

Creating An ATA Carnet

Creating your ATA Carnet list shouldn't be a headache. Our team of Logistics Experts have compiled this guide to help you get it right first time to save you time and hassle, minimising Chamber of Commerce rejections and ultimately reducing costs.

Lists of items need to be emailed directly to our Carnet team in the provided template format only, which can be found in the application pack.

For a very short list (under 10 items) we can work from plain text in an e-mail, but for anything longer the list needs to be laid out in the correct format. Please note that a PDF is **NOT** a valid format as we would need to transcribe all the data.

An Example List:

	A	B	C	D	E	F	G
1	Description	Pieces	Unit	Weight	Value	Origin	Heading
2	Black Pelicase (Film Crew)						TRUE
3	Canon 50mm lens S/N: 12345abc	1		0.5	300	CN	FALSE
4	Canon Mkii camera body S/N: 5678efg, 7890bn	2		3	1000	DE	FALSE
5	Set of cables NSN	1		1	50	TW	FALSE
6	Toolkit (25 pieces) 10kg NSN	1		10	200	GB	FALSE
7	Tripods for Camera, Manfrotto S/N: 205, 206	2		6	500	CN	FALSE
8							
9							

Tips for getting ATA Carnet General Lists in the right format:

- You do not need to add or delete any columns. **ALWAYS** save the list as a CSV (comma delimited) file.
- Please ensure that there are **NO BLANK LINES** in your list, as our system will think that this line is an item with missing data.
- All countries of origin should be listed as two-letter ISO country codes. (These are listed in the Appendix).
- The unit column **SHOULD NOT** have any data in it.
- If you have any headings on the list, please write TRUE in the heading column to indicate that this is a heading (flight case, container, etc...)
- The list will not be uploaded if any item is missing the quantity, value or country of origin.

Items:

Each item or set of identical items must be declared in their own row, with its own quantity, value and country of manufacture.

Please include manufacturer and model numbers where possible – every item on a Carnet should be uniquely identifiable without any ambiguity.

Please make sure the item description contains a full, natural language description of the item, avoiding any technical abbreviations or nomenclature where possible.

For example, you may be aware that an “HP EliteOne G9 27 inch AIO” is actually an “HP EliteOne 870 G9 27 inch all-in-one touchscreen PC” but the term “AIO” is ambiguous.

Trade terminology also needs to be “translated” so that Customs personnel can make sense of the list. Below are some examples:

Wrong

10m 4-way

24” screen

Dell P2422H

Dell monitor

Screen

PPE

Batteries

Keyboard

Right

10m 4-way mains extension lead

Dell P2422H 24” monitor (s/n: 123456)

Dell P2422H 24” monitor (s/n: 123456)

Dell P2422H 24” monitor (s/n: 123456)

Dell P2422H 24” monitor (s/n: 123456)

Set of protective equipment (10x hard hats, 10x respirators)

Rechargeable NiMh Batteries (9V)

Logitech K120 keyboard

Identical items with individual serial numbers **MUST** be declared in a single row, with the serial numbers listed (separated by commas).

Mixed items cannot appear in a single row unless they comprise a set as in these examples:

Set of 50 audio cables

Set of 4 IEC mains cables

In these instances, the “quantity” will be “1.”

Packing List terminology such as “Box of”, “Box containing”, “Assorted”, “Various”, “Accessories”, “Miscellaneous” and the liberal use of the phrase “set of” (other than for cables) **CANNOT** be used as part of the description of goods, as they do not clarify as to what is being shipped. The only instances where packaging information can be used are in the format of headings within the list (i.e. not as an actual item).

Weight:

Individual item weights are not mandatory, but they are preferred. We will have to declare case weights and a total consignment weight.

If the goods are under transit by road, this does not need to be exact, but for air freight it is important that this weight matches the weight on the AWB.

Please note that the weight column is for the **TOTAL** weight of that line item. For example, if you have 10 as a quantity, then the weight needs to be equal to the weight of the quantity, i.e. 10 of the line item.

Weight should be declared in kg throughout. Please just enter a number, **DO NOT** add “kg” or anything else here.

Value:

The Value **MUST** reflect the true commercial value in the UK of the items, in GBP.

This means if the goods were to be sold or replaced in their current condition, which should be equal to the insurance value (if this is applicable).

We have seen lists with extremely low values declared, with the obvious intention of reducing the Carnet security fee, which is a mistake for the following reasons:

1. Customs officers see many of the same types of items and they will have, at least, a vague idea of their value.
2. Any attempt to declare a significantly lower value can be interpreted as fraud (because “loss” or sale of items will prompt a claim against the declared value of the goods, which would amount to evasion of Duty / VAT).
3. If there is a need to claim against insurance for loss or damage to goods, the insurer will need to see evidence of the value of the goods, and that the goods were in the country legally – that evidence is the Carnet, and the insurer would adjust the claim value to match the value declared on the Carnet.

Under Valuing items is **NOT worth the risk.**

Country of Origin:

This is the country of manufacture for the goods, **NOT** the country where the items were purchased. For generic or bulk items such as cables, remote controls, etc... a reasonable guess is acceptable.

Items of UK manufacture should be listed as “GB” **NOT** “UK”. Please note that the “EU” is **NOT** a country.

It is important to remember that for Customs purposes, the country of origin is “the last place of significant manufacture or process.” For example, tee-shirts which were woven in Bangladesh but then purchased in the UK and subjected to embroidered patterns or screen printing of logos, would be listed as being UK-origin as the last part of significant manufacture took place in the UK.

A good rule of thumb guide is that the processed item is significantly different from the raw/unprocessed item and cannot be substituted for the same use. In this sense, importing tee-shirts from Bangladesh and adding a size sticker, then wrapping in cellophane, would **NOT** constitute significant manufacture.

Item Numbers:

The numbers that you will see on the final General List is automatically generated by the Chamber of Commerce when we upload the list. Please **DO NOT** allocate item numbers yourself. Any pre-allocated numbers can change with the addition or removal of a single item, which will affect all of the line items below it.

Cases/Totes **MUST** be numbered, and this number should be included in the Description column for that item. You then need to label the cases with those numbers (Case 1, Case 2, etc...) which will help to identify items in the event of a Customs inspection taking place.

Cases:

There are different ways to declare cases and contents on a Carnet General List. Our preferred method (and the most comprehensive) is to declare cases as “headings” which do not have a value (but will have a weight), and under each heading, list the items which are contained in that case.

Ideally the case description will contain a unique number (Case 1, Case 2, etc.) but this will also have a general description of the contents:

Case 1 (Audio) containing:

Set of 10m XLR cables

Sennheiser ew100 G4 belt-pack transmitter,

S/N: 123456 Case 2 (Video) containing: etc...

Any items which are **NOT** contained within a case can be listed under a separate heading of “Uncased Items.”

We do acknowledge that sometimes items can get mixed up and end up in different cases for the return journey.

If you are just using cases as generic containers to hold the items, but without any preference as to which items go in which cases, then it is permissible to just list all the items individually without using headings, but it needs to be noted that this can be difficult to read/manage for large lists. This is also unsuitable for air-freight movements as it does not consider the weight of the cases.

Toolkits:

These items also need to be listed under Specific Item Requirements on the list. But, it is worth mentioning that tools do not have to be listed individually if the value of the toolkit is under £150.00. A weight **IS REQUIRED**.

If the value of the toolkit is between £75.00 - £150.00 then an approximate number of tools **NEED** to be listed. For example: “A set of 25 hand tools.”

Toolkits **CANNOT** contain power tools as their contents. Power tools have serial numbers and **MUST** be declared separately even if they are of a low value.

Consumables:

Consumable or disposable items are not allowed on a Carnet as these items are not going to be returned in full.

All goods and items that are not intended to be returned **MUST** be omitted from the Carnet List.

Examples of this include:

Gaffer / Duct Tape

Cable Ties

Non-rechargeable Batteries

Toner Cartridges

Paper

Product Leaflets / Promotional

Giveaways

Paint

Please note that this list is **NOT** exhaustive.

Specific Item Requirements:

Books/Musical Scores:

All titles and scores **MUST BE LISTED UNLESS** they are theatre props.

Vehicles (including motorbikes):

The list must state the chassis and engine number as well as the make.

Cinematography:

All films must have full titles and footage entered onto the list.

Clothing:

The list **MUST** describe what the garments are i.e. jacket, dress, skirt with as much detail as possible such as the brand, colours and style numbers **OR** a signed statement to the effect that they will use numbers in column one as style numbers.

Display stands:

For panel type display stands, please give the sizes of the stand.

If the item is a knock down stand, then please enter the trade name, e.g., Marler Hayley and the serial number with the area and weight of the stand when it is erected and installed at the intended exhibition site; **OR**, a full breakdown and size of each panel. Photographs of the stands are a useful addition.

Metric units of measure **MUST** be included in the listed items. For example:

Wrong

Plywood panel 2400x1200

Right

Plywood panel 2400mm x 1200mm

Electrical items:

Trade names (or the make), model and any serial numbers all need to be listed.

Any item which looks like it requires a serial number, such as electrical or technical items, but for some reason do not have these in place, need to have this fact declared. If you fail in this regard the Chamber of Commerce **WILL REJECT THE ENTIRE** application.

Missing model and serial numbers **MUST** be declared with a reason. For example:

Effects pedals permanently attached to a pedal-board with the serial numbers underneath and inaccessible: "S/N inaccessible"

A power tool with a serial number that has worn away: "S/N illegible"

A prototype/one-off item with no serial number: "No S/N" OR "NSN"

Please be as descriptive as you can be in the Description column.

It **MUST** be remembered that the purpose of the Carnet General List is to be able to accurately identify all the items individually. If a description is ambiguous, i.e. "24 inch computer monitor," then there is nothing to stop someone leaving the country with a monitor worth £100.00 and returning with a monitor of the same size, but a different specification, worth £1,800.00.

Horses:

Please list the gender, age, colour, hands and name of the horse along with the passport details.

Jewellery:

Individual description and stock numbers **MUST** be listed. You **MUST** also state the carat weight of gold, silver and other metals where relevant, as well as individual precious stones and the total gram weights.

The colour of the gold **MUST** also be stated to allow for easier Customs identification. This can be abbreviated as YG or WG with the key to abbreviations given at the end of the list.

The actual or estimated carat weight of all stones, where relevant, **MUST** be given. Photographs are also useful. Please note that photographs are **MANDATORY** for shipping to Israel.

Earrings and cufflinks should be itemised as “pairs” unless they are being shipped as single items.

Pearls:

Pearls are invariably listed as a strand rather than one item. For example:

“1/10 7-7.5mm cultured freshwater pearl strands STX9264 10 0.250kg HK”.

Loose precious stones (polished stones only):

Loose stones must be supplied within sealable stone packets which may be itemised by the packet.

If the weight per stone is less than 0.1 gm, then the number of stones need not be stated

The relevant carat weight and weight in grams is also required. For example:

Loose diamonds (30) 1pk 25cts £400

India Loose sapphires (29) 1pk 38cts £600 India

Stones must be kept in clear sealable packets which may be subject to Customs via examination.

On the Carnet each packet must be listed as:

“1 packet containing X number of stones” followed by the total carat weight of stones in that packet and the value. The value required is that which a trader might reasonably expect to sell them for in a foreign country.

The Carnet **MUST** also bear the declaration:

“We certify the values shown on this Carnet are the true commercial sales value.”

Each Carnet application must be accompanied by a letter containing the above declaration signed by the Company Director.

Uncut (rough) diamonds require a Kimberley Process Certificate kpuk@fco.gov.uk

Oriental carpets:

The size, colour, name (if any), weight, number of knots **MUST** be listed. You **MUST** also have the relevant Customs entry forms to support commercial values and that duties have been levied and paid in the U.K.

A letter from the company stating that the values shown are the true commercial values in the U.K. **MUST** also be supplied.

Paintings And Drawings:

The type of the painting, i.e. oil, watercolour, acrylic, as well as giving title and name of artist on the list.

Photographic Items:

Polaroid film is **NOT** permitted.

For other types of film you **MUST** list the number of rolls and types of film stating that the film is unprocessed.

Records:

All titles of each record and the relevant serial numbers must be stated individually.

If you do not have a serial number on older records, such as Baker lite 78s, please state that this is the case.

Skins/furs:

You **MUST** list the type, size, area or weight of each fur.

Please note that furs **CANNOT** be sent on a Carnet to Norway.

Stamps:

Please list these as in the following example:

1/300 Lots 5 & 6 Spanish stamps 300 3gms £20 ES

Two catalogues **MUST** also be provided. One for the Chamber records and one is to be kept with the Carnet.

The catalogue **MUST** be endorsed by the Chamber on the front cover only. It is **NOT** necessary to stamp every page of the catalogue.

Applying for an ATA Carnet can feel like a complicated process, but we hope this guide makes your application easier and quicker. The rules and regulations are continually changing. This is only to be used as a guide. We CANNOT take any responsibility for your use of the information in this post or the downloaded document.

Please get in touch if you have any specific questions or require assistance on the completion of a Carnet.