

**Touring Clus Switzerland**

Chemin de Blandonnet 4
Case postale 820
1214 Vernier GE
www.tcs.ch

TCS Customs Documents

Tel.: +41 58 827 12 53
Fax: +41 58 827 50 18
cpd@tcs.ch

Carnet de Passages (CPD) for a person non-resident in Switzerland

The TCS can issue such a document for persons who are not residing in Switzerland if there is no possibility to obtain a Carnet de Passages in their residing country or with the agreement of their local club.

Before beginning your CPD application, we kindly ask you to read carefully the following information.

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.

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.
- ***The deposit must always represents minimum 100% of the current value of the vehicle (Minimum amount is CHF 7'500.00).***
- 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 must be returned to the issuing club within 3 months of the expiry date.

Customs Documents Fees

- Non-Swiss Residents

CHF 650.-

Postage fees : In Europe the Carnet will be sent by express courier (less than 250 gr) : Approx. CHF 20.-

An additional fee of CHF 60.- may be charged in case of an urgent issue request.

In case of travel to Egypt and/or Sudan the mentioned price is increased by CHF 225. -.

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

Cash Deposit for Non-Swiss Resident

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

The deposit must always represents minimum 100 % of the current value of the vehicle (Minimum amount is CHF 7'500.-).

Exception:

- **Egypt: Minimum Amount of CHF 15'000.-**

**Touring Club Switzerland**

Chemin de Blandonnet 4
Case postale 820
1214 Vernier GE
www.tcs.ch

TCS Customs Documents

Tel.: +41 58 827 12 53
Fax: +41 58 827 50 18
cpd@tcs.ch

Your application

*The Carnet de Passages will be issued and sent only after the necessary documents and amount (**deposit + document fees + postage costs**) is received by the TCS. To avoid any inconvenience, we recommend that you order your Carnet 6-8 weeks before your departure.*

We kindly ask you to:

1. Apply for a Carnet de passage online on: https://issuance.fiacpd.com/application/index/tcs_carnetdepassage

If you're not able to apply for a CPD online, please fill on the application form page 5 and send it together with all the documents needed to cpd@tcs.ch.

Before starting the application process make sure that you prepared the following documents (PDF/JPEG) because they have to be uploaded during the application process. If one of these documents is missing, the process has to be interrupted.

- Your passport (with signature)
- Your driving license
- Car registration form
- The signed commitment* (page 4)
- Payment confirmation

***We draw your attention to the obligation to sign the commitment (see page 4) and attach it to your request.**

By signing, you agree to take charge of all customs duties plus internal taxes, which may be claimed by a foreign customs administration following the use of the CPD for a vehicle that could not be re-exported or following misuse (fraud) of the Carnet.

These duties and taxes vary from country to country and as a general rule are calculated on the market value of the vehicle in the importing country and not on the value appearing on the CPD.



For information, in some countries such as Iran, Kenya or India, customs duties can be up to 250% of the value of the vehicle.

In Egypt or Pakistan, these can reach up to 5 times the value of the vehicle.

By signing the commitment, you become responsible for paying these taxes in the event of a claim.

2. Pay the price of Carnet + postage fees + cash deposit to:

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

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

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 request 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.

**Touring Club Switzerland**

Chemin de Blandonnet 4
Case postale 820
1214 Vernier GE
www.tcs.ch

TCS Customs Documents

Tel.: +41 58 827 12 53
Fax: +41 58 827 50 18
cpd@tcs.ch

Extension of Validity

If your stay should be prolonged unexpectedly and your CPD expires before your return, it is possible in certain countries (mainly Australia and New Zealand) to exceptionally request an **extension of the validity of the Carnet for a period of 3 to 12 months maximum with the local automobile club**. An extension depends on the agreement of the local customs authorities.

In the absence of a local automobile club, if an extension is possible, it can be requested directly from the TCS and the original booklets should be returned to headquarters to be extended and then reshipped.

Extension fees of CHF 100.—will have to be paid as well as postage fees if any additionally to the insurance fees.

An extended Carnet de Passages is generally **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 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.

Data Protection

The data collected through the application form will be processed electronically by the Touring Club Switzerland (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 (CPD)" 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 cpd@tcs.ch.



Touring Club Switzerland
Chemin de Blandonnet 4
Case postale 820
1214 Vernier GE
www.tcs.ch

TCS Customs Documents
Tel.: +41 58 827 12 53
Fax: +41 58 827 50 18
cpd@tcs.ch

COMMITMENT AND DECLARATION

TO BE READ AND SIGNED BY THE CPD APPLICANT

1. I am not principally resident in any of the countries I propose to visit and confirm that the particulars given by me on the CPD application form are correct.
2. 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 CPD (entry visa, exit visa, etc.).
3. 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 issuing association for instructions.)
4. I will re-export the vehicle and any items listed on the CPD from the visited country or countries within the time limit prescribed by the national Customs legislation and will ensure, when leaving the visited country, that the CPD which remains the property of the issuing association has been discharged by the Customs authorities.
5. I will notify the issuing association (TCS) or the guarantor association 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 CPD.
6. I will ensure that the CPD 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 CPD, after having it properly discharged to the issuing association should the bearer's status no longer conform with the requirements of the Customs Administration in the country visited regarding the temporary importation of motor vehicles, for example, transfer abroad of the holder's principal residence, destruction or abandonment of the vehicle under the Customs control, etc.)
7. I will return the CPD to the issuing association after having it properly discharged as soon as possible after use or at the latest at the expiry of the CPD's validity.
8. I will provide a completed Certificate of Location - the last page of the CPD - before the CPD is returned to the issuing association if it has not been properly discharged by the Customs of the last country in which it was used for temporary importation.
9. In the event of the CPD being lost, I will provide the issuing association 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 CPD.
10. I will provide if required by the issuing association after expiry of the CPD (in order to protect the issuing association 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.
11. I will reimburse the issuing association upon presentation of an account for any expenses (including the payment of Customs taxes) under the issuing association guarantee, including costs arising from any incorrect information supplied by me.
12. I authorize the issuing association 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 CPD or other Customs document issued under the issuing association guarantee.
13. I authorize the issuing association to take at my expense all reasonable legal steps to avoid payment of Customs duties and/or charges and to use any guarantee deposit held for this purpose.
14. I understand that the issuing association cannot be held responsible for the effects of any changes in temporary importation regulations which have either not been officially communicated to the AIT/FIA or are amended after the issue of the CPD.

By my signature, 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, also I agree with the FIA's general terms and conditions of issue (see <https://www.fia.com/cpd-terms-and-conditions>)

Place & Date Signature

**Touring Club Switzerland**

Chemin de Blandonnet 4

Case postale 820

1214 Vernier GE

www.tcs.ch**TCS Customs Documents**

Tel.: +41 58 827 12 53

Fax: +41 58 827 50 18

cpd@tcs.ch**Application Form for a Carnet de Passages en Douane****Signed Commitment to join, please**

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

<p>Surname</p> <p>First name</p> <p>Address</p> <p>.....</p> <p>E-Mail Address</p> <p>Phone numbers</p> <p>.....</p> <p>Nationality</p> <p>Date of birth</p> <p>Place of birth</p> <p>Passport No. (JOIN COPY)</p> <p>Issued by : On</p> <p>I would like:</p> <p><input type="checkbox"/> 1 Carnet de passages with 5 sheets</p> <p><input type="checkbox"/> 1 Carnet de passages with 10 sheets</p> <p><input type="checkbox"/> 1 Carnet de passages with 25 sheets</p> <p>Valid for following countries:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Validity starting on:</p> <p>Desired date of receipt :</p> <p>Return date:</p>	<p>VEHICLE SPECIFICATIONS (<i>JOIN COPY OF CAR LICENCE</i>)</p> <p>Reg. License/Plate-Nr.</p> <p>Country of registration</p> <p>Year of manufacture</p> <p>Net weight of vehicle (kg)</p> <p>Value of vehicle in CHF</p> <p>Chassis No.</p> <p>Make & Model</p> <p>Engine No.</p> <p>Make of Engine</p> <p>Nr. of cylinders</p> <p>Horsepower / Cm³</p> <p>Type (Car, Camper...)</p> <p>Color</p> <p>Upholstery (leather, fabric, color...)</p> <p>.....</p> <p>No. of seats</p> <p>Radio (or GPS) / Make</p> <p>No. of spare tires</p> <p>Other particulars (luggage rack, panniers, roof top tent, jerrycan, winch, ...)</p> <p>.....</p> <p>.....</p> <p>Reason of Travel : Leisure/Tourism : <input type="checkbox"/> Professional: <input type="checkbox"/></p>
<p>If you desire a second driver on your carnet:</p> <p>Name / Surname :</p> <p>E-Mail :</p> <p>Phone No. :</p> <p>Passport No. (join a copy)</p> <p>THIRD PERSON TO CONTACT in case of Emergency (mandatory)</p> <p>Name :</p> <p>E-mail :</p> <p>Ph. No.:</p>	<p>If you're NOT the owner of the vehicle:</p> <p>Name / Surname and address of the owner :</p> <p>.....</p> <p>.....</p> <p>E-Mail :</p> <p>.....</p> <p>Phone No. :</p> <p>Please join an authorization of the owner.</p>

Please join the signed commitment

Place Date Signature

Data Protection:

The data collected through the application form will be processed electronically by the Touring Club Switzerland (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 (CPD)" 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 cpd@tcs.ch.



Touring Club Switzerland
Chemin de Blandonnet 4
Case postale 820
1214 Vernier GE
www.tcs.ch

TCS Customs Documents
Tel.: +41 58 827 12 53
Fax: +41 58 827 50 18
cpd@tcs.ch

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. Each page is valid for an entry and an exit to a country. Each page of the Carnet is divided into three sections.

This is how to use the carnet:

The diagram illustrates the structure of the CPD booklet, which is divided into three main sections, each with a corresponding usage instruction in a callout box:

- Section 1 (Top):** 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.
- Section 2 (Middle):** The **second** or **middle** section is the **EXPORTATION VOUCHER**. It is stamped, signed and removed by Customs on exit from a country.
- Section 3 (Bottom):** 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 your and the Touring Club Switzerland (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 following information:

- Basic information:** Name of country, date of entry, and the undersigned authority (Customs Officer).
- Vehicle information:** Registered in, year of manufacture, make, model, and engine.
- Customs information:** CPD no., date of entry, and the undersigned authority (Customs Officer).
- Signature:** A line for the signature of the Customs Officer.

The form also includes a large "RECEIVED" stamp from the Touring Club Switzerland (TCS) and a section for the undersigned authority to provide a statement of the vehicle's location.

**Touring Club Switzerland**

Chemin de Blandonnet 4

Case postale 820

1214 Vernier GE

www.tcs.ch**TCS Customs Documents**

Tel.: +41 58 827 12 53

Fax: +41 58 827 50 18

cpd@tcs.ch**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 :

- Tel.: +41 58 827 12 53 – Monday, Tuesday and Thursday from 08:00 – 11:30 and 13:30 – 16:00
- Fax: +41 58 827 50 18
- E-Mail: cpd@tcs.ch