

STEPS TO FOLLOW/WHERE TO SIGN AN ATA CARNET – KEY POINTS!

DEFINITIONS

Counterfoils: These forms confirm movement of goods from one country to another and must remain in the carnet at all times.

Vouchers: These forms confirm movement of goods from one country to another and must be kept by the relevant customs authorities for their records.

Yellow = for use by Canada Customs. White (& Blue when transiting) = for use by foreign customs. Must be used in sequence, i.e. Exportation *Counterfoil* No. 1 with Exportation *Voucher* No. 1, etc.

CARNET HOLDER	CANADA BORDER SERVICES OFFICER	FOREIGN CUSTOMS INSPECTOR
UPON RECEIPT OF CARNET . . .		
<ul style="list-style-type: none"> Ensure sufficient counterfoils and vouchers for the # of trips planned. If itemized list is not printed on the back of the vouchers, ensure a copy is available to be attached to the reverse side (as shown on Set #1) prior to presenting your Carnet for validation to respective customs authorities. 	N/A	N/A
PRIOR TO OR WHEN LEAVING CANADA . . . FRONT GREEN COVER VALIDATION		
<ul style="list-style-type: none"> Sign the front green cover where indicated 'Signature of Holder' (lower right-hand box) AND the back of the green cover at the bottom where indicated 'Signature of Holder'. <p>Present the Carnet for validation to Canada Customs. (All goods should be available for inspection. You can then travel with selected items.)</p> <p>IMPORTANT – Failure to have the Carnet properly validated by Canada Customs prior to departure may result in its rejection by foreign authorities.</p>	<ul style="list-style-type: none"> Complete, sign, date and stamp Section H (lower left-hand box) titled "Certificate by Customs at Departure". 	N/A
WHEN LEAVING CANADA . . . referred to as an 'EXPORTATION' . . . Present yellow counterfoil & voucher to Canada Customs per instructions below.		
<p>Counterfoil</p> <ul style="list-style-type: none"> No action required by Carnet Holder except to ensure proper item numbers are listed at No. 1 by Canada Customs. <p>Voucher</p> <ul style="list-style-type: none"> Complete sections A-F of the exportation voucher, then date and sign it (below the shaded box). <p>Present Carnet for validation of exportation counterfoil and voucher by Canada Customs.</p>	<p>Counterfoil</p> <ul style="list-style-type: none"> Complete next available exportation counterfoil on the exportation/re-importation sheet; date, sign and stamp it. <p>Voucher</p> <ul style="list-style-type: none"> Complete Section H of exportation voucher; date, sign and stamp it (shaded area titled "For Customs Use Only"). Remove the voucher and keep it for your records. <p>IMPORTANT – complete Section H b) of the re-importation voucher of the matching set so that customs documenting the re-importation knows where to send that voucher for matching with the relevant exportation.</p>	N/A
WHEN ENTERING A FOREIGN COUNTRY . . . referred to as an 'IMPORTATION' . . . Present white counterfoil & voucher to foreign customs per instructions below.		
<p>Counterfoil</p> <ul style="list-style-type: none"> No action required except to ensure proper item numbers are listed at No. 1 by foreign customs. <p>IMPORTANT - Be sure to comply with the "Final Date for Re-Exportation" stated at No. 2 (if any) of the counterfoil.</p> <p>Voucher</p> <ul style="list-style-type: none"> Complete sections A-F of the importation voucher, then date and sign it (below the shaded box). <p>Present Carnet for validation of importation counterfoil and voucher by foreign Customs.</p>	N/A	<p>Counterfoil</p> <ul style="list-style-type: none"> Complete next available importation counterfoil on the importation/re-exportation sheet; date, sign and stamp it. <p>Voucher</p> <ul style="list-style-type: none"> Complete Section H of importation voucher; date, sign and stamp it (shaded area titled "For Customs Use Only"). Remove the voucher and keep it for your records. <p>IMPORTANT – complete Section H e) of the re-exportation voucher of the matching set so that customs documenting the re-exportation knows where to send that voucher for matching with the relevant importation.)</p>

CARNET HOLDER	CANADA CUSTOMS INSPECTOR	FOREIGN CUSTOMS INSPECTOR
WHEN LEAVING A FOREIGN COUNTRY . . . Referred to as a 'RE-EXPORTATION' . . . Present white counterfoil & voucher to foreign customs per instructions below.		
<p><u>Counterfoil</u></p> <ul style="list-style-type: none"> No action required except to ensure proper item numbers are listed at No. 1 by foreign customs. <p>IMPORTANT – You must account for ALL items that entered a foreign country.</p> <p><u>Voucher</u></p> <ul style="list-style-type: none"> Complete sections A-F of the re-exportation voucher, then date and sign it (below the shaded box). <p>Present Carnet for validation of re-exportation counterfoil and voucher by foreign Customs.</p>	N/A	<p><u>Counterfoil</u></p> <ul style="list-style-type: none"> Complete next available re-exportation counterfoil on the importation/re-exportation sheet; date, sign and stamp it. <p><u>Voucher</u></p> <ul style="list-style-type: none"> Complete Section H of re-exportation voucher; date, sign and stamp it (shaded area titled "For Customs Use Only"). Remove the voucher and forward it to the Customs office listed in H e).
WHEN RETURNING TO CANADA . . . Referred to as a 'RE-IMPORTATION' . . . Present yellow counterfoil & voucher to Canada Customs per instructions below.		
<p><u>Counterfoil</u></p> <ul style="list-style-type: none"> No action required by Carnet Holder except to ensure proper item numbers are listed at No. 1 by Canada Customs. <p>IMPORTANT – You must account for ALL items that left Canada. This is your last line of defense against claims.</p> <p><u>Voucher</u></p> <ul style="list-style-type: none"> Complete sections A-F of the re-importation voucher, then date and sign it (below the shaded box). <p>Present Carnet for validation of re-importation counterfoil and voucher by Canada Customs.</p>	<p><u>Counterfoil</u></p> <ul style="list-style-type: none"> Complete next available re-importation counterfoil on the exportation/re-importation sheet; date, sign and stamp it. <p><u>Voucher</u></p> <ul style="list-style-type: none"> Complete Section H of re-importation voucher, date, sign and stamp it (shaded area titled "For Customs Use Only"). Remove the voucher and forward it to the Customs office listed in H b). 	N/A
WHEN STOPOVER IN A FOREIGN COUNTRY. . . Referred to as a 'TRANSIT'. . . <u>If required</u>, present blue counterfoil & voucher to foreign customs per instructions below.		
<p><u>Counterfoils</u></p> <ul style="list-style-type: none"> No action required by Carnet Holder except to ensure proper item numbers are listed at No. 1 of the counterfoils by foreign customs. <p>IMPORTANT - Be sure to comply with the "Final Date for Re-Exportation" stated at No. 2 (if any) of the counterfoil.</p> <p><u>Vouchers</u></p> <ul style="list-style-type: none"> Complete sections A-F of both transits, then date and sign them (below the shaded box). <p>Present Carnet for validation of transits by foreign customs.</p>	N/A	<p><u>Counterfoils</u> <u>At the time of entry</u> (Use two foils)</p> <ul style="list-style-type: none"> Complete and stamp the sections of the counterfoils titled "Clearance for Transit", indicating which goods have entered, the port to which the goods are being dispatched, and the final date that the goods must exit that port. <p><u>At the time of departure</u> (Close both foils)</p> <ul style="list-style-type: none"> At the port of discharge, complete and stamp the sections titled "Certificate of Discharge". <p><u>Voucher</u> <u>At the time of entry</u></p> <ul style="list-style-type: none"> Complete and stamp Section H of the first voucher. Complete Section H e) of the second voucher so that customs documenting the discharge knows where to send that voucher (if applicable) for matching with the relevant transit. Remove the first voucher. <p><u>At the time of departure</u></p> <ul style="list-style-type: none"> Complete and stamp Section H of the second voucher. Remove the second voucher to later be matched with the first.

IT IS IMPORTANT THAT ALL OF THE ABOVE STEPS BE COMPLETED. Failure to do so may result in loss (partial or full) of Holder's security deposit.

Upon completion of the last trip or expiration of the Carnet,
Holder **must** return the Carnet with all counterfoils/vouchers (used and unused) to the **office of issue** or to:
The **Canadian Chamber of Commerce**
360 Albert Street, Suite 420, OTTAWA, Ontario K1R 7X7

Questions can be directed to a regional Carnet Services Representative or to Carnet Headquarters at 613-238-4000.