



**ADAC Touring GmbH**

Hansastr. 19  
80686 München

Grenzverkehr (TSR)

Member of



## Application and Information

The international customs document Carnet de Passages permits the temporary duty free importation of road vehicles into certain countries of Asia, Africa, South America, to Australia and New Zealand. It entitles a person to take several trips with the same vehicle and is usually issued with one-year validity.

The Carnet de Passages is a guarantee for a foreign country that the vehicle will be re-exported within the time limit of duty free importation and if the vehicle cannot be re-exported (e.g. total loss, theft), that all duties and taxes will be paid.

The basis for the issuing of the Carnet de Passages are international customs conventions. Carnets de Passages are issued by the federation:

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

The Carnet de Passages is an official document and the property of the issuing club ADAC. The holder 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 that the data entered in the application form has to be identical with the vehicle papers. Incorrect and incomplete data cause difficulties at the borders.

During the validity of the Carnet de Passages the vehicle may only be used by the document holder. The document holder is liable for consequences resulting from the loss and misuse by unauthorized third parties.

In any case, the Carnet de Passages has to be returned to ADAC before the expiry date.

Submit the completed and signed application form, along with:

- a copy of your passport or identification card
- a copy of the vehicle registration document
- a copy of the bank transfer of the issuing fee and/ or cash deposit (Credit Cards are not accepted.)

### Please send your application to:

ADAC Touring GmbH  
Grenzverkehr (TSR)  
Hansastr. 19  
80686 München

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(Please fill in, print out and sign this form)		

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

## Information on the Application and Use of the Carnet de Passages

### 1. General

The Carnet de Passages is a customs document. This document permits the temporarily 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 organizations:

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

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 has to comply with the vehicle papers exactly. 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, hired out, 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 Passage, the countries listed at the back of the certificate 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.

### 2. Where and how to apply

The application documents for the Carnet de Passages may only be submitted at the ADAC head office in Munich. The earliest possible date for issuing the Carnet de Passages is 4 weeks prior to its validity date.

#### 2.1. 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 holder of the vehicle** (i.e. if the applicant and the registered holder are two different persons), the vehicle holder has to sign the Collateral Promise and state her/his valid address. We also need a photocopy of the vehicle holder'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 as cash deposit, by bank transfer or in form of a bank guarantee. The bank establishing the bank guarantee shall have its seat in Germany. We only accept ADAC bank guarantee forms. For the amount of the deposit, please refer to the table of fees. We do not accept savings accounts, insurance policies etc. as a guarantee; checks will be cashed. Bank transfer charges have to be paid by the applicant.
- **Passport** or identity card (photocopy)  
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.
  - The copy shall be immediately destroyed when the intended purpose (identification) has been achieved.
  - We shall comply with PAuswG (German Identity Card Act) and PassG (German Passport Act) according to which the saving of passport/identity card data is not allowed.
- **Parts 1 and 2 of the registration certificate** (photocopy; in the case of an export plate, provide the international registration certificate, if required)
- **ADAC club card** (photocopy) or membership number. If you are a member of another European automobile association, please submit a photocopy of the membership card.

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

All entries, i.e. the technical and personal data and the blocked countries (see back cover), have to be checked for correctness before your trip. 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.

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

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

Let us explain the correct use briefly:

<b>COUNTERFOIL - SOUCHE</b> sheet 1 - 25	
Is stamped and signed by the customs officer in line 7 on entry and exit and remains in the Carnet.	
✂	-----
<b>EXPORTATION VOUCHER - VOLET DE SORTIE</b> sheet 1 - 25	
Is stamped, signed and detached by the customs officer on exit.	
✂	-----
<b>IMPORTATION VOUCHER - VOLET D'ENTRÉE</b> sheet 1 - 25	
Is stamped, signed and detached by the customs officer on entry.	
<b>(Sheet 26)</b>	
<b>CERTIFICATE OF LOCATION</b> <b>Certificat de Présence</b>	
(cf. Specimen on page 10)	

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.  
**This 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)/sheets returned to you. Any part(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 German customs office or a customs office in the European Union of your choice and stamp the last page of the Carnet (sheet 26 – **CERTIFICATE OF LOCATION**) and have it confirmed and dated by the customs officer's signature. A confirmation by other authorities (police, mayor, judicial 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 certified Certificate of Location and/or customs receipts** (see item 7.), the deposit can only be released after prescription (international agreements and periods of prescription of several countries), i.e. waiting times of several years have to be expected.

The release of the deposit is only made by the ADAC head office in Munich.

#### 4.1. Costs of settlement

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

### 5. Extension of 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 (usually by 3 months). However, this can only be arranged in a country where an automobile club is located. There are different country provisions, so please ask for information at an early stage. Please apply to ADAC and the foreign automobile club for an extension of your Carnet de Passages at least 4 weeks before the expiry date. The agreement of the foreign customs authority is the precondition for extending the Carnet. After approval by the customs authority, the partner club will notify us and ask for our confirmation. We will give our agreement when the extension fee (on a pro-rate basis corresponding to the issuing fee) has been received per remittance or in-payment.

*An extended Carnet de Passages is only valid in the country in which it was extended. It may not be used for returning to Germany/ Europe or in other countries.*

#### 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 2.1.) 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, if necessary, the deposit has to be raised. The current table of fees prevails.

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

## 6. Loss of customs document

The ADAC head office has to be informed about the loss of the Carnet de Passages without delay in writing. The **deposit** will not be **released** until the confirmed Certificate of Location is sent to the ADAC head office. However, this certificate may not be confirmed by the German customs office or a customs office in the European Union 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 a replacement Carnet is required, a new application has to be filled in and the documents mentioned under 2.1 have to be presented again. The deposit can be transferred. The issuing fee has to be paid a second time. If you are staying abroad, it makes sense to involve the contact 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 (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.

## 7. The vehicle cannot be returned to Germany

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 (sheet 26) by the foreign customs authority. **In addition a customs clearance or scrapping certificate containing the 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. A copy of these receipts must be sent to ADAC along with a **certified translation into German** and the Carnet de Passages. If no certified translation has been prepared yet, the document holder may choose to have the documents translated either by ADAC or by a sworn translator. **The document holder will bear the costs in either case.**

### 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 (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. Additionally a receipt for the payment of charges has to be issued (see above).

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.

## 8. Customs-related risk

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.

### Customs claim procedure:

The foreign customs authority demands from ADAC (as the issuing club) proof of the re-exportation of the vehicle or proof of customs clearance, scrapping etc. In such cases ADAC 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 (=customs certificate of location, customs clearance or scrapping certificate).

## 9. Return

The Carnet de Passages must be returned to ADAC no later than expiry of the validity. **Any sheets/stubs (counterfoils) not used or filled in incorrectly must not be removed.** Please also note item 4. Unused sheets may not be removed. The **Certificate of Location** may not be confirmed by a German customs office or a customs office in the European Union until **shortly before the return of the Carnet.** If the Carnet has not been used, i.e. the counterfoil and the vouchers are still there, the confirmation will not be necessary. There will be **no refund** of issuing fees already paid for Carnets that remain unused. If the vehicle remains abroad, please return the Carnet and the relevant customs receipts (**with certified translation into German**) to ADAC (see item 7).

You may give back the Carnet to an ADAC local office or send it directly to the ADAC head office in Munich **by registered letter** – see name and address on the next page. We recommend making photocopies of the Carnet de Passages and necessarily the customs receipts beforehand.

After examination of the entries and/or receipts the deposit will be released only by the ADAC head office in Munich.

The **bank guarantee** will be sent back to the bank by us directly. No later than two weeks after sending back the Carnet, you may inquire with your bank, whether the bank guarantee has been received and the procedure has been concluded.

The **cash deposit** will be refunded by remittance sent to the **entitled recipient** indicated in the receipt upon issue (please indicate address changes upon the return).

For remittance we will need the following data:

- complete address of your bank
- account number and national bank code
- IBAN and BIC
- complete address from the entitled recipient

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**Grenzverkehr (TSR)**  
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**Last update: February 2012**

**Subject to change!**

We recommend obtaining information about the current entry regulations from the Foreign Office [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de), the embassies or the consulates general. ADAC will always endeavour to pass on all information to you, but the completeness and correctness of all data cannot be guaranteed.

We are afraid we cannot influence the acceptance of your Carnet de Passages at the relevant national borders. Please do not hesitate to contact us, if further questions arise.

Please note the text of the commitment printed on the next pages of this brochure, the Certificate of Location (sheet 26) and the partial translations of the 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 and ADAC in lieu of an oath that the details stated by me in this application are correct, that I have no domicile in the countries for which the customs documents have 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 documents. 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 document holder, will not be changed structurally, will neither be sold, lent or hired out, given away, pledged nor its usage granted to other persons.

### 2. Ownership of the customs document

The customs document is and remains the property of ADAC. It cannot be transferred, and 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 CdP, regardless of whether the holder is at fault.

### 3. Application for guarantee assumption

ADAC, as the issuer of the customs document, guarantees towards the competent domestic and international authorities, towards national and international automobile clubs and other institutions for all obligations resulting from the Carnets and this contract. ADAC is obliged to pay any claims resulting from the use of a Carnet de Passages and is not entitled to examine the reason and the amount of the claims raised. The customs charges which are raised by foreign customs authorities in case of cancellation of a CdP which is incorrect or not in time, are usually far higher than the current market value of the vehicle in the country of issue. ADAC has taken out insurance against the customs risk with Lloyd's of London. Lloyd's have authorised R.L. Davison & Co. Ltd., London to raise any claims from the insurance contract in their own name. ADAC issues customs documents only if the absolute guarantee below is given:

To cover the risk for ADAC due to the issue of the customs document I hereby apply for the assumption of an absolute guarantee by

**R.L. Davison & Co. Ltd, Bury House, 31 Bury Street , GB-London EC3A 5AH**

for the benefit of ADAC for all claims by foreign customs administrations arising out of the issue of the customs document. The guarantee fee is included in the fees charged by ADAC for the customs document. I am aware of the fact that this guarantee is irrevocable excluding the defence of failure to pursue remedies. By handing over this customs document this guarantee shall be deemed accepted. I am aware of the fact that claims raised by foreign customs administrations and satisfied by R.L. Davison as a guarantor pass to the latter. I assume the obligations contained in this commitment in the same way and scope for the benefit of R.L. Davison.

### 4. Duties during and after re-exportation

I undertake to re-export the vehicle from the relevant customs territory within the validity of the customs document, to have the CdP finally cancelled in line with the regulations and to properly return it to ADAC of my own accord together with the Certificate of Location immediately after termination of the journey, however no later than 4 weeks after expiry. If cancellation is not performed correctly in the Carnet, additional cancellation fees will be incurred, and charged separately.

### 5. Duties when re-entering without the vehicle

When the re-exportation of the vehicle, e.g. owing to an accident, theft or for other reasons, is not possible, the carnet-holder shall contact the nearest customs office or the local club 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 ensure that the customs authority issues a customs receipt along with the complete vehicle data (chassis, engine no.) and definitively cancels the customs document. Clause 4, last sentence shall apply.

### 6. Duties in case of customs settlement

When a subsequent settlement of the CdP is required, I authorise ADAC to carry out all measures considered necessary at my expense. I undertake to send in to ADAC or to R.L. Davison upon first request all documentation required for the settlement of a customs document.

I undertake to reimburse ADAC or R.L. Davison for the costs and expenses incurred by the settlement of a customs document, charged by the customs administration of the importing country, even if this request is made wrongfully. Shall be reimbursed the full amount actually paid by either ADAC or R.L. Davison. I am aware of the fact that I as the signing applicant and/or vehicle owner assume full responsibility from this commitment.

### 7. Liability

ADAC endeavours to the best of its knowledge to provide up-to-date information and to issue the customs documents quickly and carefully. For damage of any kind, in particular due to wrong or incomplete information, and the processing of any customs claims, ADAC and R.L. Davison are only liable for intent and gross negligence.

### 8. Return of cash deposit or bank guarantee

Upon return of the definitively 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. ADAC reserves the right to send a customs document back to the relevant national

club prior to reimbursement and/or release of bank guarantee for confirmation of the entries. ADAC does not pay interest on the cash deposit. Refund of the cash deposit will only be made by bank transfer by the ADAC Munich head office. Bank transfer charges will be at the expense of the applicant. The fees of issue will not be refunded, if the customs document is not used.

**9. Applicable law and venue**

The legal relations resulting from this commitment between ADAC and/or R.L. Davison and myself are subject to the laws of the Federal Republic of Germany. The agreed venue for all disputes between ADAC and/or R.L. Davison and the undersigned, where admissible, is Munich, in all other respects, their general venue in Germany. Where the undersigned has/have no general venue in Germany, the venue shall be Munich.

**Applicant:**

I hereby confirm having taken full note of the commitment and having received the ADAC information brochure "Information about the Application and Use of the Carnet de Passages", which contains the complete commitment.

\_\_\_\_\_, date \_\_\_\_\_

\_\_\_\_\_  
(own signature with name and surname)

\_\_\_\_\_  
(company stamp)

Vehicle owner:		Collateral Provision	
The person co-signing besides the applicant, guarantees in the same way and in the same scope and venue, any liability for the benefit of ADAC and R.L. Davison for all claims against the applicant in accordance with this commitment. I confirm having taken note of the complete commitment.			
_____ date _____	_____ identification document:		
_____ name, surname	_____ passport ID	_____ No.	_____
_____ full address	_____ date of birth		
_____ phone no.	_____ signature		

**CERTIFICATE OF LOCATION**

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 hereund

Description of Vehicle	
Registered in.....	under no. ....
Year of manufacture.....	
Net weight of vehicle (kg).....	A. *This examination has been made on presentation of the Carnet de Passages issued for the vehicle described here
Value of vehicle.....	CPD no. <input type="text"/>
<b>Chassis No.</b> .....	Issued by .....
Make.....	B. * No temporary importation papers were produced
<b>Engine No.</b> .....	
Make.....	
No. of cylinders.....	
Horsepower.....	
<b>Coachwork</b>	
Type (car, lorry).....	
Colour.....	
Upholstery.....	
No. seats or carrying capacity.....	
<b>Equipment</b>	
Radio (make).....	
Spare tyres.....	
Other particulars.....	
	Date and place of signature .....
	Official position .....
	Signature(s).....

(\*) Choose formula 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 this carnet's country of issue when you return. The certificate should then be returned with the Carnet to the issuing club so that you may be discharged 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:** A confirmation by police, a mayor, judicial officer and similar will not be accepted by ADAC (see page 4 of this brochure).

**DIRECTIONS FOR USE**

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 and 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 with 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 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 of 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 the case of theft or abandonment of the vehicle, the holder should immediately advise the issuing association in the country visited, and follow the instructions that he will be given.

*reverse - cover page*



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 categories of vehicles.*

NON VALABLE POUR	NOT VALID IN	NICHT GULTIG IN
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*cover sheet (CARNET DE PASSAGES EN DOUANE)*

1	<b>Holder and address</b>	<b>CPD no.</b>	
2			Valid for not more than one year, that is until
3			.....
4	<b>Issued by</b>	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	<b>Allgemeiner Deutscher Automobil-Club (ADAC) e.V. München</b>	Validity extended until	
  <p><b>CARNET DE PASSAGES EN DOUANE</b> For motor vehicles and trailers</p>			
8	This Carnet is issued for the vehicle registered in ..... under No.....		
9	<p>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.</p> <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><b>ON EXPIRY, THE CARNET MUST BE RETURNED TO THE ASSOCIATION WHICH DELIVERED IT TO THE HOLDER.</b></p>		
11	<b>Issued in.....date .....</b>		
12	<b>signature</b>	<b>signature</b>	<b>Holder's signature</b>
	AIT-Director General	President Allgemeiner Deutscher Automobil-Club e.V. München	

# Carnet de Passages - Table of fees



ADAC Touring GmbH

For motorbikes, passenger cars, caravans, busses, watercraft, small aircraft, lorries and trailers.

## Issuing fees

	Members	Non-members
Carnet de Passages	€195	€295

For vehicles with export plates an **additional fee** of €155 has to be paid.

## Guarantees

For each Carnet de Passages a deposit must be lodged - either as cash deposit (**security**) at ADAC or as a **bank guarantee**. **See reverse side for amounts of guarantee!**

## Delivery charges

Carnets which are not collected personally are sent either by registered mail or by DHL courier service.

- Charges for registered mail:  
€ 3.50 within EU countries  
€10.00 other countries
- If delivery by DHL courier service is required, please enquire about the costs at the ADAC headquarters in Munich. Such costs will be charged separately.

## Payment

Carnets are issued exclusively at the **ADAC headquarters in Munich**. Prior to delivery, the amount of security as well as the issuing fee and delivery charge should be remitted to:

**ADAC Touring GmbH**  
**Postbank München**  
**Account no. 599 511 800**  
**Bank code 700 100 80**  
**BIC: PBNKDEFF**  
**IBAN: DE 86 700 100 800 599 511 800**

A copy of the money transfer form must be submitted along with the application documents.

If the Carnet de Passages is collected at the **headquarters in Munich directly**, both the security and the issuing fee can also be paid in cash there.

## Important note:

In case the **security** is lodged by a person other than the carnet holder, an "authorised recipient of money", including complete address, must be appointed prior to issuing the Carnet de Passages.

For lodging of a **bank guarantee** the ADAC form „Bank-Bürgschaftserklärung“ available at the ADAC headquarters in Munich must be used which **must be confirmed by a German bank**. The original must be submitted along with the application documents.



## Guarantees

### 1. Amount of guarantee for vehicles not covered by item 2 or 3:

current market value of vehicle of up to	€ 15,000 =	€ 1,500
current market value of vehicle of up to	€ 25,000 =	€ 2,500
current market value of vehicle of up to	€ 50,000 =	€ 5,000
current market value of vehicle of up to	€ 75,000 =	€ 7,500
current market value of vehicle of more than	€ 75,000 =	available at ADAC on request.

### 2. Special guarantees - not for motorbikes:

Carnet de Passages valid for:

#### a) South African Customs Union (South Africa, Namibia, Botswana, Swaziland and Lesotho)

current market value of vehicle of up to	€ 15,000 =	€ 5,000
current market value of vehicle of up to	€ 25,000 =	€ 7,500
current market value of vehicle of up to	€ 50,000 =	€ 15,000
current market value of vehicle of up to	€ 75,000 =	€ 20,000
current market value of vehicle of more than	€ 75,000 =	available at ADAC on request.

#### b) Egypt, India, Iran, Pakistan

current market value of vehicle of up to	€ 7,500 =	€ 5,000
current market value of vehicle of up to	€ 15,000 =	€ 10,000
current market value of vehicle of up to	€ 25,000 =	€ 15,000
current market value of vehicle of up to	€ 50,000 =	€ 30,000
current market value of vehicle of up to	€ 75,000 =	€ 40,000
current market value of vehicle of more than	€ 75,000 =	available at ADAC on request.

### 3. Special guarantees for motorbikes:

Carnet de Passages valid for:

#### Egypt, India, Iran, Pakistan and South African Customs Union (South Africa, Namibia, Botswana, Swaziland and Lesotho)

current market value of vehicle of up to	€ 15,000 =	€ 3,000
current market value of vehicle of up to	€ 25,000 =	€ 5,000
current market value of vehicle of up to	€ 50,000 =	€ 10,000
current market value of vehicle of up to	€ 75,000 =	€ 15,000
current market value of vehicle of more than	€ 75,000 =	available at ADAC on request.

Return of deposit exclusively by ADAC Touring GmbH, Touristische Services Reise und Freizeit (TSR) – Grenzverkehr, Hansastr. 19, 80686 München..

Status: 1 February 2012

Subject to change!

### 7. Liability

ADAC endeavours to the best of its knowledge to provide up-to-date information and to issue the customs documents quickly and carefully. For damage of any kind, in particular due to wrong or incomplete information, and the processing of any customs claims, ADAC and R.L. Davison are only liable for intent and gross negligence.

### 8. Return of cash deposit or bank guarantee

Upon return of the definitively 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. ADAC reserves the right to send a customs document back to the relevant national club prior to reimbursement and/or release of bank guarantee for confirmation of the entries. ADAC does not pay interest on the cash deposit. Refund of the cash deposit will only be made by bank transfer by the ADAC Munich head office. Bank transfer charges will be at the expense of the applicant. The fees of issue will not be refunded, if the customs document is not used.

### 9. Applicable law and venue

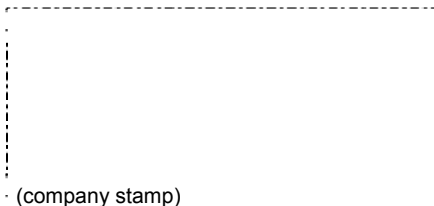
The legal relations resulting from this commitment between ADAC and/or R.L. Davison and myself are subject to the laws of the Federal Republic of Germany. The agreed venue for all disputes between ADAC and/or R.L. Davison and the undersigned, where admissible, is Munich, in all other respects, their general venue in Germany. Where the undersigned has/have no general venue in Germany, the venue shall be Munich.

### Applicant:

I hereby confirm having taken full note of the Commitment and having received the ADAC information brochure "Information about the Application and Use of a Carnet de Passages", which contains the complete commitment.

\_\_\_\_\_ date

\_\_\_\_\_ (signature with first and family name)



\_\_\_\_\_ (company stamp)

### Vehicle owner:

#### COLLATERAL PROMISE

The person co-signing besides the applicant, guarantees in the same way and in the same scope and venue, any liability for the benefit of ADAC and the company R.L. Davison for all claims against the applicant in accordance with this commitment. I confirm having taken note of the complete commitment.

\_\_\_\_\_ date

\_\_\_\_\_ name, surname

\_\_\_\_\_ full address

\_\_\_\_\_ tel.-no.

\_\_\_\_\_ e-mail address

identification document:

passport

ID Card

date of birth: \_\_\_\_\_

signature \_\_\_\_\_

# ADAC

## ADAC Touring GmbH

Hansastr. 19  
80686 München

Grenzverkehr

member of:



Required documents: the vehicle registration document, the passport of the applicant/ owner of the vehicle and if applicable a copy of membership card of an automobile association and a power of attorney. Holders who do not appear in person should send in copies of the documents. False statements will cause the vehicle to be rejected at the border and have customs law consequences. An application has to be completed for every vehicle including trailers.

## Application for a Carnet de Passages

\_\_\_\_\_ valid from

\_\_\_\_\_ beginning of the journey

\_\_\_\_\_ country of destination

reason for journey:

holiday  business  studies  other

delivery:

for collection

per registered letter until:

automobile club membership no. :

no automobile club membership

## Personal Details

\_\_\_\_\_ family or company name

\_\_\_\_\_ first name

\_\_\_\_\_ citizenship

\_\_\_\_\_ date of birth

\_\_\_\_\_ place of birth

\_\_\_\_\_ occupation

passport  identity-card

\_\_\_\_\_ issued on

\_\_\_\_\_ valid until

\_\_\_\_\_ issued by (authority)

\_\_\_\_\_ in

\_\_\_\_\_ permanent residence (postcode, city)

\_\_\_\_\_ Tel.-No. with prefix - private

\_\_\_\_\_ street, street number

\_\_\_\_\_ Tel.-No. with prefix - business

\_\_\_\_\_ e-mail address

\_\_\_\_\_ Fax-No. with prefix

### Bank details:

name of the bank \_\_\_\_\_ address \_\_\_\_\_

bank code \_\_\_\_\_ account \_\_\_\_\_

## For persons with residence permit in the EU

residence permit

visa

\_\_\_\_\_ issued on:

\_\_\_\_\_ valid until:

\_\_\_\_\_ issued by:

\_\_\_\_\_ in:

## Contact Person

name	Tel.-No. with prefix - private
permanent residence	Tel.-No. with prefix - business
e-mail address	Fax-No. with prefix

## Details of the Vehicle

country of registration	licence plate number
vehicle brand	vehicle identification number (chassis number)
engine brand	engine number ( <b>to be read on the engine block</b> )
number of cylinders	cubic capacity (cc)
typ of vehicle (car, motorcycle, mobile home, truck...)	colour
spare wheels	number of seats
date of first registration	radio: brand and current market value in €
<b>current market value in €</b>	unloaded weight in kg
vehicle registration document <input type="checkbox"/> National	<input type="checkbox"/> International
date of issue	place of issue

## Will be completed by ADAC

<input type="checkbox"/> Sperrliste	Dokumentgebühren	€	_____
<input type="checkbox"/> Pass/Personalausweis	Sonderprämie	€	_____
<input type="checkbox"/> Zulassungsbescheinigung	Bankbürgschaft	€	_____
<input type="checkbox"/> Aufenthaltserlaubnis	Sicherheitsleistung	€	_____
<input type="checkbox"/> Unterschriftskontrolle (Antragsteller/Fahrzeugeigentümer)	Gesamtbetrag	€	_____
<input type="checkbox"/> folgende Länder sind im Carnet gesperrt:		€	_____
_____ (Heimatland)	Übernahme der Bankbürgschaft	<input type="checkbox"/>	
_____ (Bestimmungsland)	Sicherheitsleistung	<input type="checkbox"/>	
_____	von Carnet-Nr:		_____

## 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 and ADAC in lieu of an oath that the details stated by me in this application are correct, that I have no domicile in the countries for which the customs documents have 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 documents. 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 document holder, will not be changed structurally, will neither be sold, lent or hired out, given away, pledged nor its usage granted to other persons.

### 2. Ownership of the customs document

The customs document is and remains the property of ADAC. It cannot be transferred, and 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 holder is at fault.

### 3. Application for guarantee assumption

ADAC, as the issuer of the customs document, guarantees towards the competent domestic and international authorities, towards national and international automobile clubs and other institutions for all obligations resulting from the Carnets and this contract. ADAC is obliged to pay any claims resulting from the use of a Carnet de Passages and is not entitled to examine the reason and the amount of the claims raised. The customs charges which are raised by foreign customs authorities in case of cancellation of a Carnet de Passages which is incorrect or not in time, are usually far higher than the current market value of the vehicle in the country of issue. ADAC has taken out insurance against the customs risk with Lloyd's of London. Lloyd's have authorised R.L. Davison & Co. Ltd., London to raise any claims from the insurance contract in their own name. ADAC issues customs documents only if the absolute guarantee below is given: To cover the risk for ADAC due to the issue of the customs document I hereby apply for the assumption of an absolute guarantee by

#### **R.L. Davison & Co. Ltd, Bury House, 31 Bury Street, GB-London EC3A 5AH**

for the benefit of ADAC for all claims by foreign customs administrations arising out of the issue of the customs document. The guarantee fee is included in the fees charged by ADAC for the customs document. I am aware of the fact that this guarantee is irrevocable excluding the defence of failure to pursue remedies. By handing over this customs document this guarantee shall be deemed accepted. I am aware of the fact that claims raised by foreign customs administrations and satisfied by R.L. Davison as a guarantor pass to the latter. I assume the obligations contained in this commitment in the same way and scope for the benefit of R.L. Davison.

### 4. Duties during and after re-exportation

I undertake to re-export the vehicle from the relevant customs territory within the validity of the customs document, to have the Carnet de Passages finally cancelled in line with the regulations and to properly return it to ADAC of my own accord together with the Certificate of Location immediately after termination of the journey, however no later than 4 weeks after expiry. If cancellation is not performed correctly in the Carnet, additional cancellation fees will be incurred, and charged separately.

### 5. Duties when re-entering without the vehicle

When the re-exportation of the vehicle, e.g. owing to an accident, theft or for other reasons, is not possible, the carnet-holder shall contact the nearest customs office or the local club 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 ensure that the customs authority issues a customs receipt along with the complete vehicle data (chassis, engine no.) and definitively cancels the customs document. Clause 4, last sentence shall apply.

### 6. Duties in case of customs settlement

When a subsequent settlement of the Carnet de Passages is required, I authorise ADAC to carry out all measures considered necessary at my expense. I undertake to send in to ADAC or to R.L. Davison upon first request all documentation required for the settlement of a customs document.

I undertake to reimburse ADAC or R.L. Davison for the costs and expenses incurred by the settlement of a customs document, charged by the customs administration of the importing country, even if this request is made wrongfully. Shall be reimbursed the full amount actually paid by either ADAC or R.L. Davison. I am aware of the fact that I as the signing applicant and/or vehicle owner assume full responsibility from this commitment.

**After the journey – before return of your carnet:  
Please have the last page inside (26 - Certificate of Location) stamped  
by your customs authority**

## **ACHTUNG / ATTENTION**

Die Rückerstattung der **Sicherheitsleistung** erfolgt durch Überweisung an den bei der Ausstellung eingetragenen **berechtigten Geldempfänger** (geänderte Anschriften bitte unbedingt bei der Rückgabe mitteilen.)

The **cash deposit** will be refunded by **bank transfer** to the **entitled recipient** entered into the receipt upon issue of CPD (please indicate address changes when returning the CPD for refund).

### **Zur Überweisung benötigen wir folgende Unterlagen: For the bank transfer we require the following data:**

- vollständige Anschrift der Bank / complete address of your bank:

.....  
.....  
.....  
.....  
.....

- Kontonummer / account number: .....
- Bankleitzahl / national bank code: .....
- IBAN: .....
- BIC: .....
- Vollständiger Name **und** Adresse des berechtigtem Geldempfängers und Ausweiskopie complete name **and** address and copy of passport or identification card of the entitled recipient:

.....  
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.....  
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Datum, Unterschrift

date, signature