



# ATA CARNET

## GUIDELINES FOR USE



Federation of Indian Chambers of Commerce & Industry, New Delhi  
**India's Sole National Issuing and Guaranteeing Organisation**





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## Dos

*Please.....*

- Sign the Green Cover – **Section J: “Signature of Holder”**. The Signature must be of the Holder or an authorized representative.
- At Initial departure, Indian Customs must validate the Carnet by signing and stamping the green cover - Section H: **“Certificate by Customs at Departure”** along with yellow exportation counterfoil and voucher. If not validated, Foreign Customs may deny entry of the goods, duty free.
- All the Counterfoils and Vouchers must be duly and correctly completed, verified, endorsed, signed, dated and stamped by the Customs Authorities at all the related customs points in India as also in the country/ies of temporary importation/transit.
- **Be sure to comply with Section 2 of the white importation counterfoil “Final date for re-exportation/production to the Customs of goods”.**
- Goods exported on Carnet must be re-imported back to India within its validity period.

## Don'ts

- Once a Carnet is issued, never try to amend, remove, substitute or overwrite the original General List or anything else.
- Goods covered under an ATA Carnet should not be sold.
- It's an important financial document with long validity. Please preserve safely.

**Improper use of a Carnet may result in an assessment of duties, taxes and penalties. To avoid such assessments, follow the rules governing the use of a Carnet before your departure or ensure your authorized representatives, customs brokers or freight forwarders handle your shipments within these prescribed guidelines.**



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## USE AFTER ISSUE

The ATA Carnet is a simple international customs document with two sheets for presentation for each foreign country you wish to visit, and two sheets for presentation to customs when leaving and returning to your home country.

### **The ATA Carnet is a document made up of the following forms:**

**Green Cover:** The principal page of a Carnet, which includes the Holder and Carnet information, Carnet countries, customs certificate to initiate the Carnet, and the original General List.

**Counterfoils and vouchers (color-coded):** Yellow for exit from/return to India, white for entry into/ departure from foreign countries, and blue for transit. Counterfoils and vouchers are issued in sets of two. The validation of a counterfoil and its corresponding voucher constitutes a single customs transaction.

### **Checklist Upon Receiving Your Carnet**

- Verify that all information on the Green Cover, Vouchers, and General List is correct. Never amend, remove or substitute the original General List.
- Sign the Green Cover in the space marked "Signature of Holder." The signature must be of the Holder or an authorized representative.
- Confirm that the correct number of counterfoils and vouchers have been issued to cover all intended customs transactions. Additional sets may be purchased later.
- Split or partial shipments: It is permissible to split a shipment (i.e., some items leave now and the remainder at a later date) or to take fewer items abroad than shown on the General List. In either instance, cross out the items not traveling on the Carnet from the General List on the backs of the vouchers to be presented to customs.
- All procedures apply to items shipped as cargo or carryon baggage.



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## HOLDERS SHOULD NOTE

- a) The use of an ATA Carnet does not absolve the holder from observing the customs regulations of the countries which participate in the ATA Carnet system.

For example, in certain circumstances, an export or import license/permit for controlled goods may also be required. It is the responsibility of the holders to ensure that, if their goods are subject to control by India or/and overseas authorities, they must obtain the approval/permit/licence from the relevant controlling agency(ies) prior to exporting/importing their goods under a Carnet.

- b) It is the responsibility of the holders to check in advance that the Customs office at the place of departure/entry/exit/re-entry is authorized to accept/process ATA Carnets. **In India, Customs offices authorized to accept the ATA Carnets are Delhi, Mumbai, Chennai, Kolkata, Cochin, Bangalore, Hyderabad (ICD), Ahmedabad, ICD Dadri - Noida, Goa and Jaipur.**
- c) **Customs facilities are often not always available 24 hours per day for processing Carnets and holders/representatives are strongly urged to check in advance that such facilities will be available at the time and place they enter or leave a country.**

If traveling during non-business hours, it is advisable to call the local customs authorities in advance to ensure that a Customs officer familiar with Carnets will be available.

- d) Holders/representatives are to ensure that they arrive early as it is their responsibility to locate a Customs officer to process/verify/endorse the Carnet.
- e) It is also the responsibility of the holders to ensure that all the concerned countries will accept the ATA Carnet for all of the goods to be covered under the ATA Carnet system.
- f) The Carnet is a temporary importation document and holders/representatives must comply with the Customs regulations of the countries of importation, e.g. when importation is made on a Blue Transit Counterfoil/Voucher, the time limit for re-exportation may be only a few hours from importation, and if this is exceeded, duty/tax and penalty charges may apply, despite proof that the goods were eventually re-exported.



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## TO DEPART FROM INDIA (EXPORTATION)

- At initial departure, the Holder/authorized representative signs the Green Cover and presents the Carnet to Indian Customs for activation upon its first use. Indian Customs must validate the Carnet by signing and stamping the green cover - Section H: "Certificate by Customs at Departure" and a yellow exportation counterfoil and voucher. If not validated, Foreign Customs may deny entry of the goods.
- Use the Yellow Exportation Counterfoil and its corresponding Voucher.

### Yellow Exportation Voucher

- Complete section F: "Temporary Exportation Declaration" of the yellow exportation voucher.
- Sign and date the voucher.
- Present the Carnet to customs.

### Yellow Exportation Counterfoil

- Indian Customs notes on the yellow exportation counterfoil only those items that are leaving India in section 1: "The goods described in the General List under Items No.(s)". It is the Holder's responsibility to ensure that Indian customs has indicated the correct items, especially in cases of partial or split shipments.
- Indian Customs validates the counterfoil and the voucher, removing and retaining the voucher. Counterfoil will be retained by the ATA Carnet holder, together with the other counterfoils within the green covers.

## TO ENTER A FOREIGN COUNTRY (IMPORTATION)

- Use the White Importation Counterfoil and its corresponding Voucher for the foreign country visit.

### White Importation Voucher

- Complete section F: "Temporary Importation Declaration" of the white importation voucher.
- Sign and date the voucher.
- Present the Carnet to customs.

### White Importation Counterfoil

- Foreign Customs notes on the white importation counterfoil only those items that are entering in section 1: "The goods described in the General List under Items No.(s)". It is the Holder's responsibility to ensure that foreign customs has indicated the correct items, especially in cases of partial or split shipments.
- Foreign Customs validates the counterfoil and the voucher, removing and retaining the voucher. Counterfoil will be retained by the ATA Carnet holder, together with the other counterfoils within the green covers.
- Foreign Customs has the right to restrict any visit to less than one year regardless of the Carnet expiration date. Be sure to comply with section 2 of the counterfoil: "Final date for re-exportation/ production to the Customs of goods."



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## TO DEPART A FOREIGN COUNTRY (RE-EXPORTATION)

- Use the White Re-Exportation Counterfoil and its corresponding Voucher

### White Re-Exportation Voucher

- Complete section F: "Re-Exportation Declaration" of the white re-exportation voucher.
- Sign and date the voucher.
- Present the Carnet to customs.

### White Re-Exportation Counterfoil

- Foreign Customs notes on the white re-exportation counterfoil only those items that are departing in section 1: "The goods described in the General List under Items No(s)". It is the Holder's responsibility to ensure that foreign customs has indicated the correct items, especially in cases of partial or split shipments.
- For items not re-exported and duties are paid, it is advisable to obtain a customs receipt, which indicates the Carnet Number and the amount of duties/taxes/penalties paid. Send the Carnet and receipt to FICCI when the carnet has been used for the last time.
- Foreign Customs validates the counterfoil and the voucher, removing and retaining the voucher to match with the importation voucher. Counterfoil will be retained by the ATA Carnet holder, together with the other counterfoils within the green covers.
- For use of Carnet in the Europe Union (EU): Customs authorities in the European Union may be unavailable to validate Carnets for goods moving between EU member countries. Before final departure from the EU, insist on validation of the Re-exportation Counterfoil and Voucher.

**Penalties: All Items not re-exported whether lost, stolen, or destroyed, are subject to all applicable duties, taxes, and possible penalties. Holders who fail to have the Carnet validated at departure may be charged a regularization fee by Foreign Customs.**



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## TO TRANSIT A COUNTRY (IF APPLICABLE)

- Use two Blue Transit Counterfoils and Vouchers
- Transits are used when merchandise travels by land through a country that lies between the country of departure and the next country of entry (e.g., leaving India to go to Australia, but passing through Singapore).

### At the time of Entry

- Complete Section F: "Declaration of Despatch in Transit" on both Transit Vouchers. Indicate in Section F:(a) "declare that I am dispatching to" the customs port from which the goods will exit.
- Indicate only those items that are transiting in the lower half of Section F:(a).
- Sign and date the vouchers.
- Present the Carnet to customs.
- Foreign customs notes the items, port of dispatch, and final date for re-exportation on the counterfoil under "Clearance for Transit" Sections 1 & 2. Be sure to comply with this date and the port of departure.
- Customs completes Section 4-7 on both counterfoils and Section H: "Clearance for Transit" of the first voucher. The voucher will be removed by the customs.

### At the Time of Departure

- Present the Carnet to customs at the port of discharge.
- Foreign customs at the port of discharge will complete the "Certificate of Discharge by the Customs Office of destination" on the second counterfoil and Section H: "Clearance for Transit" of the second voucher and then remove the second voucher.
- The transit is complete when Sections 3-6 of the second counterfoil have been validated and both vouchers have been removed by customs.





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## TO RE-ENTER INDIA (RE-IMPORTATION)

- Use a Yellow Re-Importation Counterfoil and corresponding Re-Importation Voucher.
- Holder or authorized representative completes Sections D and E (if these have not been completed at time of application) and also Section F of the Re-Importation Voucher. Indicates in Section F(a) the item numbers being Re-Imported and also indicates the corresponding Exportation Voucher number in the second part of Section F(a). Completes Section F (b, c), if applicable.
- Holder or representative indicates his/her name, sign and dates the Re-Importation Voucher.
- Presents the Carnet to the Indian Customs at the entry checkpoint.
- Indian Customs must clearly indicate the item numbers (as declared in the General List) re-entering India in Section 1 of the Re-Importation Counterfoil, along with the corresponding Exportation Voucher number in the second part of Section 1.
- It is the holder's/representative's responsibility to ensure that Customs has indicated the correct item numbers on the Counterfoil and that the Customs' stipulated time limit for re-importation of the goods is adhered to.
- Customs will then complete the other sections; and date, sign and stamp the Re-Importation Counterfoil. This Counterfoil remains with the Carnet and must not be removed.
- Indian Customs will also complete Section H of the corresponding Re-Importation Voucher; and date, sign and stamp it. Customs will then detach/retain this Voucher.

## RETURN TO INDIA

Your ATA Carnet is the property of FICCI. **Upon completion of the final trip, the original Carnet, including all used and unused counterfoils and vouchers, must be returned to FICCI-ATA Carnet, Federation House, Tansen Marg, New Delhi-110001 by courier/post.** Holders are advised to keep a copy of the Carnet for their records.



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## Conditions to be observed by the ATA Carnet Holder

Goods imported under an ATA Carnet should not be sold. Such goods must be re-exported by the ATA Carnet holder within the period approved for their temporary admission. It is therefore particularly important to obtain the correct Customs verification of entry and exit from each country visited. Failure to do so may well lead to Customs duty and a penalty or tax being imposed.

Selling goods covered by a Carnet is technically a violation of the Carnet agreement. Knowing that this sometimes happens, however, it is advised that the seller, to protect against any subsequent Customs claims by any country, must obtain an itemized receipt specifying that appropriate duties and taxes were paid, eg. Bill of Entry acquitting Carnet. Failure to produce correct evidence will result in non-refund of the deposit guarantee.

Strict adherence to the conditions governing the use of ATA Carnets is the responsibility of the Carnet holder. As the Guaranteeing Organization, FICCI must pay all claims resulting from the improper use of a Carnet. Therefore, FICCI is required to hold a refundable security deposit - either in the form of a Bank Draft/Cheque or Bank Guarantee/Insurance cover from the Carnet holder. The deposit amount should be equivalent to the import duty applicable in the country of importation plus a further 10%.

## Obligation of ATA Carnet Holders

- Presentation of the Carnet to Customs: It is the ATA Carnet holder's duty to present the ATA Carnet to the Customs authorities when entering or leaving a country for necessary verification and certification. Failure to do so may result in a claim being made against the holder.
- Exceeding Stipulated Time Frames: The validity period of an ATA Carnet is maximum one year and cannot be extended. It is therefore the ATA Carnet holder's responsibility to ensure that they remain within the time frames stipulated on the ATA Carnet itself, as well as those stipulated by each country the goods will enter, failing which they will become liable for any taxes or duties that result.
- Carnet holder shall ensure that all the Counterfoils and Vouchers are duly and correctly filled in, verified and signed and stamped with date by the Customs Authorities at all the related customs points in India as also in the country/ies of temporary importation/transit. Carnet holder shall ensure that all the related vouchers are detached and retained by the Customs Authorities and Counterfoils are taken/retained by the ATA Carnet Holder.
- In case of any cutting and/or overwriting on the counterfoil of the carnet while making endorsement/verification on the Carnet, the Carnet holder must ensure that the same is duly authenticated by the concerned Customs official by putting his signatures/initials with the rubber stamp to avoid any discrepancy and delay in discharge of related Security deposits.



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- **Loss of the ATA Carnet:** If the ATA Carnet document itself is destroyed, lost or stolen, the ATA Carnet holder should immediately notify the local police and/or Customs of the mishap and obtain a covering statement from them. The Carnet holder must request a new ATA Carnet from FICCI before re-exportation can be validated from the country of temporary importation.
- **Lost, Stolen or Destroyed Goods:** If any goods covered by an ATA Carnet are destroyed, lost or stolen whilst in a foreign country, the ATA Carnet holder will automatically become liable for Customs duty etc. In addition, he/she will also be responsible to FICCI for any costs, which FICCI may incur in meeting its obligation as guarantor.

To avoid incurring any costs for duties and taxation, ensure that the certificates are validated upon entry and exit.

**Take particular care to ensure that the Yellow Re-importation Counterfoil (back into India) is stamped.**

**This is your last line of defense in avoiding any duty or taxes.**



**For any urgent matters, please contact:**

**Mr Nirankar Saxena/ Ms S. Vijayalakshmi**

Federation of Indian Chambers of Commerce & Industry (FICCI)

Federation House, Tansen Marg, New Delhi - 110 001

Tel: +91-11-23316542/23765335 (Direct), Mobile: +91-9811839174/9818873461

Fax: +91-11-23721504/23320714

Email: [nirankar.saxena@ficci.com](mailto:nirankar.saxena@ficci.com); [vijayalakshmi.s@ficci.com](mailto:vijayalakshmi.s@ficci.com); [atacarnet@ficci.com](mailto:atacarnet@ficci.com)