

THE ATA CARNET SYSTEM

“The merchandise passport for goods”

A Simplified Customs Procedure for Temporary
Admission of Goods into a Foreign Country



EXPLANATORY NOTES

What is an ATA CARNET?

- The ATA CARNET is a merchandise passport which allows temporary importation of goods into various countries by removal of the need for raising bonds or depositing duty at customs posts in different countries throughout the world. It is a system which allows companies to avoid the time consuming procedures associated with the overseas customs regulations.
- Under the ATA Carnet system all the goods that leave Australia and enter a foreign country on a temporary basis, must leave the foreign country and re-enter Australia within a stipulated time frame of 3, 6 or 12 months. It is a tool to promote the development of foreign markets but not to avoid duties/taxes and other charges. Thus, under no circumstances are the goods covered by an ATA Carnet, are to be sold.
- The ATA CARNET operates under international Customs conventions administered by the World Customs Organisation (WCO) and the World ATA CARNET Council manages the system in co-operation with the WCO.
- The ATA CARNET is the generally preferred method for temporary imports by customs.

What goods qualify under the International ATA Carnet System?

Both small and large companies can utilise the ATA Carnet. Salespeople with samples with commercial value, business people with professional equipment, the various TV Stations are the largest users while many exhibitors in trade fairs use carnets to cover products being demonstrated. The International ATA Carnet system can be incorporated to encompass the following goods:

- Commercial samples
- Jewellery, opals
- Goods for international exhibitions, conference and lectures
- Scientific equipment, musical instruments, theatrical costumes, professional sound and television equipment
- Equipment for testing and maintaining machinery
- Photography and advertising goods and equipment
- Equipment for use by surgeons, zoologist, archaeologists

- Equipment for sporting events
- NO CONSUMABLES (goods that will remain in the country of import incl. Brochures etc)

Advantages of using the ATA Carnet System

The ATA Carnet can provide a variety of advantages to companies conducting or exploring international trade. Some of the many advantages include:

- Simplifies and expedites customs formalities.
- Reduces clearance time for goods – on both importation and re-exportations.
- Removes the need to lodge bonds or pay duty on entry to overseas customs and drawback on re-exports.
- Goods can be temporarily imported into multiple countries under the same carnet.
- The carnet has a maximum life of 12 months.
- Assist re-entry of temporary exports to Australia.
- Provides the opportunity to explore international markets.

Consequences/Penalties for Incorrect Use of the ATA Carnet

- Should the appropriate authorisation not be obtained from Customs offices the ATA Carnet will be held in dispute for up to 18 months past the expiry date to the carnet. Consequently, all monies owing to the overseas customs authorities will be the responsibility of the carnet holder.
- Should Item be lost/sold or stolen, then the carnet will be held in dispute.
- Additional charges maybe payable to various customs authorities within particular countries if the carnet is used incorrectly. These rates may vary considerably between countries.
- Failure to return the ATA Carnet within 7 days after the expiry date of the carnet will result in withholding the Security deposit until the carnet is returned to the Chamber of Commerce & Industry Queensland.

Countries that Recognise the ATA Carnet System

Albania	South Africa (<i>incl. Botswana, Lesotho, Namibia, Swaziland</i>)
Algeria	South Korea
Andorra	Sri Lanka
Bahrain	Sweden
Belarus	Switzerland
Bosnia and Herzegovina	Taiwan Province China
Brazil	Thailand
Canada	Tunisia
Chile	Turkey
China	Ukraine
Gibraltar	United Arab Emirates (UAE)
Hong Kong	United Kingdom
Iceland	USA (<i>incl. Hawaii/Puerto Rico</i>)
India (Exhibition / Fairs only)	
Indonesia	
Iran	
Israel	
Ivory Coast	
Japan	
Kazakhstan	
Lebanon	
Macao Province China	
Macedonia	
Madagascar	
Malaysia (<i>incl. Sabah, Sarawak</i>)	
Malta	
Mauritius	
Mexico	
Moldova	
Mongolia	
Montenegro	
Morocco	
New Zealand	
Norway	
Pakistan	
Qatar	
Russia	
Senegal	
Serbia	
Singapore	

European Union (EU) Community:

Austria
Belgium
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France (*incl Monaco, Corsica, French Guiana, Martinique, Guadeloupe, Noumea, Mayotte, New Caledonia, Reunion, French Polynesia incl Tahiti*)
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania
Malta
Netherlands
Poland
Portugal
Romania
Slovak Republic
Slovenia
Spain

* **Taiwan** (Bilateral arrangement between Australian and Taiwan – VECCI/TAITRA)

Same information does apply to Taiwan but different application forms will be required

Procedure to obtain an ATA CARNET

Application form

When completing your application form please ensure that the General List section is in type form. The general list can be done in excel or in word as long as it contains the information required as per Chamber of Commerce & Industry Queensland's General List and is in a workable format. The Chamber of Commerce & Industry Queensland will process your carnet upon receipt of the application form and undertaking. Payment must be made BEFORE the carnet is released. A fee will apply if you cancel your application and the carnet had already been issued.

Applications may be lodged

1) Mail

Chamber of Commerce & Industry Queensland
International Trade Department
375 Wickham Terrace, Spring Hill
Brisbane, QLD 4000

2) E-mail

exportdocs@cciq.com.au

Undertaking

The form when signed constitutes an undertaking. The undertaking provides that the goods be repatriated. If not, the applicant is liable to 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 provision or regulations in force in both the country of export and of import; and to reimburse the issuing Chamber for any sum it is called 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 result of the non-observance of the carnet conditions.

Please note that the person signing this undertaking must be in a position of authority to sign such an undertaking on behalf of their company. The original signed form must be provided at the time of pick-up or posted immediately.

Authority of Clearing Carnet

To prevent loss, the carnet document should not be packaged with the goods.

In situations where a company representative and/or clearing agent is changed after the Carnet document has been issued, please note that a letter of authority issued by the holder on company letterhead, authorising its representative, agent of forwarder to use the Carnet **MUST** accompany the Carnet document.

Valuations: The carnet value **MUST** be the true commercial export value in Australian dollars.

Proforma Letter of Authority

This Letter of Authority must be produced on the holder's Letterhead.

To Whom It May Concern

I / We _____ (name of holder)

of _____ (address)

here appoint our (please tick where applicable)

1. Company Representative

2. Clearing Agent

_____ (name)

to be our representative for the purpose of dealing with ATA CARNET No. AU / B / _ _ _ _
issued by the Chamber of Commerce & Industry Queensland under the appropriate International
Convention, and guaranteed by the Chamber of Commerce & Industry Queensland, and deliver to customs
any documents required in this connection.

Date: _____ Signed: _____

Letter of Authority:

- A Letter of Authority is used only for the purpose of clearing the goods at each port. The person / company named are the only ones authorised to clear the goods under carnet through Customs.
- Does not allow a Freight Forwarder / Customs broker to sign the front cover of the carnet.

ATA CARNET Charges

Fee

Fee must be a separate payment to the deposit. Standard preparation time for a carnet is **FIVE BUSINESS DAYS after submission of the completed ATA Carnet application.**

Period of Notice	CCIQ Member	CCIQ Non Member
5 business working days' notice –preparation fee	\$ 300.00	\$ 480.00
3-4 business working days' notice--preparation fee	\$ 400.00	\$ 580.00
2 business working days' notice--preparation fee	\$ 500.00	\$ 680.00
Urgency Fee* The Same Day Service – Min 4 hours' notice	\$ 880.00	\$ 880.00
Additional Overseas Country & Transit (i.e. Entry and Exit)	\$ 40.00	\$ 55.00
Additional Trip from Australia	\$180.00	\$ 180.00
Cancellation Fee	\$180.00	\$ 180.00
Cancellation Fee Less than 24hrs (urgent carnet)	\$200.00	\$ 200.00
Re-issue (retype)	\$180.00	\$ 180.00
Express Post (standard carnet- under 500g)	\$ 16.00	\$ 16.00

ALL PRICES ARE GST EXCLUSIVE

The preparation fee includes one trip from Australia and up to 3 overseas countries

Deposit

A deposit is required for each carnet issued. This deposit represents a security held on behalf of the country/ies you are visiting. The presentation and validation of the carnet guarantees that should the goods are not repatriated for any reason; they can call upon the security for the payment of duty/sales tax and/or penalty fees applicable against the carnet.

The deposit required by the Chamber of Commerce & Industry Queensland will be 50 percent (50%) of the total export value or alternatively the equivalent amount of duties/taxes that would be payable to the overseas country in which the goods are traveling, plus additional 10%. Please note, if you chose the duties payable deposit option, advisory letter/e-mail from the overseas customs is required. Customs duties calculations from a freight company or any other intermediaries are not acceptable.

The deposit can be in any of the following forms:

1. cash / telegraphic transfer (please request details upon application) or
2. Credit card payment on the CCIQ Payment portal (<https://payments.cciq.com.au/>) or
3. bank guarantee as per the attached sample

Full payment is required before the release of the ATA CARNET document

Refund of Deposit

Reimbursement conditions are as follows:

1. Carnet **MUST** be returned with counterfoils correctly completed and in particular the re-exportation counterfoil, otherwise a \$220.00 regularisation fee, plus bank charges will be payable to overseas customs prior to refund of deposit / guarantee.
2. The goods covered under the above carnet clearly noted on the re-exportation counterfoil that the goods had exited the last country on or before the expiry date of the carnet.
3. Carnets enter into dispute due to goods being sold will incur a penalty of \$50.00 per carnet.
4. In the event the carnet is misplaced, contact the Chamber of Commerce & Industry Queensland ASAP.
5. Provided there is no evidence of the carnet entering into dispute, the deposit / bank guarantee will be released within 10 business days from the carnet return to the Carnet Officer at the Chamber of Commerce & Industry Queensland.

Rider to Terms of Issue

Chamber of Commerce & Industry Queensland reserves the right, at all times, to refuse to issue a carnet to any applicant.

ATA CARNET MUST BE RETURNED TO THE CHAMBER OF COMMERCE & INDUSTRY QUEENSLAND AFTER USE

How to use an ATA Carnet

The following steps must be adhered to when using An ATA Carnet:

1. The holder must read and sign the front cover immediately upon receipt.
2. When leaving Australia make sure Australian Customs Officers date stamp and sign the front green cover. Australian Customs must also stamp and sign the yellow exportation counterfoil(s). All goods covered by the Carnet must be presented to Customs at this time, as a Customs examination may be required.
3. When entering and leaving the countries you are visiting, the Customs authorities in each country must stamp and sign the white importation and re-exportation counterfoil(s). Carefully note the period of temporary importation allowed by the foreign customs upon entry. Never exceed the stipulated period otherwise duty/taxes and other chargers will be payable. This period may vary to the Carnet validity date.
4. All the sheets in the Carnet are numbered in sets from 1 onwards and you are advised to make certain that the correct pair is used for each country visited. It is imperative that both the importation and re-exportation counterfoils are stamped and show which items have been cleared.
5. When bringing the goods back into Australia, please ensure that you have the yellow re-importation counterfoils duly stamped by Australian Customs.
- 6. The holder is fully responsible for the security of this Carnet. It must be returned to the Chamber of Commerce & Industry Queensland upon return to Australia, no later than seven days past the expiry date.**
7. Once issued, no extra items can be added to the list of goods enumerated on the General List. The Carnet is valid for the time as indicated on the Carnet cover and cannot be extended under any circumstances. Should any goods covered under the Carnet not be returned to Australia within that time, duty/taxes and other charges will be payable.

This guarantee is to be presented on the letterhead of the issuing bank stamped and signed by a duly authorised official.

BANK GUARANTEE

To: Chamber of Commerce & Industry Queensland
International Trade Department- Carnet Section
375 Wickham Terrace
SPRING HILL QLD 4000
Telephone: (07) 3192 0150 Facsimile (07) 3036 5877
ABN: 55 009 662 060

SAMPLE

I have to inform you that (hereinafter called "**THE BANK**") undertakes to hold itself responsible to the Chamber of Commerce & Industry Queensland (hereinafter called "Chamber of Commerce & Industry Queensland " for the sum of

in the aggregate (hereinafter called the "**GUARANTEED SUM**") in connection with an ATA CARNET issued to *in accordance with the arrangements made under the Customs Convention on the ATA CARNET for the temporary admission of goods (Brussels, 6 December 1961) which was ratified by Australia on 14th June 1967 and entered into force on 14th September 1967.*

Should the Chamber of Commerce & Industry Queensland notify the bank in writing that it desires payment to be made to it of the whole or part or parts of the guaranteed sum, such payment or payments will from time to time be made forthwith without further reference to the said

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and not withstanding any notice given to the bank not to pay same.

The bank will remain responsible for the guaranteed sum until a written notification has been received from the Chamber of Commerce & Industry Queensland that this undertaking is no longer required or until payment has been made by the bank of the whole of the guaranteed sum or such lesser sum as the Chamber of Commerce & Industry Queensland advises will satisfy this undertaking. Provided always that the bank may at any time without being required so to do pay VECCI the guaranteed sum or balance remaining after any part payment or payments and upon such payment this undertaking shall immediately be discharged.

This Bank Guarantee is for the life of the Carnet for which it was issued and will continue until the Carnet has actually been acquitted by the Issuing Body or the relevant National Guaranteeing Organisation. Life of the carnet is calculated as the length of the carnet plus the possible dispute period.

Full name and Address of location of Bank for Cancellation

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Date:

(Please ensure that the bank does not include a cancellation date for the guarantee)