هيئة الزكاة والضريبة والجمارك Zakat, Tax and Customs Authority



User Manual Request for Approval for the Temporary Admission Using the ATA Carnet

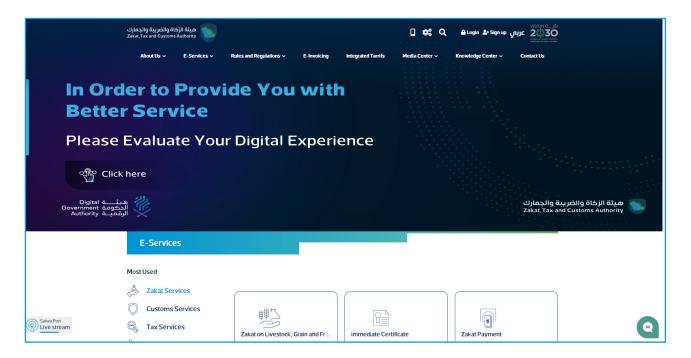


This Manual is designed for importers and exporters to understand the application for the approval request on the temporary admission in the ATA Carnet.



Steps to use the service:

- 1. Visit the Zakat, Tax, and Customs Authority via: (zatca.gov.sa).
- 2. Click "e-services" at the top of the main screen.
- 3. Click "Customs Services".





4. Click "Temporary admission in ATA carnet".

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Request For Temporary Admission	
Using ATA Carnet	G

5. There are two cases for temporary admission in the ATA carnet:

Case 1:

"You have previously imported to Saudi Arabia using ATA Carnet".

- Please add the Importer No., then click "Data Verification and Retrieval".

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Temporary Admission (ATA Carnet) αμαμβε > Natic services	
Temporary Admission (ATA Carnet) You have previously imported to Saudi Arabia using ATA Carnet Upporter Number* Voti taxen and taba Recovery Sation Sation	



If the importer has an importer number, his information will be obtained from the system, however a copy of his passport must also be attached.

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– Please fill in the ATA Carnet details.

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		2					
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	2 ATA Carnet In			Authorization Organ	nization*		
	XXXXXXXXXXXX			XXXXXXXXXXX			
	ATA Carnet Issue Date*			ATA Carnet Expirati	ion Date*		
	XXXXXXXXXX			XXXXXXXXXXX			
	Currency*			Value of Goods Inclu	uded in the ATA Carnet*		
	xxxxxxxxxx			XXXXXXXXX			
	ATA Carnet Holder*			ATA Carnet Holder	Address*		
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- Fill in the data of the goods included in the ATA carnet.

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	3 Goods Inclu	ded in the ATA Carnet					
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			Ad	ditem			
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- Fill in the Consignment Arrival Information.

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	Importer Information	ATA Carnet Information			3 Shipment Arrival Information	Additional Information	
1	Shipment	Arrival Information					
	City•			Customs Port*			
				XXXXXXXXXX			
	Estimated Date of Arri	val*		Estimated Time of	Arrival*		
	XXXXXXXXX			XXXXXXXXXX			
		the Shipment's Stay within Sau	idi Arabia in	2			
	Days*						
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- Fill in the additional data for the reason for admission into the Kingdom by using the ATA carnet, then click "Send".

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- After submitting the request, please add the applicant's email address and mobile number.

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- Enter the verification code sent in a SMS message on your mobile number or email address.

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- A message will appear stating that the request was sent successfully.

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About Us v E-Services v B	OK	Knewtedge Center v Contact Us
Temporary Admission	on (ATA Carnet)	Back
	2 3 41 ATA Carnet Information Goods included in the ATA Carnet Stepaneout Annual Information	5 Additional Information
S Additional Inform		
Reasons of Entering Saudi Art	bia by using ATA Carnet*	
Attachments Attachments for Entry Reaso	ns	
Choose File		chose file
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	Previous Send Back	



- An email of the submission confirmation would be received:

Sun 5/19/2024 3:21 PM XXXXXXXXXX Receiving a request to enter To XXXXXXXXXXXXXXXX	consignments according to the ATA Carnet
	ميئة الزخاة والضريبة وال Tax and Customs Authority
Dear : Customer	
Greetings We are pleased to conv	e you. We would like to notify you that we received a request to enter a consignment to the KSA in the ATA Camet.
	the response to the request within 5 days
Request No.:	200000000
Request Date:	200000000
	ill us 24/7 at: 19993 or visit our website.
Zakat, Tax and Custom	

Case 2:

"You never have imported to Saudi Arabia using ATA Carnet." Please click "Start Here".

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L.	emporary Adr	nission (ATA Carne	t)				
	You have prev imported to S using ATA Car nporter Number*	audi Arabia	You never imported t using ATA	o Saudi Arabia	Inquir	• Iy have a request and wan us?	ιω
	Verification and D	ata Recovery	Sta	ut Here		Inquiry	



- Select Apply As Individual or Establishment.
- If Individual, fill in the importer's data and then click "Next" Then continue the next steps as As of the steps on page 5.

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	Importer Information	ATA Carnet Information	Goods Include	d in the ATA Carnet SI	hipment Arrival Information	Additional Information	
	Importer In	formation					
		f01					
	ho are you applying Person \bigcirc Establish						
Na	me*			Passport Number*			
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Na	tionality*			Birth Date*			
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- A message will appear stating that the request was sent successfully.

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Attachments					
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- If Establishment, fill in the Establishment's information and then click "Next" Then continue the next steps as in page 5.

Temporary Admission (ATA Carnet) 1 2 1 2 1 2 2 3 2 3 1 2 1 2 1 2 1 2 1 2 1 2 1 1 1 1 1 Importer Information	Back 5 Additional television
Importer Information Importer Information	-5
Importer Information Importer Information	-5
Importer Information Importer Information	-5
1 Importer Information	5 Additional information
1 Importer Information	Additional Information
1 Importer Information	Additional Information
Who are you applying for?*	
Person Establishment	
Organization Name* Organization Nationality*	
XXXXXXXXXX	
Your Relationship with the Organization* Responsible Person Name *	
X0000000X	
Name* Passport Number of the Official*	
XXXXXXXXXX	
Attachments Passport*	
	chose file
Next	

- A message will appear stating that the request was sent successfully.

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te diministrative All activities in the second seco		
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"Inquire about a previous request" Please enter the Request Number and then click "Inquire".

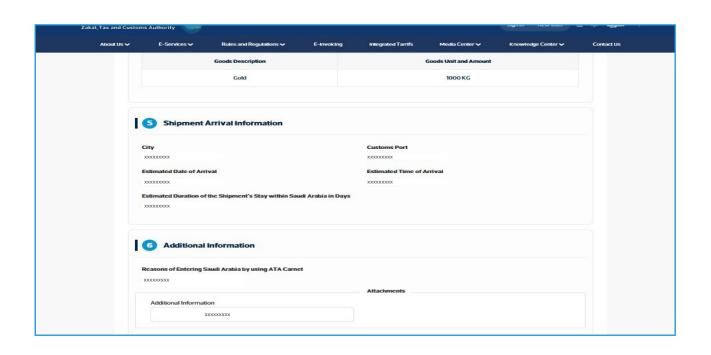
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- Details of the temporary admission request will appear in the ATA carnet.

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- P	Temporary Adr	mission (ATA Carnet) Request De	tails			
1	1 Request In	formation					
	Request Number			Request Status			
	XXXXXXXXXX			XXXXXXXXXX			
1	2 Importer In Name	formation		Passport Number			
	XXXXXXXXXX			XXXXXXXXXX			
	Nationality			Birth Date			
	Phone Number			Email			
	XXXXXXXXXX			XXXXXXXXXXXX			
				Attachments			

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	ATA Carnet Number			Authorization Organ				
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	ATA Carnet Holder			ATA Carnet Holder A	uddress			
	ATA Carnet			Attachments				
1	Goods Inclu	ded in the ATA Carnet						
		Goods Description			Goods Unit and Amount			
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			XXXXXXXXXXXX			
1	5 Shipment A	rrival Information						
	XXXXXXXXXX			Customs Port				
	Estimated Date of Arriv	al he Shipment's Stay within Sau	di Arabia in Davs	Estimated Time of A	rrival			
	7		and an adda					





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