SPEED THROUGH CUSTOMS WITH YOUR ATA CARNET PASSPORT

USER GUIDE
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1. **Definition of an ATA Carnet**

   It is an international customs document, issued by an authorised Chamber of Commerce, to facilitate the temporary admission of goods into one or a number of foreign countries without the need for raising bonds, duty, tax and customs formalities.

   It simplifies customs procedure for duty, tax, and hassle-free temporary importation, of a wide range of goods into a foreign country, which is a member of the ATA international guarantee chain. When exhibits, advertising materials, commercial samples, and professional equipment are covered by the ATA Carnet, its use allows these goods to be admitted duty or tax-free provided they are completely re-exported/re-imported within the period approved by customs authorities for their temporary importation/exportation.

   The initials “ATA” are an acronym of the French and English words for “admission temporaire/temporary admission”.

2. **The 78 Participating Countries of the ATA International Guarantee Chain Accepting ATA Carnet are:**

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<td>Hungary</td>
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<td>United States of America</td>
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*The current number of countries in which the ATA Carnet is in force at the time of printing. The list of countries will expand as more countries join the ATA international guarantee chain. Please visit [www.passportforgoods.com](http://www.passportforgoods.com) / [www.dubaichamber.com](http://www.dubaichamber.com) for an updated list of participating countries.*
3. **Users of ATA Carnet**

- Travelling business/sales executives
- Technicians
- Fair exhibitors
- Professional individuals and teams:
  - Film crew
  - Surgeons
  - Architects
  - Artists
  - Engineers
  - Educationalists
  - Entertainers, etc.

4. **Typical Items Covered by ATA Carnet**

The ATA Carnet covers virtually all goods.

The three main categories of goods are:

- Commercial samples: e.g. jewelry, apparel, watches, leather goods.
- Items for display or use at international exhibitions, trade shows or similar events, e.g. various types of products, equipment, antiques, paintings and other works of art, display booths or stands.
- Professional equipment, which includes: press, sound and television broadcasting equipment, cinematographic equipment, musical instruments, costumes, theatrical effects and sets, equipment for seminars, meetings, demonstration, testing, maintaining or repairing machinery, equipment for use by surgeons, archaeologists, zoologists, entertainers, lecturers, sportsmen etc.

5. **Items Not Covered by ATA Carnet**

- Consumable/disposable items.
- Items intended to be given away.
- Items already sold or offered for sale.
- Uncounted gems or gemstones, theatrical make-up, etc.
- Alcoholic beverages, tobacco, fuels, etc.
- Goods intended for processing or repair.

6. **Advantages of Using an ATA Carnet**

- Accepted in over 78 countries. (countries will expand as more countries join the ATA International chain).
- Eliminates payment of duties and taxes.
- Avoids any necessity for a deposit or a guarantee in some form to be lodged when bringing goods into the country of temporary importation.
• Allows the use of a single document for all customs transactions.
• Permits commercial or professional travelers to make advance customs arrangements quickly in the United Arab Emirates for a country or countries they intend to visit, and at a predetermined cost.
• Facilitates duty or tax-free re-exportation from country(ies) of visit and re-importation of goods into the United Arab Emirates.

7. Validity Period of an ATA Carnet

From the date of issue of the Carnet, normally:
• One year for commercial samples.
• Six months for exhibition goods and professional equipment.

The validity period of an ATA Carnet cannot be extended or renewed.

If the validity period is exceeded, duty, taxes and penalty charges will be incurred, despite proof that the goods were eventually re-exported/re-imported. Any such charges incurred will be the liability of ATA Carnet holder.

8. Conditions to be Observed by an ATA Carnet Holder

• Goods imported under an ATA Carnet must not be sold.
• Goods must be completely re-exported/re-imported (in the same state as that in which they were imported/exported) by the Carnet holder, within the period approved by customs authorities for their temporary importation/exportation.
• Note carefully: the authorized period of temporary importation/exportation allowed by the customs of the country of importation/transit and customs of the country of departure, must never exceed the period stipulated by the customs authorities, otherwise duty/tax/penalty will be payable despite proof that the goods were eventually re-exported/re-imported.
• It is, therefore, particularly important for the Carnet holder and his representative(s) to obtain the correct customs verification of entry and exit from each country visited/transited, as well as from the country of departure. Failure to do so may well lead to customs duty and penalty or tax being imposed.
• All Carnet forms must be presented to the concerned customs authorities for endorsement and verification upon each importation/exportation. Failure to do so may also lead to customs duty and a penalty or tax being imposed.
• As the ATA Carnet is a temporary importation/exportation document, the holder and his representatives must comply with the laws and regulation of the country(ies) of visit/transit and the country of departure.
• Strict adherence to the conditions governing the use of ATA Carnet is the responsibility of the Carnet holder.
• As the authorized issuer of the Carnet, the Chamber has to guarantee any payments that become due through non-observance of the conditions imposed. Carnet holders are, therefore, liable to reimburse the Chamber in full any payments that the Chamber may incur from any non-observance of the conditions imposed on a Carnet holder.

9. Format of the ATA Carnet

The ATA Carnet is a document made up of a green front and back cover, sets of color-coded counterfoils and vouchers (yellow, white, and blue, if required in certain circumstances).
The inside front cover and the back of each voucher contains the “General List” of the goods covered by the Carnet.

- **Front cover (green)**
  - It must be kept intact. Page one includes the official serial number, expiry date intended use of goods, countries in which the Carnet is intended to be used, the stamp, date and signature of an authorized official of the issuing authority, (the) Dubai Chamber and signature of the holder’s authorized signatory.
  - The reverse side of the front cover contains the general list of goods covered by the Carnet.
  - The official serial number is also shown on the counterfoil sheets, vouchers, contribution sheets (if required) and back cover.

- **Counterfoils (yellow/white/blue) are grouped as follows:**
  a. Two sets of exportation/re-importation counterfoils are printed on both sides of one yellow sheet.
  b. Two sets of importation/re-exportation counterfoils are printed on both sides of one white sheet.
  c. One set of transit (entry/exit) counterfoils are printed on both sides of one blue sheet (required when transiting through certain countries).
     - The official serial number is also shown on the counterfoil sheets.
     - The counterfoils are printed on both sides of the colored paper in order to maximize the use of the counterfoils.
     - As such, they must not be completed by the holders or their representatives under any circumstances.
     - Counterfoils must remain within the Carnet and may not be removed by the customs, holders or their representatives.

- **Separate vouchers (yellow/white/blue)**
  - One exportation voucher printed on one side of one yellow sheet. The reverse side of the Carnet exportation voucher contains the general list of goods covered by the Carnet.
  - One re-importation voucher printed on one side of one yellow sheet. The reverse side of the re-importation voucher contains general list of goods covered by the Carnet.
  - One importation voucher printed on one side of one white sheet. The reverse side of the importation voucher contains the general list of goods covered by the Carnet.
  - One re-exportation voucher printed on one side of one white sheet. The reverse side of the re-exportation voucher contains the general list of goods covered by the Carnet.
  - Two transit vouchers in two blue sheets: one voucher will be marked “entry”, the other will be marked “exit” (these vouchers are required when transiting through certain countries).
  - Each transit voucher is printed on one side of one blue sheet. The reverse side of the transit voucher contains the general list of goods covered by the Carnet.
  - The official serial number is also shown on the vouchers.

Each voucher also contains a declaration (Section F), which must be completed, signed and dated by the holder or representative each time the Carnet is presented to customs upon:

- Exportation/re-importation
- Importation/re-exportation
- Transit (entry) and transit (exit)
Voucher (Section H) must be completed, verified, endorsed, signed, dated, and stamped by the relevant customs authorities.

Vouchers are to be detached and retained by customs.

- **Separate continuation sheets**
  - (Green/yellow/white/blue) of the General List
    - If space is insufficient to list all the items on the reverse side (containing the General List) of the Front Cover and vouchers, continuation sheets will be used. When duly completed, the Continuation sheets are matched and attached to the General List on page 2 of the Front Cover and the reverse side of each voucher, by their respective colors.
    - The official serial number is also shown on the Continuation Sheets
- **Back Cover (green)**
  - The Carnet is neither complete nor valid without this Back Cover of the ATA Carnet.
  - The official serial number is also shown on the Back Cover.
  - Please read the “Notes on the Use of ATA Carnet” printed on the inside cover.

### 10. Guide to Using an ATA Carnet

- **Yellow counterfoil/voucher:**
  - For departure from UAE (exportation) and return to UAE (re-importation)
- **White counterfoil/voucher:**
  - For entry into a foreign country (Importation) and departure from the foreign country (Re-Exportation)
- **Blue Counterfoil/Voucher:**
  - For transition, when goods pass through or stop in a country that lies between the country of departure and the next country of entry; in the country of temporary importation to cover the movement from their frontier to the office where the white importation counterfoil/voucher will be processed; and in some countries to take goods in and out of an exhibition. Holders are advised to have a sufficient number of blue transit forms for use when the final point of temporary importation is in France, Greece, Italy, Russia or Switzerland.
  - All counterfoils and corresponding vouchers in the Carnet are numbered consecutively from 1 onwards. Holders and representatives are advised to ensure that the correct set of counterfoil and corresponding voucher (with identical reference number) is used for each country.
  - It is essential that all entries and exit from one country to another are properly completed, verified, endorsed, signed, dated, and stamped by the relevant customs authorities to show what items have been cleared.

**To depart from UAE (Exportation):**

- Use a yellow exportation counterfoil and corresponding exportation voucher (with identical reference number).
- Holder or authorized representative completes Sections D and E (if these have not been complete at time of application) and also Section F of the exportation voucher. Indicates in Section F (a) the item numbers that are leaving UAE.
- Holder or representative indicates his/her name, signs and dates the exportation voucher.
• Holder or representative presents the Carnet to UAE Customs at the exit checkpoint.

• UAE Customs must clearly indicate the item numbers (as declared in the General List) leaving UAE in Section 1, and will also specify the final date for duty-free re-importation in Section 2, of the exportation counterfoil.

• 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.

• UAE Customs, will then complete the other sections; and date, sign and stamp the Exportation counterfoil. This Counterfoil remains with the Carnet and must not be removed.

• UAE Customs will also complete Section H of the corresponding exportation voucher and date, sign and stamp it. Customs will then detach/retain this voucher.

To Enter a Foreign Country (Importation):

• Use a white importation counterfoil and corresponding voucher (with identical reference number).

• Holder or authorized representative completes Section D and also Section F of the importation Voucher. Indicates in Section F (a) the item numbers that are entering the country. Specifies in F(b) the intended use of the Carnet, e.g. participation in an exhibition.

• Holder or representative indicates his/her name, signs and dates the importation voucher.

• Holder presents the Carnet to the Foreign Customs at the entry checkpoint.

• Foreign Customs must clearly indicate the item numbers (as declared in the General List) that are entering the country in Section 1 of the importation counterfoil. The customs officer will then specify the final date for re-exportation/production to the customs of goods in Section 2 of the same Counterfoil.

• 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 for re-exportation of the goods is adhered to.

• Foreign Customs will then complete the other sections, and date, sign and stamp the importation counterfoil. This counterfoil remains with the Carnet and must not be removed.

• Foreign Customs will also complete Section H of the corresponding importation voucher; and date, sign and stamp it. Customs will then detach/retain this voucher.

To depart a foreign country (Re-exportation):

• Use a white re-exportation counterfoil and corresponding re-exportation voucher (with identical reference number).

• 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-exportation voucher. Indicates in Section F (a) the item numbers that are leaving the country. Also indicates the corresponding importation voucher number in the second part of Section F (a). Completes Section F (b, c, d) if applicable.

• Holder or representative indicates his/her name, signs and dates the re-exportation voucher.

• Presents the Carnet to the foreign customs at the exit checkpoint.

• Foreign customs must clearly indicate the item numbers (as declared in the General List) that are leaving the country in Section 1 of the re-exportation counterfoil along with the corresponding Importation voucher number in the second part of the 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-exportation of the goods is adhered to.
• Foreign Customs will then complete, where appropriate, the other sections and date, sign, and stamp the re-exportation counterfoil. This counterfoil remains with the Carnet and must not be removed.

• Foreign Customs will also complete Section H of the corresponding re-exportation voucher; and date, sign, and stamp it. Customs will then detach/retain this Voucher.

**To re-enter UAE (Re-importation):**

• Use a yellow re-importation counterfoil corresponding re-importation voucher (with identical reference number).

• Holder or authorized representative completes Sections D 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 UAE Customs at the entry checkpoint.

• UAE Customs must clearly indicate the item numbers (as declared in the General list) re-entering UAE 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.

• UAE Customs will then complete the other section and date, sign and stamp the re-importation counterfoil. This Counterfoil remains with the Carnet and must not be removed.

• UAE 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.

**To Transit a Country (If Applicable)**

• Use two blue transit counterfoils and two corresponding transit vouchers (with identical reference number). One set of counterfoil and voucher will be marked “Entry”. The other set will be marked “Exit”.

At the time of entry/transit:

• Holder or authorized representative completes Sections D and E and also Section F of both the transit (entry) and transit (exit) vouchers. Indicates in Section F (a) the customs port (of the country of transit) from which the goods will exit. Also indicates the item numbers that are transiting in the second part of section F (a).

• Holder or representative indicates his/her name, signs and dates the two transit (entry/exit) vouchers.

• Presents the Carnet to the Foreign Customs at the port of entry.

• Foreign Customs must clearly indicate the item numbers (as declared in the General List) and also indicate the customs port to which the goods are being dispatched in “Clearance for Transit” No. 1 on the transit (entry) counterfoil. The customs officer will then specify the final date that the goods must exit that port and this is indicated in No. 2 of the same counterfoil.

• It is vital to adhere to the final re-exportation date and port of exit. In most cases, a transit must be completed within one day.

• It is the holder’s/representative’s responsibility to ensure that customs has indicated the correct item numbers in the counterfoil and that the customs’ stipulated time limit for re-exportation of the goods is adhered to.

• The customs officer will then complete the “Clearance for Transit” No. 3 to 6 and, sign and stamp No. 7 of the transit (entry) counterfoil.
• The transit (entry) counterfoil remains with the Carnet and must not be removed.
• Foreign customs will also complete Section Ha) to e), date, sign and stamp the “Clearance for Transit” of the transit (entry) voucher.
• Customs will then detach/retain the transit (entry) voucher.
• The transit (exit) counterfoil and voucher remain within the Carnet.

At the time of exit:
• Presents the Carnet to foreign customs at the port of exit.
• Using the transit (exit) counterfoil, the customs officer must clearly indicate the item numbers (as declared in the General List in No. 1 of the “Clearance for Transit” and also completes the “Certificate of Discharge” No. 2 to 5 and signs and stamps No. 6.
• The transit (exit) counterfoil remains with the Carnet and must not be removed.
• Customs will also complete Section H f) to g) and date, sign and stamp the “Certificate of Discharge” on the transit (exit) voucher.
• Customs will then detach/retain the transit (exit) voucher.

When the transit is complete:
• Signature Section 7 of the transit (entry) counterfoil and Signature Section 6 of the transit (exit) counterfoil will have been completed by customs.
• These counterfoils will remain within the Carnet and must not be removed.
• The transit (entry/exit) vouchers will have been detached and retained by customs.
• All used counterfoil and unused counterfoil/vouchers (if any) must remain intact within the Front and Back Covers (green) of the Carnet, and must not be removed by the Customs, holders or their representative.
• All used vouchers will be detached and retained by the relevant customs authorities.

Return to UAE:
• Holders are to ensure the safe and immediate return of the Carnet to the Chamber after use.
• Upon return to UAE, the Carnet, together with all used counterfoil and any unused counterfoils/vouchers, must be returned, in due form, immediately after use, to Dubai Chamber of Commerce. (A record of counterfoil/voucher sheets issued is kept and any missing sheets will delay the discharge of the Carnet and security.)
• Holders are advised to keep a copy of the Carnet for their records.

11. Applicants Should Note:
• 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 the UAE and/or overseas authorities, they must obtain the approval/permit/license from the relevant controlling agency(ies) prior to exporting/importing their goods under a Carnet.
• 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 Carnet.
• 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.

• Holders/representatives are to ensure that they arrive early, as it is their responsibility to locate the customs office to process/verify/endorse the Carnet.

• 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.

• 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 only be 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.

• It is vital that all counterfoils are duly completed, verified, endorsed, signed, dated, and stamped by the relevant customs authorities to show what items have been cleared.

• Failure to obtain the proper/correct certifications of entry and exit from each country visited/transited may result in a claim involving payment of customs duty, tax or penalty. Regularizations of any irregularity will delay the discharge of the Carnet and security. A regularization fee will also be payable.

• Items not re-exported due to loss, theft, destruction or other reasons are subject to all applicable duties, taxes, and possible penalties.

• Once the Carnet has been issued, the list of goods shown on the General List on the back of the Front Cover (green) and all vouchers (yellow, white, and blue, if required in certain circumstances), and Continuation Sheets, if any, are not to be amended in any form whatsoever. Failure to comply with this regulation will result in delay in the discharge of the Carnet and the imposition of a further regularization fee.

• Please read the “Note on the Use of ATA Carnet” set out on the Inside Back Cover (green) of the Carnet.

12. Liability of ATA Carnet Holders

What happens if the goods covered by an ATA Carnet are not re-exported because they are destroyed, lost or stolen or, if the Carnet itself is destroyed, lost or stolen?

It is also important to bear in mind that if any goods covered by an ATA Carnet are destroyed, lost or stolen whilst in a foreign country, they will automatically become liable for customs duty, taxes, etc. This will be the liability of the ATA Carnet holder. In addition, the holder will also be responsible to the Chamber for any costs that the Chamber may incur in meeting its obligation as guarantor.

If the Carnet itself is destroyed, lost or stolen, a similar situation could well arise.

In either event, the ATA Carnet holder should immediately notify the local police/customs of the mishap and obtain in a covering statement from them.

13. Administration of ATA Carnet

ATA Carnet operations are administered by chambers of commerce in participating countries as a result of an international arrangement known as the ATA international guarantee chain administered by International Chamber of Commerce/World Chambers Federation (ICC/WCF) in Paris.
In UAE, the ATA Carnet scheme is administered by Dubai Chamber of Commerce & Industry, and ATA Carnets may only be obtained from the Chamber.

14. Application Procedure for an ATA Carnet

The procedure is straightforward and comprises of:

- Completion of the Official Application Form (and payment of the issuing fee). This contains a declaration in which applicants accept liability for non-repatriation of any goods and unconditional liability to reimburse all costs, etc. should the terms of the ATA Carnet be breached.
- The lodging of adequate security to cover duty, etc. This security is for an amount equal to the highest rate of duty and taxes applicable to the goods in any country destination and transit, if applicable, plus a further 30%.
- The Chamber will advise applicants of the amount of security required. The security must be given in one of the following forms:
  - Cash deposit to Chamber account
  - Cheque
  - Guarantee given by a bank in the Chamber’s specific format.
- All such provisions of security, whether by cash or guarantee, are required to be valid for a minimum of 31 months from the date of issue of the Carnet.
- When preparing the forms it should be borne in mind that, as with all customs documentation, they are completed correctly and in full.

The issued ATA Carnet will contain the following forms:

- A Front Green Cover, a series of yellow, white, and in certain circumstances, blue counterfoils and corresponding vouchers. The Front Green Cover and Vouchers are the forms and requirements which applicants must complete. The Counterfoils do not require completion by the applicant.
- When the Carnet is finally approved by the Chamber, it will also contain a Back Green Cover which does not require completion by the applicant.
- The ATA Carnet is neither complete nor valid without this Back Green Cover, and the Front Green Cover, which includes the official serial number, period of validity, and the date and signature of the issuing authority.

15. The Guarantee Period

The primary purpose of the ATA Carnet is to give an acceptable guarantee to the customs of a foreign country into which the goods are temporarily imported that all duties, taxes, etc. will be paid to them if the conditions under which they allow these goods into their country are breached. The Chamber and all the other foreign Chambers participating in the ATA Carnet system, provide this guarantee to the customs authorities. It therefore follows that the issuing Chamber must, in turn, receive the equivalent security from the ATA Carnet holder.

The 31-month guarantee period is essential, as this is the period during which the Chamber itself remains liable. There is, of course, no need for the security given to be “at risk” throughout this period. If an ATA Carnet is used, say, for 4 weeks and is returned to the Chamber without delay and found to be in order, a “conditional discharge” may, at the Chamber’s discretion, be given and the deposit/guarantee will be returned within a short time.
16. Processing Time for an ATA Carnet

From the time the ATA Carnet application is received by the Chamber, it will ordinarily take two working days to process the application and issue the ATA Carnet.

Please allow as much time as possible for the ATA Carnet to be issued-particularly during peak periods.

17. Cost of an ATA Carnet

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<th>Non-Member</th>
<th>AED 900</th>
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18. Reservation of the Chamber’s Rights

- The Chamber reserves the right to sight goods by an application for an ATA Carnet and to ask for any relevant documents to verify the declaration made.
- The issue of an ATA Carnet is at the unfettered discretion of the Chamber, and the Chamber reserves the right to decline to issue an ATA Carnet without assigning a reason for the exercise of the Chamber’s discretion.

19. Contact for Further Information

Dubai Chamber of Commerce and Industry
Tel 800 242 6237
Fax 00971 4 202 8204
Email atacarnet@dubaichamber.com
Website: www.dubaichamber.com