

# **How to file request for Guarantee Letter through FICCI Online Portal**

## List of Required Documents (Scanned Copies)

- **Front Page & General list of ATA Carnet**
- **Details of Event to be held in India**
- **Formal Request**

# Visit FICCI Online Portal <http://www.atacarnet.in>



ATA Carnet | ATA Carnet India | FICCI

atacarnet.in

ISO 9001:2008 Certified

UN TIR Carnet Indian Customs Login FAQ's Downloads Contact Us

**FICCI India's Sole National Issuing & Guaranteeing Association (NIGA) for ATA Carnet**

About FICCI | ATA Carnet | Carnet Export | Carnet Import | ATA Countries | News & Events | **Apply Online** | Buyer-Seller Meetings

**FACILITATES DUTY AND TAX-FREE TEMPORARY IMPORT AND EXPORT FOR**

- Testing/Demonstration/Calibration
- Exhibition/Fair
- Sales Promotion
- Meeting/Conference
- Film/TV Shoot
- Press/Media Coverage & Many More

**ATA carnet**  
Passport for goods

**TIR**

USE UN TIR TO MOVE YOUR ESSENTIAL/ NON-ESSENTIAL GOODS ACROSS INTERNATIONAL BORDERS

**BECOME A FICCI MEMBER**

As a FICCI member you get access to a world of opportunities - Special Benefits on ATA & UN TIR Carnet services

**Highlights**

- Vietnam has joined the ATA

**ATA Carnet**

ATA Carnet is an International Uniform Customs document issued in 79 countries including India, which are parties to the Customs Convention on ATA Carnet. The ATA Carnet

Type here to search

12:58 02-02-2023

# Click 'Apply Online' from the Home Page



ATA Carnet | ATA Carnet India | FICCI

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FICCI ATA Carnet Passport for goods

FICCI India's Sole National Issuing & Guaranteeing Association (NIGA) for ATA Carnet

About FICCI ATA Carnet Carnet Export Carnet Import ATA Countries News & Events **Apply Online** Buyer-Seller Meetings

ATA Carnet Passport for goods

Your Global Visa for Samples/ Equipments to cruise through multiple international customs without paying duty

Modal Customs Transit System - Movement of Goods Across International Borders without any checks at Customs Points

**BECOME A FICCI MEMBER**

As a FICCI member you get access to a world of opportunities - Special Benefits on ATA & UN TIR Carnet services

**Highlights** From 1st May 2022 and become the 79th member of the ATA international guarantee chain.

**ATA Carnet**

ATA Carnet is an International Uniform Customs document issued in 79 countries including India, which are parties to the Customs Convention on ATA Carnet. The ATA Carnet

Windows taskbar: Type here to search, 12:49, 02-02-2023

Click 'Apply Online'



# Register as New User



Invalid User Name/Password

astha@i2k2.com

Sign In

Forgot Password?

OR

Have not Registered Yet!

New Registration Sign Up

The ATA Carnet is a temporary admission document which acts as a "PASSPORT FOR GOODS" for three main categories of goods:

A copy of Valid Identity Proof is required for registration

New Users – Click here for Registration



# New User Registration Form

All Mandatory Fields need to be filled

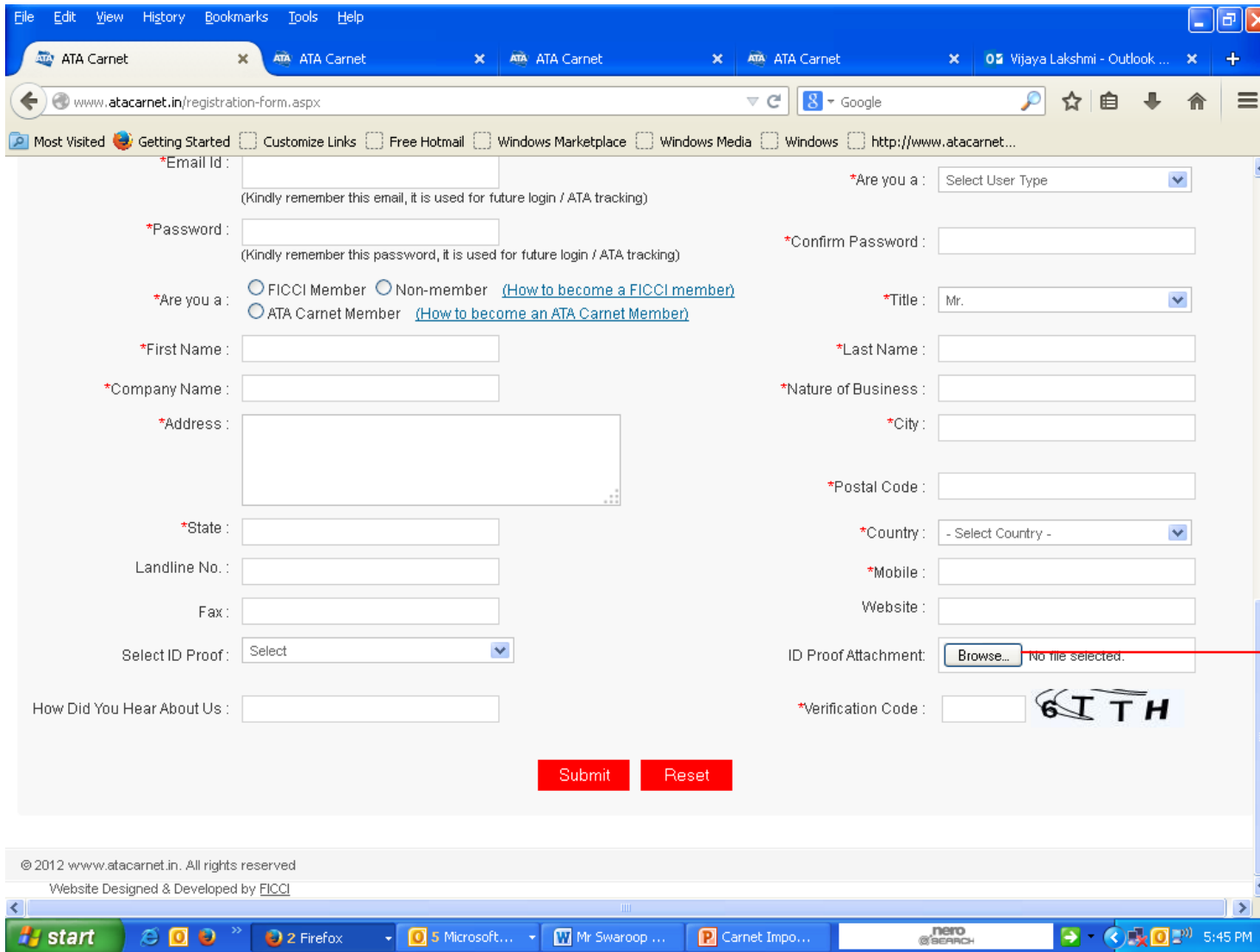
Select User Type

- Individual - Applicable for individuals
- Company - Applicable for Indian/foreign companies
- Government Entity – Applicable for government bodies
- Agent - Applicable for custom agents

The screenshot shows a web browser window with the URL [www.atacarnet.in/registration-form.aspx](http://www.atacarnet.in/registration-form.aspx). The form contains the following fields and options:

- \*Email Id: [Text Field] (Kindly remember this email, it is used for future login / ATA tracking)
- \*Password: [Text Field] (Kindly remember this password, it is used for future login / ATA tracking)
- \*Confirm Password: [Text Field]
- \*Are you a:  FICCI Member  Non-member ([How to become a FICCI member](#))  ATA Carnet Member ([How to become an ATA Carnet Member](#))
- \*First Name: [Text Field]
- \*Last Name: [Text Field]
- \*Company Name: [Text Field]
- \*Nature of Business: [Text Field]
- \*Address: [Text Area]
- \*City: [Text Field]
- \*State: [Text Field]
- \*Postal Code: [Text Field]
- Landline No.: [Text Field]
- \*Country: [- Select Country -]
- Fax: [Text Field]
- \*Mobile: [Text Field]
- Title: [Text Field] (Dropdown menu open showing: Select User Type, Individual, Company, Government Entity, Agent)
- Website: [Text Field]

# New User Registration Form.....Contd.



File Edit View History Bookmarks Tools Help

ATA Carnet x ATA Carnet x ATA Carnet x ATA Carnet x Vijaya Lakshmi - Outlook ... x +

www.atacarnet.in/registration-form.aspx

Most Visited Getting Started Customize Links Free Hotmail Windows Marketplace Windows Media Windows http://www.atacarnet...

\*Email Id :   
(Kindly remember this email, it is used for future login / ATA tracking)

\*Password :   
(Kindly remember this password, it is used for future login / ATA tracking)

\*Are you a :  FICCI Member  Non-member ([How to become a FICCI member](#))  
 ATA Carnet Member ([How to become an ATA Carnet Member](#))

\*First Name :

\*Company Name :

\*Address :

\*State :

Landline No. :

Fax :

Select ID Proof :

How Did You Hear About Us :

\*Are you a :

\*Confirm Password :

\*Title :

\*Last Name :

\*Nature of Business :

\*City :


\*Postal Code :

\*Country :

\*Mobile :

Website :

ID Proof Attachment :  No file selected.

\*Verification Code :  

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Website Designed & Developed by FICCI

start 2 Firefox 5 Microsoft... Mr Swaroop ... Carnet Impo... nero @SEARCH 5:45 PM

Upload copy of Identity Proof here

## New User Registration Form.....Contd.



- On success, Activation link is sent to user through e-mail. Click on the activation link to activate the account.
- **Once registered, LOGIN to your account.**



# Registered users login with the valid User Id and Password



ATA Carnet ::

atacarnet.in/Login.aspx

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FICCI India's Sole National Issuing & Guaranteeing Association (NIGA) for ATA Carnet

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Home    Apply Online

## Apply Online

Admin    \*\*\*\*\*

OR

Have not Registered Yet !

Sign In    Forgot Password?    New Registration Sign Up

Registered Users – Login Here

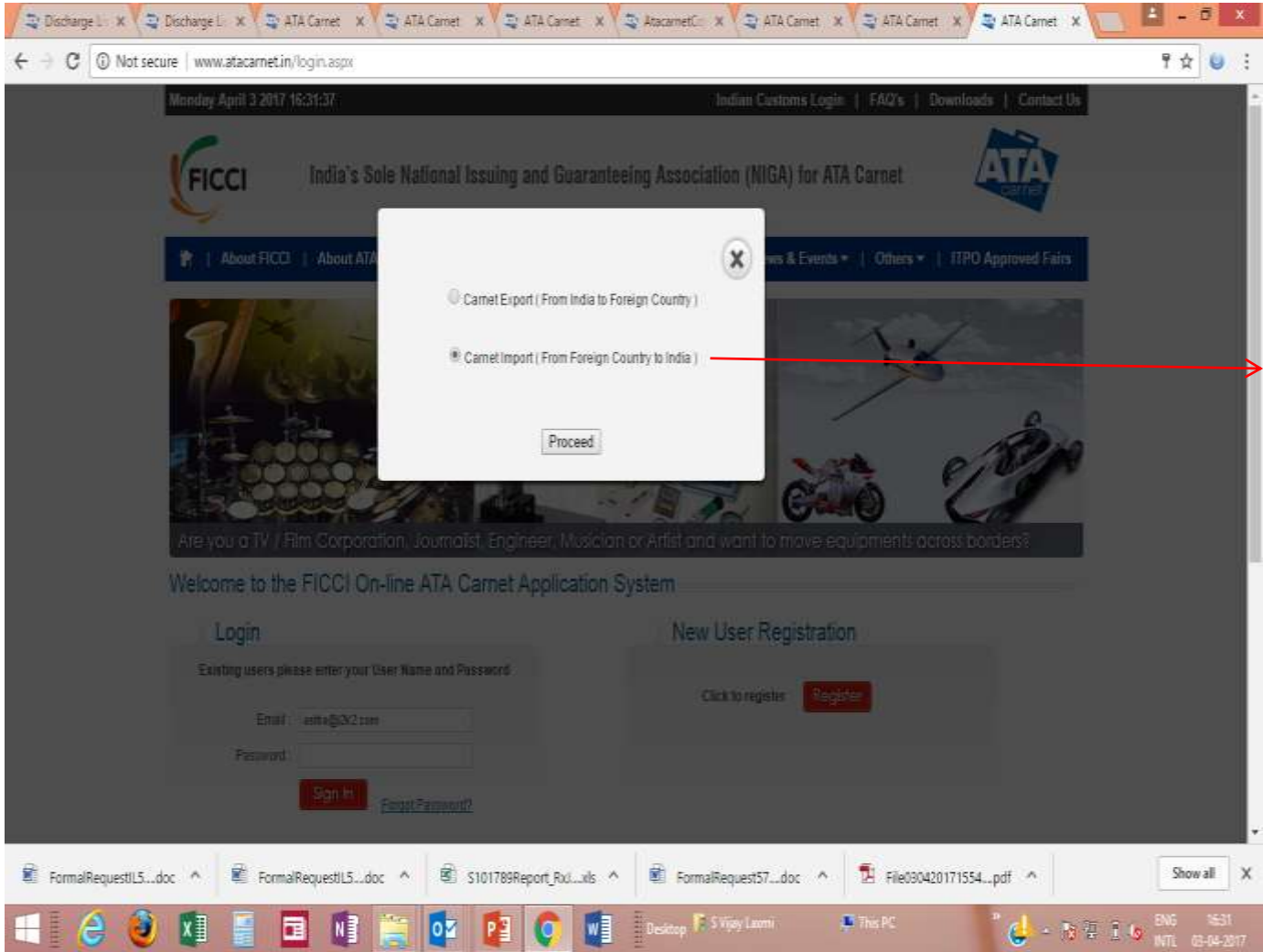
The ATA Carnet is a temporary admission document which acts as a "PASSPORT FOR GOODS" for three main categories of goods:  
commercial samples

Type here to search

12:53  
02-02-2023



# Select "Carnet Import (From Foreign Country to India)"



Select "Carnet Import (From Foreign Country to India)" and Proceed further

# Click 'Apply for New Endorsement'



ATA Carnet : x +

atacarnet.in/ENDORSEMENT/End-user-dashboard.aspx

ISO 9001:2008 Certified Indian Customs Login FAQ's Downloads Contact Us Switch to Carnet Export

FICCI ATA Carnet Passport for goods

FICCI India's Sole National Issuing & Guaranteeing Association (NIGA) for ATA Carnet

Welcome Mr. astha r Logged in as an Individual | Change Password | Logout

Home About FICCI ATA Carnet Carnet Export Carnet Import ATA Countries News & Events **Apply Online**

Home User Dashboard

## User Dashboard

Welcome to the FICCI Online Endorsement Application System

Current Endorsement **Apply for New Endorsement** Cancel Endorsement Bulk Payment Extension Discharge Obligations **Quick Guides**

[View GST Details](#)

Click [here](#) to view sample application pdf of FICCI Online ATA Carnet Endorsement New Application.

**KINDLY PREPARE THE FOLLOWING SCANNED DOCUMENTS TO PROCEED FURTHER: ( SUPPORTED FORMATS: C, DOCX, XLS, XLSX, PDF,RAR MAX FILE SIZE: 5MB)**

How to File Request for Guarantee Letter

How to Discharge

Click here to apply for guarantee letter

https://www.atacarnet.in/ENDORSEMENT/End-user-dashboard.aspx# C, DOCX, XLS, XLSX, PDF,RAR MAX FILE SIZE: 5MB

Type here to search

12:55 02-02-2023



# Fill the Application Form

File Edit View History Bookmarks Tools Help

ATA ATA Carnet x ATA AtacarnetCopyIL53214-14.pdf x ATA ATA Carnet x +

www.atacarnet.in/ENDORSEMENT/End\_application\_form.aspx

Are you a TV / Film Corporation, Journalist, Engineer, Musician or Artist and want to move equipments across borders?

### Endorsement Application Form

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

\*Processing Type: Standard - Delivery in 2 Working Days [Learn More](#)

\* Name: Mr. charles reuven shein

\* Company Name & Address: rafaelHAIFA 22215HAIFA - 22215ZAPON

\* Contact No.:

\*Purpose of Import:

- Exhibition/Demonstration
- Meeting/Demonstration
- Meeting/Conference
- Others

\*Carnet Number:

\*Carnet Issued Date:

\*Carnet Expiry Date:

Same As Company Name/Address

\*Carnet Holder & Address:

Carnet Holder Contact No.:

\* Carnet Holder Email ID:

All Mandatory Fields need to be filled

Select Purpose of Import

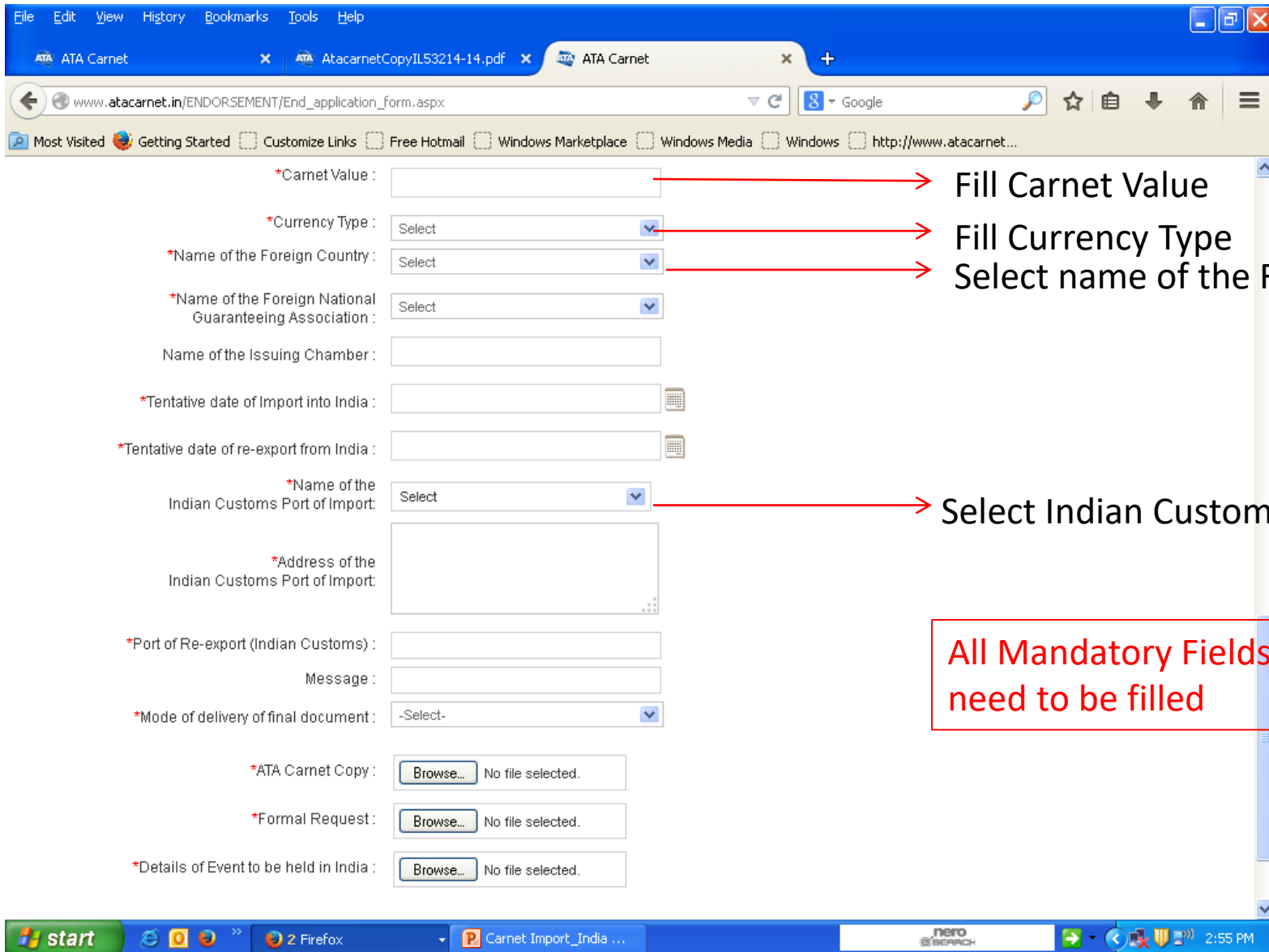
Fill Carnet Number

Fill Carnet Issued Date

Fill Carnet Expiry Date

Fill Details of Carnet Holder

# Application Form.....contd



File Edit View History Bookmarks Tools Help

ATA ATA Carnet x AtacarnetCopyIL53214-14.pdf x ATA ATA Carnet x +

www.atacarnet.in/ENDORSEMENT/End\_application\_form.aspx

Most Visited Getting Started Customize Links Free Hotmail Windows Marketplace Windows Media Windows http://www.atacarnet...

\*Carnet Value :  → Fill Carnet Value

\*Currency Type :  → Fill Currency Type

\*Name of the Foreign Country :  → Select name of the Foreign Country

\*Name of the Foreign National Guaranteeing Association :

Name of the Issuing Chamber :

\*Tentative date of Import into India :

\*Tentative date of re-export from India :

\*Name of the Indian Customs Port of Import :  → Select Indian Customs Port

\*Address of the Indian Customs Port of Import :

\*Port of Re-export (Indian Customs) :

Message :

\*Mode of delivery of final document :


\*ATA Carnet Copy :  No file selected.

\*Formal Request :  No file selected.

\*Details of Event to be held in India :  No file selected.

All Mandatory Fields need to be filled

start 2 Firefox Carnet Import\_India ... nero @ BENCH 2:55 PM



# Upload Scanned Documents



ATA Carnet

www.atacarnet.in/ENDORSEMENT/End\_application\_form.aspx

Select

\*Name of the Foreign National Guaranteeing Association : Select

Name of the Issuing Chamber :

\*Tentative date of Import into India :

\*Tentative date of re-export from India :

\*Name of the Indian Customs Port of Import: Select

\*Address of the Indian Customs Port of Import:

\*Port of Re-export (Indian Customs) :

Message :

\*Mode of delivery of final document : -Select-

\*ATA Carnet Copy :  No file selected.

\*Formal Request :  No file selected.

\*Details of Event to be held in India :  No file selected.

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→ Upload copy of ATA Carnet

→ Upload Formal Request

→ Upload Details of Event to be held in India

→ Save & Proceed



# Wait for Approval (Normally done in few hours)

ATA Carnet: x +

atacarnet.in/ENDORSEMENT/End-user-dashboard.aspx

Welcome Ms VIJAYALAKSHMI S Logged in as a Company | [Change Password](#) | [Logout](#)

Home About FICCI ATA Carnet Carnet Export Carnet Import ATA Countries News & Events **Apply Online**

Home User Dashboard

## User Dashboard

Welcome to the FICCI Online Endorsement Application System

Current Endorsement Apply for New Endorsement Cancel Endorsement Bulk Payment Extension Discharge Obligations Quick Guides

**View GST Details**

Your recently filled Online Endorsement Applications are specified below.

Carnet Number	Applied on	Status	Process	Letter Copy	Invoice Copy	
FR-XV-1/1910127	02/02/2023	Pending For Approval				Delete
1879302	02/02/2023	Pending For Approval				Delete

Type here to search

13:06 02-02-2023

Wait for Approval

# User Dashboard

Welcome to the FICCI Online Endorsement Application System

- Current Endorsement
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- Extension
- Discharge Obligations
- Quick Guides

### View GST Details

Your recently filled Online Endorsement Applications are specified below.

Carnet Number	Applied on	Status	Process	Letter Copy	Invoice Copy	
FR-XV-1/1910127	02/02/2023	Approved	<a href="#">Pay Now</a>		<a href="#">Invoice</a>	
1879302	02/02/2023	Pending For Approval				<a href="#">Delete</a>
LKCB20220012	12/12/2022	Dispatched through soft copy, Courier No -soft copy, Dated -12/12/2022		<a href="#">Download Certificate</a>	<a href="#">Invoice</a>	

Please be noted that the normal time limit of any carnet import is six months/stipulated time period from the date of import. Kindly re-export the goods on or before the said period. **Failing, the carnet holder will be liable for customs duties and taxes in India.**  
If the goods are required to be retained beyond the above said

Proceed Further

# Download Letter Copy

ATA Carnet :: Dummy Invoice :: ATA Carnet :: ATA Carnet :: ATA Carnet

atacarnet.in/ENDORSEMENT/End-user-dashboard.aspx

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Carnet Number	Applied on	Status	Process	Letter Copy	Invoice Copy
FR-XV-1/1910127	02/02/2023	Fee Submitted		<a href="#">Download Certificate</a>	<a href="#">Invoice</a>
1879302	02/02/2023	Pending For Approval			<a href="#">Delete</a>
LKCB20220012	12/12/2022	Dispatched through soft copy, Courier No -soft copy, Dated -12/12/2022		<a href="#">Download Certificate</a>	<a href="#">Invoice</a>

Please be noted that the normal time limit of any carnet import is six months/stipulated time period from the date of import. Kindly re-export the goods on or before the said period, **Failing, the carnet holder will be liable for customs duties and taxes in**

https://www.atacarnet.in/pdf/END\_TrueCopy\_1986F889-118E-481E-88F1-20F12CB394AA.pdf

Windows Taskbar: Type here to search, 13:44, 02-02-2023

Download Letter in Soft Copy Here