

# ATA Carnet for Dummies

## Introduction & Disclaimer

This guide is written on the basis that things change and not every official is up to date on the latest policies and procedure, so do not expect a smooth ride.

The intention is to upgrade and reclassify information as we gain experience. Please note date and version number of this document.

Items in Green are what we know and have experienced, items in Amber are what we have been told.

As government guidance changes with the wind the author cannot be held liable should you incur extra cost, have goods seized or be arrested and sent to Devils Island as a result of this document.

## Why do we need this?

As we are no longer part of the EU we no longer enjoy free movement of goods. The ATA Carnet is to ensure you do not export spares and service items by recording what you take out and make sure you bring it all back. The insurance is to cover any VAT or duty due should you break the terms of the Carnet.

You could take the risk and go across without a carnet, and yes there are plenty who have done this as enforcement is very hit or miss, however should you get stopped and not have one you will need deep pockets to pay the duty and any fines.

## What is the cost?

The basic charge is £240 plus VAT for the Carnet if you are a Chamber of Commerce member or use Motorsport UK. Plumwood is a member of Kent Invicta Chamber of Commerce so we went that route. Delivery is £7 so the form will cost including VAT £296.40. The insurance is an extra and a minimum of £91 so when we got our carnet it came in at £387.40 for 12 months on £4100 of spares, tools etc. I did get sight of what the actual premium was, and I am guessing you would be able to take about £12k of stuff before you exceeded the minimum fee.

I would budget on £400 a year for your carnet, which can be used for multiple trips, we chose 10 in total for ours

## Duplicate List?

A number of forums are discussing the use of a "duplicate list" which I think is Form C&E1246. You can find out more information here, [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/946392/CE1246.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/946392/CE1246.pdf)

You will need to have a EORI number, but also a customs declaration must be completed, and any financial security must be given which may be required by the country to which the exporter takes the goods which is what the ATA Carnet does anyway.

It also appears to only cover tools and equipment, the issue I see is with spares and tyres which are not covered and possibly the most valuable single items you will be carrying.

## Where do I get my Carnet?

Motorsport UK has secured a special deal with the Greater Birmingham Chambers of Commerce (GBCC) for Motorsport UK members of a fixed price processing/arrangement fee of £240+VAT. This is discounted from the standard fee of £330+VAT that non-members of the GBCC would pay.

The second part of the fee is the Premium. This can either be a refundable deposit of 40% of the vehicle's value or a non-refundable insurance premium to cover the 40% proportion of the premium.

Greater Birmingham Chambers of Commerce Carnet Specialist, Jonathan Crosbie, can be contacted by Motorsport UK members on 0121 274 3217.

To access the Motorsport UK ATA Carnet discount with Greater Birmingham Chambers of Commerce, please reference your 2021 Motorsport UK competition or entrants licence number and the name in which it is registered when applying.

### What is required?

Carnets are applied for through an electronic portal called 'E-cert' and processed and posted out next day delivery or made ready for same day collection.

The Greater Birmingham Chambers of Commerce have published a guide.

<https://www.greaterbirminghamchambers.com/media/888968/carnet-guide-jan-2021.pdf>

You can setup an E-cert account before you apply for the carnet which is a good idea as this can take a couple of days to do.

Before starting to enter the Carnet you will need to know

Holder Name and Address – This is the person or company who will hold the carnet, we used our company for ease of documentation.

Represented By - If you are not in the service barge then this needs to be a responsible member of your crew.

You will need to have plenty of copies of the customs permission letter issued with the carnet signed and completed if someone other than the holder of the carnet is traveling with the goods. Both UK and French customs will want copies of this.

Intended Use of goods – We chose Professional Equipment from the dropdown.

Destination and Transit Countries – EU will cover the whole of Europe inside the EEC.

Then a list of what you are taking.

All equipment should have a full commercial description (ie SGS 1.5 Ton Aluminium Trolley Jack) including Serial numbers (where available). There are separate columns for quantity, weight (approx weight in Kg), Value (typically you declare the value at which it would cost you to replace the item in question) and finally a column for the 2-digit ISO Country code (ie CN for China, DE for Germany, UK for United Kingdom) The system automatically generates a gross weight and a total value of goods at the bottom.

Best to have this on a spreadsheet ready to enter.

The Rally Car?

Best information at present is as the rally car is road registered and has a V5 it does not need to be on an ATA Carnet.

You should also have an idea of how many events you may do in a year, so you have sufficient vouchers in the Carnet – See Leaving the UK.

### How do I apply?

You will need to setup an eCert account at [www.ecert.sgs.com](http://www.ecert.sgs.com) and select Greater Birmingham Chambers of Commerce as your chamber of commerce. They say your E--Z cert account will be

approved within a few minutes, ours was very quick, and then you are good to go. Applying for the carnet involves completing an electronic template. Once the premium and Carnet fee are paid you should receive the document within a couple of days. I would not apply any later than 10 days before departure unless you are willing to pay extra for the guaranteed next day service.

Its best to use a spreadsheet and save as a .csv file then you can import all your items into the carnet which is easier and faster.

	A	B	C	D	E	F	G
1	Description	Pieces	Unit	Weight	Value	Origin	Heading
2	Red 6 drawer tool box containing hand tools	1		30		500 UK	FALSE
3	2 foot bar	1		2		50 US	FALSE
4	1/2" nut gun	1		2		250 US	FALSE
5	3/8" nut gun	1		1		200 US	FALSE
6	Air compressor	1		0.5		10 UK	FALSE
7	Blue aluminium jack	1		15		50 US	FALSE
8	4 axle stands	4		15		100 UK	FALSE
9	Jump leads	1		1		10 UK	FALSE
10	Michelin wets + 8" wheels	4		24		300 EU	FALSE
11	Hoosier tarmac tyres + 7" wheels	6		40		600 UK	FALSE
12	Sparex box containing assorted cables pipes and oa	1		5		100 UK	FALSE
	Sparex box (large black plastic box):						
	Alternator						
	Starter motor						
	Coil						
	Brake pads - front & rear						
	Front & rear wheel studs						
	2 x hubs of assorted suspension spares						
	6 wheel spacers						
	Imperial nut & bolt box						
	Metric nut & bolt box						
	2 x rose joints						
	Belt cutter & glass hammer						
	Black vinyl						
	Carbo fibre vinyl						
	Box of spark plugs						
13		1		30		350 UK	FALSE
14	2 x race suits	2				400 EU	FALSE
15	2 x HANS device	2				400 EU	FALSE
16	2 x sets of fire proof underwear	2				200 EU	FALSE
17	4 x race boots	4				150 EU	FALSE
18	2 x helmets	2				400 EU	FALSE
19	Torches	2				10 US	FALSE
20	Tarpouline	1				10 UK	FALSE
21	1x fire extinguisher	1				20 UK	FALSE
22							

Our spreadsheet looked like this, the heading column "FALSE" text was generated by the E-Cert app so we added this to the format in case the upload needed it.

You do not need to list consumable items such as oils, fluids, tapes, cleaning liquids etc.

### What does my ATA Carnet look like?

The carnet is made up of the following sheets which always remain in the carnet; these permanent pages are numbered in the bottom right-hand corner:

Page 1 – This is your green cover sheet which includes your details, the details of who can use the carnet, the intended use of the goods covered by the carnet, the carnet number, and the expiry date. Your carnet lasts 12 months.

Page 2 – This is the yellow counterfoil. This always stays in the carnet and acts as your record of the goods movements out of and back into the UK. Customs will stamp and sign this as and when you leave or arrive back in to the UK.

Page 3 – This is the white counterfoil. This always stays in the carnet and acts as your record of the goods movements in to and out of overseas countries. Customs will stamp and sign this as and when you enter or leave their country.

Page 4 – This is the blue counterfoil. This only appears in carnets where you are travelling by road and need to transit through countries that accept carnets on route to your destination. This will be stamped in to and back out of the country you are transiting through as you enter and leave.

After this are a multitude of removable vouchers which act as Customs record of the carnet and the movement of the goods. These pages are coded in the bottom right-hand corner as exp, imp, re--exp, re--imp or tra

exp – This is the yellow Exportation voucher and is stamped and removed by customs when the goods leave the UK.

imp – This is the white Importation Voucher and is stamped and removed by customs when the goods enter the overseas country you are visiting.

re-exp – This is the white re-Exportation voucher and is stamped and removed by customs when the goods leave the overseas country you are visiting.

re-imp – This is the yellow re-Importation voucher and is stamped and removed by customs when the goods return to the UK.

If you as the holder are not presenting the carnet you will need to issue a Letter of Authority for Agent, Birmingham Chamber of Commerce give you a template with the carnet.

## Leaving the UK

As soon as you receive the carnet sign Box J of the green cover sheet.

Prior to your goods leaving, UK customs must make the carnet a “Live” document by stamping and completing Box H of the green cover sheet. Currently you do that at the Inland Border Facility at Sevington. You now need to have an inland border facilities account if you want to make an appointment to attend however you can go to <https://www.gov.uk/guidance/check-if-there-are-any-delays-at-an-inland-border-facility> and see if there are any delays

The image shows a green ATA Carnet cover sheet with several sections labeled A through K. Blue arrows point from text annotations to specific parts of the form:

- Your company details go here** points to section A (Holder and Address).
- Unique Carnet Number and expiry date** points to sections B (Carnet No.) and C (Expiry Date).
- UK customs complete and endorse here** points to section H (Goods Examination).
- Chamber Stamp, signature and Issue Date** points to section J (Signature and Date).
- You sign here** points to section K (Signature of Holder).

More details on access to Sevington here:

<https://www.gov.uk/government/publications/attending-an-inland-border-facility/sevington-inland-border-facility>

UK Customs will stamp and complete the first Exportation section of page 2. They will also remove the first yellow exp. voucher and expect you to sign and complete boxes D, E and F of this. This makes the Carnet Live.

A.T.A. CARNET / CARNET A.T.A. CARNET No. / Carnet n° GB/

**1**

**4**

FOR USE BY CUSTOMERS OF COUNTRIES CUSTOMERS TEMPORARY OF TEMPORARY IMPORTATION  
 POUR L'USAGE DES CLIENTS DE PAYS CLIENTS TEMPORAIRES D'IMPORTATION TEMPORAIRES

DO NOT REMOVE FROM THE CARNET / NE PAS DETACHER DU CARNET

Our proof of your trip. Never leaves the carnet

- 1 – Exportation. Stamped By UK Customs when you leave
- 2 – Importation. Stamped by overseas customs when you arrive
- 3 – Re-exportation. Stamped by overseas customs when you leave
- 4 – Re-importation. Stamped by UK customs when you return.

A.T.A. CARNET / CARNET A.T.A. CARNET No. / Carnet n° GB/

**2**

**3**

**4**

FOR USE BY CUSTOMERS OF COUNTRIES CUSTOMERS TEMPORARY OF TEMPORARY IMPORTATION  
 POUR L'USAGE DES CLIENTS DE PAYS CLIENTS TEMPORAIRES D'IMPORTATION TEMPORAIRES

DO NOT REMOVE FROM THE CARNET / NE PAS DETACHER DU CARNET

When you arrive in your destination country you must locate customs, who will complete the first importation section of page 3. They will also remove the first white imp. voucher and expect you to sign and complete boxes D, E and F of this.

A.T.A. CARNET CARNET A.T.A.

**1**

FOR EXPORTATION / POUR L'EXPORTATION

A. HOLDER AND ADDRESS / Titulaire et adresse  
 B. REPRESENTED BY / Représenté par  
 C. INTENDED USE OF GOODS / Utilisation prévue des marchandises  
 D. MEANS OF TRANSPORT / Moyens de transport  
 E. PACKAGING DETAILS / Numéro, Poids, Marks, etc.  
 F. TEMPORARY EXPORTATION DECLARATION / Déclaration d'exportation temporaire

G. FOR RESIDING ASSOCIATION USE / Résident à l'étranger (association)  
 H. CLEARANCE ON EXPORTATION / Déclaration d'exportation  
 I. RE-IMPORTATION DECLARATION / Déclaration de réimportation  
 J. SIGNATURE AND STAMP / Signature et tampon

Used when leaving and returning to the UK.

Area marked in blue you need to read and complete while at customs.

Customs stamp and endorse the form at the same time as completing the counterfoil and remove these vouchers for their records

A.T.A. CARNET CARNET A.T.A.

**4**

FOR IMPORTATION / POUR L'IMPORTATION

A. HOLDER AND ADDRESS / Titulaire et adresse  
 B. REPRESENTED BY / Représenté par  
 C. INTENDED USE OF GOODS / Utilisation prévue des marchandises  
 D. MEANS OF TRANSPORT / Moyens de transport  
 E. PACKAGING DETAILS / Numéro, Poids, Marks, etc.  
 F. RE-IMPORTATION DECLARATION / Déclaration de réimportation  
 G. SIGNATURE AND STAMP / Signature et tampon

Used when leaving and returning to the UK.

Area marked in blue you need to read and complete while at customs.

Customs stamp and endorse the form at the same time as completing the counterfoil and remove these vouchers for their records

**Coming back to the UK**

Once your visit is complete you MUST make sure that you get the goods stamped out of the country correctly. When leaving, locate customs at the relevant port/airport and they will complete the first re-exportation section of page 3. They will also remove the first white re-exp voucher and expect you to sign and complete boxes D, E and F of this. (if you are heading straight to another carnet country without returning to the UK first then you will repeat steps 4 and 5 with the next sequential vouchers/sections of pages 2 and 3 until ready to complete the next step)

Our proof of your trip. Never leaves the carnet

1 – Exportation. Stamped By UK Customs when you leave

2 – Importation. Stamped by overseas customs when you arrive

3 – Re-exportation. Stamped by overseas customs when you leave

4 – Re-importation. Stamped by UK customs when you return.

Used when entering and leaving an overseas country

Area marked in blue you need to read and complete while at customs.

Customs stamp and endorse the form at the same time as completing the counterfoil and remove these vouchers for their records

When returning to the UK, customs will stamp and complete the first re--Importation section of page 2. They will also remove the first yellow re--imp. voucher and expect you to sign and complete boxes D, E and F of this.

If that is the only trip you are using the carnet for then once returned to the UK the Carnet should be returned to the address in box b of the green cover sheet

If you are using the carnet for multiple trips then you will repeat steps 3--6 but using the next exp/imp/re--exp/re--imp sections of pages 2 and 3, and the next sequential vouchers.

The procedure is:

- Make sure you have signed green ATA Carnet form
- At the UK inland border facility for the first trip make sure you have the ATA Carnet front green sheet stamped. Allow a MINIMUM of 2 hours at Sevington for this, we were advised this was the average waiting time. Note that it is 30mins to Dover Port from Sevington. You need your passports.



- They will also stamp the yellow slip to record the exit and take one of the yellow temp export copies of the carnet documents.
- On arrival in France or wherever they will stamp the white slip and take a white temp import copy.
- Coming back to the UK stop at French and get the white slip stamped and they will take the white re-export copy.
- When you are back in the UK get the yellow slip stamped and they will take the yellow re import copy. This needs to be done at Sevington otherwise you need a "Certificate of Location", at this moment we are not aware of the cost of this although the yellow box on the next page put this at £80 to £150. A representative of UK Customs will visit you to sign off all the goods that have come back.

If you have a carnet for 10 trips you will have a yellow slip and white slip for 10 journeys – 2 ins and 2 outs per page and 10 each of export out of UK import in France, re export France and re import UK making 40 vouchers in total.

When the year is up, or you have used up the vouchers in the carnet you need to return it all to the Birmingham Chamber of Commerce

### Problems

Box H of green cover sheet not endorsed by UK customs – As mentioned previously, the stamping of this box makes it a "Live" document. Without this endorsement overseas customs can, if they wish to, refuse to accept it as a legitimate document, and refuse to allow your goods to enter the country.

Goods not stamped out of overseas – It is extremely important that you always get your goods stamped out of the country you have visited. If you fail to get the goods stamped as a re--export, then it is imperative that you get the goods stamped back into the UK correctly. If you do not get the goods stamped out, then customs will eventually make a claim for full duties and taxes against the items covered by the carnet as they will operate under the assumption that the goods never left. Now, if you get the goods stamped back as a re--importation into the UK then you can counter this claim as you will have proof that the goods returned. We were warned that you may have to return to said country if this does not take place.

Taking less items than covered by the Carnet – You can take as few as the items covered by the carnet as you want as long as you tell customs about this. If you are taking fewer items, then it is imperative that you tell each customs official you deal with at every point of the journey which items you are bringing, and they will log this on the carnet. If you do not tell customs, you run the risk of them incorrectly logging that you have imported every item into their country, and when leaving their country, the goods in your possession will not match what their records show, and they will assume you have left items in their country/sold the items and may demand duties and taxes.

Taking items not covered by the carnet – You cannot add items to a goods list on a carnet once it has been issued. If you try to bring items with you not covered by the carnet then you run the risk of having them seized by customs. Any items not covered by the carnet should either have their own carnet or should be accompanied by an invoice for customs purposes only and a potential deposit will be required to be lodged with whatever country you are entering.

### Finished with the Carnet.

When a carnet is finished with it should be returned to the chamber of commerce at the earliest convenience. This will allow them to examine it for issues and get the ball rolling as soon as possible with regards to any errors they spot.

When they receive the carnet, they check to make sure it has been stamped and used correctly. If used correctly, they will notify they have received it and its discharged.

If there are issues with the carnet then they will notify you. The most frequent issue is if there is no proof that the goods left overseas (i.e. the re-exportation and re-importation vouchers have not been stamped). They may advise you to contact HMRC ASAP to get them to visit your premises, inspect the items covered by the Carnet and issue a document called a Certificate of Location. If it is issued during the validity period of the carnet then this acts as definitive proof that the goods left overseas. For claims closed off using this, overseas customs will enforce a regularisation fee/admin penalty of between £80--£150+VAT, so it is ideal that you get the carnet stamped correctly.

Customs have around 33 months from the issuing date of the carnet to make a claim against any issues. Most of these can be closed off by presenting evidence (scans of the re-importation section of Page 2 or a Certificate of Location will usually suffice) but in cases where the carnet has not been returned in a timely manner/lost after returning to the UK there is the potential that full duties and taxes will be claimed against all items covered by the carnet. This is why it is very important you get the carnet stamped properly and returned as soon as possible.

### The Journey by Ferry

#### UK OUT:

1. Leave home with plenty of time to spare. It was clear at an early stage at Sevington that the procedures in place (in the UK at least) are not 100% understood by those implementing it. We were directed by the security staff to the wrong parking location adjacent to the ATA Carnet Office, and later told off. Follow directions given and smile sweetly, it is suggested you bite your tongue even if you want to swear at them. You will not get put though any quicker if you are rude. There are a lot of Jobsworths.
2. Always keep your passport with you.
3. Wear a Hi-vis vest whenever walking around the Inland Border Facility and wear a mask (if required)
4. Follow the zebra crossings.
5. Keep children and service crew in the car. WC's are available, but to use them wear a Hi Vis & mask and then get back in the car again.
6. If you are pushing toward the 2hr average time, be nice, but re-approach the office and ask them how they are getting on with it.
7. When you leave, follow the directions from the staff of the signage
8. The Carnet, for us, was not required at Dover Port. You may need it if you get tugged by customs but we didn't.

#### France ARRIVAL:

1. Always keep your passport with you.
2. Once off the boat, as the map on the next page shows, follow the orange line & sign posts for the ATA Carnet office, you split left at the roundabout. DO NOT park somewhere you shouldn't! We made a Gendarme very annoyed!
3. The staff in the French ATA Carnet office know exactly what they are doing. Don't push them, answer questions the best you can and be courteous. They will generally speak English to you but do use your best pidgin French if possible and say Merci!
4. Once stamped, leave the post using the signage.
5. Put your Carnet safely & securely away for the return journey.

#### France RETURN:

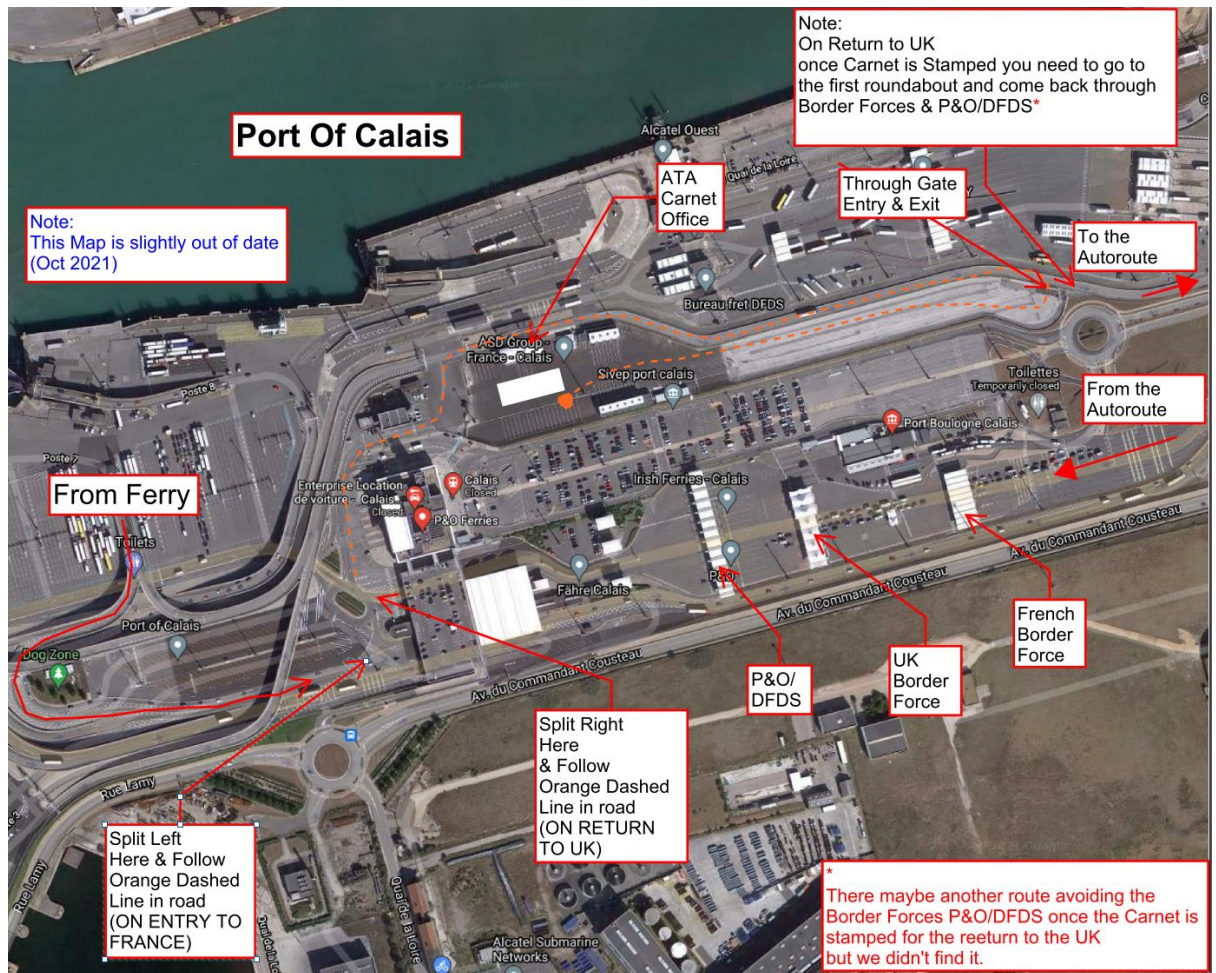
1. Leave plenty of time to get your ferry.
2. The border forces at Calais are not interested in your Carnet.
3. Always keep your passport with you.
4. Once through border forces & Ferry ticket check in (P&O/DFDS etc) split right, follow the orange dashed line & visit the ATA Carnet office.



5. As before, be courteous!
6. Once stamped, we had to go round again through the Border Forces & Ferry Ticket Office. There may be another route but we didn't find it.

**UK RETURN:**

1. The border forces at Dover are not interested in your Carnet.
2. GO TO SEVINGTON ON YOUR RETURN AND HAVE THE CARNET STAMPED!



**Journey by Eurotunnel**

**UK Out**

Go to Sevington as detailed above

**At Eurotunnel**

The advice we have been given is follow the Freight signs to find the French ATA office. As French Customs is based at the UK side of Eurotunnel you should be able to get everything stamped before you board the Shuttle.

Likewise at arrival in France you should follow the Freight signs to get your Carnet stamped but still expect to visit Sevington on arrival in the UK.