

### YOUR ATA CARNET - A GUIDE





#### Green Front Cover

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	(Before completing the Carnet, please read Notes on A. HOLDER AND ADDRESS / Titulaire et adresse	cover page 3 / Avant de remplir le	e carnet, lire la notice en page 3 de l	servé à l'association émettrice	
CARN	Dynamic Dox Limited Unit 1, Trident Industrial Estat Blackthorne Road, Colnbrook, Berkshire, SL3 OAX	Number of co	ntinuation sheets:		
ET	B. REPRESENTED BY* / Représenté par*	LONDON CHA	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON ECAR 1AP		
T	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL /	c) VALID UNTIL / Valable jusqu'au *		
A	marchanuses	year année	month	day (inclusive) jour (inclus)	
	COCCH REPUBLIC (CZ) COCCH	protection in the event of it vertishable or consumable its oad; and foreign goods tern A POSSIBLE MONETAF to type of goods (commercial the overall validity pariod of be held responsible for intries/Customs territion	subsequently going missing.) miss; goods for processing or porarily imported into the UK Y CLAIM make sure that y all samples; exhibition/trade fa one year. compliance with the laws fes of importation. / A ch fe depart et des pays / territi	repair; postal traffic; goods to be under a Customs Temporary ou can meet the Customs time ir goods; or professional is and regulations of the troe pour le litulaire et son	
	ALCENTIFICATE DE COSTONS AT DEPARTONE     Attestadon de la douare, au départ     (a) Identification marks have been affixed as indicagainst the following items Notgo, of the Gener Apposé les marques d'identification mentionnées regard du (des) numéro (s) d'ordre suivant(s) de la	al List dans la colonne 7 en	Association stam timbre de l'associa	o / Signature du délégué et ion émettrice	
	b) GOODS EXAMINED* / Vérifié les marchandises* Yes / Oui No / Non	1	Place and Date of Lieu et date d'émis	Issue (year/month/day) sion (année/mois/jour)	
	c) Registered under Reference No.*  Enregistré sous le numéro*	_\_/			

- Your official list is either attached to, or printed on the back of this sheet and must not be amended – unless amendments are stamped and signed by customs.
- When leaving the UK, customs must stamp box "H" in the bottom left hand corner, this validates your Carnet. (see below)





# Yellow Counterfoil

A.T.	A. (	CARNET / CARNET	A.T.A. CARNET No	/ Carnet Nº GB/LO	
E	E	The goods described in the Ge Les marchandises énumérées à	neral List under Item No(s). In liste générale sous le(s) N <sup>est</sup>		have evented
X P O R	XPOR	Final date for duty-free re-importation     Date limite pour la réimportation	ortation en franchise		have been exported ont #16 exportées
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1 0 N	1 0 N				
Count 1 Sou No./	erfoil the	4.	5.	6 Date (very (recently/day)	Classive and Classe
Peo.		Customs Office Bureau de douane	Place Lieu	Date (year/month/day) Date (année/mols/jour)	Signature and Stamp Signature of Simbre
R E	REI	The goods described in the Ge Les marchandises énumérées à	neral List under Item No(s). la liste générale sous le(s) N <sup>est</sup>		
M P O	M P O	which were temporarily export exportées temporairement sous	ed under cover of exportation v couvert du (des) volet(s) d'exporta	oucher(s) No(s)	of this Carnot have been re-import du présent carnet ont été réimportée.
RTA	RTA	2. Other remarks* / Autres mention	ns*		6.
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Count	erfoil	3.	4	6.	
Sour No.	Nº	Customs Office Bureau de douene	Place Lieu	Date (year/month/day) Date (ann6e/mols/jour)	Signature and Stamp Signature of ambre
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R	R	The goods described in the Ge Les marchandises énumérées à	neral List under Item No(s).		
E	E I M			***************************************	
P P which were temporarily explosed under cover of exportation vsucher(s) No(s)		of this Carnet have been re-imports du présent carnet ont été réimportée			
T A T	TAT	2. Other remarks* / Autres mentio	ns*		
0 N	1 0 N				
Count 2 Sour	erfoll	3. Customs Office	4.	5. / Date (year/month/day) Date (année/mois/jour)	Signature and Stamp
PRO. /	10.	Customs Office Bureau de douane	Place Lieu	Date (année/mois/jour)	Signature and Stamp Signature et timbre

- Anything yellow is for UK customs, you need to fill in the voucher (refer to pages 7-8); customs will take this, fill in and stamp the counterfoil corresponding to the voucher.
- When customs hand the Carnet back, please make sure there is a stamp in box
   (exportation) and box 6.(re-importation) (see below) if there is no stamp, it is not valid and will result in a financial penalty.

Note: box 7. is above box 6. on the form

Box 7. - Exportation
To be stamped when you leave the UK

Box 6. - Re-importation
To be stamped when you return to the UK



# White Counterfoil

A.T.A.	CARNET / CARNET A.T.A. CARNET No. / Carnet No.
	The goods described in the General List under Item No(p).     Les marchandises from Meles à la liste gloinaire acce sign /s —
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0 0 R R T T	Date limite pour la réexportation / la représentation à la douaire, des marchandises "   year / month / day   unnée / mos / year /
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0 0	4. Other remarks* / Autres meritions*
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E E	The goods described in the General List under Item Ridgs, Lear manchanization summerise is large spincies to our light spincies (so our light spincies) for our light spincies (spincies) f
X X P P O O	Action taken in respect of goods produced but not re-exported*     Mesures prises à l'égard dos marchendises représentées mais non réexportées*
R R T T	2. Action taken in respect of goods not produced and not intended for later re-expectation* Measures prices à l'égant des marchandises non représentées et non destinées à une résponsant unitérature  1
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0 0 N N	at todamented minor Lenterlands Larry Equalities SOMS to No.
Counterfall Southe	5. 7. 7. Only 100 100 100 100 100 100 100 100 100 10
No./Nº	Customs Office Place Date (year/month/day) Signature and Stamp Sprace of indice Date (series) (modifying Signature of indice
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1 1	have been temporarily imported ord skill emporales temporarisment
M M	
P P O O R R	Final date for re-exportation / production to the Customs of goods*     Date inthe pour is responsible in / is representation / is douere, disc mentisential or year / month / day
P P O O R R T T A A	2. Final date for re-exponance in production to the Customs of goods:  Date limits pour la récopraction / la représentation à la douarie, des mantélandities*  year / month / day  année / moss / pour  3. Registered under reference Ho. * / Erropoint acus le(s) N°*  B.
P 0 R T A T - 0	année I mois I jour
PORTATION	3. Registered under reference 10. * / Errografié acus le(s) N°*  4. Other remarks * / Aufres montions *  4. Other remarks * / Aufres montions *
P P O O R R T T A A T T + O O N N	Registered under reference No.* / Emograph acus (e/o) Nr.      A. Other censulas.* / Author montions*      S.
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P P O O R R T T A A A T T I I O O N N N Counterfoil 2 Southe No. 1 N P E E E X X	S. Registered under reference No.* / Empjoint acus le(s) No.*  S. Customs Office  Place  Date (part month/day)  Signature and Stamp- S
P P O R T T A A T T I O O N N Counterfoil Southe No. I N P E E E X P P O R R	S. Registered under reference No.* / Emopoire acus lets / No.*  8. Other remarks.* / Authors montions.*  S. Customs Office Place Date (year foronti) (lay) Signature and Stamp Date (event-invalve)  S. Date (year foronti) (lay) Signature and Stamp
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PORTTATION Counterfold 2 Souther No. / N REEEX X PORTTATIO	Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered under reference No.* / Emopoint acus lefe) No.*      Registered in the General List order ham Notes.      Reg
P P O R T A T T I O N N Counterful Sauch Pe No. / N P E E E X X P O R T T A T I I	Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte acus lefe) No.*      Registered under reference No.* / Emograte No.*      Registered under reference No.* / Emogratered No.*      Registered under reference No.*      Registered under reference No.* / Emog

- Anything white is for customs at your destination, you need to fill in the voucher (refer to pages 9-10); customs will take this, fill in and stamp the counterfoil corresponding to the voucher.
- When customs hand the Carnet back, please make sure there is a stamp in box 8. (importation) and box 8. (re-exportation) (see below) – if there is no stamp, it is not valid and will result in a financial penalty.



Box 8. - Importation To be stamped when you **enter** your destination To be stamped when you **leave** your destination

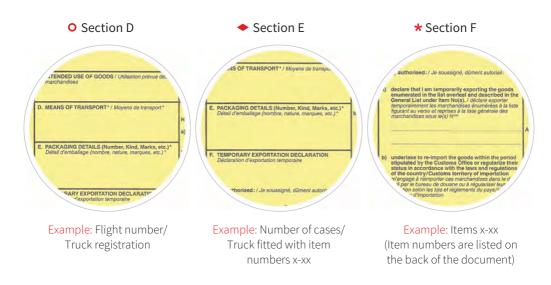
Box 8. - Re-exportation



# Yellow Exportation Voucher

T.	A. C	CARNET	CARNETA.TA.
	EXPORTATION	A. HOLDER AND ADDRESS / Titulaire et adresse  Dynamic Dox Limited Unit 1, Trident Industrial Estate Blackthorne Road, Colnbrook, Berkshire, SL3 OAX  B. REPRESENTED BY* / Représenté par*  C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice EXPORTATION VOUCHER No. Voide d'axportation N°:  a) CARNET No. Camet N° GB/L0  b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON ECAR 1AP  c) VALID UNTIL / Valable jusqu'au year month day (inclusive)
		D. MEANS OF TRANSPORT* / Moyens de Iransport*  E. PACKAGING DETAILS (Number, Kind, Marks, etc.)*  Détail d'emballage (nombre, nature, marques, etc.)*	année mois jour (inclus)  FOR CUSTOMS USE ONLY / Réserve à la douane  H. CLEARANCE ON EXPORTATION / Dédousnement à l'exportation  a) The goods referred to in the above declaration have been exported. Les marchadiess laisant l'objet de la déclaration de-contre ont été expondées  b) Final date for duty-free re-importation: / Date limite pour la réimportation en franchise.
		F. TEMPORARY EXPORTATION DECLARATION Déclaration d'exportation temporarie  I, duly authorised: / Je soussigné, dûment autorisé;  a) declare that I am temporarily exporting the goods enumerated in the list overleaf and described in the General List under item No(s). Jéclare applied temporariles marchandices énumérées à la liste ligium à au verso d'applies à la liste générale des marchandises sous lé(s) N°**	year année day (inclusive) année propie prop
		b) undertake to re-import the goods within the period stipulated by the Customs Office or regularize their status in accordance with the laws and regulations of the country/Customs territory of importation mengage a rimporter cos marchandises dans to deliation par to bureau de douane ou a regulariser leur situation selon les lois et réglements du pays/territorie douaner d'importation  c) confirm that the information given is true and complete / certifie justes et complètes les	At / A Customs office / Bureau de dousne  Customs office / Bureau de dousne  Justine de la constant de la const
		indications porties sur le présent volet	Place Date (year/month/day) / / / / / / / / / / / / / / / / / / /

- You need to fill in this voucher when leaving the UK, fill in boxes D, E and F, as per examples below. You can fill the vouchers in any time, but we recommend not signing them until you're with customs.
- Customs will take and keep this voucher, fill in and stamp the **corresponding counterfoil** (refer to pages 3-4).

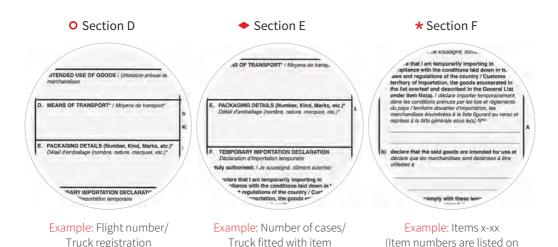




# White Importation Voucher

	A. C	CARNET	CARNETA.TA.
IMPORTATI	IMPO	A. HOLDER AND ADDRESS / Troubons of advesse  Dynamic Dox Limited Unit 1, Trident Industrial Estate Blackthorne Road, Colnbrook, Berkshire, SL3 OAX	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice IMPORTATION VOUCHER No. Volét d'importation N°:  a) CARNET No. Carnet N°: GB/L0
	RTATI	B. REPRESENTED BY* / Représenté par*	b) ISSUED BY / Délivré par LONDON CHAMBER OF COMMERCE AND INDUSTRY 33 QUEEN STREET, LONDON EC4R 1AP
N	ON	C. INTENDED USE OF GOODS / Utilisation prévue des marchandises	c) VALID UNTIL / Valable jusqu'aur  year month day (inclusive) année mols jour (inclus)
	Ì	D. MEANS OF TRANSPORT* / Moyens de transport*	FOR CUSTOMS USE ONLY / Réservé à la douane H. CLEARANCE ON IMPORTATION / Dédousniement à l'importation a) The goods referred to in the above dectaration have been temporarily imported / Les machandièes islasin l'objet de la
		E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détail d'emballage (nombre, nature, marques, etc.)*	declaration of-contre ont bit importees temporalizement b) Final date for re-exportation / production to Customs:  Date limite pour la réexportation / la représentation à la douare ;  un représentation à la douare ;  pear moth day (inclusive) année mois jour (inclus)
		F. TEMPORARY IMPORTATION DECLARATION Declaration of importation temporaries I, duly authorised: / le souspiand, düment autorisé; a) declare that I am temporarily importing in compliance with the conditions laid down in the laws and regulations of the country / Customs territory of importation, the goods enumerated in the list overleaf and described in the General List under Item No(s). J declare importar temporariement, dans les conditions previous par les lois et regiements du pays / termitoria douanier d'importation, les marchandiess énumérées à la liste figurant au virso ot reprises à la liste générale sous le(s) Nº®  * b) declare that the said goods are intended for use at	c) Registered under reference No. : * / Enregistré sous le No. *  d) Other remarks : * / Autres mentions : *  At / A
/		c) undertake to comply with these laws and regulations and to re-export the said goods within the period stipulated by the Custom Office or regulations and to re-export the said goods within the period stipulated by the Customs Office or regularize their status in accordance with the laws and regulations of the country / Customs territory of importation / mengage à observer ces lois et deplements et à reexporter ces marchandiese dans les déaiss fixès par le bureau de douane ou à régulariser leur situation selon les icles et déplement du pays / territoire douanier d'importation / ou financia de la confirme d'importation / ou financia de la confirme that the Information given is true and	Date (year / month / day) Date (année / mois / jour)  Place Date (année / mois / jour)  Place Date (année / mois / jour)  Name Nom
		d) confirm that the information given is true and complete / certifie justes et complètes les indications portées sur le présent voiet	Signature X

- You need to fill in this voucher when entering your destination, fill in boxes D, E and F, as per examples below. You can fill the vouchers in any time, but we would recommend not signing them until you're with customs.
- Customs will take and keep this voucher, fill in and stamp the corresponding counterfoil (refer to pages 5-6).



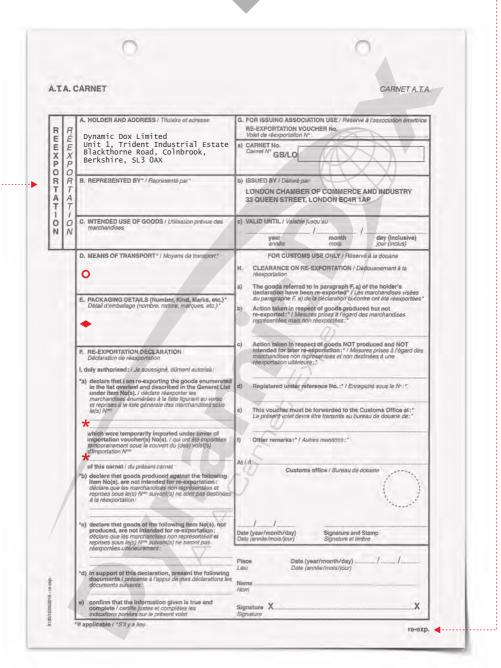
numbers x-xx

the back of the document)

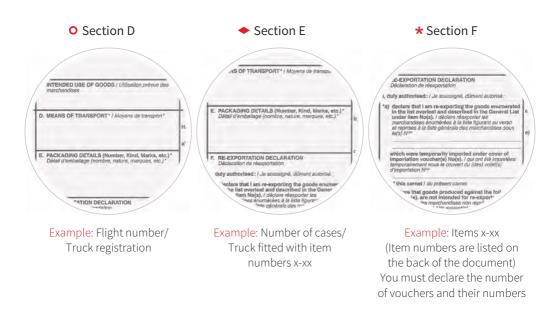
You must also declare the intended use for the goods.



#### White Re-exportation Voucher



- You need to fill in this voucher when leaving your destination, fill in boxes D, E and F, as per examples below. You can fill the vouchers in any time, but we would recommend not signing them until you're with customs. Note: Box F b/c/d/e only apply if goods are being left.
- Customs will take and keep this voucher, fill in and stamp the **corresponding counterfoil** (refer to pages 5-6).

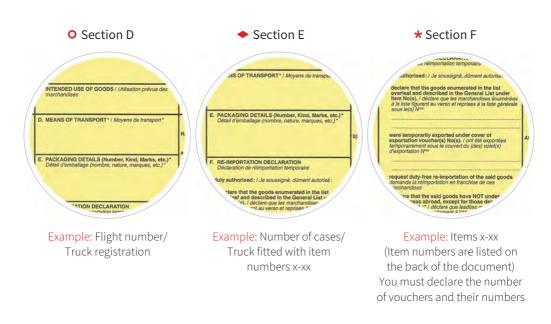




# Yellow Re-importation Voucher --

		O			
T.	A. C	CARNET	CARNET A.T.A.		
T		A. HOLDER AND ADDRESS / Titulaire et adresse	G. FOR ISSUING ASSOCIATION USE / Réservé à l'association émettrice		
3	RÉ	Dynamic Dox Limited	RE-IMPORTATION VOUCHER No. Volet de réimportation N°:		
	1	Unit 1, Trident Industrial Estate Blackthorne Road, Colnbrook,	a) CARNET No. Carnet N'		
1	M P	Berkshire, SL3 OAX	GB/L0		
	OR	B. REPRESENTED BY* / Représenté par*	b) ISSUED BY / Délivré par		
	T		LONDON CHAMBER OF COMMERCE AND INDUSTRY		
1	A		33 QUEEN STREET, LONDON EC4R 1AP		
	0	C. INTENDED USE OF GOODS / Utilisation prévue des	c) VALID UNTIL / Valable jusqu'au		
	N	marchandises	year month day (inclusive)		
1	Ц		année mois jour (inclus)		
		D. MEANS OF TRANSPORT* / Moyens de transport*	FOR CUSTOMS USE ONLY / Réservé à la douane		
		0	H. CLEARANCE ON RE-IMPORTATION / Dédouanement à la réimportation		
			a) The goods referred to in paragraph F. a) and b) of the holder's declaration have been re-imported / Les marchandises visées		
		E. PACKAGING DETAILS (Number, Kind, Marks, etc.)* Détail d'emballage (nombre, nature, marques, etc.)*	au paragraphe F. a) et b) de la déclaration ci-contre ont été réimportées		
			b) This voucher must be forwarded to the Customs Office at:*		
			Le présent volet devra être transmis au bureau de douane de :*		
		F. RE-IMPORTATION DECLARATION			
		Déclaration de réimportation temporaire	c) Other remarks:" / Autres mentions:"		
		duly authorised: / Je soussigné, dûment autorisé:     declare that the goods enumerated in the list	(1)		
		overleaf and described in the General List under item No(s). I déclare que les marchandises énumérées à la liste figurant au verso et reprises à la liste générale			
		à la liste figurant au verso et reprises à la liste générale sous le(s) N <sup>opt</sup>	$\sim$ $\sim$		
		*			
		were temporarily exported under cover of	At/A		
		exportation voucher(s) No(s). I ont été exportées temporairement sous le couvert du (des) volet(s) d'exportation N <sup>MQ</sup>	Customs office / Bureau de douane		
		*	0		
		request duty-free re-importation of the said goods			
		demande la réimportation en franchise de ces marchandises			
		b) declare that the said goods have NOT undergone any process abroad, except for those described under No(s). ** / déclare que lesdites marchandises n'ont sub aucun traitement à l'étranger, sauf celles			
		under No(s).:* / déclare que lesdites marchandises n'ont subi aucun traitement à l'étranger, sauf celles énumérées sous le(s) New:*	1		
			Date (year/month/day) Signature and Stamp Date (année/mois/jour) Signature et timbre		
		c) declare that goods of the following item No(s), have			
		<ul> <li>declare that goods of the following item No(s), have not been re-imported:* / déclare ne pas réimporter les marchandises reprises sous le(s) N™ suivant(s):*</li> </ul>	Place Date (year/month/day)		
			Name		
		d) confirm that the information given is true and	Nom		
		complete / certifie justes et complètes les indications portées sur le présent volet	Signature X X		

- You need to fill in this voucher when returning to the UK, fill in boxes D, E and F, as per instructions below. You can fill the vouchers in any time, but we would recommend not signing them until you're with customs. Note: Box F b/c/d/e only apply if goods are not returning.
- Customs will take and keep this voucher, fill in and stamp the **corresponding counterfoil** (refer to pages 3-4).





# experience tells us that these **do**<sup>§</sup> and **don't**<sup>§</sup> might be worth remembering

do, do

don't, do

- make sure the green front cover is signed and stamped by Customs.
- complete each voucher as your journey progresses and try and ensure Customs do their part.
- insist that Customs stamp each counterfoil.
- visit Customs on both sides of land borders.

- alter, detach or deface the list attached to or on the green front cover.
  - detach vouchers or whole pages, even if unused
  - lose the Carnet. Look after it as you would your own passport.
    - forget to send the completed document back to us

Once your journey is complete or within 12 months of issue, your completed Carnet must be sent to:

#### **Dynamic Dox Ltd.**

Unit 1 Trident Industrial Estate • Blackthorne Road • Colnbrook • Berkshire • SL3 0AX

WE STRONGLY RECOMMEND THAT YOU USE SPECIAL DELIVERY

T: 08450 405 888