



Application for a one-year Carnet de Passages

The Carnet de Passages is a customs document. It is required for the **temporary duty-free importation** of registered vehicles into certain **African, Asian and South American** countries as well as into **Australia** and **New Zealand**.
 The Carnet de Passages does not provide any insurance cover for your vehicle.

It is issued for **one person** and **one vehicle** only and cannot be transferred to any other person or vehicle. The document holder is liable for consequences resulting from the loss and misuse by unauthorized third parties.
 The **Carnet de Passages** is an official document and remains **the property of ADAC**.

The owner should keep it as carefully as personal identification documents and credit cards.

Please send the **complete application documents** to the address indicated below:

- Original application (4 pages), completed and signed (incl. collateral promise, if applicable)
- Original bank guarantee (ADAC form confirmed by your bank) **or**
- Copy of deposit slip (payment/remittance slip) / issuing and dispatch fees
- Copy of part I vehicle registration certificate
- Copy of your automobile club membership card (membership number is sufficient for ADAC members)
- Copy of the applicant's/vehicle owner's passport or identity card

With regard to the photocopy of the applicant's/vehicle owner's passport/identity card, please note the following:

- *The copy shall be used for identification purposes only.*
- *The copy must be recognisable as such (by a "copy" reference).*
- *You are required to blacken any data not needed for identification on the copy. This specifically applies to the access and identification number printed on the passport/identity card.*
- *We will immediately destroy the copy when the intended purpose (identification) has been achieved.*
- *In compliance with the PAuswG (German Identity Card Act) and PassG (German Passport Act), the saving of passport/identity card data is not allowed.*

Postal address:

ADAC Touring GmbH
 Grenzverkehr
 Hansastraße 19
 80686 München

You may also submit the application documents to an ADAC local office. Please bring your identity card or passport for identification. Generally, Carnet de Passages are issued at the ADAC head office in Munich.

Content (17 pages incl. cover sheet):

Table of fees (1 page)▶▶

Application for a one-year Carnet de Passages (4 pages)▶▶

Information on the Application and Use of the Carnet de Passages (11 pages)▶▶

Table of fees for Carnet de Passages (CdP)

1 Issuing fees

For motorcycles, passenger cars, motorhomes, busses, lorries and trailers:

	If you are member of an automobile club	If you are not member of an automobile club
Carnet de Passages fees	EUR 200,-	EUR 300,-

Additional fee: €155 This is due for vehicles with an export plate or if registered outside the EU (applies also to follow-up Carnets).

	Registered mail within Europe	Registered mail outside Europe
Flat dispatch fee	EUR 3.50	EUR 10,-

Shipping by courier services (DHL) will be charged extra (for price details, please contact ADAC in Munich).

2 Guarantees / deposits

For each Carnet de Passages a deposit must be lodged. It may be posted either as cash deposit (security) at ADAC or as a bank guarantee. The amount of the deposit/guarantee depends on the countries of destination as well as the vehicle type and value.

	1. India, Iran, Pakistan, Egypt, Sri Lanka CdP is valid in all Carnet-relevant countries.		2. South African Customs Union* CdP is valid in all Carnet-relevant countries except India, Iran, Pakistan, Egypt and Sri Lanka		3. Other destinations CdP is valid in all Carnet-relevant countries except India, Iran, Pakistan, Egypt, Sri Lanka (1) and the South African Customs Union* (2)	
Countries of destination Value of vehicle						
Market value of vehicle in € <small>Value of vehicle at the time of your Carnet application</small>	Passenger car, lorry, motorhome and other vehicles	Motorcycle and trailer	Passenger car, lorry, motorhome and other vehicles	Motorcycle and trailer	Passenger car, lorry, motorhome and other vehicles	Motorcycle and trailer
0 to 7,500	5,000	3,000	5,000	3,000	2,500	2,500
Between 7,501 and 15,000	10,000	5,000	5,000	3,000	2,500	2,500
Between 15,001 and 25,000	15,000	7,500	7,500	5,000	5,000	3,500
Between 25,001 and 50,000	30,000	15,000	15,000	7,500	7,500	5,000
Between 50,001 and 75,000	45,000	25,000	20,000	10,000	10,000	7,500
Between 75,001 and 100,000	60,000	35,000	30,000	15,000	15,000	10,000
From 75,001	Available from ADAC on request					

*South African Customs Union: South Africa, Namibia, Botswana, Swaziland and Lesotho

For lodging a **bank guarantee**, the ADAC form "Bank-Bürgschaftserklärung" must be used and confirmed by a bank. The original must be submitted along with the application documents.

The deposit amounts only apply to vehicles registered in the EU. Vehicles from other countries will be rated individually.

3 Payment

If you wish the Carnet de Passages to be issued and dispatched by the ADAC head office in Munich, you must pay the cash deposit amount as well as the issuing and dispatch fees by bank transfer in advance. Please quote your full name and the licence plate number of your vehicle as payment reference.

Account holder:	Bank:	Bank code:	Account no.:	BIC:	IBAN:
ADAC Touring GmbH	Postbank München	700 100 80	599 511 800	PBNKDEFF	DE86 7001 0080 0599 5118 00

Please attach a copy of the remittance slip to the application documents.

Application for a one-year Carnet de Passages:

Required documents:

- Original application (**4 pages**), completed and signed (incl. collateral promise, if applicable)
- Copy of part I vehicle registration certificate
- Copy of the passport or ID of the applicant/vehicle owner (cf. no. 2 of the Information on the Application and Use of the Carnet de Passages)
- Copy of automobile club membership card

False statements may result in your vehicle being rejected at the border and lead to customs law consequences. An application has to be completed for each vehicle including trailers.

ADAC shall use the data collected for issuing the Carnet de Passages exclusively for the purpose of preparing and administering the Carnet de Passages.

1 General information on the Carnet de Passages

Validity start date (dd/mm/yyyy) _____	Please note that we may not issue a Carnet de Passages any sooner than 4 weeks before the start date given on the Carnet!	Type of delivery <input type="checkbox"/> Registered mail until _____ <input type="checkbox"/> Personal collection (appointment required) until _____ Please note: Your forwarding company may need the Carnet de Passages for the shipping.
Reason for journey <input type="checkbox"/> Private/holiday <input type="checkbox"/> Business		
Countries of destination (all countries you take the vehicle to) <input type="checkbox"/> India, Iran, Pakistan, Egypt, Sri Lanka (cf. no. 1 of the table of fees) Valid in all Carnet-relevant countries <input type="checkbox"/> South African Customs Union (cf. no. 2 of the table of fees) (South Africa, Namibia, Botswana, Swaziland and Lesotho) Valid in all Carnet-relevant countries except India, Iran, Pakistan, Egypt and Sri Lanka <input type="checkbox"/> Other destinations (indicate country and/or region) (cf. no. 3 of the table of fees) Valid in all Carnet-relevant countries, except the South African Customs Union (South Africa, Namibia, Botswana, Swaziland and Lesotho), India, Iran, Pakistan, Egypt, Sri Lanka _____		
<input type="checkbox"/> Issue with automobile club membership <input type="checkbox"/> Issue without automobile club membership	ADAC membership no. _____	Other automobile club (please attach copy of membership card)

2 Personal details of applicant

Family/company name _____		First name _____
Date of birth (dd/mm/yyyy) _____	Nationality _____	Place of birth _____
<input type="checkbox"/> Passport <input type="checkbox"/> ID card	issued on (dd/mm/yyyy) _____	issued by (authority, city/town) _____
Place of residence (street + no.) _____		Place of residence (postcode, city/town) _____
Phone no. incl. area code (daytime) _____	Mobile phone no. _____	Email: _____

3 Persons with residence permit in the EU

<input type="checkbox"/> Residence permit <input type="checkbox"/> Visa	issued on (dd/mm/yyyy) _____	valid to (dd/mm/yyyy) _____	Please attach a copy of your residence permit with your Carnet de Passages application.
Residence permit issued by (authority, city/town) _____			

4 Vehicle details

Country of registration		Registration/license plate:		Vehicle identification number (chassis no.)	
Date of first registration (dd/mm/yyyy)		Vehicle brand (manufacturer)		Type of vehicle (car, motorcycle, camper etc.)	Colour
Unloaded weight in kg	Number of seats	Spare wheels (full wheels only)		Radio (brand and market value in €)	Vehicle value in €
Engine brand (manufacturer)		Cubic capacity in cc	No. of cylinders	Engine no. - always quote! (to be found on engine block)	

5 Contact (person available during your stay abroad)

Family/company name		First name	
Place of residence (street + no.)		Place of residence (postcode, city/town)	
Phone no. incl. area code (daytime)	Mobile phone no.	Email:	

Commitment**1. Conditions of use for the customs document and the vehicle**

The customs document - Carnet de Passages - may only be used for temporary importation into other countries. I hereby declare for the benefit of the competent authorities in lieu of an oath and for the benefit of ADAC that the details stated by me in this Commitment are correct, that I have no domicile in the countries for which the customs document has been applied for under applicable local laws or customs law provisions nor will I take domicile in such countries during the validity of the customs document. The vehicle listed in the customs document will only remain abroad in conformity with the relevant customs provisions, but not beyond the validity of the customs document. The vehicle will be exclusively used for personal purposes of the Carnet holder, will not be changed structurally, will neither be sold, lent or hired out, given away, pledged nor made available to be used by other persons.

2. Ownership of the customs document

The customs document is and remains the property of ADAC. It cannot be transferred. Dispositions in favour of third parties as well as a right of retention of the customs document are excluded. ADAC has to be informed immediately, if the customs document is lost, the consequences of a loss have to be borne by the holder of the Carnet de Passages, regardless of whether the loss is caused intentionally or negligently.

3. Application for guarantee assumption

ADAC, as the issuer of the customs document, guarantees towards the competent domestic and international authorities, the national and international automobile clubs and other institutions that any obligations of the Carnet holder in connection with customs documents issued by ADAC shall be performed. ADAC is therefore obliged to pay any claims resulting from the use of a Carnet de Passages to the aforementioned parties. It is not entitled to examine the reason and the amount of the claims raised. ADAC has taken out insurance with Lloyd's of London against the risk of claims raised as a result of its guarantee towards the above parties. Where Lloyd's of London releases ADAC from its obligations in connection with ADAC's guarantee, the claims lodged against the Carnet holder that have transferred from the above parties to ADAC shall transfer to Lloyd's of London. Lloyd's of London have assigned the right for compensation arising from the payments made on the basis of the insurance contract to

Miller Insurance Services LLP, 70 Mark Lane, London, EC3R 7NQ, Great Britain.

Therefore, Miller Insurance Services LLP are entitled to raise any claims from this customs document against the Carnet holder in their own name, including by taking legal action. By signing the document, the Carnet holder confirms knowledge of such entitlement by Miller Insurance Services LLP.

4. Duties during and after re-exportation

I undertake to ADAC to re-export the vehicle from the relevant customs territory within the validity of the customs document, to have the Carnet de Passages duly and definitely cancelled and to properly return it to ADAC of my own accord together with the vehicle-related Certificate of Location from the customs office (cf. items 4, 7 and 9 of the attached "Information on the Application and Use of the Carnet de Passages") immediately after termination of the journey, however no later than 4 weeks after expiry. For the proper and due cancellation and return of the Carnet de Passages, please refer to the definition under item 4 of the attached "Information on the Application and Use of the Carnet de Passages". If cancellation is not performed correctly in the customs document, additional cancellation fees will be incurred, and charged to me, the Carnet holder, separately.

5. Duties when re-entering without the vehicle

When the re-exportation of the vehicle is not possible, e.g. owing to an accident, theft or for other reasons, the Carnet holder shall take every reasonable step to either have ownership of the vehicle unconditionally transferred to the government or have the vehicle scrapped or customs-cleared under customs supervision. The Carnet holder shall definitely contact the local customs authorities. If applicable, the automobile club of the importing country may be of assistance. The Carnet holder shall ensure that the customs authority issues a customs receipt along with the complete vehicle data (chassis, engine no.) and finally cancels the customs document. Clause 4, last sentence shall apply.

6. Duties in case of customs settlement

I authorise ADAC (supported by Miller Insurance Services LLP, if required) to take any and all measures considered necessary regarding the processing of the customs document and any receivables and liabilities resulting thereof. I undertake to send to ADAC or Miller Insurance Services LLP upon first request and without delay all records required for this purpose.

I undertake to reimburse ADAC or Miller Insurance Services LLP for the costs and expenses incurred in connection with the settlement of a customs document and charged by the customs administration of the importing country. The amount due shall be based on the actual amount paid by ADAC or Miller Insurance Services LLP for the reimbursement of the customs claim.

As the applicant and/or vehicle owner, I am aware that by signing this declaration I assume full liability.

Commitment (continued)

7. Liability

ADAC endeavours to the best of its knowledge to provide up-to-date information and to issue the customs documents quickly and diligently. ADAC and Miller Insurance Services LLP shall be liable for damage of any kind, including but not limited to damage from incorrect or incomplete information and the processing of any customs claims, provided their actions relate to the enforcement of the claim from the customs document or any subsequent amendment to the same and provided such damage was caused by intent or gross negligence. This limitation of liability shall not apply to any loss or damage arising from injury to life, limb or health.

8. Return of cash deposit or bank guarantee

Upon return of the duly and definitely cancelled customs document, ADAC is entitled, but not obliged to pay out the cash deposit to the recipient listed on the receipt and/or, in the event of guarantees, inform the bank of the release of the bank guarantee, and return the document. Prior to reimbursement and/or release of the bank guarantee, ADAC reserves the right to verify all entries in the customs document as to their compliance with the relevant terms and conditions and the importing countries' customs provisions. ADAC does not pay interest on the cash deposit.

Refund of the cash deposit will only be made by crossed cheque or bank transfer by the ADAC Munich head office.

The fees of issue will not be refunded, if the customs document is not used.

9. Data protection policy

ADAC is controller within the meaning of the German Data Protection Act. ADAC or any competent authority shall collect, process and use your personal data for the purposes set out in the Commitment. We shall not transmit your personal data to any third party unless required for the performance hereunder, e.g. for assuming the guarantee and to authorities or other entities to directly collect and enforce any fees, costs or fines. We shall make no further use of your personal data unless as permitted by law or with your prior consent.

10. Applicable law and venue

Any and all legal relationships resulting from this Commitment between ADAC and/or Miller Insurance Services LLP and myself are subject to the law of the Federal Republic of Germany. The agreed venue for all disputes between ADAC and/or Miller Insurance Services LLP and the undersigned, where admissible, is Munich, in all other respects, their general venue is Germany. Where the undersigned has/have no general venue in Germany, the venue shall be Munich.

Applicant:

I hereby confirm that I have read the entire Commitment and accept its terms and conditions. I have also received the ADAC brochure "Information on the Application and Use of the Carnet de Passages" which contains the complete Commitment.

Place, date

Signature

Company stamp

Vehicle owner according to vehicle registration certificate:

COLLATERAL PROMISE

The person co-signing besides the applicant is jointly and severally liable to ADAC and Miller Insurance Services LLP in the same way and in the same scope and venue for all claims raised against the applicant in accordance with this Commitment. I confirm that I have read the Commitment and accept it.

Family/company name	First name	Date of birth (dd/mm/yyyy)	Phone no. incl. area code (daytime)
_____	_____	_____	_____
Place of residence (street + no.)		Place of residence (postcode, city/town)	
_____		_____	
Identification document			
<input type="checkbox"/> Passport <input type="checkbox"/> ID card			

Place, date

Signature

Company stamp

6 Authorised recipient of the deposit

If you pay the required deposit by bank transfer, ADAC will refund the amount by crossed cheque or bank transfer to the person indicated by the applicant after the Carnet de Passages has been properly cancelled:

Family/company name	First name	When returning the Carnet de Passages to ADAC, please check if the information provided about the recipient is still up to date. By indicating any changes, you will help prevent any delays in the reimbursement of the deposit.
Place of residence (street + no.)	Place of residence (postcode, city/town)	

Return of deposit by: <input type="checkbox"/> Crossed cheque (registered mail) <input type="checkbox"/> Bank transfer (please indicate your banking details below)
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Bank (name and city/town)	Bank code	Account no.
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IBAN (International Bank Account Number)	BIC (Bank Identifier Code)
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IBAN (International Bank Account Number)	BIC (Bank Identifier Code)
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Place, date	Signature (applicant)	Company stamp
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7 To be completed by ADAC

Antragsprüfung <input type="checkbox"/> Sperrliste <input type="checkbox"/> Pass / Personalausweis (Lag in Kopie oder Original vor) <input type="checkbox"/> Zulassungsbescheinigung Teil I / Teil II <input type="checkbox"/> Aufenthaltserlaubnis <input type="checkbox"/> Unterschriftskontrolle (Antragsteller / Fahrzeugeigentümer)	Ausstellungsgebühren Dokumentgebühr € _____ Sonderprämie € _____ Versandgebühr € _____ Gesamtbetrag € _____
Folgende Länder sind im Carnet de Passages gesperrt: <input type="checkbox"/> Libya <input type="checkbox"/> India, Iran, Pakistan, Egypt, Libya, Sri Lanka <input type="checkbox"/> India, Iran, Pakistan, Egypt, Libya, Sri Lanka, Southern African Customs Union <input type="checkbox"/> weitere Länder _____	Kautionsstellung <input type="checkbox"/> Bank-Bürgschaftserklärung € _____ <input type="checkbox"/> Sicherheitsleistung € _____
	Übernahme der <input type="checkbox"/> Bank-Bürgschaftserklärung € _____ <input type="checkbox"/> Sicherheitsleistung € _____ von Carnet de Passages _____ gültig bis _____

Last update: 04/2015

Information on the Application and Use of the Carnet de Passages

Please read the information below very carefully. It is an important element of the Carnet conditions.

➊ General

The Carnet de Passages is a customs document. It is required for the temporary duty free importation of land and water vehicles into certain countries. It is valid for several countries and entitles a person to take several trips in the same vehicle to a foreign country and is usually valid for one year.

The basis for the issue of the Carnet de Passages are the International Customs Conventions of the UN of 1954 and 1956 on the Temporary Importation of Private and Commercial Road Vehicles. The conditions were revised by the Istanbul Convention of 1992. The Carnets de Passages are issued by the following organisations:

FIA - Federation Internationale de l'Automobile / AIT - Alliance Internationale de Tourisme.

The **Carnet de Passages** is an official document. **It remains the property of the issuing club ADAC and must be returned to ADAC on or before its expiry date.**

The owner should keep it as carefully as personal identification documents and credit cards.

The Carnet de Passages cannot be transferred to another person or another vehicle. Please note: the data entered in the application form must be absolutely identical to that in the vehicle papers. Incorrect and incomplete data causes difficulties at the borders.

The vehicle may only be used by the document holder during the validity of the Carnet de Passages. It may neither be sold, lent, leased, given away, pledged nor divulged to any third party. The document holder is liable for consequences resulting from the loss and misuse by unauthorized third parties.

At the time of issue of the Carnet de Passages, the countries listed at the back cover of the Carnet de Passages are members of the Carnet system and may request you to present the Carnet de Passages any time you enter the country. Please note that ADAC has no influence on the acceptance or requirement of the Carnet de Passages at the respective borders and may not warrant for it.

➋ Where and how to apply

You may either submit your application documents for the Carnet de Passages to an ADAC local office or the ADAC head office in Munich. The earliest possible date for issuing and delivering the Carnet de Passages is 4 weeks prior to its validity date.

The following documents are required:

- Completed **application form** and signed Commitment (Commitment sheet/text is included in this brochure). The **engine number** has to be taken directly from the engine block, since it is not mentioned in the vehicle registration certificates parts 1 and 2 (i.e. registration/ownership certificates).
- **If you are not the owner of the vehicle** (i.e. if the applicant and the owner are two different persons), the vehicle owner has to sign the Collateral Promise and state her/his valid address. We also need a photocopy of the vehicle owner's passport. If the vehicle owner is unavailable and therefore unable to sign, you must provide a letter of attorney from her/him.
- It is important that you name a **contact person** indicating her/his complete name, address and telephone number. This person should have a letter of attorney from you and copies of the complete application documents to ensure that a new Carnet de Passages may be applied for in the event of loss. Companies should specify the relevant person in charge.
- The **deposit** can be lodged by **bank transfer or in the form of a bank guarantee**. We only accept ADAC bank guarantee forms. For the amount of the deposit, please refer to the table of fees.
- **Passport** or identity card (possibly a copy) or certificate of residency from the register of population granting **permanent** residence in Germany.

With regard to the photocopy of the applicant's/vehicle owner's passport/identity card, please note the following:

- The copy shall be used for identification purposes only.
 - The copy must be recognisable as such (by a "copy" reference).
 - You are required to blacken any data not needed for identification on the copy. This specifically applies to the access and identification number printed on the passport/identity card.
 - We will immediately destroy the copy when the intended purpose (identification) has been achieved.
 - In compliance with the PAuswG (German Identity Card Act) and PassG (German Passport Act) the saving of passport/identity card data is not allowed.
- **Part 1 vehicle registration certificate (copy)**
(in the case of an export plate, provide the international registration certificate, if required)
 - Copy of **ADAC club card** (automobile club membership card) or membership number.

The issue of the Carnet de Passages is subject to a **fee** as detailed in the table of fees.

③ After the Carnet de Passages is handed over to you

Make sure to check all entries before your trip, i.e. the **technical and personal data**, the **validity date** and the **blocked countries** (see back cover). Please also make sure your **Carnet is complete** (25 sheets 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.



Cover



Inside page (25)



Certificate of Location



Back cover

4 How does the customs document (Carnet de Passages) have to be stamped?

The Carnet de Passages consists of 25 sheets (each consisting of a counterfoil and 2 vouchers) and of sheet 26, which includes the Certificate of Location.

Let us explain the correct use briefly:

CARNET DE PASSAGES EN DOUANE COUNTERFOIL - SOUCHE

1 Importation into / L'entrée en... CPD No. Valid until / Valable jusqu'au

2 of the vehicle described in this carnet / du véhicule décrit dans ce carnet

3 Issued by / Délivré par

4 took place on / a eu lieu le... at the customs office of / par le bureau de douane de

5 at the customs office of / par le bureau de douane de

6

7 Customs officer's signature / Signature de l'agent de la douane

Stamp
Timbre

COUNTERFOIL - SOUCHE

(sheets 1-25)

Is stamped and signed by the customs officer in line 7 on entry and exit and remains in the Carnet.

CARNET DE PASSAGES EN DOUANE EXPORTATION VOUCHER

1 Holder (name, address) / Titulaire (nom, adresse) CPD No. Valid until / Valable jusqu'au

2 Issued by / Délivré par

3 Inclusive / inclus

4 DESCRIPTION OF VEHICLE / SIGNALLEMENT DU VÉHICULE

5 Registered in / Immatriculé en... under no. / sous le N°

6 Year of manufacture / Année de construction

7 Net weight of vehicle (kg) / Poids net du véhicule (kg)

8 Chassis no.

9 Make / Marque

10 Engine no. / Moteur N°

11 Make / Marque

12 No. of cylinders / Nombre de cylindres

13 Horsepower / Nb. de chevaux

14 Coachwork / Carrosserie

15 Type (car, lorry... / voiture, camion...)

16 Colour / Couleur

17 Upholstery / Garnitures intérieures

18 No. seats or carrying capacity / Nombre de places ou C.U.

19 Equipment / Équipement

20 Radio (make) / Appareil radio (marque)

21 Spare tyres / Pneus de rechange

22 Other particulars / Divers

23

Date of exportation / Date de sortie

Customs office of exportation / Bureau de douane de sortie

Voucher registered under no. / Volet pris en charge sous le N°

Stamp
Timbre

Customs officer's signature / Signature de l'agent de la douane

To be returned to the customs office of importation at / A retourner au bureau de douane d'entrée de... where the carnet was registered under no. / où le carnet a été pris en charge sous le N°

EXPORTATION VOUCHER - VOLET DE SORTIE

(sheets 1-25)

Is stamped, signed and detached by the customs officer on exit.

CARNET DE PASSAGES EN DOUANE IMPORTATION VOUCHER

1 Holder (name, address) / Titulaire (nom, adresse) CPD No. Valid until / Valable jusqu'au

2 Issued by / Délivré par

3 Inclusive / inclus

4 DESCRIPTION OF VEHICLE / SIGNALLEMENT DU VÉHICULE

5 Registered in / Immatriculé en... under no. / sous le N°

6 Year of manufacture / Année de construction

7 Net weight of vehicle (kg) / Poids net du véhicule (kg)

8 Value of vehicle / Valeur du véhicule

9 Chassis no.

10 Make / Marque

11 Engine no. / Moteur N°

12 Make / Marque

13 No. of cylinders / Nombre de cylindres

14 Horsepower / Nb. de chevaux

15 Coachwork / Carrosserie

16 Type (car, lorry... / voiture, camion...)

17 Colour / Couleur

18 Upholstery / Garnitures intérieures

19 No. seats or carrying capacity / Nombre de places ou C.U.

20 Equipment / Équipement

21 Radio (make) / Appareil radio (marque)

22 Spare tyres / Pneus de rechange

23 Other particulars / Divers

Date of importation / Date d'entrée

Customs office of importation / Bureau de douane d'entrée

Voucher registered under no. / Volet pris en charge sous le N°

Stamp
Timbre

Customs officer's signature / Signature de l'agent de la douane

N.B. The customs officer must fill in the lines indicated on the above exportation voucher / La douane d'entrée doit remplir le volet de sortie ci-dessus aux lignes indiquées

IMPORTATION VOUCHER - VOLET D'ENTRÉE

(sheets 1-25)

Is stamped, signed and detached by the customs officer on entry.

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

Name of country / Nom du pays

The undersigned authority / l'autorité soussignée certifies that this day / certifie que ce jour... (date) in... (lieu) / (pour la date) (dans le lieu) / (pour le pays)

a vehicle was produced at / un véhicule a été présenté à... by / par... (name and address / nom, adresse)

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

(sheet 26)

Must be stamped by the German or EU customs office after return to Germany.

The vehicle was found on examination to be of the description mentioned hereunder / Il a été constaté que ce véhicule correspondait aux caractéristiques mentionnées ci-dessous

SECRET / SECRET / SECRET / SECRET

DESCRIPTION OF VEHICLE / SIGNALLEMENT DU VÉHICULE

Registered in / Immatriculé en... under no. / sous le N°

Year of manufacture / Année de construction

Net weight of vehicle (kg) / Poids net du véhicule (kg)

Value of vehicle / Valeur du véhicule

Chassis no.

Make / Marque

Engine no. / Moteur N°

Make / Marque

No. of cylinders / Nombre de cylindres

Horsepower / Nb. de chevaux

Coachwork / Carrosserie

CPD no.

Issued by / Délivré par

A.* This examination has been made on presentation of the carnet de passages issued for the vehicle described here. / Cet examen a été effectué sur présentation du carnet de passages délivré pour le véhicule décrit ci-contre.

B.* No temporary importation papers were produced / Il n'a été présenté aucun titre d'importation temporaire

Stamp

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 with an entry and exit stamp. **The counterfoil is a very important receipt for you and ADAC.**

Please make absolutely sure that no unused, incorrectly filled in counterfoils (stubs) and/or complete sheets are removed from the Carnet. If necessary, you must ask to have the inadvertently removed stub(s)/sheet(s) returned to you. Any stub(s)/sheet(s) of the Carnet incorrectly filled in by the customs officer should be marked accordingly, and the next sheet should be used. **Incomplete Carnets will be treated the same as lost Carnets (see item 6).**

When returning to Europe, you have to present your vehicle to a **customs office in the European Union** and have the last page of the Carnet (**sheet 26 – CERTIFICATE OF LOCATION**) stamped and signed by the customs officer. The German customs office's obligation to confirm the Certificate of Location is provided for in the official journal of the German Federal Ministry of Finance (E-VSF, N63 2010, No. 235) of 17 December 2010. A confirmation by other authorities (police, mayor, court officer and similar), as specified in the Carnet text, **will not be** accepted.

No confirmation is required, if the Carnet de Passages is unused and complete.

When returning a used Carnet de Passages **without a confirmed Certificate of Location and/or customs receipts** (see item 7), deposit release may be subject to defined periods of time (international agreements and periods of prescription applicable in the different countries), i.e. waiting times of several years have to be expected.

Release of the bank guarantee and/or reimbursement of the security deposit shall only be effected by ADAC's head office in Munich. Cash refunds are not possible.

4.1. Costs of settlement

If the exportation voucher is not properly stamped and signed on exit, many foreign customs authorities charge fees of settlement (e.g. cancellation fees). This amount is not included in the issuing fees and has to be paid separately by the applicant.

🔗 Extension of the Carnet de Passages

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. Normally, the maximum extension period is 3 months and it is generally granted by the local automobile club abroad. Since extension processing varies depending on the country, make sure you obtain the necessary information (at least 4-6 weeks before the expiry of your permission to stay and/or the validity of the Carnet) and consult the ADAC head office in Munich. An extension of your Carnet is subject to the customs authority's consent. After approval by the customs authority, the partner club and, where required, the foreign customs authority will notify us and ask for our consent. This will be given once the extension fee (on a pro-rata basis based on the issuing fee) has been paid by bank transfer.

An extended Carnet de Passages is only valid in the country in which it was extended. It may not be used in any other country.

5.1. Return / onward journey

If you intend to continue your journey into other countries, you will need a new Carnet de Passages, a so-called follow-up Carnet. Applications should be made to the ADAC head office in Munich 6-8 weeks before the Carnet's validity expires. To be issued a follow-up Carnet, you must submit the same documents (item 2) required for the initial Carnet. The deposit can be transferred, if the amount of the deposit is sufficient for the other destinations. The issuing fee has to be paid again and, if necessary, the deposit has to be raised. The current table of fees is applicable.

On leaving a country, the old Carnet has to be stamped and the new Carnet de Passages has to be presented for entering another country.

⑥ Loss of the customs document

Should you lose your Carnet de Passages, you must promptly inform the ADAC head office in writing. However, the Certificate of Location may not be confirmed by the German or a customs office in the European Union until after the **expiry of the validity** of the lost Carnet. This also applies when a replacement Carnet has been issued. **You are strongly advised to bear this in mind, if you consider selling your vehicle.** The **deposit** will not be **released** until the confirmed Certificate of Location has been sent to the ADAC head office.

If a replacement Carnet is required, a new application and the documents mentioned under item 2 have to be submitted again. The deposit can be transferred. The issuing fee has to be paid a second time. If you are staying abroad, we recommend you to contact the person indicated on the application. The replacement Carnet will be issued for the same period of validity.

If the Carnet was lost in a country subject to the Carnet system, you should contact the local automobile club and customs office to ensure that your vehicle may exit the country without any problems.

⑦ The vehicle cannot be returned to Germany.

Although you have signed the Commitment and thus confirmed that you would re-export the vehicle from the country visited, this may be prevented by various circumstances (e.g. accident, write-off and scrapping, selling of the vehicle, theft etc.).

In this case, please note:

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 (sheet 26) by the foreign customs authority. **In addition, the relevant customs authority must issue a customs clearance or scrapping receipt quoting the chassis and engine numbers.** The receipt must state that no further customs claims exist. Please send a copy of these receipts as well as a **certified translation into German** and the Carnet de Passages to ADAC. If you are unable to obtain a certified translation, you may either request ADAC or a **sworn translator** to provide the translation of the documents. **The document holder will bear the costs in either case.**

Examples:

- You enter 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 also issue a customs clearance or scrapping receipt. The receipt must at least indicate the chassis number and the engine number for positive identification. In addition, a receipt for the payment of the charges has to be issued (see above).
- You drive into a **country** where the **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 of this country has to stamp the Certificate of Location and issue a customs clearance and/or scrapping receipt. On this receipt, at least the chassis number and engine number have to be indicated. In addition, a receipt for the payment of the charges has to be issued (see above).

If your vehicle is **stolen**, 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 that you contact the foreign automobile club.

⑧ Customs risks

If your Carnet de Passages shows an entry stamp yet no evidence of the relevant re-exportation of the vehicle, the foreign customs authority will assume that your vehicle has been left in the country.

Customs claim procedure:

The foreign customs authority will demand proof of the re-exportation of the vehicle or proof of the customs clearance, scrapping etc. from ADAC (as the issuing club). In such cases, ADAC is obliged to furnish such proof. If the documents you provided fail to provide this proof, you must pay the full amount of the customs duty. 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 (=customs certificate of location, customs clearance or scrapping certificate).

⑨ Return of the Carnet de Passages

The Carnet de Passages must be returned to ADAC no later than after the expiry of the validity. **Any sheets/stubs (counterfoils) not used or filled in incorrectly must not be removed.** Please also note item 4. The **Certificate of Location** may not be confirmed by a German customs office until **shortly before the return of the Carnet**. If the vehicle remains abroad, please return the Carnet and the relevant customs receipts (**with certified translation into German, if applicable**) to ADAC (see item 7).

If the Carnet has not been used, i.e. the counterfoils and the vouchers are still attached and without any customs entries, no confirmation will be necessary. There will be **no refund** of issue fees already paid for Carnets that remain unused.

You may return the Carnet to an ADAC local office or send it directly to the ADAC head office in Munich **by registered mail** – see address below. We recommend to make photocopies of the Carnet de Passages and, if applicable, the customs receipts.

After examining the entries and/or receipts, **the ADAC head office in Munich will exclusively release the deposit.**

We will return the bank guarantee directly to the bank for cancellation without further notice to you.

We will refund **the cash deposit** by sending a crossed cheque (make sure you inform us of any address changes when returning the Carnet) or by bank transfer to the **entitled recipient** as indicated on the receipt of the cash deposit upon issue. **Cash refunds are not possible.**

⑩ Recommendation

We recommend obtaining information about the current entry regulations (travel warnings, information on current safety, etc.) from the Foreign Office www.auswaertiges-amt.de, the embassies or the consulates general. ADAC will always endeavour to pass on up-to-date information to you. Nevertheless, we shall not be liable for the completeness and correctness of the information.

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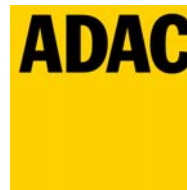
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Last update: April 2015

Subject to change!

In this brochure, please also find the Commitment, the Certificate of Location (sheet 26) and cover pages of the Carnet de Passages.

Commitment

1. Conditions of use for the customs document and the vehicle

The customs document - Carnet de Passages - may only be used for temporary importation into other countries. I hereby declare for the benefit of the competent authorities in lieu of an oath and for the benefit of ADAC that the details stated by me in this Commitment are correct, that I have no domicile in the countries for which the customs document has been applied for under applicable local laws or customs law provisions nor will I take domicile in such countries during the validity of the customs document. The vehicle listed in the customs document will only remain abroad in conformity with the relevant customs provisions, but not beyond the validity of the customs document. The vehicle will be exclusively used for personal purposes of the Carnet holder, will not be changed structurally, will neither be sold, lent or hired out, given away, pledged nor made available to be used by other persons.

2. Ownership of the customs document

The customs document is and remains the property of ADAC. It cannot be transferred. Dispositions in favour of third parties as well as a right of retention of the customs document are excluded. ADAC has to be informed immediately, if the customs document is lost, the consequences of a loss have to be borne by the holder of the Carnet de Passages, regardless of whether the loss is caused intentionally or negligently.

3. Application for guarantee assumption

ADAC, as the issuer of the customs document, guarantees towards the competent domestic and international authorities, the national and international automobile clubs and other institutions that any obligations of the Carnet holder in connection with customs documents issued by ADAC shall be performed. ADAC is therefore obliged to pay any claims resulting from the use of a Carnet de Passages to the aforementioned parties. It is not entitled to examine the reason and the amount of the claims raised. ADAC has taken out insurance with Lloyd's of London against the risk of claims raised as a result of its guarantee towards the above parties. Where Lloyd's of London releases ADAC from its obligations in connection with ADAC's guarantee, the claims lodged against the Carnet holder that have transferred from the above parties to ADAC shall transfer to Lloyd's of London. Lloyd's of London have assigned the right for compensation arising from the payments made on the basis of the insurance contract to

Miller Insurance Services LLP, 70 Mark Lane, London, EC3R 7NQ, Great Britain.

Therefore, Miller Insurance Services LLP are entitled to raise any claims from this customs document against the Carnet holder in their own name, including by taking legal action. By signing the document, the Carnet holder confirms knowledge of such entitlement by Miller Insurance Services LLP.

4. Duties during and after re-exportation

I undertake to ADAC to re-export the vehicle from the relevant customs territory within the validity of the customs document, to have the Carnet de Passages duly and definitely cancelled and to properly return it to ADAC of my own accord together with the vehicle-related Certificate of Location from the customs office (cf. items 4, 7 and 9 of the attached "Information on the Application and Use of the Carnet de Passages") immediately after termination of the journey, however no later than 4 weeks after expiry. For the proper and due cancellation and return of the Carnet de Passages, please refer to the definition under item 4 of the attached "Information on the Application and Use of the Carnet de Passages". If cancellation is not performed correctly in the customs document, additional cancellation fees will be incurred, and charged to me, the Carnet holder, separately.

5. Duties when re-entering without the vehicle

When the re-exportation of the vehicle is not possible, e.g. owing to an accident, theft or for other reasons, the Carnet holder shall take every reasonable step to either have ownership of the vehicle unconditionally transferred to the government or have the vehicle scrapped or customs-cleared under customs supervision. The Carnet holder shall definitely contact the local customs authorities. If applicable, the automobile club of the importing country may be of assistance. The Carnet holder shall ensure that the customs authority issues a customs receipt along with the complete vehicle data (chassis, engine no.) and finally cancels the customs document. Section 4 last sentence applies accordingly.

6. Duties in case of customs settlement

I authorise ADAC (supported by Miller Insurance Services LLP, if required) to take any and all measures considered necessary regarding the processing of the customs document and any receivables and liabilities resulting thereof. I undertake to send to ADAC or Miller Insurance Services LLP upon first request and without delay all records required for this purpose.

I undertake to reimburse ADAC or Miller Insurance Services LLP for the costs and expenses incurred in connection with the settlement of a customs document and charged by the customs administration of the importing country. The amount due shall be based on the actual amount paid by ADAC or Miller Insurance Services LLP for the reimbursement of the customs claim.

As the applicant and/or vehicle owner, I am aware that by signing this declaration I assume full liability.

7. Liability

ADAC endeavours to the best of its knowledge to provide up-to-date information and to issue the customs documents quickly and diligently. ADAC and Miller Insurance Services LLP shall be liable for damage of any kind, including but not limited to damage from incorrect or incomplete information and the processing of any customs claims, provided their actions relate to the enforcement of the claim from the customs document or any subsequent amendment to the same and provided such damage was caused by intent or gross negligence. This limitation of liability shall not apply to any loss or damage arising from injury to life, limb or health.

Commitment (continued)

8. Return of cash deposit or bank guarantee

Upon return of the duly and definitely cancelled customs document, ADAC is entitled, but not obliged to pay out the cash deposit to the recipient listed on the receipt and/or, in the event of guarantees, inform the bank of the release of the bank guarantee, and return the document. Prior to reimbursement and/or release of the bank guarantee, ADAC reserves the right to verify all entries in the customs document as to their compliance with the relevant terms and conditions and the importing countries' customs provisions. ADAC does not pay interest on the cash deposit.

Refund of the cash deposit will only be made by crossed cheque or bank transfer by the ADAC Munich head office.

The fees of issue will not be refunded, if the customs document is not used.

9. Data protection policy

ADAC is controller within the meaning of the German Data Protection Act. ADAC or any competent authority shall collect, process and use your personal data for the purposes set out in the Commitment. We shall not transmit your personal data to any third party unless required for the performance hereunder, e.g. for assuming the guarantee and to authorities or other entities to directly collect and enforce any fees, costs or fines. We shall make no further use of your personal data unless as permitted by law or with your prior consent.

10. Applicable law and venue

Any and all legal relationships resulting from this Commitment between ADAC and/or Miller Insurance Services LLP and myself are subject to the law of the Federal Republic of Germany. The agreed venue for all disputes between ADAC and/or Miller Insurance Services LLP and the undersigned, where admissible, is Munich, in all other respects, their general venue is Germany. Where the undersigned has/have no general venue in Germany, the venue shall be Munich.

Applicant:

I hereby confirm that I have read the entire Commitment and accept its terms and conditions. I have also received the ADAC brochure "Information on the Application and Use of the Carnet de Passages" which contains the complete Commitment.

Place, date

Signature

Company stamp

Vehicle owner according to vehicle registration certificate:

JOINT AND SEVERAL PROMISE

The person co-signing besides the applicant is jointly and severally liable to ADAC and Miller Insurance Services LLP in the same way and in the same scope and venue for all claims raised against the applicant in accordance with this Commitment. I confirm that I have read the Commitment and accept it.

Family/company name	First name	Date of birth (dd/mm/yyyy)	Phone no. incl. area code (daytime)
Place of residence (street + no.)		Place of residence (postcode, city/town)	
Identification document <input type="checkbox"/> Passport <input type="checkbox"/> Identity card			

Place, date

Signature

Company stamp

Name of country

The undersigned authority.....

certifies that this day..... (date to be given in full)

a vehicle was produced at..... (place and country)

by (name, address)

The vehicle was found on examination to be of the description mentioned hereunder:

Description of vehicle	
Registered in	under no.
Year of manufacture.....	<p>A* The examination has been made on presentation of the carnet de passages issued for the vehicle described here.</p> <p>Carnet no. <input style="width: 150px; height: 20px;" type="text"/></p> <p>issued in</p> <p>B No temporary importation papers were produced</p> <p>.....</p> <p>Date and place of signature</p> <p>.....</p> <p>Official position</p> <p>.....</p> <p>Signature</p>
Net weight of vehicle (kg)	
Value of vehicle	
Chassis no.....	
Make	
Engine no.	
Make	
No. of cylinders.....	
Horsepower	
Coachwork	
Type (car, lorry)	
Colour	
Upholstery	
No. of seats or carrying capacity	
Equipment	
Radio (make).....	
Spare tyres	
Other particulars	
.....	

(*) Choose A or B as applicable

IMPORTANT

The carnet de passages en douane guarantees payment of import duties and taxes if a temporarily imported vehicle is not duly re-exported.

For the carnet to be regularly discharged, the exportation voucher corresponding to the importation voucher which was stamped by the customs on entry must be stamped by the customs when the vehicle leaves the country.

However, it may occur that a carnet is not regularly discharged. In such case, the customs authorities will require proof of re-exportation, failing which import duties and taxes will have to be paid.

In order to avoid difficulties in establishing proof of re-exportation, please have this certificate of location stamped at the frontier customs office of the country of issue of this carnet when you return. The certificate should then be returned with the carnet to the issuing club so that it may discharge you from your liabilities.

This certificate must be completed either by a consular authority of the country in which the papers should have been discharged, or by an official authority (customs, police, mayor, judicial officer, etc.) of the country in which the vehicle is examined.

Note: Foreign customs authorities do not accept confirmations given by police, mayor, judicial officer and similar (cf. pages 3 and 4 of this brochure).

INFORMATION ON THE USE OF THE CARNET DE PASSAGES

1. Each page of the carnet provides for the temporary importation of the vehicle into one of the countries mentioned and not deleted, from the back cover. The period of temporary importation is fixed by the laws or regulations of the country visited.
2. On entry, the customs detach and retain the importation voucher, indicate on the exportation voucher the name of the customs office of importation and the number under which the carnet was registered; they must also stamp the counterfoil (importation) with the official stamp of the office indicating the name of the customs office of importation, the date of entry and the signature of the customs official. **The holder of the carnet must ensure on the spot that all entries are properly recorded in the document and, if necessary, have it completed or corrected.**
3. On exit, the customs detach and retain the exportation voucher; they must stamp the counterfoil (exportation) with the official stamp of the office, indicating the name of the customs office of exportation, the date of exit and the signature of the customs official. **The holder of the carnet must ensure that all exits are properly recorded in the document and, if necessary, have it completed or corrected.**
4. The certificate of location on the last page of the Carnet must be used in accordance to the instructions given on it, or the specific instructions given by the issuing association.
5. The period of validity of the carnet lasts for a maximum of one year. If necessary, a request for the carnet to be extended must be sent to the association in the country visited; or if such an association does not exist, directly to the issuing association. In all circumstances, the holder must ensure that he complies with the conditions of temporary importation.
6. The carnet is the property of the issuing association, and must in all cases be returned to it, duly regularised, at the latest, on the date of expiry. It is recommended that the holder should not part with his vehicle (sale, destruction, etc.) before being released from the contractual liabilities which he has incurred with the issuing association.
7. Any change to be made in the carnet, either with regard to the holder (name, address etc.) or the vehicle (change of engine, colour etc.) must be previously authorised by the issuing association, or through the association in the country visited. These changes must be approved by the customs in the country visited.
8. The carnet must not be used for any country where the holder is normally resident. The vehicle temporarily imported under cover a carnet must not be loaned, abandoned, hired, sold or otherwise disposed of without the prior agreement of the customs administration of the country visited and of the issuing association.
9. Should a Carnet be lost, destroyed or otherwise mislaid while the vehicle is abroad, or in case of theft or abandonment of the vehicle, the holder should immediately advise the issuing association, either directly or through the association in the country visited, and follow the instructions that he will be given.





Back cover

This Carnet, which has been drawn up in accordance with the provisions of the Customs Conventions on the Temporary Importation of Private Road Vehicles (1954) and Commercial Road Vehicles (1956), both amended in 1992, may be used in the following countries under the guarantee of the authorized associations indicated:

AFRICA AMERICA ASIA AND MIDDLE EAST EUROPE * OCEANIA

* *In these countries, the Carnet is required only for certain vehicle categories*

NON VALABLE POUR	NOT VALID IN	NICHT GÜLTIG IN
------------------	--------------	-----------------

1	Carnet holder and address		CdP no.
2			Valid for not more than one year, that is until inclusive
3			
4	Issued by Allgemeiner Deutscher Automobil-Club (ADAC) e.V. München	The validity of this carnet is subject to compliance by the holder during this period with the customs laws and regulations of the country/customs territory visited.	
5		Validity extended until *	
6	 		
7	<h1 style="margin: 0;">CARNET DE PASSAGES EN DOUANE</h1> <p style="margin: 0;">For motor vehicles and trailers (*)</p>		
8	This Carnet is issued for the vehicle registered in under no.		
9	This Carnet, which has been drawn up in accordance with the provisions of the Customs Conventions on the Temporary Importation of Private Road Vehicles (1954) and Commercial Road Vehicles (1956), both amended in 1992, may be used in the countries/ customs territories listed on the back cover of this document, under guarantee of the authorized associations indicated.		
10	<p>It is issued on condition that the holder re-exports the vehicle within the specified period of validity and complies with the customs laws and regulations relating to the temporary admission of motor vehicles in the countries/customs territories visited under the guarantee, in each country where the document is valid, of the authorized association affiliated to the undersigned international organization.</p> <p>On expiry, the carnet must be returned to the association which delivered it to the holder.</p>		
11	Issued at.....		Date.....
12	Signature of International Organizations   Responsible, by order, for the administration AIT DIRECTOR GENERAL	Signature of Issuing Association Allgemeiner Deutscher Automobil-Club (ADAC) e.V. München	Holder's signature

13 (*) see reverse side