

# ATA Carnet Countries

## Where can a Carnet be used?

Over 90 countries and their territories currently accept carnets.

- |                          |                        |                           |
|--------------------------|------------------------|---------------------------|
| 1. Algeria               | 34. India              | 66. Norway                |
| 2. Andorra               | 35. Iran               | 67. Poland                |
| 3. Australia             | 36. <i>Ireland</i>     | 68. <i>Portugal</i>       |
| 4. <i>Austria</i>        | 37. Isle of Man        | 69. Puerto Rico           |
| 5. Bailiwick of Guernsey | 38. Israel             | 70. Reunion Island        |
| 6. Balearic Isles        | 39. <i>Italy</i>       | 71. Romania               |
| 7. Belarus               | 40. Ivory Coast        | 72. Russia*               |
| 8. <i>Belgium</i>        | 41. Japan              | 73. St. Barthelemy        |
| 9. Botswana              | 42. Jersey             | 74. St. Martin            |
| 10. Bulgaria             | 43. Korea              | 75. St. Pierre            |
| 11. Canada               | 44. Latvia             | 76. Senegal               |
| 12. Canary Islands       | 45. Lebanon            | 77. Serbia                |
| 13. Ceuta                | 46. Lesotho            | 78. Singapore             |
| 14. China                | 47. Liechtenstein      | 79. Slovakia              |
| 15. Chile                | 48. Lithuania          | 80. Slovenia              |
| 16. Corsica              | 49. <i>Luxembourg</i>  | 81. South Africa          |
| 17. Croatia              | 50. Macao              | 82. <i>Spain</i>          |
| 18. Cyprus               | 51. Macedonia          | 83. Sri Lanka             |
| 19. Czech Republic       | 52. Malaysia           | 84. Swaziland             |
| 20. <i>Denmark</i>       | 53. Malta              | 85. <i>Sweden</i>         |
| 21. Estonia              | 54. Martinique         | 86. Switzerland           |
| 22. European Union       | 55. Mauritius          | 87. Tahiti                |
| 23. <i>Finland</i>       | 56. Mayotte            | 88. Taiwan**              |
| 24. <i>France</i>        | 57. Melilla            | 89. Tasmania              |
| 25. French Guiana        | 58. Miquelon           | 90. Thailand              |
| 26. French Polynesia     | 59. Monaco             | 91. Tunisia               |
| 27. <i>Germany</i>       | 60. Mongolia           | 92. Turkey                |
| 28. Gibraltar            | 61. Morocco            | 93. <i>United Kingdom</i> |
| 29. <i>Greece</i>        | 62. Namibia            | 94. United States         |
| 30. Guadeloupe           | 63. <i>Netherlands</i> | 95. Wallis-Futuna Islands |
| 31. Hong Kong            | 64. New Caledonia      |                           |
| 32. Hungary              | 65. New Zealand        |                           |
| 33. Iceland              |                        |                           |

Countries in *italics* are part of the European Union (EU).

\*The U.S. Council for International Business strongly recommends certain guidelines when traveling to Russia.

\*\*Taiwan, through a bilateral agreement with the United States, accepts TECRO/AIT Carnet.

# *The ATA Carnet*

## **What is a Carnet?**

A Carnet is an international customs document that provides duty-free customs clearance for temporary imports into foreign countries and can simplify entry by eliminating the need to post a Temporary Import Bond. Recognized in over 90 destinations, virtually all goods, whether hand carried or cargo shipped, are covered by Carnets.

But the Carnet doesn't only reduce costs; it also acts as a United States registration of goods 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. Carnet fees are paid prior to your departure so you know what the cost will be before you leave.

Roanoke Trade Services is an international insurance brokerage firm that has provided marine insurance and U.S. Customs Bonds for international shippers since 1935. Over twenty years ago, the United States Council for International Business appointed Roanoke Trade as a national service provider of Carnets. With nine service offices nationwide, we have the resources to provide you with a carnet in as few as 24 hours – sooner in some cases – and have service professionals that can answer your questions quickly and accurately.

## **Other Benefits of using a Carnet**

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

## **Are There Countries Where I Might Not be Able to Use a Carnet?**

While many countries accept Carnets, not all countries are member of the Carnet Convention. Some destinations that DO NOT ACCEPT Carnets\* include:

All countries in South and Central America; the UK Virgin Islands or Tortola and Roadtown; The U.S. Virgin Islands of St. Croix, St. John and St. Thomas; and the Caribbean Islands of Anguilla, Aruba, Antigua/Barbuda, Bahamas, Barbados, Bermuda, Cayman Islands, Dominica, Grenada, Jamaica, Netherlands Antilles, St. Kitts-Nevis, St. Lucia, St. Vincent Grenadines, Trinidad & Tobago, and Turks & Caicos Islands.

\* It is possible that carnets may be accepted in these and other countries. The USCIB, however, will not guarantee their acceptance as a temporary importation.

## Merchandise Covered on a Carnet

**Commercial Samples** – Commercial samples includes any and all items which are temporarily imported for the purpose of being shown or demonstrated for the solicitation of orders. Examples might include a heart monitor system, pipes and fittings, or goods to be exhibited at a foreign trade show.

**Professional Equipment** – This category is typically “tools of the trade” and includes equipment or goods needed to work while in a foreign country. Examples include equipment for the press or for television; engineering, electrical, surgical, entertainment and sporting equipment; and exhibition booths used to display merchandise.

**Exhibitions and Fairs** – This category includes trade, industrial, agricultural or crafts exhibitions as well as fairs, exhibitions for a charitable purpose or to promote learning, crafts, scientific or cultural activity, or religious knowledge or worship. Carnets issued for this category do not include exhibits in shops for the purpose of selling goods.

In addition to the above categories, Carnets can also be issued for specific equipment, private or commercial road vehicles, aircraft and pleasure boats. Because the Carnet covers temporary exports only, it cannot be used for goods that will be consumed in another country such as hand-puts or pamphlets, food items, plants, or other perishables.

## Other Export Documents

Remember, however, that a carnet does NOT take the place of other specific export documents and licenses that may be required by the U.S. Government and that customs and governmental regulations specific to respective countries must be followed.

## Applying for a Carnet

You can apply for a carnet via the internet by visiting **CarnetsOnline.com**. Or Roanoke Trade can provide you with a free copy of Carnet Voyager, the software application that allows you to apply for a Carnet via e-mail. Carnet applications can also be completed on paper and mailed or faxed to your nearest issuing office. For more information visit **CarnetsOnline.com** or contact your nearest Roanoke Trade office at 1-800-CARNETS.

# *A Guide to Your ATA Carnet*

## **Sections in Your Carnet**

*The Green Registration Sheet* / This is the first sheet in the Carnet booklet acts as the registration of your goods. This sheet must be validated by U.S. Customs prior to the initial transport of the goods.

*Certificates* / The certificates are issued in sets of two. One page in a set must be validated by Customs each time the merchandise on the Carnet enters or departs a country. This allows sets to be matched up as proof that merchandise that entered a country also left the country and vice versa. The number of sets of certificates in a Carnet depends upon the number of entries and/or trips you intend to take.

**Yellow certificates** are for exportation and re-importation into the country of origin. Customs authorities in the country where the goods originated do NOT need to detach vouchers from the Carnet because it is not necessary to retain a receipt.

**White certificates** are for importation and re-exportation from the countries you visit. Customs officials in foreign countries where the goods are being temporarily imported must detach vouchers because it is necessary to retain a receipt as proof that the goods have come into the country and then left the country.

**Blue transit** certificates are used to pass through countries en route to a country of destination.

Shaded areas on the Registration, Counterfoil and Voucher sheets are completed by Customs. All other areas are completed by the Authorized Representative or Holder.

*The General List* / The General List is the list of goods covered by your Carnet. The original General List must be attached to the back of the Green Registration sheet and must not be altered once the registration sheet has been validated by U.S. Customs. Copies of the General List must be made and attached to each voucher. If you are traveling with a partial shipment, draw a line through items which are not being taken on that particular trip. This should only be done on the copy attached to the voucher, NEVER on the original.

## **Potential Claims Situations**

If goods listed on your Carnet end up remaining in a foreign country, the holder is responsible for the payment of duty, taxes and any penalties which may be assessed. The holder must have item #3 signed by Customs on the re-exportation counterfoil as evidence that duty, taxes, and penalties were paid.

# What needs to be completed in Order to Receive a Carnet?

To obtain a Carnet, you can visit **CarnetsOnline.com** to apply on-line, obtain Carnet Voyager software or obtain paper applications in .PDF format. Three things are required: your General List, your Application and Security, which is usually in the form of a bond. All three can be completed electronically via **CarnetsOnline.com** or with Carnet Voyager software or on paper. For assistance with your application you can contact your nearest issuing office by dialing 1-800-CARNETS or by calling directly.

## Issuing Offices

**Chicago** / 1501 Woodfield Road, Suite 302N / Schaumburg, IL 60173  
Tel: 800-762-6653 / Fax: 847-969-8200

Carnet Representative: Rik Neu [rneu@roanoketrade.com](mailto:rneu@roanoketrade.com)  
Carnet Representative: Annette Pena [apena@roanoketrade.com](mailto:apena@roanoketrade.com)

**Los Angeles** / 100 West Broadway, Suite 100 / Long Beach, CA 90802  
Tel: 800-421-9324 / Fax: 562-590-9564

Carnet Representative: Norma Menjivar [nmenjivar@roanoketrade.com](mailto:nmenjivar@roanoketrade.com)

**Miami** / 7205 N.W. 19<sup>th</sup> Street, Suite 104 / Miami, FL 33126  
Tel: 800-468-5467 / Fax: 305-592-9537

Carnet Representative: Lucy Mejia [lmejia@roanoketrade.com](mailto:lmejia@roanoketrade.com)

**New York** / 61 Broadway, Suite 2700 / New York, NY 10006  
Tel: 888-571-1675 / Fax: 212-747-1948

Carnet Representative: Cymantha Veitch [cveitch@roanoketrade.com](mailto:cveitch@roanoketrade.com)

## Service Offices (pre-arranged pick-up service based on availability)

**Baltimore** / 798 Kenilworth, Suite 123 / Towson, MD 21204  
Tel: 800-762-6653

**Boston** / 167 Milk Street, Suite 523 / Boston, MA 02109  
Tel: 800-762-6653

**Charleston** / 385 Meeting Street, Suite 115 / Charleston, SC 29403  
Tel: 800-762-6653

**Houston** / 5112 Morningside / Houston, TX 77005  
Tel: 800-468-5467

**San Francisco** / 425 California Street, Suite 700 / San Francisco, CA 94104  
Tel: 800-762-6653

**Seattle** / 43-126 SW 148<sup>th</sup> Street, Suite C100 / Seattle, WA 98166  
Tel: 800-762-6653

## Corporate Office

### Roanoke Trade Corporate Office

1501 East Woodfield Road, Suite 302N / Schaumburg, IL 60173 / Tel: 800-762-6653 / Fax: 847-969-8200

#### Carnet Product Manager

Cam Sells / [csells@roanoketrade.com](mailto:csells@roanoketrade.com)

#### Carnet Business Development Manager

Mavis Walpole / [mwalpole@roanoketrade.com](mailto:mwalpole@roanoketrade.com)

#### Replacement Carnets

Rik Neu / [rneu@roanoketrade.com](mailto:rneu@roanoketrade.com)

#### Technical Support and Customer Service

Shannon Strock / [ssrock@roanoketrade.com](mailto:ssrock@roanoketrade.com)

# *Carnet Bonds*

## **Why Should I Obtain a Carnet Bond?**

Prior to issuance of a carnet, each applicant must furnish the U.S. Council for International Business with security in the amount of 40 percent of the total value of all items on the General List form. Vehicles typically require 100 percent (sometimes even 150 percent) security.

Although this requirement can be met with a cash deposit, your funds could be held for up to 30 months during a claims process. The simplest way to provide the above mentioned security is to obtain a surety bond. Roanoke Trade makes the process easy by being able to process your bond with your Carnet application thereby reducing the time needed to process your carnet.

Advantages to obtaining a Carnet bond through Roanoke Trade include:

**Save time with “one-stop shopping.”** All paperwork for your bond can be faxed or sent electronically to ensure quick reliable processing.

**Your Carnet can be processed immediately and sent same day if necessary.** Bonds obtained through other sureties need to be in our hands before a Carnet can be released.

**Our Carnet Service Representatives understand the complexities of underwriting a Carnet bond and our underwriters understand Carnets.** Other sureties are often unfamiliar with the Carnet system and the unique underwriting needs of the bonds.

**We can work directly with our underwriters to place difficult bonds.** Because Roanoke Trade has a low claims history with our underwriters, we can often handle bonds that other sureties can't underwrite.

If you prefer, you may submit a bond from an alternate surety provided that the surety is authorized by the U.S. Treasury department, admitted in the States of New York, and the bond is written in the language required by the U.S. Council for International Business (USCIB).

### ***Calculating the Carnet Bond Amount and Premium***

The premium for posting a Carnet bond is one percent (1%) of the amount (\$10 per \$1,000) or a minimum of \$50, whichever is greater. Submission of financial information or service fees may be required. You can reach your nearest Carnet Service Bureau at 1-800-CARNETS if you have questions.

	40 percent security	100 percent Security (for a vehicle)
Total General List value	\$20,000.00	\$20,000.00
Percentage of security required	x 40%	x 100%
Bond amount ("in the amount of...")	8,000.00	\$20,000.00
Premium percentage on bond amount	x 1%	x 1%
Bond premium payable	80.00	\$200.00

Please note that if the applicant is an individual, sole proprietorship or partnership, financial information may be required.

All bond premiums, insurance premiums (if applicable), and Carnet application fees may be totaled into one check made payable to: The United States Council for International Business (USCIB). For your convenience, major credit cards are accepted.

U.S. \$

19

of this **FIRST** of Exchange (Second unpaid)

Pay to the Order of

United States Dollars

1

for Value received and charge the same to account of

To

No.

Authorized Signature

Date

Gentlemen:

We enclose Draft Number \_\_\_\_\_ and documents below

for collection,

for

for payment/negotiation under L/C

BILLS OF LADING	B/L COPY	COMM. INV.	INS. CTF.	CTF. ORIG.	CONS. INV.	PKNG. LIST	WGT. CTF.	OTHER DOCUMENTS

Please handle in accordance with instructions marked "X"

- Deliver all documents in one mailing.
- Deliver documents in two mailings.
- Deliver documents against payment if sight draft, or acceptance if time draft.
- All charges for account of drawee.
- Do not waive charges.
- Protest for non-payment / non-acceptance
- Do not protest.
- Present on arrival of goods.
- Advise non-payment / non-acceptance by airmail / cable giving reasons.
- Advise payment / acceptance by airmail / cable

IN CASE OF NEED refer to:

Name \_\_\_\_\_

Address \_\_\_\_\_

who is empowered by us:

- a  To act fully on our behalf, i.e., authorize reductions; extensions, free delivery, waiving of protest, etc.
- b  To assist in obtaining acceptance or payment of draft, as drawn, but not to alter its terms in any way.

OTHER INSTRUCTIONS:

Please refer all questions concerning this collection to:

Shipper

Freight Forwarder:

Authorized Signature

# *Carnet Marine Insurance*

## **What can Carnet Marine Insurance Offer That My Policy Can't?**

Although you may have an insurance policy for your goods, it's always a good idea to verify exact coverage. An enhanced Carnet Marine Insurance program is now offered through Roanoke Trade and will cover your goods for the entire duration of your Carnet. Features of this policy include:

**“All Risks” coverage for New and Used Goods.** A commercial package policy must include special coverage language to cover your merchandise while it's in a foreign country. Also, most open cargo marine insurance policies don't cover Used Goods for “All Risks” Used Goods are normally only covered on a total loss basis.

**Our rates include transit to and from the foreign Carnet member country or countries as well as the time that your merchandise is in those countries.** An open cargo marine insurance policy typically doesn't cover goods beyond 30 days of arrival in a foreign country. Even if it does, it is often at an additional charge since most open cargo policies cease coverage at the port of discharge. Rates on an open cargo marine policy are based on one-way transit only. Our rates include the round trip transit as well as storage, exhibition and foreign in-land transit.

**Our policy includes duty reimbursement in the even goods area lost or stolen in a foreign Carnet member country.** A Holder is obligated to foreign customs to pay duty and taxes even if the goods are lost or stolen. This policy will cover these expenses.

**Carnet goods checked as luggage or hand carried on a commercial airline, are covered.** Typically this type of coverage must be endorsed to a commercial package policy under the transit and coverage section.

At Roanoke Trade we specialize in insurance for the international trade community. We know and understand your exposures, which is why our cargo insurance program works so well for our Carnet clients. We offer comprehensive, flexible, responsive coverage and service at a competitive price.

## **Calculating your Carnet Marine Insurance premium**

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 our Carnet Marine Coverage.

1-3 visits or transits:	.80%	x	Value of goods	=	Flat premium*
4-7 visits or transits:	1.05%	x	Value of goods	=	Flat premium*
8-11 visits or transits:	1.55%	x	Value of goods	=	Flat premium*
12-15 visits or transits:	1.8%	x	Value of goods	=	Flat premium*

\*A minimum premium of \$50 applies regardless of the value of the goods or the number of entries. Rates are subject to change without notice.

All insurance premiums, bond premiums (if applicable), and Carnet application fees may be totaled into one check made payable to: The United States Council for International business (USCIB). For your convenience, major credit cards are accepted.

For more information about insurance, contact your Carnet Service Representative at 1-800-CARNETS.

## *Carnet Fee Schedule*

### **Applications Submitted through CarnetsOnline.com or by e-mail using Roanoke Trade's Carnet Voyager software:**

Basic Processing Fee	
<b>General List Value</b>	<b>Basic Fee</b>
Under \$50,000	\$200
\$50,000 and over	\$250

#### 24 Hour Expedited Service

Electronic applications received before 4 PM CT will be processed within 24 hours at no additional charge. 24 hour service for applications received between 4-6 Pm CT is \$50. Application information must be in acceptable form in order for a Carnet to be processed.

### **Shipping and Handling**

Shipping & Handling Fee: Domestic Overnight, AM Arrival	\$20
Handling Fee: Via your Courier or Messenger	\$6

### **Other Fees**

\$5 for each set of certificates over the first eight  
 \$5 for each Continuation Sheet needed for your General List.  
 \$100 Country Surcharge on Carnets for China.

### **Obtaining Software**

The most up-to-date version of **Carnet Voyager** software for Windows can be downloaded free at **CarnetsOnline.com**. You can also request a copy on CD by calling 800-762-6653, ext. 411 or by e-mailing us at [carnets@roanoketrade.com](mailto:carnets@roanoketrade.com).

Applications can also be submitted by fax or mail using the following fee schedule. The normal processing time for such applications is five business days. Faxed or mailed applications requiring expedited service (less than five business days) will incur additional fees for expedited service as noted below. Shipping, handling and other fees will also apply.

#### Basic Processing Fee for Faxed/Mailed Applications

<b>General List Value</b>	<b>Basic Fee</b>
Under \$5,000	\$120
\$5000 - \$14,999	\$150
\$15,000 - \$49,999	\$175
\$50,000 - \$199,999	\$200
\$200,000 - \$499,999	\$225
\$500,000 and over	\$250

#### Expedited Service Options for Faxed/Mailed Applications

<b>Time Frame</b>	<b>Expedite Fee</b>
Same Day	\$150
24 Hours	\$100
48 Hours	\$75
72 Hours	\$55
96 Hours	\$35