**Procedure for Usage of ATA Carnets**

**It is the bearer’s responsibility to follow the procedure set out hereunder**. Read also attentively the “notes” on the back cover of the Carnet document. **Failure to take the necessary action by the bearer will most likely lead to the payment of overseas customs duty** and/or Australian Customs Authorities. **In the event of disputation your deposit will be held by the Chamber until the matter is finalised.**

**Helpful hints: -**

1. The **front green cover must be signed** by the holder’s representative.
2. When leaving Australia, **make sure the front green cover** and the **front yellow exportation counterfoil are stamped by the Australian Customs Authorities**.
3. When entering and leaving countries you are visiting the Customs Authorities **in each country must stamp and date *– insist if necessary –*** **the white importation and re-exportation counterfoils**.
4. Although a Carnet is valid for a period of 12 months from date of issue, **it is essential that you check the import counterfoil to see if Authorities insert a date by which goods must be re-exported** – some goods can only stay 3 months. You can try to negotiate an extension with those Authorities for an acceptable date of re-exportation. **Goods not re-exported by the assessed date are liable to customs duty**.
5. When bringing the goods back into Australia, **ensure that you have the yellow re-importation counterfoil duly signed and stamped by Customs**. This will be a proof that the goods have been re-imported if any claim arises.

By following the above procedures you are likely to prevent any claims arising against your Carnet, provided you bring all goods back into Australia. This will enable the Chamber to refund the deposit you have lodged in respect to your Carnet without delay. To do so, **it is necessary for you to return the completed Carnet** to this Chamber.

If any goods or the Carnet itself are lost or stolen during your trip, notify immediately the local police and/or Customs and obtain statement. Contact the Chamber immediately if necessary, who will advise you which step to take.

Failure to return the Carnet means that the Chamber will **retain your deposit for 30 months from date of issue**, and pay duty without conditions if any request for proof from any Customs arises.

**The use of a Carnet does not exempt you from taking out an insurance policy**, which should cover not only the full value of goods but also include duty.

**Please Note:**

Not all Customs posts are open for transit of goods 24 hours a day. If you intend crossing a frontier outside normal office hours or on weekends, it is a wise precaution to check in advance that the Customs will be available to process you through.

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