

Frequently asked questions (FAQ)

ATA Carnet

Q1. What is ATA Carnet?

- A1. An ATA Carnet is a customs document that permits the holder to temporary import goods specified in the carnet to designated customs territories free of duty and may be exempted from certain customs documents, provided that the goods is re-exported intact. It is similar to a travel passport for the goods.

Self-drive Tour Carnet Guarantee

Q2. What is Self-drive Tour Carnet Guarantee?

- A2. For the application of ATA Carnet, you are required to provide HKGCC with security. The amount of security is determined by HKGCC based on the liable taxes or duties required by the China Customs. The security can be in the form of cash deposit, banker's draft, a bank or insurance company's guarantee (surety bond). Self-drive Tour Carnet Guarantee is offered by Zurich Insurance Company Ltd to provide you the security as required.

Q3. Who is eligible to apply for Self-drive Tour Carnet Guarantee?

- A3. Any successful applicants of the Self-drive Tour Scheme are eligible to apply for the Self-drive Tour Carnet Guarantee. For details of eligible applicants of the Self-drive Tour Scheme, please refer to the Self-drive Tour Scheme Application Guide from the Transport Department.

Q4. How to complete the Self-drive Tour Carnet Guarantee proposal form in respect

of the driver's information? Who can be the eligible driver(s)?

- A4. The eligible drivers must be the same as the drivers in your application for the Self-drive Tour Scheme. For details of eligible drivers of the Self-drive Tour Scheme, please refer to the Self-drive Tour Scheme Application Guide from the Transport Department.

Q5. How should I determine the Guarantee Amount?

- A5. Your Guarantee Amount is determined by HKGCC being the amount of security required based on the liable taxes or duties required by the China Customs. HKGCC provides an online 'Guarantee Calculate' at www.atacarnet.hk for you to obtain the guarantee amount required for a specific car. Yet, if the required Guarantee Amount exceeds HKD 5,000,000, your application for Self-drive Tour Carnet Guarantee is subject to individual underwriting, please contact our Self-drive Tour Carnet Guarantee Hotline at 2903 9412.

Q6. How much should I pay for Self-drive Tour Carnet Guarantee? What are the payment methods?

- A6. Your premium of the insurance is calculated as the required Guarantee Amount x 0.1%, subject to a minimum premium of HKD 300. For online application, you will need to pay by credit card. For application by mail or in-person, we accept credit card payment or cheque payable to "Zurich Insurance Company Ltd".

Q7. Why a counter-guarantee is required from myself/ourselves? What are my/our obligations under the counter-guarantee?

A7. Under Self-drive Tour Carnet Guarantee, Zurich is answerable to HKGCC for your non-performance of obligations, i.e. failing to export the private car out of Mainland China as permitted. Yet, you are ultimately responsible for the applicable taxes, duties and penalties. Self-drive Tour Carnet Guarantee is an insurance company guarantee, it does NOT provide any insurance protection to your liable taxes. For Zurich to be your guarantor to HKGCC in respect to your liable taxes, duties and penalties, a back-to-back guarantee given by you to Zurich is a prerequisite. Your obligation of the counter-guarantee is to indemnify Zurich against the liable taxes, duties and charges as demanded by HKGCC under Self-drive Tour Scheme if you are held responsible for these expenses by the Mainland China Customs.

Q8. What's next after I have successfully applied Self-drive Tour Carnet Guarantee?

A8. Upon your successful application to Self-drive Tour Carnet Guarantee, we shall issue an Insurance Company Guarantee (e-Guarantee) and provide an exclusive service for you by dispatching the e-Guarantee directly on your behalf to HKGCC within one (1) working day. HKGCC will acknowledge receipt of your security and you can then pick up the ATA Carnet in-person or by an authorized person (for company applicants) at HKGCC Carnet Office in Mongkok after two (2) working days from HKGCC acknowledgement. To complete your application to Self-drive Tour Carnet Guarantee, you must complete and sign the original counter-guarantee form to Zurich. For your convenience, we have arranged a Zurich Drop Box at HKGCC Carnet Office. You should drop the original signed counter-guarantee form at the same time when you pick up your ATA Carnet document. As such, you may avoid the complicated application procedure by providing us the supporting document separately.

Q9. Can I cancel the guarantee if I decided not to go to Guangdong?

A9. No, cancellation of guarantee will not be accepted and no refund of premium will apply once the e-Guarantee is issued. If you have already obtained the ATA Carnet from HKGCC and you decided to cancel the trip, you should return the ATA Carnet to HKGCC immediately for discharging all guarantees

During and after the Guangdong Trip

Q10. What do I have to do with the ATA Carnet document during the trip?

A10. You have to keep a clean and clear copy of the whole ATA Carnet booklet in a safe place throughout your trip. Do not leave the ATA Carnet document unattended inside your car. You should present the ATA Carnet document with your private car for customs clearance with validation and stamps for both entry and exit of Mainland China border.

Q11. Why do I have to return the ATA Carnet document to HKGCC?

A11. Your security is held by HKGCC until such time as the ATA Carnet is returned and there are no outstanding liabilities pending against the ATA Carnet. Therefore, you must return ATA Carnet to HKGCC upon your return from your Guangdong trip. If you do not return your ATA Carnet to HKGCC within 30 days from the Ad Hoc Quota start date, your counter-guarantee and Zurich's e-Guarantee will not be released, an additional charge of HKD 5,000 will be imposed and we may also further seek indemnity from you. To avoid the additional charge, please be reminded to return ATA Carnet to HKGCC upon your return to Hong Kong.

Q12. Do I have to return the ATA Carnet document to HKGCC if it was never used?

A12. Yes, for proper release of the associated guarantee, the ATA Carnet must be returned even if it has never been used.

Q13. What if I have lost the ATA Carnet document during the trip or customs clearance was not carried out properly?

A13. Failure to obtain correct verification of entry and exit from the Mainland; all or part of the private car or the ATA Carnet itself has been lost or stolen (despite police report being available); or any documentation discrepancy is found on the ATA Carnet may result in claims and may render you liable to payment of customs duty, tax or penalty. Therefore, please be reminded to keep your ATA Carnet document in a safe place.

Q14. What if I failed to return the document to HKGCC after I have returned from the trip?

A14. If you do not return your ATA Carnet to HKGCC within 30 days from the Ad Hoc Quota start date, an additional charge of HKD 5,000 will be imposed. Failure to obtain the correct verifications of entry and exit from the Mainland; all or part of the private car or the Carnet itself has been lost or stolen (despite police report being available); or any documentation discrepancy found on the ATA Carnet may result in claims and may render you liable to payment of customs duty, tax or penalty. Therefore, please be reminded to keep your ATA Carnet document in a safe place. To avoid the possible payment of custom duties, taxes or penalty as well as additional charge from us, please return ATA Carnet to HKGCC upon your return from trip. The additional charges of HKD5,000 does not release your duties under the Counter-guarantee.

Q15. What should I do if my private car cannot return to Hong Kong within seven (7) days from crossing the boundary to Guangdong Province?

A15. Failure to obtain the correct verifications of entry and exit from the Mainland may result in claims and may render you liable to payment of customs duty, tax or penalty. Therefore, you should take any reasonably necessary steps to return your private car to Hong Kong within the seven (7) days quota permitted.

Q16. What should I do if I had a car accident in Mainland China or my car was stolen in Mainland China?

A16. If you have any car accident in Mainland China or your car is stolen, you should report to the police in Mainland China immediately. If you foresee that in case of serious car damage, you cannot export your car within seven (7) days as permitted, you may contact the Traffic Management Bureau of GDPD at (8620)3622 0800 for relevant enquiries.

Q17. What should I do if I was in hospital and unable to return to Hong Kong within the Ad Hoc Quota period as granted?

A17. If you have any accident or sickness and you are unable to return to Hong Kong within the Ad Hoc Quota period, your vehicle is still required to return to Hong Kong within the Ad Hoc Quota period to avoid any possible custom duties or penalties. You may contact the Traffic Management Bureau of GDPD at (8620)3622 0800 for relevant enquiries.

Q18. Is Self-drive Tour Carnet Guarantee the only insurance I required for the Self-drive Tour Scheme?

A18. Apart from Self-drive Tour Carnet Guarantee and the compulsory motor insurance in Mainland China, you are recommended to insured with Self-drive Tour Motor Contingent Liability and Self-drive Tour Vehicle Protection and Travelplus Travel insurance for a more comprehensive protection for yourself and your companions.

On Demand for Taxes

Q19. What should I do if I am demanded by Mainland China Custom for duties or taxes?

A19. You are liable for the duties, taxes and penalties as demanded by Mainland China Customs. If your insurance guarantee is used to reimburse HKGCC for any relevant duties, taxes, charges, legal or other costs and expenses, Zurich will recover from you in accordance with your counter-guarantee. You should always inform us immediately if you have received such demand.

Q20. How to notify a demand for tax by Mainland China Customs? What documents are required?

A20. You should notify Zurich immediately after a demand for tax by Mainland China Customs in writing together with the following documents:

- Driver's driving license and any other identity document, such as ID card or passport;
- A full set of Vehicle Registration Document of the private car;
- Police report in Mainland China and/or 「道路交通事故認定書」;
- Duties and taxes demand note (if any); and
- The ATA Carnet if it is not yet returned.

Disclaimer:

The information provided is for reference only. You should consult The Hong Kong General Chamber of Commerce regarding the usage of ATA Carnet. Zurich Insurance Company Ltd ("Zurich") does not warrant completeness or accuracy, and Zurich assumes no liability for any error or omission of the information.