Victorian Chamber of Commerce and Industry



ATA Carnets

Carnet Deposit End-to-End User Guide

26 August 2025

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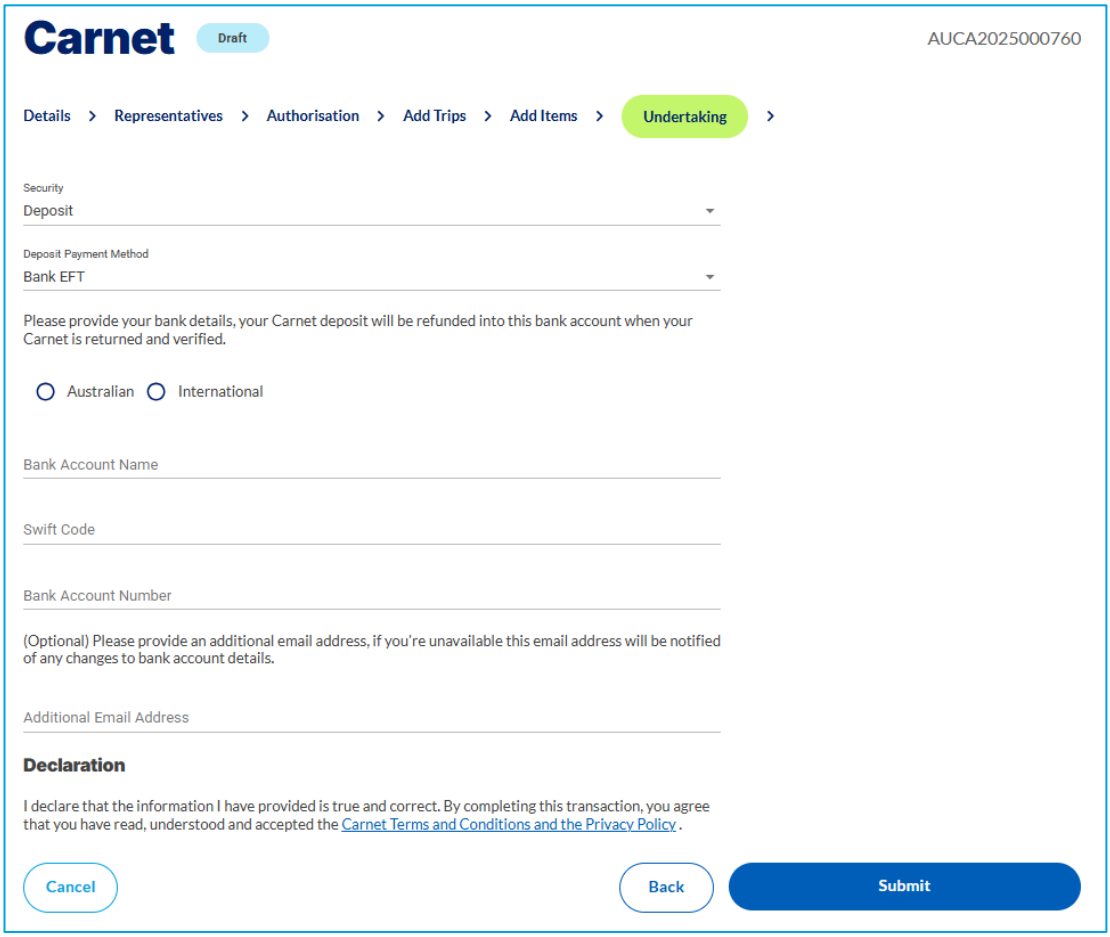
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Application Stage

During the Carnet Application process, you'll be required to enter your bank account details in the Undertaking stage. The deposit will be refunded to these payment details once the Carnet document has been returned to the Victorian Chamber of Commerce and Industry (VCCI).

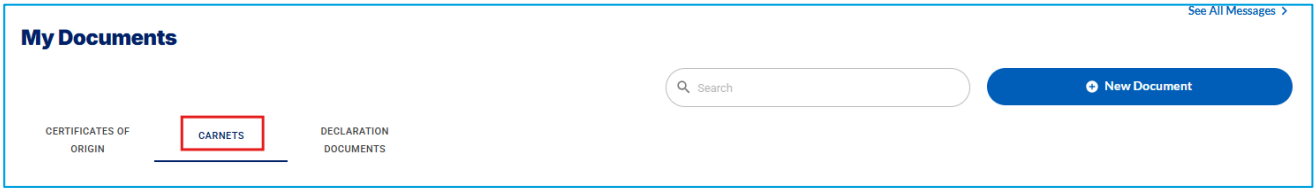
*Please note that only the **Applicant** or **MyPortal Users** with **Owner** permission can update these bank details when required.



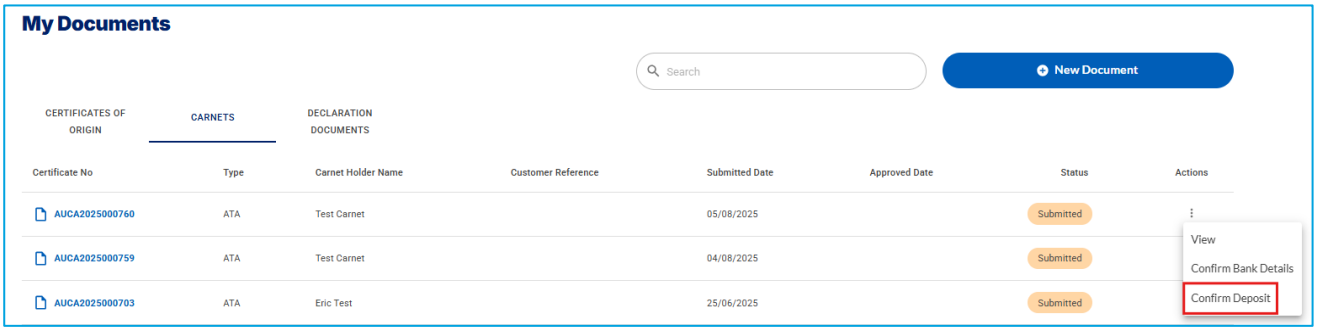
Invoiced Stage

After VCCI have sent the invoice for your Carnet you will be required to confirm once the deposit has been transferred by going back onto **ChamberCERTIFY**.

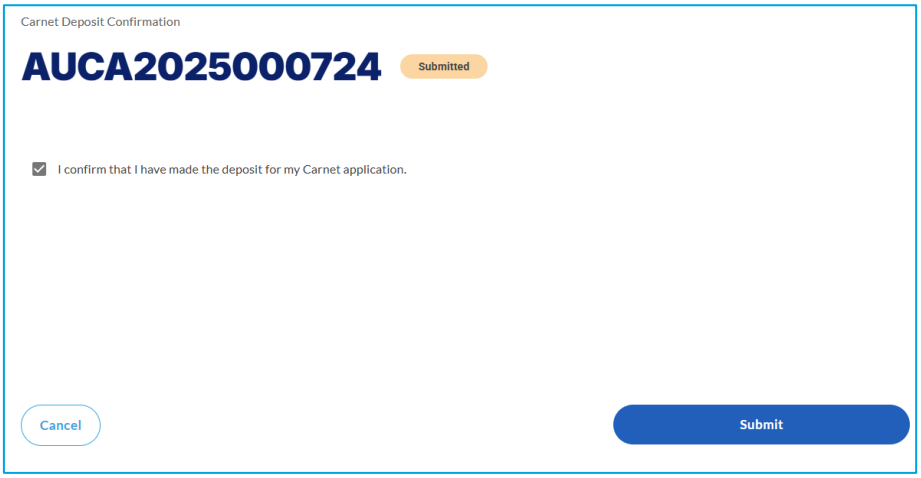
1. Login to ChamberCERTIFY by clicking here and click on the Carnets tab under My Documents

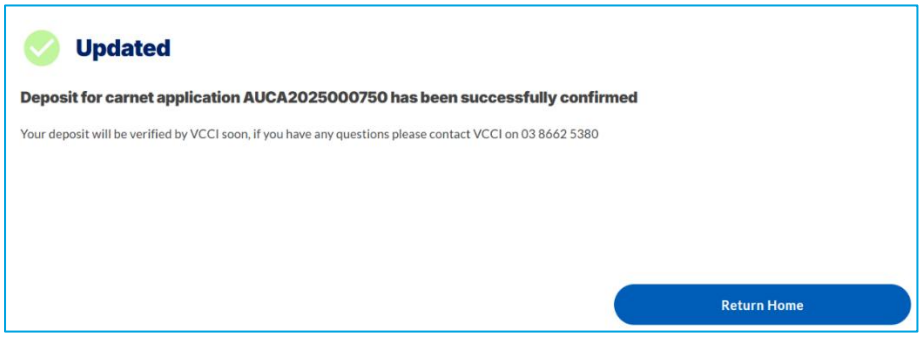


2. Under Actions click on the ⋮ icon and select Confirm Deposit against the correct application



3. Tick the box to confirm the deposit is made and click Submit

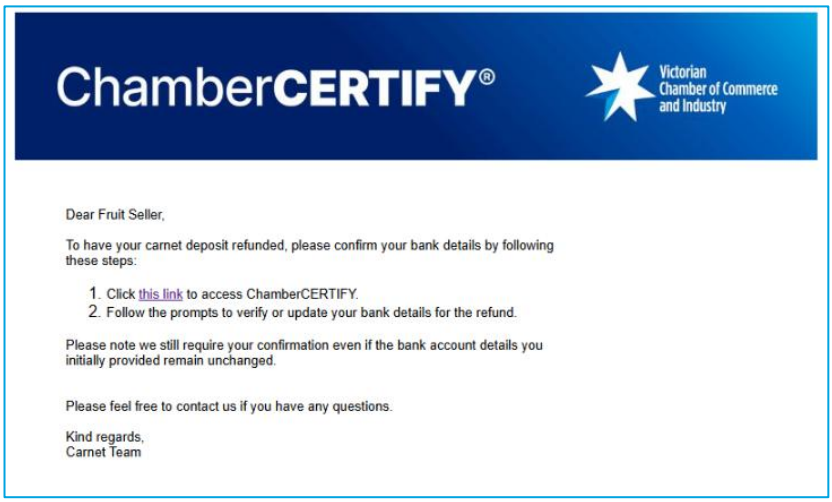




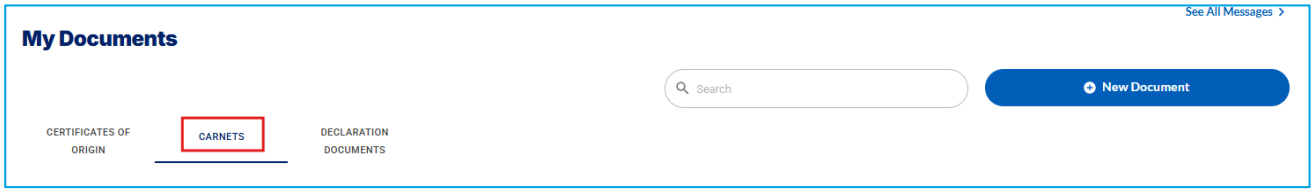
After the Carnet is returned

When all goods have been returned to Australia and your Carnet has been returned to VCCI you will receive an email to confirm bank details on **ChamberCERTIFY**.

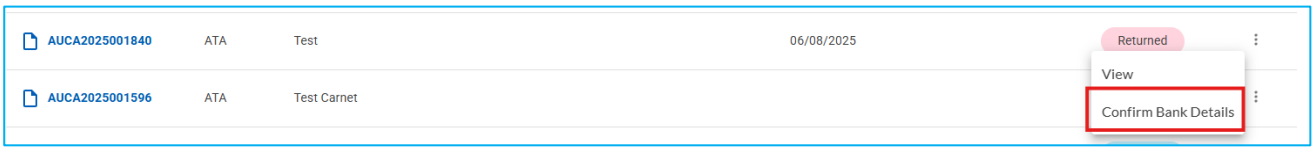
*Please note that only the **Applicant** or **MyPortal Users with Owner permission** can update these bank details.



1. Login to ChamberCERTIFY by clicking here and click on the **Carnets Tab** under My Documents

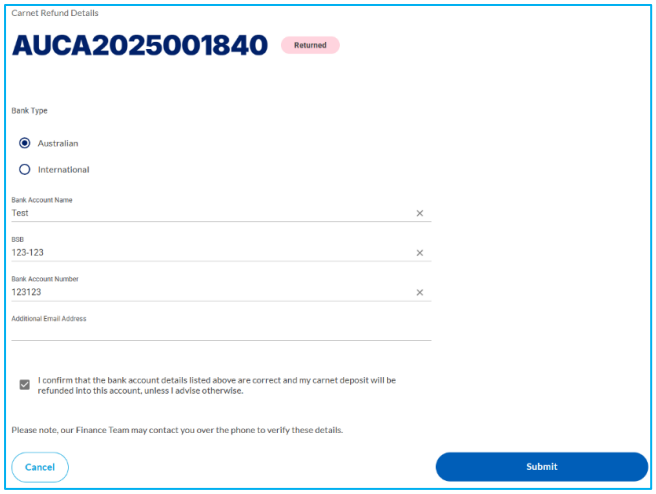


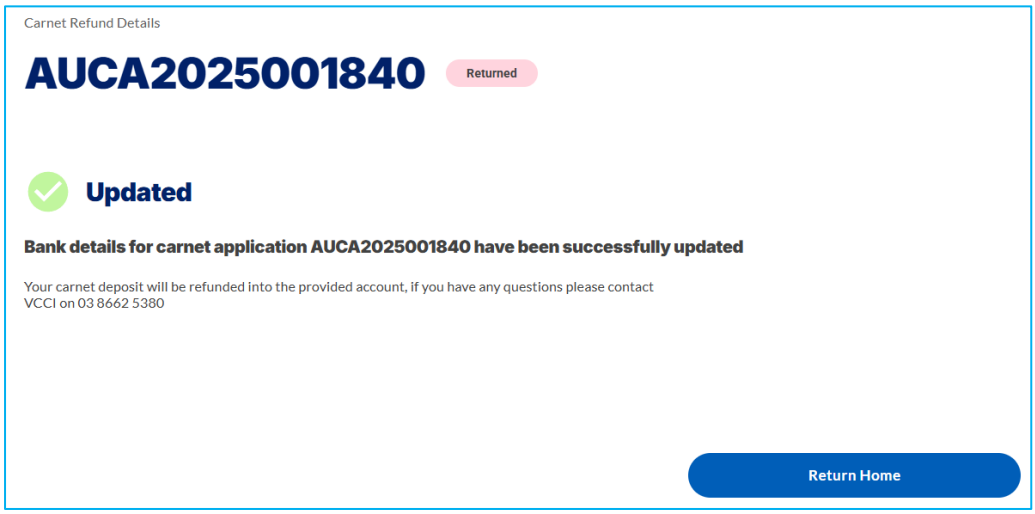
2. Under Actions click on the ⋮ icon and select Confirm Bank Details against the correct application



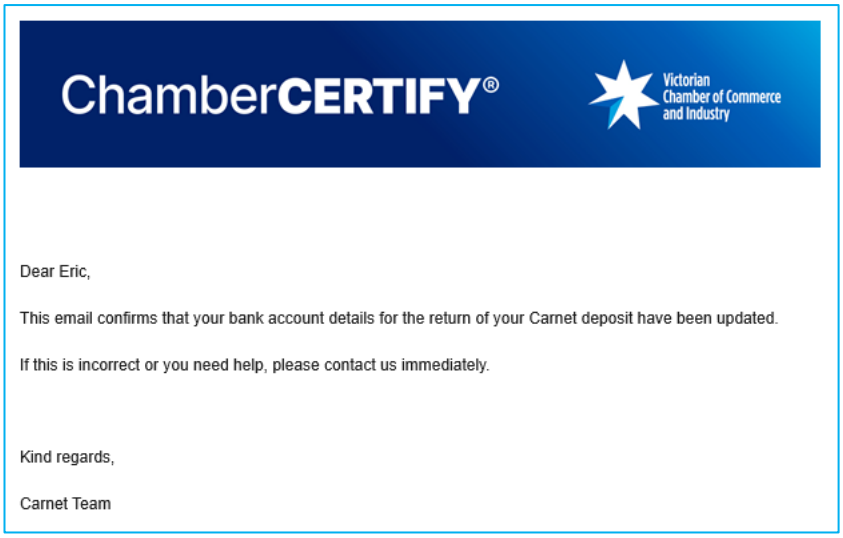
3. Review the bank details and make any changes if required and click Submit – These details are pre-populated from the Carnet application

*Please note: This is the final opportunity to make changes to your bank details.





If the bank details are updated at any stage of the application, you will receive an automated email which won't require any further action.



ChamberCERTIFY®

Victorian Chamber of Commerce and Industry

Dear Eric,

This email confirms that your bank account details for the return of your Carnet deposit have been updated.

If this is incorrect or you need help, please contact us immediately.

Kind regards,

Carnet Team

*If you did not authorise the update, or if you need to make changes after verifying the details, please contact the Carnet Team immediately via Email carnet@victorianchamber.com.au or by Phone: 03 8662 5380



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