian Chamber of Commerce and Industry, Kiev.
United Arab Emirates (AE) —(EF only) Dubai Chamber of Commerce and Industry.
UNITED KINGDOM (GB) London Chamber of Commerce and Industry, London.

Problems with Customs?
Should you encounter difficulty with foreign customs when using an ATA Carnet, contact the local guaranteeing association. Alternatively, contact your Carnet Service Bureau or visit our website at http://www.merchandisepassport.org; click "Countries".

Box reserved for use by the issuing chamber of commerce
Cadre réservé à la chambre de commerce émettrice

As a user of this A.T.A. Carnet, you are entitled to the assistance of your A.T.A. contact person at the Chamber of Commerce and Industry of:
Utilisateur de ce Carnet A.T.A., vous bénéficiez de l’assistance de votre correspondant A.T.A. à la Chambre de commerce et d’industrie de:

Mr./Ms.: M./Ms.: Address: Adresse:
Tel.: 
Fax: 
E-mail: 

AFTER FINAL USE, RETURN THIS ATA CARNET TO USCIB, 1212 AVENUE OF THE AMERICANS, NEW YORK, NY 10036. ATTENTION: CARNET REDEMPTION DEPARTMENT.
À QUI VOUS DEVEZ IMPÉRATIVEMENT RETOURNER CE CARNET APRES UTILISATION:
Clearing U.S. Customs

Depart the U.S. – Use Green Cover and yellow Exportation counterfoil (e.g., #1).

1. At initial departure, the Holder/authorized representative signs the Green Cover and presents the Carnet to U.S. Customs & Border Protection (CBP) for activation upon its first use. CBP must validate the Carnet by signing and stamping Section H: “Certificate by Customs at Departure”. If not validated, Foreign Customs may deny entry of the goods. Completion of Section H and validation of an Exportation counterfoil eliminates the need to complete a Certificate of Registration, CF4455.

2. CBP notes the items leaving the U.S. in section (I) of the counterfoil (e.g., #1) and validates it. It is the Holder’s responsibility to ensure that CBP has indicated the correct items, especially in cases of partial or split shipments.

Reenter the U.S. – Use the yellow Reimportation counterfoil (e.g., #1) bearing the same number as the yellow Exportation counterfoil (e.g., #1) used at the time of departure.

Sec.148.11 of the CBP Code states “All articles brought into the United States by any individual shall be declared to a Customs officer at the port of first arrival…” CBP typically allows the goods to reenter the U.S. even if the Carnet has expired. The expiration date only limits entry into foreign countries.

1. Present the Carnet to CBP at the time of reentry.

2. CBP indicates only the items reentering in Section I of the counterfoil (e.g., #1) and validates it.

3. IMPORTANT: Upon returning to the U.S., the Reimportation counterfoil must be validated by CBP. This is the last line of defense in canceling a Carnet, though fines and penalties may apply.

Clearing Foreign Customs

Enter a Foreign Country – Use the white Importation counterfoil (e.g., #1) and its corresponding Importation voucher (e.g., #1).

1. Complete sections DF on the voucher, indicate only the items that are entering the country in Section F(a). Specify in Section F(b) the intended use of the Carnet, e.g., exhibition or sales visit.

2. Sign and date the voucher.

3. Present the Carnet to customs at the time of entry.

4. Foreign Customs notes on the counterfoil only the items that are entering.

5. Foreign Customs has the right to restrict any visit to less than one year regardless of the Carnet expiration date. Be sure to comply with section 2 of the counterfoil: “Final Date for Reexportation/production to the Customs of goods.”

6. Foreign Customs validates the counterfoil and the voucher, removing and retaining the voucher.

Depart a Foreign Country – Use the white Reexportation counterfoil and voucher (e.g., #1) that has the same number as the most recently used Importation counterfoil and voucher (e.g., #1).

1. Complete sections DF of the Reexportation voucher (e.g., #1), indicate the items that are departing in Section F(a). Also indicate the corresponding Importation voucher number (e.g., #1) in the second part of Section F(a). Complete Section F(b, c, d), if applicable.

2. Sign and date the voucher.

3. Present the Carnet to customs at the time of departure.

4. Foreign Customs notes the corresponding Importation voucher number (e.g., #1) on the Reexportation counterfoil. Foreign Customs also notes the items that are departing in Section I of the Reexportation counterfoil.

5. Foreign Customs validates the counterfoil and voucher, retaining the voucher to match with the Importation voucher.

6. For items sold abroad, it is advisable to obtain a customs receipt, which indicates the Carnet No. and the amount of duties/taxes/penalties paid. Send the receipt to the USCIB HQ.

7. Use in the EU: Customs authorities in the European Union will not validate Carnets for goods moving between EU member countries. Before departure from the EU, assure validation of the Reexportation counterfoil and voucher.

8. Penalties: All items not reexported whether lost, stolen, or destroyed, are subject to all applicable duties, taxes, and possible penalties. Holders who fail to have the Carnet validated at departure may be charged a regularization fee by Foreign Customs.

Transiting a Country (if applicable)

Use two blue Transit counterfoils (both bear the same number) and vouchers (both bear the same number).

Transits are used when merchandise travels by land through a country that lies between the country of departure and the next country of entry (e.g., leaving Germany to go to Italy, but passing through Switzerland). Transit may also be used when a Holder is attending an exhibition/fair or for traveling between customs jurisdictions in the same country.

At the Time of Entry

1. Complete Sections D-E on both Transit vouchers. Indicate in Section F(a) the customs port from which the goods will exit.

2. Indicate only the items that are transiting in the lower half of Section F(a).

3. Sign and date the vouchers.

4. Present the Carnet to customs at the port of entry.

5. Foreign Customs notes the items, port of dispatch, and final date for re-exportation on the counterfoil under “Clearance for Transit” Sections 1 & 2. Be sure to comply with this date and the port of departure.

6. Customs completes Section 4-7 on both counterfoils and Section H of the first voucher. One voucher will be removed.

At the Time of Departure

1. Present the Carnet to customs at the port of discharge.

2. Customs at the port of discharge will complete the “Certificate of Discharge” on the second counterfoil (e.g., #1) and Section H of the second voucher and then remove the second voucher (e.g., #1).

3. The transit is complete when Sections 3-6 of the second counterfoil have been validated and both vouchers have been removed by customs.

Final Return to the U.S.

1. Your ATA Carnet is the property of USCIB. Upon completion of the final trip, the original Carnet, including all used and unused counterfoils and vouchers, must be returned to USCIB via receipted mail. Keep a copy of the entire Carnet, including the unused sheets, for your records.

2. Questions? Call your ATA Carnet Service Bureau or Carnet HQ 212.703.5080 or in the U.S. 800.5.DUTYFREE (800.538.8937), or atacarnet@merchandisepassport.org.
United States Council for International Business (USCIB)

To serve you better, USCIB has appointed two independent Carnet Service Providers to issue ATA and TECRO/AIT Carnets.

USCIB (ATA Carnet HQ)
1212 Avenue of the Americas
New York, NY 10036
Tel: 800.538.8937
  212.703.5067
Email: atacarnet@merchandisepassport.org

Roanoke Trade Services, Inc.
1475 E. Woodfield Road, Suite 500
Schaumburg, IL 60173
Tel: 800.762.6653
  847.969.1420
Email: carnets@roanoketrade.com

Corporation for International Business
325 N. Hough Street, 2nd floor
Barrington, IL 60010
Tel: 800.282.2900
  847.381.1558
Email: carnets@atacarnet.com

USCIB, appointed by the U.S. Treasury Department and its U.S. Customs Service in 1969, is the national issuing and guaranteeing organization of the ATA Carnet in the United States.