

State Chamber of Commerce (NSW) ATA CARNET KIT



An ATA Carnet is a simple Customs procedure for temporary admission of goods into a foreign country.

The following kit contains:

- **Important ATA Carnet information**
- **Application Form**
- **General List**

Instructions

The application form must, if possible, be returned to the Chamber if (5) working days before the date the Carnet is required. The General List and payment must accompany the application form.

Please advise of the date/time the document is required and time of validity desired (max 12 months).

NOTE: The bond can be lodged by means of Bank Guarantee if the amount is equal or greater to \$10,000. This guarantee should be unlimited in time.

2004 - Hours of Business

9:00am - 5:00pm, Monday - Thursday only

If Carnets are required on a Friday, please ensure they are delivered with payment no later 12:00pm the day before (Thursday).

Further enquiries

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The ATA Carnet System

Explanatory Notes

What is an ATA Carnet?

It is a temporary importation customs document, which is issued by Chambers of Commerce in countries at present in the scheme sponsored and under the aegis of the International Bureau of Chambers of Commerce, Paris. It is known as the "IBCC Chain". A Carnet dispenses of the need for raising bonds or depositing duty at customs posts in different countries. The Carnet contains the appropriate customs clearance papers, and generally this method is preferred by Customs.

How do Carnets Work?

The ATA Carnet is a simple Customs document. Inside are two vouchers for each foreign country you wish to visit. You hand one voucher to the foreign Customs people when you enter the country and the other when you leave. There are also two vouchers for presentation to Customs when leaving and returning to your own country. You do not need to have your goods with you. They can be sent on ahead if you prefer. By road, rail, air or sea - even by post (with a few exceptions). They can enter and leave countries at different points. A single Carnet enables you to visit an unlimited number of countries during one year.

What goods qualify?

- (a) Commercial samples and Advertising film (16mm) under the Commercial Samples Convention;
- (b) Goods for International Exhibition - under the Goods and Exhibition Convention;
- (c) Professional Equipment under the Professional Equipment Convention eg:-

Articles for meetings for a charitable purpose or to promote any branch of learning. Articles for art; sport; religion; etc; equipment for the press; sound and television broadcasting equipment; musical instruments; costumes; scenery and other stage properties, plus cinematography equipment for use by surgeons, archaeologists, zoologists, entertainers, lecturers, etc; vehicles (for commercial or racing purposes only).

******The issuing of a Carnet for a vehicle does not obviate the holder's compliance with any other regulations of the country of importation.******

The Countries recognising ATA Carnet are:

Algeria, Andorra, Australia, Austria, Belgium/Luxembourg, Bulgaria, Canada, China*, Croatia, Cyprus, Czech and Slovakian Republics, Denmark, Estonia, Finland, France (including French possessions), Germany, Gibraltar, Greece, Hungary, Hong Kong, Iceland, Ireland, India, Israel, Italy, Japan, Korea, Latvia, Lebanon, Lithuania, Macedonia, Malaysia, Malta, Mauritius, Morocco, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Russia, Senegal, Singapore, Slovenia, South Africa (incl. BLNS States: Botswana, Lesotho, Namibia & Swaziland), Spain, Sri Lanka, Sweden, Switzerland, Taiwan*, Thailand, Tunisia, Turkey, United Kingdom and U.S.A.

Also to come into the system at a later date is Egypt, Mexico, Myanmar (Burma) Philippines and Vietnam.

* Trade Fairs and Exhibitions only

** Taiwan Carnets are available through VECCI (Victorian Chamber of Commerce):

Ph: 03 8662 5380 Fax: 03 8662 5201

Procedural arrangements with the Chamber

Application Form

To secure a Carnet an application form must be completed. The form is self-explanatory, and when signed, constitutes an undertaking. The undertaking provides that the goods will be repatriated. If not repatriated, the applicant is liable to the customs authorities of the country of import for all duties and/or taxes involved in the final importation of the goods. The undertaking is also to observe all the provisions or regulations in force in both the country of export and import. It reimburses the issuing Chamber for any sum it is called upon to pay to the guaranteeing body in the country of import in connection with any goods not re-exported within the period of validity of the Carnet; Plus any other costs which the Chamber may incur as a result of the non-observance of the Carnet conditions.

General List

The General List is to be returned with the application form. Here you document the list of goods for which you require a Carnet.

******* IMPORTANT INFORMATION from Customs regarding Commercial Values *******

- The value of goods stated on ATA Carnets is the **export value in the country of issue of the Carnet**.
- Carnet holders must declare a **value corresponding to the true commercial value** and attach a statement certifying the accuracy of that value to their application for delivery of a Carnet.
- Under the ATA Convention, should you under-declare the value, **you are liable for penalties** which might include seizure or confiscation of the goods.

Fees for issue of a Carnet

Carnet fees are payable upon lodgement of application. A bond, equivalent to assessed duty liability, is required before the Chamber will release Carnets.

Fees Effective 1st July, 2002

| | Members of the State Chamber of Commerce (NSW) | Non Members |
|--------------------------------------------------------------|---------------------------------------------------------------|----------------------|
| Basic fee for one country | \$203.50 | \$412.50 |
| International administration fee (payable on all Carnets) | \$44.00 = \$247.50 | \$44.00 =\$456.50 |
| Continuation sheets (from 3 to 10) | \$55.00 | \$88.00 |
| Extra countries, including transit * (each) | \$55.00 | \$88.00 |
| Additional trip (one country) | \$77.00 | \$154.00 |
| Standard Fee (2 to 4 days) | \$132.00 | \$198.00 |
| - Urgency (24 hours) | \$187.00 | \$264.00 |

* Only if going through customs

** All prices are GST inclusive

Fees for issue of a Carnet cont...

- Freight Forwarders, who are members of the Chamber and are acting on behalf of non-members, are entitled to a discount of 15% off the non-member rate
- The Chamber reserves the right, at all times, to refuse to issue a Carnet to any applicant without explanation
- Cancelled applications will be charged 50% of basic fee
- Cancelled carnets that have been processed will be charged 100% of basic fee
- Additional to the conditions of issue specified in the carnet application, refund or release of any bond will be made within 30 days of receipt by the Chamber of all documents duly completed

Security - Indemnity of Chamber

Apart from the fee for the issue of a Carnet, referred to above, the Chamber also requires, as security, an amount equal to the highest assessment of duty and internal tax of the countries to be visited on the goods listed, plus 10 per cent thereof. No issue of a Carnet can be made until the Chamber is supplied with the security, by means of cash or a Bank cheque. The security shall be unlimited as to time. The Chamber will retain the right not to relinquish the security until the expiry of thirty days following the Chamber being satisfied upon the return of a Carnet, counterfoils intact and unused vouchers (if any) attached, that it has been fully discharged, with no apparent liability. The return of the security thereafter will be conditional on there being no unforeseen and irrefutable liability arising.

The Carnet holder is solely responsible for any cost of negotiations with or proceeding against Customs authorities, or any other person, in connection with any claim for payment of import duties and/or taxes on missing goods.

Amorphous description of goods cannot be accepted, eg: "machinery", "apparel", "jewellery", etc. In the case of commercial samples the Carnet facilities apply only where the number of identical goods is reasonable having regard to the purpose of importation.

In all cases the list of goods covered by Carnet may not include such items as paints, cleaning materials and leaflets which are considered as "consumable stores" and are either given away or used abroad.

Once the list of goods (which can be as comprehensive as the applicant wishes) has been set up in the Carnet, no additions, or alterations are allowed. Descriptions of goods must be particularised, and the list itemised; if more than one of the same group is to be covered individual values of each must be apparent, also the total value shown.

How long does it take to issue a Carnet?

Although the Chamber of Commerce will be as helpful as it can in issuing Carnets, unless five clear working days are given together with the application extra cost will be incurred, and then only undertaken if within the capacity of the office. Early lodgement of applications is desirable.

Separate Insurance

The holder of a Carnet is not thereby indemnified against loss of goods by theft or accident nor the liability for duty or taxes on them. It would be prudent for the holder of a Carnet to take out insurance to cover those liabilities, which the Chamber would be obliged to meet from security held (marine insurance).

Statutory export requirements, regulations and prohibitions are not superseded by a Carnet. When required by customs, the holder is obliged to conform.

The Chamber reserves the right to refuse to issue a Carnet without giving a reason.

Please return by fax to 02 9350 8197

General List/ Liste Generale

| Item No no d'ordre | Trade description of goods and marks and numbers, if any Designation commerciale des marchandises et, le cas echeani, marques et numeros | Number Nombre | Weight or Quantity Poids ou quantite | Value Valeur * | Country of Origin Pays d'origine ** | Identification marks affixed by customs Marques d'identification apposees par la douane | |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------|-------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |

* Commercial value in country of issue. / Valuer commerciale dans le pays d'emission du carnet.

** If different from country of issue. / S'il est different du pays d'emission du carnet

Note – the gross and nett weight of each item is required by Customs in Switzerland