



INSTRUCTIONS FOR USING AN ATA CARNET

HOW TO USE A CARNET

The Carnet consists of sets of color-coded counterfoils and vouchers. Both are to be validated by the relevant customs authorities. The counterfoils remain with the Carnet and the vouchers are retained by customs.

Yellow – for exit from Pakistan (Exportation) and return to Pakistan (Re-Importation)

White – for entry into a foreign country (Importation) and departure from the foreign country (Re-Exportation)

CLIENT CHECKLIST UPON RECEIPT OF CARNET

1. Verify that all of the information is correct (Carnet holder, address, company representatives, General List etc).

2. Ensure that the original copy of the General List, and all Continuation Sheets, are attached to the back of the green cover where indicated. ICC Pakistan's stamp must be affixed. **Never amend, remove or substitute the original General List.**

3. Sign the front green cover indicated "Signature of Holder" – This person must be authorized by the carnet holder.

4. Ensure that a sufficient number of counterfoils and vouchers have been issued to cover all planned trips.

5. Attach a photocopy of the General List (including all Continuation Sheets) to the reverse side of each voucher – It is the Holder's responsibility to do so. **NEVER REMOVE OR SUBSTITUTE THE PHOTOCOPIES.** General lists are stamped with Carnet number and may ONLY be used with the green cover and voucher of the same number. The shipment can be spilt, i.e. some of the items leaving now and the reminders at a later date. In either instance, strike out the items that will not be traveling with the carnet on the copy of the General List attached to the back of the voucher for that particular trip. **NEVER AMEND THE ORIGINAL GENERAL LIST** attached to the green cover.

6. Arrive early it is the Carnet holder's responsibility to locate a customs inspector to validate the carnet. If traveling during non-business hours, call the local customs authorities to ensure that an inspector familiar with Carnets will be available.

7. To activate the Carnet for its first use, Pakistan customs must validate the green cover and a yellow exportation counterfoil and voucher. Foreign customs may deny entry of goods under a carnet if the green cover and the exportation counterfoil have not been validated. All of the goods included on the General List should be available for inspection if requested, whether you travel with all the items, or a select few.

(All procedure outlined herein apply equally to items which are shipped as cargo or carried by hand as excess baggage. Failure to follow these instructions may delay your departure from Pakistan or entry into the importing country.)

DEPARTURE FROM PAKISTAN (AN EXPORTATION)

1. For initial departure, use a yellow exportation counterfoil and voucher (for the first trip, use No. 1). Complete Sections A-F indicates only those item numbers that are leaving Pakistan in Section F (a) on the voucher.

2. Sign and date the voucher

3. Present your carnet to Pakistan Customs

4. Pakistan Customs should indicate only those items leaving Pakistan in Section 1 of the counterfoil. It is the Holder's responsibility to ensure that Pakistan Customs has indicated the correct item numbers on the counterfoil, especially if a partial or spilt shipment.

5. Pakistan Customs will then validate both the counterfoil and voucher, but may forget to detach the voucher. If not detached, the voucher should remain with the carnet. Items listed in section F (a) and those on the copy of the General List attached to the back of the voucher should match.

WHEN ENTERING A FOREIGN COUNTRY (AN IMPORTATION)

1. Use a white importation counterfoil and voucher, Complete sections A-F only indicate those item numbers that are entering the country in Section F(a). Complete section F (b) by specifying the intended use of the Carnet, e.g. participation in an exhibition or sales visit.

2. Sign and date the voucher

3. Present the carnet to the customs at the time of entry

4. Foreign Customs must indicate only those items that are entering in Section 1 of the counterfoil. It is the Holder's responsibility to ensure that they indicate the correct item numbers on the counterfoil, especially if a partial or spilt shipment.

5. Remember that customs authorities have the right to restrict any shipment to less than one year. Be sure to comply with the "Final date for re-exportation/production to the customs of goods" in Section (2) of the counterfoil. If the Carnet is not restricted, the final date for re-exportation becomes 12:00 midnight of the expiration date printer on the front Green Cover (Section G. c).

6. The customs inspector will then validate the counterfoil and detach the voucher.

TO DEPART A FOREIGN COUNTRY (A RE-EXPORTATION)

1. Use a white re-exportation counterfoil and voucher that has the same number as the most recently used importation counterfoil and voucher. Complete Sections A-F, indicated only those item numbers that are leaving in Section F (a). Also indicate the corresponding importation voucher number in the second part of Section F (a). Complete Section F (b, c, d), if applicable

2. Sign and date the voucher.

3. Present the carnet to customs at departure

4. Foreign customs must clearly indicate only those item numbers that are leaving in Section 1 of the counterfoil, along with the corresponding importation voucher number. Remember if an item(s) is not re-exported and duties are paid, it is vital that a customs cashier's receipt be obtained from the local customs authorities. This receipt must clearly list the merchandise on the General List not re-exported, and make reference to the Carnet number. The Carnet and customs receipt should be returned to ICC Pakistan when the carnet has been used for the last time.

5. Foreign customs will validate the counterfoil and voucher. Customs will then detach and retain the voucher to later compare it to the importation voucher.

6. **Special Note:** European Union (EU) customs authorities may be unwilling or unavailable to validate ATA Carnets for goods moving between EU member countries. Before final departure from the EU, **INSIST** on the validation of your re-exportation counterfoil and the voucher.

7. All items not re-exported due to loss, theft, destruction or other reasons are subject to all applicable duties, taxes and penalties.

8. Carnet holders who fail to have the Carnet validated at departure may be charged a regularization fee by the foreign customs authorities.

TO RE-ENTER PAKISTAN (A RE-IMPORTATION)

1. Present the carnet to customs at the time of re-entry

2. Use the yellow re-importation counterfoil and voucher bearing the same number as the yellow exportation counterfoil and voucher used at departure. Complete Sections A-F. Indicate only the item numbers that are being re-imported in section F (a) and indicate the corresponding exportation voucher number in the second part of section F (a). Complete section F (b, c), if applicable.

3. Sign and date the voucher

4. Pakistan Customs must clearly indicate all the items that are re-entering Section 1 of the counterfoil and indicate the corresponding exportation voucher number in the second part, Section 1.

5. Pakistan Customs will validate the counterfoil and voucher. Pakistan Customs will then detach and retain the voucher to later match it with the exportation voucher. Pakistan Customs should allow the goods to re-enter (Pakistan even if the Carnet has expired. The expiration date only limits entry into foreign countries)

6. **IMPORTANT** Upon returning to Pakistan ensure that the re-importation counterfoil and voucher are validated by Pakistan Customs. This is critical in canceling a carnet or setting a claim without payment of duties and taxes. Regularization fees may still apply.

TRANSIT THROUGH A COUNTRY (IF APPLICABLE)

At the time of Entry

1. Use two blue transit sheets (counterfoil & voucher). Complete Section A-F on both vouchers. Indicate in Section F (a) the customs port (of the country of transit) from which the goods will exit.

2. Indicate only the item numbers that are transiting in the second half of Section F (a).

3. Sign and date the voucher.

4. Present the Carnet to customs at the port of entry.

5. Foreign customs will indicate the item number is "Clearance for Transit – No.1" on the counterfoil and indicate the port to which the goods are being dispatched. The customs inspector will then assign the final date that the goods must exit that port in No.2 of the counterfoil. It is vital to adhere to the re-exportation date and port of departure. In most cases, a transit must be completed within one to two days.

6. Foreign customs will complete 4-6. sign and stamp No.7 of both counterfoils and Section H of the first voucher, then detach that voucher.

At the time of Departure

1. Present the Carnet to foreign customs at the port of discharge.

2. Foreign customs at the port of discharge will complete the Certificate of Discharge Section on the counterfoil and Section H of the second voucher then detach the second voucher.

3. When the transit is complete, Section 6 and 7 both counterfoils will have been validated and both vouchers will have been removed.

FINAL RETURN TO PAKISTAN

Your ATA Carnet is the property of ICC Pakistan. After use, the **ORIGINAL** Carnet, together with all used and unused counterfoils and vouchers **MUST** be returned to ICC Pakistan of preference, by courier. It is suggested that you keep a copy for your record.