



**Touring Club Switzerland**  
Chemin de Blandonnet 4  
Case postale 820  
1214 Vernier GE  
[www.tcs.ch](http://www.tcs.ch)

**TCS Customs Documents**  
Tel.: +41 58 827 12 53  
Fax: +41 58 827 50 18  
[cpd@tcs.ch](mailto:cpd@tcs.ch)

## Carnet de Passages for vehicles registered outside of Switzerland

The TCS can issue such a document for vehicles registered outside of Switzerland if there is no possibility to obtain a Carnet de passages in their residing country or with the agreement of their local club.

### **Following conditions must be observed:**

- The deposit has to be paid by bank transfer in CHF or Euro. Payment by credit cards or other guarantees issued by a foreign bank or an insurance company cannot be accepted.
- **The amount of the deposit will be fixed by the department of customs documents at the Head Office of the TCS in Geneva.**
- This deposit will be reimbursed by bank transfer only after the TCS has received the Carnet de Passages duly stamped together with the proof of the re-importation of the vehicle in its origin country (The certificate of location - last page of the Carnet - must be stamped by the national customs authorities).
- No re-importation proof will be required if the Carnet de Passages has not been used at all.
- In any case, the Carnet de Passages has to be returned to the issuing club after its expiry date.
- **A duly signed and dated application form must be sent by e-mail, post or fax to the TCS together with a photocopy of your passport, registration car license and driving license.**
- The Carnet de Passages will be issued and sent only after the necessary amount (**deposit + document fees + postage costs**) is received by the TCS.

### **Conditions of payment:**

<b>SWISS FRANCS – CHF</b>	<b>EUROS - €</b>
<b>Beneficiary:</b> Touring Club Suisse 1214 Vernier	<b>Beneficiary:</b> Touring Club Suisse 1214 Vernier
<b>BANK Name:</b> PostFinance SA Mingerstrasse 20 3030 Berne	<b>BANK Name:</b> UBS SA C.P. 2600 1211 Geneva 2
<b>IBAN:</b> CH33 0900 0000 1202 8178 3 <b>BIC/SWIFT :</b> POFICHBEXXX	<b>IBAN:</b> CH76 0024 0240 C211 4766 9 <b>BIC/SWIFT:</b> UBSWCHZH80A (or UBSWCHZH12A)
<b>Reference - Please always mention :</b> <b>CPD and your name</b>	<b>Reference - Please always mention:</b> <b>CPD and your name.</b>

The total amount to be transferred (**deposit + document fees + postage costs**) will be determined after consulting the TCS customs documents office.

### **Customs Documents Fees**

- **Vehicles registered outside of Switzerland: CHF 620.00 (Euro 570.00)**

Subject to modification. TCS reserves the right to change his fees at any time and without prior notice

### **Cash Deposit for vehicles registered outside of Switzerland**

On issuing a Carnet, a motoring organization becomes directly responsible for the payment of customs duties and taxes if the regulations concerning temporary import are infringed. In order to take on this responsibility, the applicant must provide a security.

**The amount of the deposit will be fixed by the department of customs documents at the Head Office of the TCS in Geneva.**



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## CARNET DE PASSAGES EN DOUANES

### Background

A "Carnet de Passages en Douanes (CPD)" is an internationally recognized Customs document entitling the holder to TEMPORARILY import a vehicle duty-free into countries, which normally require a deposit against import charges for such vehicles (generally countries outside Europe). The Carnet is used within the framework of the UN Customs Conventions of 1954 & 1956.

The Carnet is issued under the auspices of two international touring organizations the AIT and the FIA. A large number of automobile and touring clubs throughout the world are affiliated to one or both of these organizations and a number are authorized to issue Carnets within the AIT/FIA customs documents network. This includes TCS who are affiliated to the AIT.

**Each Carnet is valid for a maximum of one year. But in any case, the length of stay is always settled by the legislation or the regulations of the visited country.** A Carnet holder whose journey goes beyond one year may, obtain a second Carnet or in some countries, an extension, by contacting the local motoring organization and seeking further advice from TCS.

**The carnet is a valuable document issued for a person and a vehicle. The carnet is the property of the issuing association.** Until the carnet is returned, TCS will not release the refundable deposit held as our security. Expired carnets must be returned should a potential query or claim be received from an overseas customs authority/motoring club.

### Your application:

1. The application form must be fully filled in and signed by the applicant
2. We draw your attention that signing your application and filling in, in letters, the point 3 of the commitment is mandatory. The amount in Swiss francs is corresponding to the customs duties and internal taxes, that may be required by a foreign customs administration further to the use of the Carnet de Passages for a vehicle which was not able to be re-exported. These rights and taxes are variable according to countries and as a general rule are calculated on the market value of the vehicle in the country of import and not on the value appearing on the Carnet.

### Commitment :

**Important:** The "Commitment" (see following page) **is not to be confused with the amount of the cash deposit.** It is a moral commitment that undertakes the applicant towards the TCS in case of a complaint would rise from a foreign customs authority.

To allow you to calculate the amount to be written down in the point 3 of the moral commitment, you will find below the duties and taxes to be applied to the current value of the vehicle:

- 500% Egypt
- 450% Pakistan
- 250% India, Iran, Kenya, Syria, Bangladesh, Jordan
- 150% Argentina, Peru, the Southern Africa Customs Union (South Africa, Namibia, Botswana, Swaziland, Lesotho)
- 100% all other countries

### Conditions of Temporary Import:

The Carnet is a legal document allowing temporary importation only and, as such, penalties for its misuse are severe. Conditions of issue, including the general regulations regarding temporary importation, are shown on the inside back cover of the Carnet. The main conditions are:

- A temporarily imported vehicle cannot be sold, loaned, abandoned, hire, or otherwise disposed of without the prior agreement of the local Customs authority and the TCS.
- The Carnet can only be extended with the prior agreement of the local Customs authority and the TCS.
- The Carnet-holder is responsible for ensuring the Carnet is properly endorsed at each border crossing.
- The Carnet cannot be used in any country where the holder is normally resident, nor in any country specifically excluded from that Carnet.

### Data Protection

The data collected through the application form will be processed electronically by the TCS and by the Fédération Internationale de l'Automobile (FIA) based in Geneva, Switzerland but may be transferred to a destination inside or outside the European Economic Area (EEA) only for logistical and organizational purposes. The data is collected by the FIA as part as an application for a Carnet de Passages en Douane and will be kept as long as reasonably necessary. In accordance with the Federal Act on Data Protection of 19 June 1992 and the Ordinance to the Federal Act on Data Protection of 14 June 1993, you have the right to access and rectify data that relates to you by writing to .....

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**Follow-Up Carnet:**

Should your journey go beyond one year and if you intend to continue your journey to other carnet-obligatory countries, you will need a new Carnet de Passages, a follow-up Carnet.

Please send your renewal form 6 - 8 weeks prior to expiry of the validity at TCS head office in Geneva. The deposit will be transferred to the new Carnet, if the amount of the deposit is sufficient for the other destinations. The issuing fee and postage have to be paid again. The deposit may have to be raised.

On exit the old Carnet has to be stamped and the new Carnet de Passages has to be presented for entering the next country.

**Extension of Validity:**

If the vehicle **cannot** be re-exported from a country during the period of validity, it is possible to extend the validity of the document (3 months in general). However, this can only be done in a country with a local automobile club. There are different national provisions, so please ask for information at an early stage. Apply for extension 6 weeks prior to expiry of validity at TCS and the foreign automobile club. The approval of the foreign customs authority is a precondition for extending the Carnet. Upon approval of the customs authority the partner club will notify us and ask for authorisation. Extension fees of CHF 100.- will be invoiced.

An extended Carnet de Passages is only valid for that country it was extended in.  
It may not be used for re-exportation to Europe or in other countries.

**NB: Carnets which follow up each other must always be dated in a continuous way; the dates of validity cannot overlap or have of gap between them.**

**Discharge of the Carnet:**

**On completion of a journey**, the "Certificate of Location" (last page of the Carnet) must be completed and witnessed by your official local authority (Customs, Police or Judiciary) or the country of final import. Failure to do this may delay the release of the security to the Carnet holder who can still be held liable for customs duties.

**The complete Carnet** de Passages must then be returned **by secure post to TCS – Customs Documents in Geneva.**

**A carnet must be returned to TCS within 3 months of the expiry date, or when the vehicle has returned to the its origin country** (whichever is sooner), unless prior contact or arrangements have been made regarding issue of a further carnet. A carnet remains the property of TCS.

It is strongly recommended to the holders not to part with their vehicle (sale, destruction, etc.), before being released from all obligations contracted with the TCS.

The Carnet will be checked to ensure it has been stamped correctly in and out of each country visited to ensure no further claims can be made by foreign Customs.

If the Carnet has not been used, i.e. all the counterfoils and the vouchers are still there, the Certificate of Location will not be necessary. There will be no refund of issuing fees already paid for Carnets that remain unused.

After verification, the security will be released as appropriate. No additional interest will be paid on the amount of the deposit.

If a vehicle is stolen or written-off during the journey, a police report and Customs acknowledgement must be obtained as soon as possible. Failure to do this will almost certainly result in the Carnet holder being held liable for customs duties. TCS should be notified as soon as possible. A Carnet does not cover the duties and taxes payable in the event of loss or theft of a vehicle.

If the Carnet is not returned to TCS and the carnet holder fails to comply with the temporary importation regulations & procedures, TCS reserves the right to refuse refunding of monies to cover costs incurred and the holder will be liable for any duties and taxes applicable.



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**Application Form for a Carnet de Passages en Douane**

**(Please enclose copy of passport, registration license and driving license)**

Surname ..... First name ..... Address ..... E-Mail Address ..... Phone numbers ..... Nationality ..... Date of birth ..... Place of birth ..... Passport No. <b>(JOIN COPY)</b> ..... Issued by : ..... On ..... <b>I would like:</b> <input type="checkbox"/> 1 Carnet de passages with 5 sheets <input type="checkbox"/> 1 Carnet de passages with 10 sheets <input type="checkbox"/> 1 Carnet de passages with 25 sheets Valid for following countries: ..... ..... ..... Validity starting on: ..... Desired date of receipt : .....	<b>VEHICLE SPECIFICATIONS (JOIN COPY OF CAR LICENCE)</b> Reg. License/Plate-Nr. .... Country of registration ..... Year of manufacture ..... Net weight of vehicle (kg) ..... Value of vehicle in CHF ..... Chassis No. .... Make & Model ..... Engine No. .... Make of Engine ..... Nr. of cylinders ..... Horsepower or cm <sup>3</sup> ..... Type (Car, Camper...) ..... Color ..... Upholstery (leather, fabric, color...) ..... No. of seats ..... Radio (or GPS ) / Make ..... No. of spare tires ..... Other particulars (luggage rack, panniers, roof top tent, jerrycan, winch, ...) ..... ..... <b>CONTACT PERSON in Case of Emergency (mandatory)</b> Name : ..... Tel + E-mail : ..... .....
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**COMMITMENT AND DECLARATION**

I am not principally resident in any of the countries I propose to visit and confirm that the particulars given by me are correct.

I will comply with the Customs laws and regulations of the country visited governing temporary importation of motor vehicles, particularly all instructions applying to the use of the Carnet de passages (entry visa, exit visa, etc.).

I will not place the vehicle at the disposal of a person or firm having a residence or business in the country of temporary importation, nor use the vehicle between points within that country for transport of local goods or passengers against remuneration or other considerations unless specifically authorized by the Customs authorities. (Exceptionally if it is necessary to put the vehicle at the disposal of a third party non-resident in the country of temporary importation I will contact the guarantor organization or the Touring Club (TCS) for instructions.

I will re-export the vehicle and any items listed by the TCS on the Carnet from the visited country or countries within the time limit prescribed by the national Customs legislations and will ensure, when leaving the visited country, that the Carnet which remains the property of the TCS has been discharged by the Customs Administration.

I will notify the TCS or the guarantor organization in the country visited as soon as possible of any circumstances (damage, confiscation, etc.) preventing or delaying exportation of the imported vehicle and/or other items listed on the Carnet.

The TCS as a customs document issuer, has assumed guarantee towards the competent domestic and international authorities, the national and international automobile clubs and other institutions with regards to all obligations resulting from Carnets and this contract. TCS is obliged to pay any claims resulting from the use of a carnet and is not entitled to examine the reason and the size of the claims raised. The customs charges raised by the foreign customs authorities in the case of cancellation of the customs document which is incorrect or not within the deadline, as rule is far above the current market value of the vehicle in the country of issue. The TCS has taken out insurance against the customs risk with Lloyd's of London. Lloyd's have authorized the Company Miller Insurance. LLP, London to raise any claims from the insurance contract in their own name. The TCS issues customs documents only, if the absolute guarantee below is given: To cover the risk created for the TCS due to the issue of the customs document I hereby apply for the assumption of an absolute guarantee by the *Company Miller Insurance Services LLP, 70 Mark Lane, London EC3R 7NQ, England.*

**I accept this commitment and agree that any dispute related to this commitment will come exclusively within the jurisdiction of the Courts of the Canton of Geneva.**

I will ensure that the Carnet is discharged by the Customs Administration before selling the vehicle, or modifying its characteristics, or if it has been written off for any reason, or destroyed under Customs control. (The holder must return the Carnet, after having it properly discharged to the TCS should the bearer's status no longer conforms with the requirements of the Customs Administration in the country visited regarding the temporary importation of motor vehicles, for example, transfer abroad the holder's principal residence, destruction or abandonment of the vehicle under the Customs control, etc.)

I will return the Carnet to the TCS after having it properly discharged as soon as possible after use or at the latest at the expiry date of the Carnet's validity.

I will provide the TCS with a completed Certificate of Location - see the last page of the Carnet - before the Carnet is returned to the TCS even if it has been properly discharged by the Customs of the last country in which it was used for temporary importation.

In the event of the Carnet being lost, I will provide the TCS with a completed Certificate of Location made out by the authorities of the country of registration or final importation dated beyond the expiry date of the Carnet.

I will provide if required by the TCS after expiry date of the Carnet (in order to protect the TCS and myself) a completed Certificate of Location in the country of registration or final importation in order to avoid any dispute regarding the authenticity of a Customs exit visa.

I will reimburse the TCS upon presentation of an account for any expenses (including the payment of Customs taxes) under TCS guarantee, including costs arising from any incorrect information supplied by me **up to CHF** **(!in letters, vehicle value X rate as per country chart (minimal amount CHF Three Thousand))**

I authorize the TCS to obtain from any public or private authority details of my address and any other information necessary to deal effectively with any enquiry arising from my use of a carnet or other Customs document issued under the TCS guarantee.

I authorize the TCS to take at my expense all reasonable legal steps to avoid payment of Customs duties and/or charges and to use any deposit/guarantee held for this purpose.

I understand that the TCS cannot be held responsible for the effects of any charges in temporary importation regulations which have either not been officially communicated to the Alliance International de Tourisme or are amended after issue of the Carnet.

(Place and date)

(Signature)



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## How to use the Carnet de Passages en Douane (CPD)

### After the Carnet de Passages is handed over to you

All entries, i.e. the technical and personal data and the blocked countries (see back over), have to be checked for correctness before your trip. Please make sure your Carnet is complete (5, 10 or 25 pages plus 1-sheet Certificate of Location). Any late complaint will be at your charge.

The Cover of the Carnet de Passages must be signed by the document holder in line 12.

### How does the customs document have to be stamped ?

The Carnet is a booklet made up of either 5, 10 or 25 pages.

A 5-page Carnet allows the holder to temporarily import into 5 countries or on 5 different occasions. A 10 or 25 page Carnet covers the temporary importation procedure up to 10 or 25 times. A country re-visited during the return journey will require a new page to be stamped. It is vital that the holder gets these endorsements as they prove that a vehicle has complied with the temporary import conditions and discharge responsibility for any possible future import charges. **Countries not covered by a particular Carnet are noted in a list of exclusions on each page and back cover of the booklet.**

Each page of the Carnet is divided into three sections.

The image shows three pages of the Carnet de Passages en Douane (CPD) for Senegal. Each page is divided into three sections: the top counterfoil section, the middle exportation voucher section, and the bottom importation voucher section. The pages are stamped with 'SENEGAL' and 'Stamp Tintine'. The counterfoil section contains information about the vehicle and the holder, and is stamped once on entry and once on exit. The exportation voucher section is stamped, signed, and removed by Customs on exit from a country. The importation voucher section is stamped, signed, and removed by Customs on entry into a country.

The top, **COUNTERFOIL section**, at the upper part of the document, remains with the **Carnet** and is stamped once on entry and once on exit by Customs.

The **second or middle section** is the **EXPORTATION VOUCHER**. It is stamped, signed and removed by Customs on exit from a country.

The **first or lower section** is the **IMPORTATION VOUCHER**. It is stamped, signed and removed by Customs on entry into a country.

**The foreign customs office confirms the border crossing by stamping the importation voucher and taking it out of the Carnet on entry and by stamping the exportation voucher and taking it out of the Carnet on exit. In addition the relevant counterfoil is stamped.** This counterfoil is a very important receipt for you and the TCS.

On completion of a journey the **Certificate of Location** (last page of the Carnet) must be completed and witnessed (stamped) by your local Customs Authorities or the country of final import.

### Certificate of Location:

The Certificate of Location form is titled 'CERTIFICATE OF LOCATION' and 'CERTIFICAT DE PRÉSENCE'. It contains fields for the place of entry, the undersigned authority, and the date. The form is stamped with 'SENEGAL' and 'Stamp Tintine'. The form is divided into two main sections: 'DESCRIPTION OF VEHICLE' and 'DESCRIPTION OF PERSON'. The 'DESCRIPTION OF VEHICLE' section includes fields for registration number, year of manufacture, net weight, chassis no., make, number of cylinders, horsepower, coachwork, type, color, and capacity. The 'DESCRIPTION OF PERSON' section includes fields for name, date of birth, and signature. The form is stamped with 'SENEGAL' and 'Stamp Tintine'.



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### **Loss of customs document:**

**TCS head office has to be informed** about the loss of the Carnet without delay in writing. The **deposit will not be released** until the confirmed Certificate of Location is sent to the TCS head office. However, this certificate may not be confirmed by your local customs office until after **expiry of the validity of the lost Carnet**. Please do keep this fact in mind, if you consider selling your vehicle later.

If the Carnet was lost in a country subject to Carnet-system (upon importation the Carnet has been stamped) you should **contact the foreign automobile club and the local customs** office, so that the vehicle can be re-exported without a problem. Depending on the case, a replacement Carnet can be issued by the TCS. The deposit would be transferred. The issuing and postage fees have to be paid a second time. The replacement Carnet will be issued for the same period of validity.

### **The vehicle cannot be returned to your origin country:**

Although you have confirmed by signature that you would re-export the vehicle from the country visited, it may happen that this is not possible for various reasons. Such situations can be: accident, total loss and subsequent scrapping, sale of vehicle, theft, etc.

You must have the customs clearance and/or scrapping confirmed in the Carnet de Passages on the exportation voucher, the counterfoil and the Certificate of Location (last sheet) by the foreign customs authority. **In addition a customs clearance or scrapping certificate containing full details of the chassis and engine number has to be issued by the relevant customs authority.** They must state that no further customs claim exists. These receipts must be sent to TCS along with a **certified translation** in French/German/English and the Carnet de Passages. If no certified translation has been prepared yet, the document holder may choose to have documents translated either by the TCS or by a sworn translator. **The document holder will bear the costs in either case.**

**In any case, it is recommended to contact the foreign automobile club.**

### **Examples :**

- You drive into a **country** where a **Carnet de Passages is required**, and the vehicle remains in this country (the Carnet de passages has an entry stamp). The vehicle must be cleared and/or scrapped under customs supervision. The local customs office must confirm the customs clearance and/or scrapping in the Carnet and additionally issue a customs clearance or scrapping receipt. At least the **chassis and engine number** have to be indicated in this receipt. In addition a receipt for the payment of charges has to be issued.
- You drive into a **country** where a **Carnet de Passages is not required**, and the vehicle remains in this country (the importation voucher in the Carnet is not detached). A customs office in this country has to issue a customs clearance and/or scrapping receipt. At least the **chassis and engine number** have to be indicated in this receipt. In addition a receipt for the payment of charges has to be issued.
- In case of **vehicle theft** you have to inform the police. Despite a theft report the customs authority is authorized to demand payment of the customs duty and tax charges, even if there was the intention to re-export the vehicle. We recommend involving the foreign automobile club.

### **Customs related risk – Customs claim procedure:**

If your vehicle's exit from the country is not entered in the Carnet de Passages, the foreign customs authority will assume that your vehicle has been left in the country.

The foreign customs authority demands from TCS (as the issuing club) proof of the re-exportation of the vehicle or proof of customs clearance, scrapping etc. In such case TCS is obliged to furnish such proof. If this is unsuccessful with the documents sent by you, the full customs amount has to be paid. This customs amount may be a multiple of the deposit made, and payment is enforceable by court action.

Please note that customs authorities occasionally demand an official receipt of the vehicle's location also if the Carnet de Passages was stamped correctly.

### **Recommendations:**

We recommend you to always inquire about safety advices with your embassies and/or consulates.

The TCS always tries to deliver reliable information but gives no guarantee as for the exhaustiveness and the accuracy of them.

For any question, please contact :

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- E-Mail: [cpd@tcs.ch](mailto:cpd@tcs.ch)