

ATA Carnet checklist

1) In order to use an ATA Carnet, the following must apply:

- The goods must be for temporary use abroad.
- Transport to countries outside the EU or from non-member states into the EU.
- The countries of destination and origin must have ratified the ATA Carnet System.
- The items being transported must be permitted (e.g. goods for use at fairs and exhibitions, professional equipment, commercial samples). Please note that not all signatory states accept all types of goods!

2) Application and process

- Please arrange an appointment to discuss the process with the local Chamber of Industry and Commerce; you should obtain information on the costs, deposit, bank guarantee (if required), the process involved, etc.
- Please arrange proof of identity of the temporarily imported goods with the local inland customs office.
- An ATA Carnet comprises various forms that must be processed by all of the customs offices on the transport route:
 - External EU border: please go to the customs office for processing!
 - Import into the country of destination: please go to the customs office for processing. Please check immediately that the customs office enters the correct information! The Carnet will state the deadline for
 - the end of the temporary admission period. This deadline must be observed.
 - re-export of the goods from the country of destination: please go to the customs office to have the goods processed. If necessary, insist on processing! Please check immediately that the correct information has been entered!
 - Transit: the same procedure applies during import and re-export. Please note the deadlines!
 - Re-export of goods to Germany: please return the ATA Carnet to the Chamber of Industry and Commerce without delay.

3) Tips

- Please have the ATA Carnet processed each time the goods cross a border.
- Please contact the Chamber of Industry and Commerce in case of any difficulties.
- Please return the ATA Carnet to the Chamber of Industry and Commerce by the time it runs out at the latest.
- The website of the Chamber of Industry and Commerce of Berlin (www.ihk-berlin.de) provides detailed information and guidance on filling out the forms (*in German*).