

# > ATA Carnet Usage

## Instructions for Freight Forwarders and Customs Agents

### Applying for an ATA Carnet with Chamber of Commerce & Industry Queensland (CCIQ)

1. It is recommended that you provide CCIQ with as much notice as possible to prepare the document.
2. When completing the ATA Carnet Application and ATA Carnet Indemnity Application on behalf of a client, please note that the client has to sign the applications, not the freight forwarder / customs broker or any other representative of the applicant. Please note that not all clients have access to the ATA Carnet Indemnity Scheme. Clients with a history of misuse of Carnets can not be allowed on the scheme.
3. Organise payment to CCIQ prior to, or on the day of, collection of the ATA Carnet.

### Use of the ATA Carnet

1. Well before the departure of the goods, advise your overseas representatives / agents / counterparts that the goods are travelling under an ATA Carnet and inform them of the ATA Carnet number.
2. Never pack the ATA Carnet with the goods!
3. Clearly display the ATA Carnet number on the Bill of Lading or Airway Bill and all other shipping documents.
4. It is imperative that Australian Customs validate the front green page of the ATA Carnet and the export counterfoil and voucher.
5. Ensure that the customs authorities in each country complete and stamp all the correct counterfoils and vouchers.
  - > The yellow counterfoils and vouchers inside the document must be completed by the

Australian Customs Service.

- > The white counterfoils and vouchers must be completed by the overseas customs authorities.
- > Ensure ALL allocated counterfoils and vouchers are completed in full. Failure to do so may result in the payment of customs duties, regularisation fees, breach of Carnet fees and the withholding of the refundable deposit.

### Useful Tips

- > If the goods are scheduled to travel late at night, check with customs in advance whether they will have a member of staff on duty with the knowledge to complete the vouchers and counterfoils.
- > Upon entry into a foreign country it is advisable to make arrangements of where you need to go upon exiting the country.
- > Don't assume that customs officials will be familiar with ATA Carnets, or familiar with which counterfoil and voucher to complete.
- > Onus is always on the holder.

### Carnet Duration

ATA Carnets are issued for 3, 6 or 12 months. The absolute maximum duration of a ATA Carnet is 12 months.

### If you have to extend the duration of the Carnet and the original Carnet is overseas:

1. Advise CCIQ a month in advance that you need to extend the Carnet for another 3 or 6 months. Please note that some overseas customs authorities do not allow the duration of the Carnets to be extended.
2. Charges apply for reissuing or extending Carnets.

### ATA Carnet Check List

#### Australian Customs

Exiting Australia:

- ✓ Green cover
- ✓ Yellow exportation counterfoil
- ✓ Yellow exportation voucher

Returning to Australia:

- ✓ Yellow reimportation counterfoil
- ✓ Yellow reimportation voucher

#### Overseas Customs

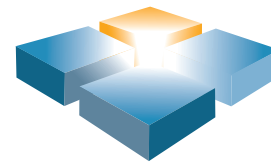
Entering the overseas country:

- ✓ White importation counterfoil
- ✓ White importation voucher

Exiting the overseas country:

- ✓ White re-exportation counterfoil
- ✓ White re-exportation voucher





**If the overseas customs authorities do not allow an extension of the duration of the Carnet and requests a replacement Carnet instead:**

Contact CCIQ immediately to issue a replacement Carnet. Both the original Carnet and the replacement Carnet must be presented to the overseas customs authorities prior to the expiry date of the original Carnet. On return to Australia, both Carnets must be presented to the Australian Customs Service and then returned to CCIQ.

Please note that not all countries accept replacements (i.e. US, Japan).

### Frequent Carnet Issues

**If the ATA Carnet has been lost or misplaced and the goods are still overseas:**

If a Carnet has been lost or misplaced a 'duplicate' Carnet can be issued. This one is a Carnet that has a letter beside the Carnet number, eg. AU/B/9576A. It is a duplicate of the original Carnet that has been lost / misplaced. A replacement allows the goods to remain in the country for longer periods (up to 12 months). Most countries do accept 'duplicates', however notification and confirmation from the overseas customs authority must occur.

**If the ATA Carnet has been lost or misplaced and the goods are back in Australia:**

Provide CCIQ immediately with a copy of the customs clearance documents and the Bill of Lading or Air way Bill for the consignment from the overseas country to Australia. The ATA Carnet number should be displayed on all documents. Failure to do so will result in the holder of the Carnet paying customs duties and regularisation fees to the overseas customs authorities regardless to whether the goods have returned to Australia. A cargo examination may be required in this instance especially if documentation is unavailable or insufficient for acquittal. The cargo examination must be conducted BEFORE the goods leave Australian Customs premises or approved bonded area.

**If the goods have been sold overseas:**

Take the Carnet to the overseas customs authorities and pay the customs duties and the regularisation fees. Obtain from customs a declaration that the customs duties have been paid. The ATA Carnet number must be displayed on the declaration. Provide CCIQ with the Carnet and the declaration. Please note that not all countries appreciate the payment made directly to them preferring to remain NGO-to-NGO contact.

**If the Carnet has expired and the goods are still overseas:**

Once the Carnet expires, a new one can not be obtained. Notify CCIQ immediately of the breach of conditions of use of an ATA Carnet.

Payment of customs duties, regularisation fees, breach of Carnet fees and the withholding of the refundable deposit will result.

### Returning the Carnet

Every Carnet issued must be returned to CCIQ in full. CCIQ will not refund the deposit to the Carnet holder until such time as the Carnet has been returned to CCIQ in satisfactory condition and order. Please note that it also refers to Carnets under the Indemnity Scheme. The Underwriters require that all Carnets are returned and regularised so that they can acquit the liability associated with the Carnet in their records. If not the Underwriters may consider not allowing the Carnet holder to use the scheme.

If the Carnet holder has to pay customs duties, regularisation fees and other fees as a result of not properly administered ATA Carnet by the Freight company or the Customs agent, CCIQ reserves the right to disclose to the Carnet holder the misconduct by the freight forwarder.

### Further Information

Further information contact International Business Services department on:

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