

USING THE ATA CARNET IN THE RUSSIAN FEDERATION

The Russian Federation became a member of the ATA Carnet system on 15 May 2000. ATA Carnets are not accepted on the external border of the Customs Union between the Russian Federation and the Republic of Belarus.

The Federal Customs Service of the Russian Federation (FCS) requires that all rules of the ATA conventions (i.e. the ATA Convention and the Istanbul Convention <https://bit.ly/2tj9qg7>) are strictly adhered to. The goods must be identified on the document in a particularly detailed manner. The FCS only accepts ATA Carnets if the following conditions are satisfied: <http://bit.ly/2rmxpeQ>

Delivery of the ATA Carnet must be agreed upon with the relevant Chamber of Commerce. The ATA Carnet can either be picked up at the Chamber of Commerce or the Chamber of Commerce can mail the ATA Carnet to the desired address. The delivery time is 5 days. Inquiries about expediting the delivery of ATA Carnets can be made to the Chamber of Commerce.

Filling out the ATA Carnet

Once the applicant has registered as a user of the ATA Carnet system at www.atacarnet.fi they can fill out an electronic ATA Carnet application, which is then sent to the relevant Chamber of Commerce. A list of Finnish Chambers of Commerce can be found at <https://kauppakamari.fi/en/finnish-chambers-of-commerce/>.

The ATA Carnet must be filled out in English or French, but a translation of the General List of goods into Russian is required. The translation must perfectly correspond with the original English-language list, both in its format and content. The holder/representative must have with them several copies of the Russian-language list of goods when crossing the border. Each list must be accompanied with photographs of all exported goods, numbered and arranged according to the list of goods. The Chamber of Commerce stamps the list of goods and the photographs (The original documents are stamped and then copied as attachments to the ATA Carnet vouchers. The original document must be attached behind the front cover.)

Notification to Finnish and Russian Customs Authorities is required preferably 2–3 days prior to the trip when travelling from Finland to the Russian Federation on Allegro and Lev Tolstoi trains.

https://www.raja.fi/guidelines/border_crossing

<https://tulli.fi/en/about-us/contact-information/contact-customs-information>

When travelling by train, the ATA Carnet may be presented to Customs Authorities on board for validation. Please request the service from Finnish and Russian Customs by email well in advance before the journey.

Contact details of Finnish Customs: vainikkala@tulli.fi.

Contact details of the FCS at Vyborg: E-mail : vyb_vzdtp_predinfo@sztu.customs.ru (old: pass_vybcu@sztu.customs.ru), fax (81378) 59-350.

The message must indicate the following : the ATA Carnet number, a copy of the ATA Carnet cover page, a list of goods, the name of the person, date of arrival and departure, the train schedule, as well as the cabin and seat number.

Information on luggage restrictions when travelling to Russia is available at

https://www.vr.fi/cs/vr/en/abc_russia

ATA Carnet users are advised to check the transport permits and transport documentation required in international traffic from the Traficom website at <https://www.traficom.fi/en>

ATA Carnet cover page

A. Name and address of the holder

The holder is a Finnish company or association (for example, artists may apply for an ATA Carnet via an artists' association) in whose name the customs clearance will be carried out and who is financially and legally responsible for the goods.

The visiting address must be indicated as the address.

In other words, the holder of the ATA Carnet is primarily responsible for the correct use of the ATA Carnet and is liable to pay a compensation to the Finland Chamber of Commerce for any failure to comply with the customs regulations.

B. Representative of the holder

The representative of the holder is the person who carries the goods from Finland to the Russian Federation and who presents the ATA Carnet to Customs Authorities for validation. Only one person and their home address are indicated in this box. The representative of the ATA Carnet holder must hold a power of attorney, except if the person's full name and the number and date of issue of their passport are duly indicated in box B on the ATA Carnet cover sheet. For example: James Smith – Passport Number: 234234535 – Date of issue: 4 April 2014. The passport should be valid for six months beyond the intended return date.

If only one person is marked as representative, it is advised to add the text – “any authorised representative” – as this enables transferring the power of attorney to another representative, for example if the initial representative becomes unable to accompany the goods to the Russian Federation.

If there is more than one representative of the holder, the holder should provide all its representatives with a Russian- or English-language power of attorney (see Appendices). It is recommended, but not required, to stamp the power of attorney.

In ATA Carnet transport operations, the driver of the vehicle can be a citizen of the Russian Federation and the transport undertaking can be a Russian enterprise.

C. Intended use of the goods

The FCS accepts an ATA Carnet for the following goods:

- Exhibition goods
- Professional equipment
- Commercial samples
- Goods exported for educational, scientific or cultural purposes

The FCS does not accept an ATA Carnet for:

- Goods in postal traffic
- Goods in transit
- Unaccompanied goods

The FCS may carry out inspections also at the goods' final place of destination or an exhibition site. Therefore, the name, address and dates of the exhibition must be indicated on the ATA Carnet when exporting exhibition goods. It is also advised to indicate the intended use of goods in the Russian Federation when exporting goods other than exhibition goods. If this information does not fit in box C of the ATA Carnet, it should be indicated on the top of the General List of goods, translated into Russian.

An ATA Carnet is valid for one year in the Russian Federation. However, it is advised to check the FCS stamp and the period of validity, which in some cases may be shorter than one year. Usually, the period of validity of ATA Carnets in the Russian Federation is one year less one day.

GENERAL LIST OF GOODS

Column 2, Description of goods

Note that the export of consumable or disposable goods under ATA Carnets from Finland into the Russian Federation is **not** permitted.

The goods listed in the ATA Carnet must be clearly identified using the codes in accordance with the World Customs Organization's HS (6 digits) and CN (8 digits) nomenclatures.

For further information:

<https://tulli.fi/en/businesses/commodity-codes>

<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=OJ%3AL%3A2013%3A290%3ATOC>

<https://tulli.fi/en/statistics/combined-nomenclature-cn>

Harmonized System (HS codes)

<http://www.wcoomd.org/en/topics/nomenclature/overview/what-is-the-harmonized-system.aspx>

Combined Nomenclature (CN codes)

https://ec.europa.eu/taxation_customs/business/calculation-customs-duties/what-is-common-customs-tariff/combined-nomenclature_en

The following goods may be exported to the Russian Federation using one customs code:

- 9508900000 (theatres, for example the Finnish National Theatre)
- 9508100000 (circuses and animal shows on tour)

There should be a complete list of goods on the reverse side of each voucher of the ATA Carnet. Goods must not be grouped unless they are in every respect fully identical (item name, product number, value) except for their colour (unless the colour impacts the price of the goods). In other words, each individual product must be indicated on its own line on the list. The contents of the container need to be organised, photographed and numbered according to the order of the list of goods.

The trade description of the goods covered by the ATA Carnet should be precise enough to officially identify the goods for customs purposes. Depending on the goods, the description should indicate, for example, the mark, model and serial numbers, description of the appearance of the goods, registration number, dimensions and tariff heading and, for example, the name of the artwork.

The FCS requires that the list of goods always be accompanied with a translation into Russian, certified by the stamp of the relevant Chamber of Commerce.

The most important task in the customs control of goods of cultural-historical value is to ensure that the goods are not sold illegally in Russia and that they are not exchanged for other similar goods. For this reason, the FCS also carries out additional inspections at the arrival stage and, if necessary, requires additional documentation. It is always advised to contact the FCS before temporarily importing such goods to avoid problems.

In addition, it is also recommended to write a letter in Russian stating that the goods have no cultural-historical value and that the goods are precisely those mentioned on the list of goods. The holder of the ATA Carnet should sign the letter and request their Chamber of Commerce to certify it.

Composing and submitting the list of the ATA Carnet by electronic means will speed up the customs process in Russia. Therefore, it is recommended to carry an electronic copy of the list of goods, for instance, on a memory stick with no other data.

Column 3, Number of the goods

The number of goods should be indicated on the ATA Carnet. Goods must not be grouped unless the goods are fully identical in every respect (see, the section on the description of goods).

For example: a pair of shoes, gloves or earrings is considered a two-piece shipment.

Column 4, Weight and amount

It is obligatory to indicate the net weight of the goods or the lot.

Column 5, Value

The value of the goods to be indicated in the Carnet is their commercial value exclusive of taxes (i.e. the price at which the goods are sold to abroad) in euros.

Warning: An exporter, who indicates on the ATA Carnet a smaller value than the real commercial value of the goods may be required to pay a fine and lose its goods to the Russian Federation.

Column 6, Origin of goods

The country of origin of the goods must be indicated using an international country code (two-letter ISO-standard).

Closing the list and certification with the Chamber of Commerce stamp

The total value of the goods must be indicated in writing at the end of the General List of the goods. In addition, the issuing Chamber of Commerce must certify the list with its stamp on every sheet (not mandatory but recommended).

ATA CARNET STRUCTURE

Use of transit-sheets between border and inland customs offices

The customs procedure of internal transit from border customs offices to inland customs offices, involving the use of blue transit sheets, applies only if the border customs office at the place of arrival is not authorised to clear the following categories of goods:

(1) Jewellery, antiques and items of cultural value. Only the following specialised customs offices are authorised to carry out the customs clearance of the abovementioned goods transported under an ATA Carnet:

- Specialised Customs Office (12, Smolnaya street, Moscow);
- Malahit Customs Office (27, Gogol street, Ekaterinburg, Sverdlovsk Region, 620057);
- North-West Excise Customs Office (40 «a», Kulturi avenue, Saint-Petersburg);
- Kaliningrad Excise Customs Office (16, Druzhbi street, Bagrationovsk, Kaliningrad Region). Once the goods are cleared by a specialised Customs Office, they can circulate freely within the entire territory of the Russian Federation.

(2) Goods requiring a special authorisation or license to be temporarily admitted (e.g. dual-use goods).

ATA Carnets must contain two sets of blue transit sheets i.e. four sheets in total. In addition, for all the goods transported by road, it is highly recommended to add two additional sets of blue transit sheets.

Example:

Goods are transported from Finland through Moscow to X-town. Helsinki-Moscow-X-town or Helsinki-X-town. The goods can be released for free circulation inside the Russian territory at the border, but the goods can also be declared in Moscow to be delivered to X-town. Please check that there is an international customs office able to clear ATA Carnet deliveries at the final destination of the goods.

Goods subject to specific provisions

Note that an ATA Carnet does not replace any other documents required for certain goods or the use, therefore. The holder is responsible for obtaining information from the FCS regarding special permits required for the goods.

An example of such a case is a set of cutlery or chef knives, which could be regarded as weapons of some degree and would, therefore, require a prior notification and a permit. Similarly, to allow filming or taking photographs, the customs authorities may require a special permit issued by the relevant authority (ministry, embassy or customs). For example, health certificates are required when exporting live animals or plants.

Replacement for an ATA Carnet

In accordance with Article 14, Annex A of the Istanbul Convention, any replacement ATA Carnet must be:

- (1) registered by the Customs Authorities of the country of export;
- (2) submitted to the FCS no later than two weeks before the expiry date of the initial ATA Carnet.

Possible payment requirements by the FCS

In case a company receives a payment requirement on import duties and taxes from the FCS, the company's representatives should immediately contact the Chamber of Commerce responsible for the issuing of the ATA Carnet.

The authorized customs offices

A list of authorized customs offices can be found on the website: www.atacarnet.fi

Checklist

- Read the users' guide on ATA Carnet in the Russian Federation (www.atacarnet.fi).
- Register as a user of the ATA Carnet system (www.atacarnet.fi), fill out an electronic application and send it to the relevant Chamber of Commerce (www.kauppakamari.fi).
- Name of representative; any authorized person – multiple people can function as holders.
- General List of goods: check the formatting and numbering of the list, have the list translated into Russian, take photographs and number them, check the value of individual the goods and the total value of goods.
- The ATA Carnet delivery time is 5 days, but you may also inquire about expedited Carnets.
- Pick up the ATA Carnet at the issuing Chamber of Commerce or request the Chamber of Commerce to mail it for you.

- Remember to sign the ATA Carnet.
- It is advised to familiarise yourself with the ATA Carnet user instructions before arriving at a border crossing point. The issuing Chamber of Commerce attaches the instructions at the end of the ATA Carnet.

APPENDICES Model powers of attorney (due to linguistic reasons and standing practices, translations of powers of attorney are not literally identical).

3.7.2019

Unofficial translation

Logo paper
Company name
Address

ДОВЕРЕННОСТЬ

ДЛЯ ПРЕДЪЯВЛЕНИЯ ПО ТРЕБОВАНИЮ

Я, **name of the person who gives the power of attorney**, компания **company's name**
настоящим назначаю _____ **all names of the representative**

Номер паспорта _____ **passport number** выдан **passport issued by** в
_____ **date and place of issue of the passport**

быть моим Агентом с целью выполнения всех необходимых формальностей и подписания

документов по АТА Carnet № **FI/B/028599** от **28.10.2017г.**, выданного **chamber's name**, по адресу

chamber's address, ФИНЛЯНДИЯ, в полном соответствии с Международной Конвенцией, заверенного

chamber's name, а также передавать таможенным органам любые запрашиваемые в данной связи

документы и быть моим полноправным представителем.

Date

Signature and position of the person who gives the power
of attorney

Printed name and position

Подпись

Директор-распорядитель

Logo paper
Company name
Company address

AUTHORISATION

We hereby authorise Mr James Smith, address Street 10, London, to utilise ATA Carnet No FI/S/4000 issued to our company by the Tampere Chamber of Commerce, address Kehräsaari, 33200 Tampere, Finland, on 1 September 2002, with all the rights and obligations which our ATA Carnet commitment implies.

Tampere, 2002-09-03 TAMPEREEN TEHDAS OY

Timo Teikäläinen
Managing Director

Witnesses

Heikki Heikäläinen
Export Manager
Tampere

Kaisa Kassa
Cashier
Tampere