



REDUCE CUSTOMS  
DELAYS WITH YOUR



PASSPORT  
FOR GOODS

THE CANADIAN CHAMBER OF COMMERCE

LA CHAMBRE DE COMMERCE DU CANADA



## What is an ATA Carnet?

The initials “ATA” are an acronym of the French and English words “Admission Temporaire/Temporary Admission.” The ATA Carnet is an international customs document that facilitates the temporary importation of goods into foreign countries, free of duties and taxes. Like a passport, it is presented to foreign customs upon entry and exit.



ATA Carnets cover three main categories of goods: professional equipment, commercial samples and goods for attendance at trade fairs and exhibitions. A broad array of Canadian businesses and organizations use ATA Carnets:

- Companies or government bodies exhibiting in overseas trade fairs.
- Sales people carrying samples of their wares.
- Touring sports teams, travelling with their equipment—from sports gear to racing cars to show horses.
- Executives or professionals carrying their own laptops and “mobile offices.”
- Survey or electronic testing crews transporting specialized equipment.

- Journalists and technicians taking camera equipment to overseas assignments.
- Entertainment groups taking instruments, sound equipment, costumes and props on tour.
- Manufacturers transporting equipment or samples.
- And, the list goes on . . .

The key requirement governing ATA Carnets is “what goes in must come out.” The goods must not be sold, given away or otherwise disposed of and/or processed while in the foreign country.

## Why use an ATA Carnet?

The ATA Carnet:

- Simplifies customs procedures. It allows exporters and business professionals to use a single document for most customs transactions and to make arrangements in advance, at a pre-determined cost, in Canadian currency. It also eases re-entry into Canada.
- Reduces business costs. It eliminates the need to pay the duties and taxes or to post the security normally required at the time of importation in all countries visited.
- Saves time and paperwork. It allows for an unlimited number of trips, within the ATA Carnet’s one-year window of validity, to any of the countries that are part of the Carnet system without having to re-apply for new documents.

## What countries accept ATA Carnets?

Currently, 72 participating countries around the globe, with more joining regularly, accept ATA Carnets. For the current listing, please visit [www.chamber.ca/carnet](http://www.chamber.ca/carnet).

## How do I apply for an ATA Carnet?

In Canada, ATA Carnets are issued exclusively by the Carnet and Document Certification Services Division of the Canadian Chamber of Commerce at offices in Ottawa, Montreal and Toronto.

To apply for an ATA Carnet, you must complete an application form, which can be downloaded from our website, [www.chamber.ca/carnet](http://www.chamber.ca/carnet). The completed application, along with a typed list of all the items to be covered in the ATA Carnet, the payment of the processing fee and the appropriate security, must be submitted to one of our offices.



## How much does an ATA Carnet cost?

The fee for an ATA Carnet is determined by the value of the shipment, the number of countries to be visited and/or the total number of trips to be taken. An updated list of fees is available at [www.chamber.ca/carnet](http://www.chamber.ca/carnet). Discounted fees are offered to members of the Canadian Chamber of Commerce.

## What security requirements must be met?

The ATA Carnet is viewed by foreign customs authorities as a guarantee that all duties and taxes will be paid to them if the conditions under which the goods entering their country are breached. In Canada, the Canadian Chamber of Commerce provides this guarantee. As the Canadian national guaranteeing organization, the Canadian Chamber temporarily retains a security equivalent to 40% of the shipment's total value. Acceptable forms of security include cash, certified cheque and/or surety bond.

The Canadian Chamber has selected Aon Reed Stenhouse, in partnership with Trisura Guarantee Insurance Company, to administer its bond program. Aon's knowledge ensures our clients the best possible rates and service. You can now apply for your surety bond online at <https://secure.trisura.com/ccs>.



## How long does it take to get an ATA Carnet?

ATA Carnets are generally issued within five business days once fee payment and security are in place. An expedited service can be provided for a surcharge.

## How long is an ATA Carnet good for?

An ATA Carnet is valid for one year from the date of issue; however, the holder must respect the authorized period of temporary importation into each country, never outstaying the stipulated period for temporary admission, and comply with the customs regulations of the country visited.



### **Additional Service: Document certification**

The Canadian Chamber of Commerce also accepts export documents for immediate certification online at [www.tradecert.com/canada](http://www.tradecert.com/canada). You may also have your documents certified at our Ottawa, Montreal and Toronto offices from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:30 p.m. on weekdays. Please allow sufficient time for processing if you have multiple documents. Visit our website at [Chamber.ca](http://Chamber.ca) for additional information on this service

## Contact us

### Ottawa

#### Headquarters

420-360 Albert Street

Ottawa, Ontario

K1R 7X7

T: 613.238.4000

Toll-free: 1.800.661.2930

F: 613.238.7643

General inquiries: [carnet@chamber.ca](mailto:carnet@chamber.ca)

To apply for an ATA Carnet:

[carnetottawa@chamber.ca](mailto:carnetottawa@chamber.ca)

### Montreal

709-1155 University Street

Montréal, Québec

H3B 3A7

T: 514.866.4334

F: 514.866.7296

To apply for an ATA Carnet:

[carnetmontreal@chamber.ca](mailto:carnetmontreal@chamber.ca)

### Toronto

901-55 University Avenue

Toronto, Ontario

M5J 2H7

T: 416.868.6415

F: 416.868.0189

To apply for an ATA Carnet:

[carnettoronto@chamber.ca](mailto:carnettoronto@chamber.ca)

[Chamber.ca/carnet](http://Chamber.ca/carnet)

