**Why Must You Return Your ATA Carnet**

ATA Carnets must be returned to the Chamber at the latest on its \*12-month expiry date to establish if there will be any potential liability to you as the holder.

We strongly recommend returning your carnet to us via registered post or in person to ensure it doesn't get lost en route to the Chamber. Keep scanned copies of any Counterfoils endorsed by Customs on your file.

Having checked the Carnet, the Chamber will decide on whether to discharge (close) the file or to take remedial action to mitigate exposure to foreign Customs.

\*For holders who have taken out our in-house Aviva insurance guarantee you must return your carnet to us once the time limit you opted for on your application has expired ; this would have been either 2 months, 6 months or 12 months.  For carnets taken out for the 2- and 6-months options if you need to extend this time limit, we can arrange (additional charges will apply)

**What we will be checking for**

* There are no vouchers missing from the carnet – if the carnet was issued for multiple visits and you have only taken one trip only, then the vouchers numbered two onwards should still remain in the carnet.
* No additions or alterations have been made to the General List (and that the master list on the reverse of the Green Front Cover has not been removed)
* The Carnet has only been used in countries that the Holder applied for
* All items have been re-exported out of country of temporary importation (import and / or transit) within the time limit for re-exportation and returned to the UK within the validity of the Carnet. Carnets used after expiry cannot be discharged as the holder may be liable to pay duties and / or penalties (in the event of claim) due to late re-exportation.
* All items declared for transit have been stamped in and out, within the time limit. Note that Russia and Switzerland usually endorse Both Transit Counterfoils, other countries only the 1st set.

**What to do if your carnet has not been used correctly**

Foreign Customs have 33 months from the date of issue to raise a dispute on your carnet. Only Customs endorsed evidence is admissible when answering claims from foreign customs on your behalf.  Note that some customs authorities may charge a penalty for having to raise the claim for example if you have not had your re-exportation counterfoil endorsed.

If your carnet has not been used correctly you must contact the National Carnet Unit and request a Certificate of Location. Their contact details are as follows:

[**Email: atacarnetunit@hmrc.gov.uk**](mailto:Email:%E2%80%AFatacarnetunit@hmrc.gov.uk%E2%80%AF)

**Telephone: +44(0)30 0322 7064**

If your goods came back via seaport or Roro port, contact the Border Force at that [customs office](https://www.londonchamber.co.uk/LCCI/media/media/ATA-Carnet-List-of-UK-Ports-Airports.pdf)and ask if they would be prepared to endorse the Carnet retrospectively (you will have to bring the Carnet goods with you for inspection if your request is granted by the Border Force). Retrospective Carnet endorsement is usually not possible at airports as Border Force can usually only be reached within the arrival’s hall.

If you have any questions regarding your carnet, please check ourwebsite or contact our expert team at  01482 324976 or email [exportdocshelpdesk@hull-humber-chamber.co.uk](mailto:exportdocshelpdesk@hull-humber-chamber.co.uk)