

National TIR Seminar in Montenegro (Podgorica, 15 - 16 April 2008)

How to fill-in the TIR Carnet

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TIR

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TIR CARNETS: GENERAL INFORMATION

- Centrally printed and distributed by IRU under license of TIR Administrative Committee
- May contain 4, 6, 14 or 20 vouchers
- Issued by national associations to authorized holders
- Validity date is set by the issuing association (currently 60 days) and must be checked by the Customs office of departure
- After use, returned by holders to the association
- Quotas
- Security features: visible and invisible
- Lost, stolen and invalid TIR Carnets
- EDI control system (IRU SAFETIR)

HOW TO FILL-IN: PRINCIPLES

- **No erasures or overwriting are allowed. Any correction shall be made by crossing out the incorrect particulars and adding, if necessary, the required particulars. Any change shall be initialled by the person making it and endorsed by Customs**
- **The manifest shall be completed in the language of the country of departure, unless Customs allows another language to be used**
- **The Customs authorities of other countries en route reserve the right to require its translation**
- **The information on the manifest should be clearly legible on all sheets**
- **All vouchers must be dated and signed by the holder or his agent**

EXAMPLE OF A FILLED-IN TIR CARNET (pages 283-297 of the 2007 TIR Handbook)

- represents a typical transport operation
- it covers the maximum permissible number of Customs offices of departure and destination, i.e. four
- two Customs office of departure are situated in the same country
- two Customs offices of destination are located in different countries
- includes suspension of the TIR procedure during a non-road leg of the TIR transport

POINTS TO REMEMBER

- Cover page
 - **Box 1 (validity date): no corrections are allowed!**
 - **Box 8: registration numbers of both tractor unit and trailer or semi-trailer**
 - **Box 11: for example, “Heavy or bulky goods”**
- Vouchers
 - **For official use: any information to facilitate Customs control (number of the previous Customs document, name and address of the office to return voucher No. 2 , etc.)**

POINTS TO REMEMBER (2)

- Vouchers

- **Box 8:** if indicated, documents should be attached to the cover (or yellow sheet) and to every voucher by means of staples or other devices and by stamping them in such a way that their removal would leave obvious traces
- **Box 10:** goods' description must enable their clear identification for Customs purposes. Generic indications, such as electronics, household appliances, clothes, interior supplies, should not be accepted

POINTS TO REMEMBER (3)

- Vouchers

- **Boxes 9 - 11: for a combination of vehicles or several containers, the contents should be indicated separately. For several offices of departure or of destination, the goods loaded/to be unloaded at each office should be separated from each other**
- **Boxes 16 and 17: last Customs office of departure fill in these boxes on all remaining vouchers**
- **Box 26 of voucher No.2 and box 3 of counterfoil: Filled-in only by offices of destination, not of exit**

YELLOW SHEET NOT FOR CUSTOMS USE

- **Not part of the Convention - no legal value**
- **included to provide a translation of the names of boxes into various languages and to keep record of data from the goods manifest**
- **filled-in by holder in the same way as vouchers**
- **Customs are not supposed to fill-in and stamp, except for situations where the holder requests to endorse the changes he made**
- **may not be detached**
- **HS-code recommendation (as of 1 May 2008)**

USE OF TIR CARNET IN SPECIFIC SITUATIONS

- **Several offices of departure and destination**
- **Invalidation of unused vouchers**
- **Seizure of the TIR Carnet**
- **Heavy or bulky goods**
- **Consecutive use of two TIR Carnets**
- **Simultaneous use of several TIR Carnets**
- **Simultaneous use of a pair of vouchers No.1 and No.2 by one Customs office**
- **Suspension of a TIR transport**
- **Physical examination en route**
- **Escorts**

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THANK YOU