

## ATA CARNET KIT

This ATA Carnet Kit is to help you complete a customs procedure for temporary admission of goods into a foreign country. This kit can then be authorised by the Australian Business Chamber, part of Australian Business International Trade Services (referred to as Australian Business in this document).

This kit contains:

- Important ATA Carnet information
- An Application form
- A General List/*Liste Generale* form.

### **1. Instructions to use the kit**

The application form must, if possible be returned to Trade Services five (5) working days before the date the Carnet is required. The general list and payment must accompany the application form.

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

### **2. Hours of business**

9:00am – 5:00pm, Monday – Thursday only  
( Exceptionally Friday, Please call)

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

### **3. Issuing of carnets**

Contact: Marie-Claude Halimanis  
Level 12, 83 Clarence Street, Sydney NSW 2000  
GPO Box 4280, Sydney NSW 2001  
Tel. 02 9350 8124 Direct,  
Fax: 02 9350 8197

E-mail [carnet.cbd@australianbusiness.com.au](mailto:carnet.cbd@australianbusiness.com.au)

Alternative office:

Contact: Robert McCallum  
Level 12, 140 Arthur Street, North Sydney NSW 2060  
Locked bag 938, North Sydney, NSW 2059  
Tel. 02 9458 7010 Fax 02 9955 8914  
[Exportdocs.nsydney@australianbusiness.com.au](mailto:Exportdocs.nsydney@australianbusiness.com.au)

Web: [www.australianbusiness.com.au](http://www.australianbusiness.com.au)

## The ATA Carnet System

### A. What is an ATA Carnet?

An ATA Carnet is a temporary importation customs document which is issued by Chambers of Commerce throughout the world within the scheme sponsored by, and under the aegis of, the International Bureau of Chambers of Commerce, Paris, 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 is the preferred customs method for entry of goods temporarily.

### B. How do Carnets work?

The ATA Carnet is a simple customs document. The document includes 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 carry your goods with you. They can be sent on ahead with the carnet by road, rail, air, sea or even post (with a few exceptions) and can enter and leave countries at different points. A single Carnet enables you to visit an unlimited number of countries during one year.

### C. 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).*

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

### D. The countries recognising ATA Carnet are:

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

\* *Trade Fairs and Exhibitions only*

\*\* *Taiwan Carnets are only available through the Melbourne Chamber (VECCI). Tel (03) 8662 5380*

*Fax (03) 8662 5201*

## Procedural arrangements with The Chamber

### 1. Application form

To secure a Carnet an application form must be completed. The form, when signed, constitutes the following undertaking:

- Provides that the goods will be repatriated. If not, 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.
- Observes all the provisions or regulations in force in both the country of export and import.
- Reimburses the issuing body (ie. Australian Business) 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 issuing body may incur as a result of the non-observance of the Carnet conditions.

## 2. General List

The general list 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 Carnet 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 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

	Members	Non – Members
Basic fee for one (1) country ( 5 working day's notice)	<b>\$209.00</b>	<b>\$423.50</b>
International administration fee (payable on all carnets)	<b>\$44.00</b>	<b>\$44.00</b>
	<b>= \$253.00</b>	<b>= \$467.50</b>
Continuation sheets (from 3-10)	<b>\$57.20</b>	<b>\$91.30</b>
Extra countries – including transit (each)	<b>\$57.20</b>	<b>\$91.30</b>
Additional trip – one (1) country	<b>\$79.20</b>	<b>\$158.40</b>
Standard Urgency fee (2-4 Days)	<b>\$132.00</b>	<b>\$198.00</b>
Full urgency (24 Hours)	<b>\$187.00</b>	<b>\$264.00</b>

\* Applicable if going through customs

**All prices are GST inclusive**

- 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
- Late change of list - \$ 55.00
- Cancelled application will be charged 50% of basic fee.
- Cancelled carnets that have been processed will be charged 100% of basic fee.
- Additional to the condition 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

## 3. Security – Indemnity of Australian Business

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

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.**

- 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 descriptions of goods cannot be accepted, eg: “machinery”, “apparel”, “jewellery”. In the case of commercial samples the Carnet facilities apply only where the number of identical goods is reasonable for 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 has been set up in the Carnet, no additions or alterations are allowed.
- Descriptions of goods must be detailed and the list itemised. If more than one item of the same group is to be covered, individual values of each must be shown, as well as the total value.

#### **4. How long does it take to issue a Carnet?**

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

#### **5. Separate Insurance**

A Carnet does not indemnify against loss of goods by theft or accident or 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.

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

#### **Notes**

1. Australian Business International Trade Services is the international division of the NSW Business Chamber. Members of the NSW Business Chamber, Sydney Chamber of Commerce, Hunter Business Chamber and Illawarra Business Chamber are eligible for member rates for ATA Carnets.
2. Carnets are issued under the name ‘Australian Business Chamber’, a trading name owned by the NSW Business Chamber.
3. All payments are to be made out to Australian Business Pty Ltd, ABN: 56 077 016 874, a wholly owned subsidiary of the NSW Business Chamber. Invoicing will be generated through Australian Business Pty Ltd.
4. The Australian Business Chamber reserves the right to refuse to issue a Carnet without giving a reason.

## ATA Carnet Application Form and Undertaking

Please return by fax: 02 9350 8197 or scan to [carnets.cbd@australianbusiness.com.au](mailto:carnets.cbd@australianbusiness.com.au)

Carnet No.	AU/S/	ABN:	(ABN 56 077 016 874)
Full name of Firm or Company	AUSTRALIAN BUSINESS CHAMBER		
Address	Level 12, 83, Clarence Street		
	Postcode	Sydney NSW 2000	
Tel: ( )	Fax: ( )	GPO 4280, Sydney NSW 2001	
Contact	Tel. 02 9350 8124 (Direct)		
Nature of business	Fax: 02 9350 8197		
Bank name	North Sydney Office		
Address	140 Arthur Street, North Sydney		
Full name of users of Carnet	NSW 2060		
Countries of Destination (including transits*)	Locked bag 938, North Sydney,		
<i>*only if going through customs</i>			
Intended use of goods	NSW 2059		
Date/time document required by	Tel. 02 9458 7010 Fax 02 9955 8914		
Time of Validity	<a href="http://www.nswbc.com.au">www.nswbc.com.au</a>		

**This application will not be processed without payment of the fee.**

**Declaration**

I, \_\_\_\_\_ for and on behalf of \_\_\_\_\_  
Undertake to repatriate the goods listed overleaf and included in Carnet No. ATA/AU/..... (to be inserted by Australian Business) within maximum twelve months from the date of issue of the Carnet. And further, declare that the value is the true commercial value of these goods and that they will not be used for commercial gain.

In the event that goods are not repatriated I UNDERTAKE:-

- (i) to pay the Customs Authorities of the country of import all duties and/or taxes involved in the importation of such goods and to observe all the provisions in force under the terms of negotiation both of the country of export and the country of import.
- (ii) To reimburse Australian Business for any sum or sums they are called upon to pay to the Guaranteeing Body in the country of import in respect of duties, taxes and/or other charges, which may arise as a result on non-repatriation of the goods.
- (iii) To take sole responsibility for any negotiations with, or proceeding against, Customs Authorities or any other persons, which may arise out of a claim for payment of import duties, taxes and/or other charges.
- (iv) To reimburse Australian Business for any legal costs, shortfall or other expenses incurred by them in consequences associated with or related to the issue of the Carnet.

I enclose a deposit of \$.....and agree that this may be used on account of my obligation to reimburse Australian Business. I have read and understood the conditions of the guarantee.

I further declare that the above particulars and those in the "general list" overleaf are true and correct. I undertake to return the Carnet to Australian Business immediately after use.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Proprietor, partner, Secretary, Duly Authorised person

*Cancelled applications will attract 50% charge of fees. Cancelled processed Carnets will attract 100% charge of fees. Any claims arising against misused Carnet will be processed by the Australian Business Chamber at an additional charge of 50% of the original fee. Any deposit will be returned when the Carnet is surrendered to Australian Business and found to be correctly discharged.*

**Office use only**

Date/time of application received	Expiry of Carnet		
<b>Fees and Charges</b>		<b>Bond Calculation</b>	
Basic Fee	\$ (M/NM)	Full Value of goods	\$
Admin charges	\$	Duty / tax (Highest rate)	\$
Continuation sheets	\$	Add 10% security margin	\$
Extra countries	\$		
Additional trips	\$		
Standard / Urgency Fees	\$		
Total fees	\$	Total Bond	\$
Paid by	Rec no	Paid by	Rec no.

## General List/ *Liste Generale*

Item No: <i>No d'ordre</i>	Trade description of goods, marks and numbers, if any. <i>Designation commerciale des marchandises et, le cas echeans, marques et numeros</i>	Number <i>Nom bre</i>	Weight or Quantity <i>Poids ou quantite</i>	Value <i>Valeur*</i>	Country of origin <i>Pays. D'origine</i> **	Identification marks affixed by customs. <i>Marques d'identification apposees par la douane</i>	
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.**