

## ATA CARNET - HOW TO COMPLETE THE GENERAL LIST OF GOODS

The General List must be comprehensive in its information i.e.

- The list must be individually itemised, detailed and valued. The value in column 5 **must** reflect the true commercial value in the UK and at least a total weight must appear on the General List.
- Goods comprising several separate parts (including spare parts and accessories) may be given a single item number. If so, the nature, the value and, if necessary, the weight of each separate part shall be entered in column 2 and only the total weight and value should appear in columns 4 and 5
- Items answering to the same description may be grouped provided that each item so grouped is given a separate item number. If the items grouped are not of the same value, description or weight their respective values, and, if appropriate, weights shall be specified in column 2
- Packing List terminology such as "Box of", "Box containing", "Assorted", "Various", "Accessories" and liberal use of the phrase "set of" (other than for cables) cannot be used as part of the description of goods, as they do not clarify what is actually being taken. The only instances where packaging information could be used is in the format of sub-headings within the list (i.e. not as an actual item).
- There must be a total value in words and figures (preferably sterling) - or if in another currency the sterling equivalent must be inserted.
- There should be a statement: "Goods In Free Circulation" i.e. the goods have been produced in the UK or, on importation into the UK, have paid all relevant duties.
- There should be no consumables i.e. perishable goods.
- The country of origin must be completed in the two-digit ISO code.

### EXAMPLE OF A CORRECT LIST

CARNET A.T.A.		LISTE GÉNÉRALE/GENERAL LIST			A.T.A. CARNET	
N° d'ordre/ Item No	Désignation commerciale des marchandises et, le cas échéant, marques et numéros/ Trade description of goods and marks and numbers, if any	Nombre de pièces/ Number of pieces	Poids ou volume/ Weight or Volume	Valeur*/ Value*	Pays d'origine**/ Country of origin**	Réserve à la douane/ For Customs Use Marques d'identification/ Identification marks
1	2	3	4	5	6	7
1/2	Camera (body), Canon EOS-1 s/n. 1234, 3456	2	1 kg	£5,000	MY	
3/5	Lens 80-200mm, Canon s/n. 65670, 24315, 65440	3	3 kg	£3,000	JP	
6/7	Lens 35-300mm, Ricoh, s/n. A343434, A765567	2	2 kg	£10,250	KR	
8/11	Tripods for camera, Sachler (nsn)	4	12 kg	£8,250	DE	
12/13	Battery charger, BASF, s/n. 88777, 888767	2	4 kg	£2,000	DE	
14	NEXT black silk cocktail dress. Size 12	1	1 kg	£250	FR	
15/16	Video screens (nsn) 400x255cm	2	95 kg	£150,000	TW	
17/26	RCA to Phono Connectors, s/n. 1 to 10	10	0.5 kg	£20,000	TW	
27	Emerald and Diamond bracelet. 9ct yellow gold, D: 4.6ct, E: 6ct.	1	200 g	£2,250	IN	
28	Tool kit (20 pieces)	1	5 kg	£250	CN	
29/30	Microphone beams, AK-49, s/n Q98765, Q98555	2	4 kg	£10,000	RU	
31	Dell PC comprising: System unit s/n x11234 (£400) Monitor HP L1906 s/n 12345 (£150) Keyboard HP SK-2880 s/n B554754x (£20)	1	10kg	£570	IE	
1/31	<b>Two hundred and eleven thousand, eight hundred and twenty pounds sterling</b> <b>Goods in free circulation</b>	31	137.70 kg	£211,820		

## EXAMPLE OF INCORRECT LIST

CARNET A.T.A.		LISTE GÉNÉRALE/GENERAL LIST				A.T.A. CARNET
N° d'ordre/ Item No	Désignation commerciale des marchandises et, le cas échéant, marques et numéros/ Trade description of goods and marks and numbers, if any	Nombre de pièces/ Number of pieces	Poids ou volume/ Weight or Volume	Valeur*/ Value*	Pays d'origine**/ Country of origin**	Réservé à la douane/ For Customs Use Marques d'identification/ Identification marks
1	2	3	4	5	6	7
1	Camera (body), Canon EOS 1 s/n. 1234, 3456	2	1 kg	£5,000	MY	
2/4	Lens 80-200mm, Canon s/n. 65670, 24315, 65440	3	3 kg	£3,000	JP	
5/6	Lens 35-300mm, Ricoh, s/n. A343434, A765567	2	2 kg	£10,250	KR	
7/10	Various tripods, Sachler	4	12 kg	£8,250	DE	
11/12	Battery charger, BASF, s/n. 88777, 888767	2	4 kg	£2,000	DE	
13	Softie	1	1 kg	£250	DE	
14/15	Video screens (no numbers) 400x255cm	2	95 kg	\$ 150,000	TW	
16/17	Tripods for video screens (nsn)	2	25 kg	£20,000	TW	
18	Connectors, s/n. 1 to 10	1	2 kg	£2,250	EC	
19/20	AK-49, s/n Q98765, Q98555	2	4 kg	£10,000	RU	
21	Box of carpet rolls and floor panels	1	1 kg	£100	CN	
1/21	Photo-video equipment and accessories	22 pcs.				

Errors on the above list are:

- numbering in column 1
- (7/10) only identical items can be grouped together on the same line
- (13) item has not been described in sufficient detail
- (14/15) currency inconsistent with the rest of the document
- (18) numbering in column 3 (and subsequently column 1) incorrect
- (19/20) commercial / generic description of item required as well
- 21) cannot itemise as "box of" or "bag of". Contents must be itemised instead. In this case Carpet rolls (stating length) and floor panels (stating dimensions) would have to be itemised on separate lines and correct quantities stated.
- Need total value for weight and value. Also value in words
- Packing List terminology such as "Box of", "Box containing", "Assorted", "Various" cannot be used as part of the description of goods as they do not clarify what is actually being taken. The only instances where packing information could be used is as sub-headings within the list (i.e. not as an actual item).
- Exception to the rule:
  - Cables – it is permissible to itemise cables as a set (as opposed to showing individual cables)
  - Toolbox – weight **must** be shown; if the value of the toolbox is higher than £150 then number of pieces must be shown in the description (toolbox can only contain hand tools – any electrical items would have to be itemised individually).