

# A GUIDE TO THE ATA CARNET



## WHAT IS AN ATA CARNET?

An ATA Carnet is an international customs document that provides duty and tax free customs clearance for temporary imports into foreign countries. ATA Carnets simplify the entry by eliminating the need to post some form of financial guarantee, i.e., a Temporary Import Bond. ATA Carnets are recognized in over 100 destinations for virtually all types of goods, whether hand-carried or cargo-shipped.

The ATA Carnet doesn't only reduce costs; it also facilitates customs clearance in both the U.S. and foreign countries and is valid on multiple trips for up to one year. It covers a broad range of merchandise including trade show booths, personal computers, satellites, industrial machinery, diagnostic equipment, jewelry, photographic and video equipment, repair tools, live animals, rare gems, vehicles and more. And there are no surprises! ATA Carnet fees are paid prior to your departure so you know the costs before you leave. An added bonus, the ATA Carnet can also be used in place of the U.S. CBP form 4455, Certificate of Registration, which allows you to register your goods with the U.S. CBP when traveling to non-ATA Carnet countries.

Obtaining an ATA Carnet is a quick and easy process. To set up an account visit CarnetsOnline™. Once your registration is complete, you will receive your login information and can easily obtain an ATA Carnet using Roanoke's online application system. Freight forwarders or customs brokers who prepare ATA Carnet applications can manage all of their clients under one account.

To start an application, you'll need to know the full legal name of the holder (the company that will be named on the ATA Carnet), the Tax ID or FEIN number, the physical address (ATA Carnets cannot show a P.O. Box) and holder contact information.

## MERCHANDISE COVERED ON AN ATA CARNET

ATA Carnets cover virtually all types of merchandise for commercial use, whether it's ordinary goods used in the course of business or whether it's something unique or exotic, such as a rare piece of art or live animals. Merchandise listed on an ATA Carnet typically fits into one or more of the three categories listed below.

Commercial Samples include any and all items which are temporarily imported for the purpose of demonstration or for the solicitation of orders. Examples might include a heart monitoring system, jewelry, fashion garments, pipes and fittings or goods to be exhibited at a foreign trade show or conference.

Professional Equipment are typically "tools of the trade" and include equipment or goods needed to work while in a foreign country. Examples

include equipment for the press or for television; scientific, mining, engineering, electrical, surgical, entertainment and sporting equipment, such as race cars and boats; and exhibition booths used to display merchandise at trade shows.

Exhibitions, Fairs, and similar cultural events include trade, industrial, agricultural or crafts exhibitions, as well as fairs, world events, exhibitions for a charitable purpose or to promote learning, crafts, scientific or cultural activity, or religious knowledge or worship.

The ATA Carnet covers temporary exports only; it cannot be used for goods that will be consumed in another country such as handouts or pamphlets, food items, plants or other perishables. Personal cars intended to be driven on public roads cannot go on an ATA Carnet.

## ATA CARNET BENEFITS

There are other ways the ATA Carnet can ease temporary importation. For example, an ATA Carnet is valid for up to one year and users can travel to as many ATA Carnet member countries as necessary during that period. In addition, partial and split shipments can be made. Since you don't have to take all of the merchandise listed on your General List on each trip, one ATA Carnet can cover the needs of several trips for different purposes.

Remember, however, that an ATA Carnet does NOT take the place of other Government agency requirements, licenses and permits. U.S. and foreign Government regulations specific to each respective country must be followed for both the export and Import.

## ATA CARNET BONDS

The USCIB generally requires a security/bond amount of 40% of the total General list value. Except when traveling to India, USCIB requires 55% of the General list value. In some cases where vehicles are traveling on an ATA Carnet USCIB requires 100% to 150% of the value of the security deposit.

The simplest way to provide security and avoid tying up your funds for up to 30 months is to obtain an ATA Carnet Bond from Roanoke. This reduces the time needed to process your ATA Carnet since it is possible for all information to be supplied during the ATA Carnet application process, ensuring quick and reliable processing. Merely select "Bond Process with Carnet" when completing your online application.

Roanoke has a longstanding history of working with sureties familiar with ATA Carnets and their purpose. This relationship allows Roanoke to obtain bonds other surety agents may not be able to place. Once all documents are completed and approved, same day processing is possible.

Bonds provided as a guarantee must be authorized by the U.S. Treasury Department, admitted in the State of New York, have an A.M. Best rating of A- or higher and be written in the language required by the USCIB. Cash deposits are also accepted, but may be held for up to 30 months during a claims Process.

## ATA CARNET CARGO INSURANCE

Roanoke offers an enhanced ATA Carnet Cargo Insurance program to insure your goods for the entire duration of your ATA Carnet. The policy is designed to cover losses not typically covered under a standard transit policy. Features of this policy include "All Risk" coverage for new and used goods, including transit to and from a foreign ATA Carnet member country. Coverage continues while the merchandise is in these countries and provides duty reimbursement in the event goods are lost or stolen. The policy also covers goods checked as luggage or hand-carried on a commercial airline. The deductible for Roanoke's policy is 1% of the General List value with a \$50 minimum. It is important to note that many cargo policies do not extend coverage for risks

## HOW TO CALCULATE THE FEE FOR AN ATA CARNET BOND

The premium, or fee for posting an ATA Carnet bond is typically one percent (\$10 per 1,000) of the required security amount shown on the bond or \$50, whichever is greater, however for India and General lists including vehicles the percentage is higher.

ATA Carnet travel to India: Bond must cover this percentage of Carnet value 55%.

General list with vehicles (for Corporations): Bond must cover the percentage of Carnet Value 100%.

General list with vehicles (Individual): Bond must cover the percentage of Carnet value 150%.

## HOW TO CALCULATE THE FEE FOR CARGO INSURANCE ON AN ATA CARNET

Your premium is based upon the value of your goods, as well as the number of times you will be making entries into foreign countries. The following breakdown shows typical premiums for ATA Carnet Cargo coverage.

1-3 visits or transits = Value of goods x .80%

4-7 visits or transits = Value of goods x 1.05%

8-11 visits or transits = Value of goods x 1.55%

12-15 visits or transits = Value of goods x 1.80%

A minimum premium of \$50 applies regardless of the value of the goods or the number of entries.

Rates may be subject to change.



## CARNET FEES

### Basic Fees

General List Value	
\$1 - \$9,999	\$255
\$10,000 - \$49,999	\$300
\$50,000 - \$149,999	\$365
\$150,000 - \$399,999	\$425
\$400,000 - \$999,999	\$480
Over \$1,000,000	\$545

If your list of goods continues beyond one page, there is a fee of \$12 per page after the first page. If more than four sets of vouchers/counterfoils are requested (U.S., foreign and transit combined) there is a fee of \$20 per additional set.

## EXPEDITED SERVICES

### Rush Processing

ATA Carnets can be issued and shipped for next day delivery based on receipt of final application and security. A \$75 rush processing fee will apply if your application is received before 4:00 p.m. Central Time and a \$100 fee will apply if your application is received between 4:00 p.m. and 5:00 p.m. Central Time.

### Same-Day Processing

In some cases, ATA Carnets can be issued and made available for pick-up at a local office on the same day the final application and security is received. A \$150 same-day processing fee will apply if your application is received before 4:00 p.m. Central Time and a \$200 fee will apply if your application is received between 4:00 p.m. and 5:00 p.m. Central Time. Arrangements must be made at the time the application is submitted by contacting your Roanoke Carnet Service Representative at 1-800-762-6653. Service is based upon availability at each local office.

## SHIPPING & HANDLING

### Handling & Standard Delivery

Shipped via Roanoke's FedEx account - \$20

### Handling Only

Your courier or arrange for pick-up at one of our offices - \$6

## ADDITIONAL SERVICES

General List Importation - \$50 and up

General List Change After Issuance\* - \$100

Counterfoil/Voucher Re-orders - \$80 per order, plus \$25 per set after four sets

Lost Carnet Document Coverage - \$35

Customs Authorization Letter - \$25

\* Available exclusively for ATA Carnets not yet validated by U.S. Customs

Taiwan, through a bilateral agreement with the United States, accepts a TECRO/AIT Carnet which Roanoke can also provide. If you will be traveling to Taiwan and other countries, you will need to obtain both an ATA Carnet and a TECRO/AIT Carnet for the same goods.

## THE ATA CARNET DOCUMENT

Your ATA Carnet consists of several sheets of colored paper. The green page is the cover page of the official document (U.S. ATA Carnets also have a protective outer folder). The yellow pages are for use in the United States, the white pages are for use in foreign countries and the blue pages are for use when transiting through a foreign country. A detailed set of instructions can be found on the inside of the ATA Carnet cover. If you're not sure how to use your ATA Carnet, contact your Roanoke Carnet Service Representative before your first trip.

## ATA CARNET FEES AND DELIVERY OF YOUR DOCUMENT

The U.S. Council for International Business (USCIB), under the authority of the Department of the Treasury and U.S. Customs and Border Protection, mandates the fees charged for an ATA Carnet issued in the United States. Basic fees are based upon the total value of the General List, the length of the General List and the number of counterfoils or vouchers requested.

Typically, processing and shipping will take place within two business days from the time your application is received. For those situations where time is critical, Roanoke will process your ATA Carnet and ship it overnight. In many cases, you can pick it up at a local office before the end of the day on which you submit your application.

ATA Carnet fees are based on the value of the ATA Carnet, the length of the General List and the delivery requirements. When calculating your fees, be sure to include any required security, bond premium or cargo insurance premium. For details, see information on ATA Carnet Bonds and ATA Carnet Cargo Insurance on the inside pages.

For your convenience, Roanoke accepts MasterCard, Visa, American Express and Discover. Contact your Roanoke Carnet Service Representative at 1-800-227-6387 to request payment by credit card. Roanoke also accepts checks and may be able to invoice clients with good payment histories.

## LEARN MORE

Roanoke can provide assistance with the application process, how to use an ATA Carnet and how to obtain a bond and ATA Carnet insurance. Roanoke can also provide training to educate you and your company on the benefits and uses of ATA Carnets.



1.800.ROANOKE



infospot@roanokegroup.com



www.roanokegroup.com

when not in transit.

Roanoke specializes in insurance for the international trade community and understands the unique exposures exporters face when moving goods on an ATA Carnet—this is why the ATA Carnet Cargo Insurance program works so well for our ATA Carnet clients. Comprehensive, flexible, responsive coverage and service are offered at a competitive price.

## LOST DOCUMENT COVERAGE

Replacing a lost ATA Carnet can result in costly replacement and delivery fees as well as lengthy delays. Purchasing lost document coverage at the time of your initial ATA Carnet application is a simple and inexpensive way to eliminate these potential risks. In the event your ATA Carnet document is lost or destroyed, a duplicate is quickly issued and shipped to you at no additional cost. Otherwise, standard basic fees apply.

## ATA CARNET COUNTRIES

Over 100 countries and their territories (shown to the right) currently accept ATA Carnets. Additional information about traveling in these countries, categories of goods accepted, possible restrictions, Guaranteeing Associations and more can be found on Roanoke's website at [www.roanokegroup.com/solutions/ata-carnets](http://www.roanokegroup.com/solutions/ata-carnets).

## TRAVELING IN THE EUROPEAN UNION

With the recent expansion of the European Union, traveling in Europe is even easier with an ATA Carnet. Your goods must clear customs only once when they enter the EU and once when they depart; your ATA Carnet does not need to be presented when traveling between EU countries. Your Roanoke Carnet Service Representative will be able to advise you on how best to select countries to keep your ATA Carnet manageable and control costs.

## USING A CARNET IN TAIWAN

### ATA CARNET SERVICE DEPARTMENT

1501 E. Woodfield Road, Suite 400W  
Schaumburg, IL 60173  
1-847-969-1420 or 1-800-762-6653  
1-847-517-2177 Fax  
[carnets@roanokegroup.com](mailto:carnets@roanokegroup.com)  
[www.CarnetsOnline.com](http://www.CarnetsOnline.com)

### ATA CARNET SERVICE TEAM

Candece Perry  
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### ATA CARNET MANAGEMENT

Kelli Milianti  
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## CARNET COUNTRIES

Albania	Corsica	India	Malaysia	Philippines	Sweden <sup>EU</sup>
Algeria	Croatia	Indonesia	Malta <sup>EU</sup>	Poland <sup>EU</sup>	Switzerland
Andorra	Curacao	Ireland <sup>EU</sup>	Martinique	Portugal <sup>EU</sup>	Tahiti
Antarctica	Cyprus <sup>EU</sup>	The Isle of Man	Mauritius	Puerto Rico	Taiwan*
Aruba	Czech Republic <sup>EU</sup>	Israel	Mayotte	Qatar	Tasmania
Australia	Denmark <sup>EU</sup>	Italy <sup>EU</sup>	Melilla	Reunion Island	Thailand
Austria <sup>EU</sup>	Estonia <sup>EU</sup>	Ivory Coast	Mexico	Romania <sup>EU</sup>	Tunisia
Bahrain	European Union	Japan	Miquelon	St. Barthelemy	Turkey
Bailiwick of Guernsey	Finland <sup>EU</sup>	Jersey (U.K.)	Moldova	St. Martin	United Arab Emirates
Balearic Islands	France <sup>EU</sup>	Kazakhstan	Monaco	St. Pierre	United Kingdom
Belgium <sup>EU</sup>	French Guiana	Korea	Mongolia	Saudi Arabia	United States
Bora Bora	French Polynesia	Latvia <sup>EU</sup>	Montenegro	Senegal	Wallis & Futuna Islands
Bosnia and Herzegovina	Germany <sup>EU</sup>	Lebanon	Morocco	Serbia	<sup>EU</sup> European Union Member
Botswana	Gibraltar	Lesotho	Namibia	Singapore	<sup>1</sup> Soon to Join
Bulgaria <sup>EU</sup>	Greece <sup>EU</sup>	Liechtenstein	Netherlands <sup>EU</sup>	Slovakia <sup>EU</sup>	* TECRO/AIT Carnet
Canada	Guadeloupe	Lithuania <sup>EU</sup>	New Caledonia	Slovenia <sup>EU</sup>	
Canary Islands	Guernsey	Luxembourg <sup>EU</sup>	New Zealand	South Africa	
Ceuta	Hong Kong	Macao	Norway	Spain <sup>EU</sup>	
Chile	Hungary <sup>EU</sup>	Macedonia	Pakistan	Sri Lanka	
China	Iceland	Madagascar	Peru	Swaziland	