

# ATA Carnet

## Information & Completion Notes

---

### Formal Undertaking

Before applying for an ATA Carnet through Herefordshire & Worcestershire Chamber of Commerce, the applicant must complete a Formal Undertaking for their company.

In the Formal Undertaking, the applicant (exporter) agrees to the Standard Rules as laid out and to take responsibility for ensuring the correctness and accuracy of the information on the ATA Carnet. This also includes providing the Chamber with access to any relevant commercial information that may be requested from a statutory authority e.g. HM Revenue & Customs or other officials.

The Formal Undertaking must be renewed annually. Signatures can be added or removed at any time, but changes must be signed by the Proprietor, Director, Partner or Company Secretary who signed the original Formal Undertaking. If a signatory leaves your company or no longer has permission to apply for ATA Carnets, the Chamber should be informed immediately, and that person's signature deleted from the Formal undertaking.

If you would like to complete the Formal Undertaking please contact the team on the following email address: [ecert@hwchamber.co.uk](mailto:ecert@hwchamber.co.uk)



#### **Important**

**Herefordshire & Worcestershire Chamber of Commerce cannot issue ATA Carnet or authenticate signatures in any other documents if a current Formal Undertaking including the relevant signatures is not in place.**

---

### What is an ATA Carnet?

An ATA Carnet is an international Customs document that operates like a passport for your goods. It allows the temporary importation of goods in to countries that are part of the ATA Carnet system and avoids you having to pay unnecessary taxes or duties.

ATA Carnets cover all goods that are leaving the UK and returning within a 12 month period. They do not cover disposable goods that will be used while out of the country or items that will not be returning to the UK.

---

### When and why do I need it?

If your goods are going outside of the UK and into one of the 40+ countries that accepts ATA Carnets and you are going for one of the following reasons:

- You are exhibiting at an International Trade Fair/Exhibition
- You are taking Commercial Samples with you to business meetings to generate business
- Your goods are going for Professional Equipment purposes to perform their function or to undergo testing

The ATA Carnet simplifies the customs procedure into a single document and makes the importation process much quicker and easier to handle.

---



## How to apply for an ATA Carnet

Applications for ATA Carnet's must be made online through the eCert website. Register your company on <https://www.ecert.sgs.com/uk/>. Your account will be ready to use once the Chamber has received your formal undertaking and has activated your eCert account.

---

## How to complete an ATA Carnet

To complete your application, the following rules and instructions should be followed:

**Box A. Holder name and address** will automatically populate. If this needs to be changed you can click into the box and amend line by line or click on your 'stored data' and add/edit the exporter details.

### **Box B. Represented by**

Add the names of all the people who will accompany the Carnet or, if not yet known, choose 'any authorised representative'. If entering individual names, leave 'print "plus any authorised representative" ticked. This will enable the holder to authorise additional persons at a later date if needed.

### **Box C. Intended Use of Goods**

Tick each relevant category (more than one can be selected if necessary) and select your goods type from the drop-down menu.



### **Important**

**Not all countries accept all categories for intended use.**

### **Box P. Destination and Transit Countries**

Add all countries you are using the Carnet for (make sure you click 'add' once you have selected the country). The Carnet can only be used in the country/countries listed in Box P. These country/countries will also inform the value of the guarantee and the premium if securing the Carnet via our in-house indemnity scheme.

You must also enter the number of exits from the UK.



### **Important**

**You can add more countries after the Carnet has been issued, but in order to do this the Carnet must be returned to the chamber to add to Box P on the front cover manually. Therefore, it is best to list all required countries upon application.**

### **Reverse. General List**

This is a list of all the goods you are taking, and need covered on the Carnet (do not include consumable items). There are a few ways you can supply your general list:

- a) Create in eCert by filling out the boxes in the eCert template 'Hd' denotes a heading e.g. case description, if required.
- b) Download/Upload CSV
  - i. Download the CSV template for excel
  - ii. Complete the excel spreadsheet, one line per item. Enter either 'True' or 'False' for the heading. Save the spreadsheet as a CSV file.
  - iii. Upload the completed and save CSV list file to eCert.



- c) Upload to eCert. Please do not upload your own items list excel template. It will automatically be converted by eCert to a PDF file, from which we cannot extract and transfer the information we need to our own Excel file.
- d) Email to Chamber. If you have completed the items list on a separate Excel workbook, you can email this directly to our Carnet team. However, you may be asked to add any missing or further information required. The team will transfer this information to the CSV template and upload to the Carnet application for you.

### **Important**

**You must enter the total value of goods, otherwise the list section will not be 'completed' and will remain as a red cross.**

### **Security**

This is the Carnet Guarantee, which is security for the Chamber rather than an insurance for the Carnet holder or the items listed. Without this in place we, being the issuing body, would be left financially exposed to any potential claim made by foreign Customs Authorities. Claims would be made in the event of the Carnet not being used properly or the items being listed whilst in the country of temporary import for example Security can be provided in 1 of 4 ways:

#### a) Bank Draft/ Cash Deposit

This will be a percentage of the total value of the goods, which we hold until the risk of a claim has passed, then it is returned to you. The maximum time frame that we might need to hold the deposit for is 33 months from the Carnet issue date.

#### b) Immediate cover using the Aviva Guarantee Scheme

The guarantee is purchased from our in-house insurer, a premium and issue fee is charged and is non-refundable. If this option is selected an additional tab will appear on the left titled 'Aviva Guarantee'. This must be completed.

#### c) A Guarantee from the following bank or insurance company

Security can be arranged through your own bank (this must be an FSA recognised bank); we require them to return a form, which we can provide, confirming that this has been completed.

#### d) Continuing Guarantee

This is only an option for very high-volume customers who have an annual security through our in-house provider. Please only select this if you have this in place and agreed with the Chamber.

### **Checkout**

Once all sections have been completed and all have 'green ticks' you can click on 'checkout' to submit your application.

Select your service and delivery method and click 'proceed to order summary'.

We do not offer a priority service as we aim to process all application received by 1pm the same day (on the proviso no amendments are required).

Order Summary. Here you can amend the document signature and preview the forms if necessary. Click 'proceed to payment'

Payment Method. This will always be 'account' in the drop-down menu. You can add any messages to the Chamber required e.g. postal address. Tick the conditions boxes and click 'submit application'.

## Herefordshire & Worcestershire Chamber of Commerce

International Trade Team Tel. 01905 673 614 E-mail [internationaltrade@hwchamber.co.uk](mailto:internationaltrade@hwchamber.co.uk)

---