



Carnet de passages 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.

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 bank or an insurance company cannot be accepted.
- The amount of the deposit will be fixed by the department for customs documents, Central office of the TCS in Geneva.
- **The deposit must always represent 100 % of the current value of the vehicle (Minimum amount is CHF 3'000.— or € 2'300)**
- This deposit will be reimbursed by bank transfer after the duly discharged carnet de passage has been returned to the TCS together with proof of the re-importation of the vehicle in the country of its origin (The certificate of location must be stamped by the national customs authorities)
- No proof will be necessary if the carnet de passages has not at all been used.
- In any cases, the carnet de passages has to be returned to the issuing club even after its expiry date.
- **The signed and dated original of the application must be sent to the TCS together with a photocopy of your passport, registration car license and driving license.**
- The document will be forwarded as soon as the necessary amount (**deposit + document fees + postage costs**) has been received by the TCS.

Conditions of payment:

<p>SWISS FRANCS – CHF</p> <p>BANK TRANSFER TO: UBS SA C.P. 2600 CH-1211 Geneva 2</p> <p>Account number: 240-C2622133.0</p> <p>IBAN: CH61 0024 0240 C262 2133 0 Beneficiary: TCS – Customs Documents CH-1214 Vernier</p> <p>Mentioning CARNET DE PASSAGES and your name</p>	<p>EUROS - €</p> <p>BANK: UBS SA Beneficiary: TCS - CH-1214 Vernier</p> <p>IBAN: CH76 0024 0240 C211 4766 9 BIC: UBSWCHZH80A</p> <p>Mentioning CARNET DE PASSAGES and your name.</p>
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The amount to be transferred (**deposit + document fees + postage costs**) will be fixed after consulting the TCS customs documents office.

Customs Documents Fees

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| <ul style="list-style-type: none"> • Non Swiss Resident CHF 330.-- (Euro 240.00) <p>Subject to modification. TCS reserves the right to change his fees at any time and without prior notice</p> |
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Cash Deposit for Non Swiss Resident

100% of the value of the Vehicle (Minimum CHF 3'000.-- or Euro 2'300)

Exception:

Egypt:

The deposit for Egypt has to reach CHF 30'000.-- for vehicle up to 2000 cm³ and CHF 60'000.-- for vehicle exceeding 2000 cm³.

Postage fees : In Europe the Carnet will be sent by registered mail (less than 250 gr) : CHF 13.00 (approx. € 9.50)



CARNET DE PASSAGES EN DOUANES

Background

A Carnet de Passages en Douanes 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. Major 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.

Description

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

Each page is divided into three sections; the lower section is removed by Customs on entry into a country; the middle section is removed on exit; the top, counter-foil section, is stamped once on entry and once on exit. 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 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.

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.

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

- 450% Jordan, Pakistan
- 300% Bangladesh.
- 250% India, Iran, Kenya, Syria
- 150% Argentina, Peru, the Southern Africa Customs Union (South Africa, Namibia, Botswana, Swaziland, Lesotho)
- 100% all other countries

Exception: Egypt 200% of the Deposit

Important: The point 3 of 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.



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 local motoring organization.
- The Carnet can only be extended with the prior agreement of the local Customs authority and the local motoring organization.
- 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.

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 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.

Discharge of the Carnet:

On completion of a journey, the complete Carnet de Passages as well as the "Certificate of Location" duly stamped by your local Customs Authorities must be returned **by secure post to TCS – Documents Douaniers in Geneva**

A carnet must be returned to TCS within 3 months of the expiry date, unless prior contact or arrangements have been made regarding issue of a further carnet. A carnet remains the property of 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 for any reason the last page used does not bear an exit stamp, the last page of the Carnet ("Certificate of Location") must be completed and witnessed by your local Customs Authorities 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.

If a vehicle is stolen or written-off during the journey, a police report and Customs acknowledgement must be obtained as soon as possible. TCS should be notified as soon as possible. Failure to do this will almost certainly result in the Carnet holder being held liable for customs duties.

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 withhold refund of monies to cover costs incurred.



Application Form for a Carnet de passages

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

Surname First name Address E-Mail Address Phone numbers Nationality Place and date of birth Passport No. (JOIN COPY) I would like: <input type="checkbox"/> 1 Carnet de passages with 5 sheets (CHF 330.-) <input type="checkbox"/> 1 Carnet de passages with 10 sheets (CHF 330.-) <input type="checkbox"/> 1 Carnet de passages with 25 sheets (CHF 330.-) Valid for following countries: Validity starting on:	VEHICLE SPECIFICATIONS Registration-Nr. Country of registration (JOIN COPY OF CAR LICENCE) Year of manufacture Net weight of vehicle (kg) Value of vehicle in CHF Chassis No. Make Engine No. Make Nr. of cylinders Horsepower or cm ³ Type (Car, Camping Car...) Color Upholstery No. of seats Radio / Make No. of spare tires Other particulars
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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 authorised 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 organisation 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 organisation 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 authorised the Company R. L. Davison & Co. Ltd., 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 R.L. Davison & Co., Bury House, 31 Bury Street, London EC3A 5AH, England.*

I accept this commitment:

.....
(Place and date)

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, minimal amount CHF 3000.-)**

I authorise 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 authorise 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 Internationale de Tourisme or are amended after issue of the Carnet.

.....
(Signature)



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 complaints made later will be at your charge.

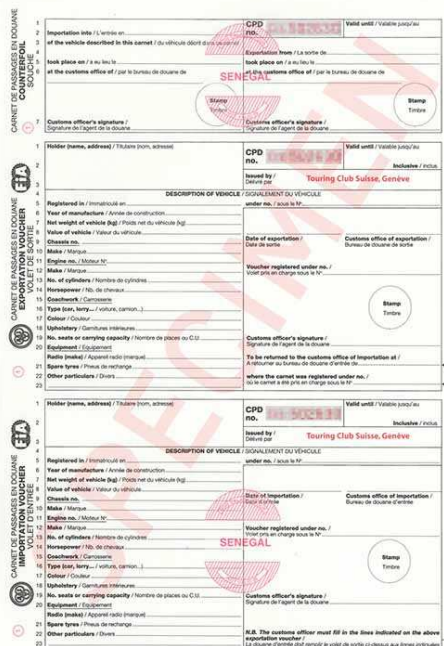
The Cover of the Carnet de Passages must be signed by the document holder in line 12.

How does the customs document have to be stamped ?

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

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.

Each page of the Carnet is divided into three sections.



The **third or upper voucher**, at the spine of the document, is the **COUNTERFOIL (souche)**, which remains with the **Carnet** and is stamped both on entry and exit by Customs.

The **second or middle voucher** is the **EXPORTATION VOUCHER**. It is stamped, signed and removed by Customs officer at the exit frontier.

The **first or lower voucher** is the **IMPORTATION VOUCHER**. It is stamped, signed and removed by Customs officer at the point of arrival.

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 TCS.

Certificate of Location:





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 and the Carnet de Passage.

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 officer 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 officer in this country has to stamp the Certificate of Location and 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.

For any question, please contact :

- Tel.: +41-22 417 22 67, Monday to Friday, from 8h30 to 16h30 (except Wednesday)
- Fax: +41-22 417 24 02
- E-mail: cpd@tcs.ch