



How to fill in a TIR Carnet

IRU International Road Transport Union

CARNET TIR *

6 volets #11000000

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For questions regarding the implementation of a transport operation under cover of a TIR Carnet, please contact your National Association.

You can also contact:

The TIR Hotline – for questions relating to the application of the TIR Convention, border crossing difficulties, etc.:

E-mail: hotline@iru.org
Phone: +41 (0)22 918 27 78 (English and French)
Phone: +41 (0)22 918 20 48 (Russian)
Fax: +41 (0)22 918 27 99

For questions regarding **IRU TIR-Electronic Pre-Declarations (IRU TIR-EPD)**:

E-mail: tirepd@iru.org
Phone: +41 (0)22 918 20 68 (English, French and Spanish)
Phone: +41 (0)22 918 27 23 (Russian, English and French)

General Aspects of the TIR Carnet

This brochure is made available by the IRU in order to provide guidelines to transport operators, TIR Associations and Customs officers

TIR Carnets are made up of:

- **TIR Carnet Cover page**
- **Yellow non-Customs Goods Manifest**
- **Pairs of white and green vouchers**
(with their counterfoils)
- **Certified Report**
- **Back cover with tear-off slip**

TIR Carnets are available with 4,6,14 and 20 vouchers.

Each TIR operation requires the use of 1 pair of vouchers (1 white, 1 green).

Note: The information contained in this brochure is not legally binding. The TIR Convention is the legal basis for the operation of the TIR procedure.



This map shows an example of transport under cover of a TIR Carnet

How to use this brochure

The brochure is laid out with an image on the left hand side of the page in question and a description on the right hand side of what has to be done and by whom.

WHO	Who fills this page in
WHEN	At what point in the TIR transport this page is filled in
WHAT	The name of the page. Details of the fields follow in the next section of the brochure page
ACTIONS	What needs to be done at each stage, besides filling in the appropriate parts of the TIR Carnet, for example checking seals and removing vouchers

You can see an example of each field duly filled in on the left hand side. Fields are colour-coded depending on the actor that fills them in. To illustrate the roles of the actors, we have taken an example of a simple transport with 1 Customs office of departure and destination.

Details of the route chosen for the example

		CUSTOMS OFFICE	COUNTRY
A	Customs office of departure	Istanbul	Turkey
B	Customs office of exit	Kapikule	Turkey
C	Customs office of entry	Kapitan-Andreevo	Bulgaria
D	Customs office of exit	Siret	Roumania
E	Customs office of entry	Vadul-Siret	Ukraine
F	Customs office of destination	Kievskaya oblastnaya	Ukraine

CARNET TIR *

6 volets

MX51000000



1. Date de délivrance de ce carnet de TIR et de la date de l'opération de transport internationale... 16/05/2012

2. Titulaire du carnet
TIR Training Association 091
26, Lesi Ukraïnski Str.
02095 Kiev
Ukraine

TIR International Transport Operators
9, Tenistaya Str.
UA - 65007, Odessa, Ukraine
UKR/091/822

3. Signature du titulaire de l'association
Signature of member of the
Union International of the
Carriage Association of the
Contractors

4. Signature du titulaire de l'association
Signature of member of the
Union International of the
Carriage Association of the
Contractors



Handwritten number '1444'



5. Pays de départ (Country of origin) TURKEY (TUR)

6. Pays de destination (Country of destination) UKRAINE (UKR)

7. Code de transport international (International carriage code) UA AA 8338 AC

8. Numéro de carnet de TIR (TIR carnet number) 141500-027-119/2013

9. Observations (Remarks)

10. Signature du titulaire du carnet (Signature of carnet holder)

Handwritten signature 'Morda'

WHO	Association & Holder
WHEN	On issuance & before start of transport
WHAT	TIR Carnet cover page

Fields 1-4 Filled in by Association on issuance

- Field 01 : Final validity date (dd/mm/yyyy) of the TIR Carnet (max. 60 days from and not including date of issuance) – TIR Carnet must be accepted by the Customs office of departure before or on this date, never after it has expired
- Field 02 : Association details
- Field 03 : Complete Holder's details, incl. unique ID number (stamp recommended)
- Field 04 : Stamp and signature of Association

Fields 6-12 filled in by Holder before journey

- Field 06 : Country/ies of departure including ISO Alpha 3 code
- Field 07 : Country/ies of destination including ISO Alpha 3 code
- Field 08 : Vehicle registration number
- Field 09 : Certificate of approval N° and validity – not applicable in case of transport of Heavy and Bulky Goods – must be valid for the entire TIR transport
- Field 10 : If container, identification number
- Field 11 : Remarks (such as Heavy and Bulky Goods)
- Field 12 : Holder's signature (by hand). Company stamp recommended!

General notes

No erasures or over-writing shall be made on the TIR Carnet. Mistakes should be crossed-out and corrections (which have to be endorsed by the Customs authorities) added.

TIR Carnet used for a combination of vehicles/containers: Content of each vehicle/container shall be indicated separately preceded by the registration number.

Dates entered in the TIR Carnet should conform to the following format dd/mm/yyyy. Customs offices should be identified by their name and if appropriate their location.

WHO	Holder
WHEN	Before start of transport
WHAT	Yellow non-Customs Goods Manifest
ACTION	The yellow non-Customs Goods Manifest must be filled in by the Holder and the details repeated legibly on all vouchers of the TIR Carnet, even if the vouchers will not be used. (Holder's details must also be put in field 5 of the certified report)

- Field 02 : Name(s) and location of Customs office(s) of departure (Maximum 4 Customs offices of departure and destination, i.e. 3 departures, 1 destination; 2 departures, 2 destinations, etc. All departures must take place before the first unloading. Goods must always cross at least one international border.)
- Field 04 : Complete Holder's details, incl. unique ID number and the economic operator registration and identification number (EORI) (stamp recommended)
- Field 05 : Departure Country/ies – including ISO Alpha 3 code
- Field 06 : Destination Country/ies – Including ISO Alpha 3 code
- Field 07 : Vehicle Registration N° (licence plate), of tractor and load compartment(s)
- Field 08 : Attached documents (CMR, Packing list, etc.)
- Field 09 : a) Load Compartment(s) – (record separately for each load compartment)
b) Markings of packages (so you can identify a specific package)
- Field 10 : Number and type of packages & description of goods (HS 6 digit commodity code in addition to a plain language goods description recommended)
- Field 11 : Weight of goods in Kg
- Field 12 : Name(s) of Customs office(s) of Destination and the number of packages to be delivered to each Customs office
- Field 13, 14, 15 : Signature of the Holder (handwritten), place and date (dd/mm/yyyy) of signing (company stamp recommended)

VOLET N° 1		CARNET TIR RX51000000	
1. Numéro de carnet de transit Istanbul		2. Numéro de carnet IRU Union Internationale des Transporteurs Routiers	
3. Numéro de transit UA AA 8338 AC		4. Nom et adresse de l'opérateur TIR International Transport Operators 9, Tenistaya Str. UA - 65007, Odessa, Ukraine UKR/091/822	
5. Pays d'origine des marchandises TURKEY (TUR) UKRAINE (UKR)		6. Numéro de transit CMR : 172496 Invoice: 4376-1005-016	

MANIFESTE DE MARCHANDISES			
1. Numéro de transit	2. Description des marchandises	3. Poids net	4. Numéro de transit
8968700	Household goods - 62 packages	4200,0	005010
8697431	Textiles - 20 packages	880,0	
		<u>5080,0</u>	

1. Numéro de transit Kiev	2. Description des marchandises 82	3. Poids net Istanbul, 26/03/2012 Minda	4. Numéro de transit Kaya
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1. Numéro de transit Istanbul	2. Description des marchandises Istanbul 38	3. Poids net TIR 48	4. Numéro de transit Kaya
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SOUCHE N° 1		RX51000000		10001 du CARNET TIR	
1. Numéro de transit Istanbul 38		2. Description des marchandises TIR 48		3. Poids net 005010	
4. Numéro de transit Kaya		5. Description des marchandises Kapikule 64		6. Numéro de transit Kaya	



WHO	Customs office of Departure A (& Holder)
WHEN	Customs office of Departure A (& before start of transport)
WHAT	Voucher & Counterfoil N°1, p.1
ACTIONS	<p>Customs:</p> <ul style="list-style-type: none"> → Verify the goods (must conform to goods manifest) → Verify validity of the TIR Carnet & approval certificate → Check that TIR plates are affixed → Seal the truck → Stamp all pages of the attached documents and attach to the TIR Carnet → Fill in, remove & file Voucher N°1 → Return Carnet to driver

Voucher/Volet N° 1

Fields 2-15 will have been filled in by the Holder prior to the transport (see p. 7).

For official use: Any information to facilitate Customs control, e.g. the number of the previous Customs document, etc.

Field 16 : **Seal N°** - must be filled in on every voucher of the TIR Carnet

Field 17 : **Date (dd/mm/yyyy)**, stamp & signature of Customs office of **Departure A** – must be filled in on every voucher of the TIR Carnet

Field 18 : **Name and if appropriate location of the Customs office of Departure A**

Field 19 : **Tick if seals are intact (not applicable at departure)**

Field 20 : **Time limit for transport to reach the Customs office of Exit B in this country (optional)**

Field 21 : **Identification of Customs office of Departure A**

Under N°: Number in the Customs ledger assigned to this TIR operation

Field 22 : **Other:** An itinerary i.e. Customs office of Exit B, can be specified here

Field 23 : **Date (dd/mm/yyyy)**, stamp & signature of Customs office of **Departure A**

This information is copied into fields 18-23 of voucher 2, p.2

Counterfoil/Souche N° 1

Field 01 : **Identification of the Customs office of Departure A**

Field 02 : **Number in the Customs Ledger of the Customs office of Departure A**

Field 03 : **Number of seal apposed**

Field 04 : **Tick if seals are intact (not applicable at departure)**

Field 05 : **Other:** (itinerary – optional)

Field 06 : **Date (dd/mm/yyyy)**, stamp & signature of Customs office of **Departure A**, proving Customs have accepted the TIR operation

NB: All counterfoils always remain in the TIR Carnet

VOLET N° 2 1. Numéro de carnet de TIR Istanbul		CARNET TIR RX51000000 2. Code de l'opérateur IRU Union Internationale des Transporteurs Routiers	
3. Pays d'origine des marchandises UA AA 8338 AC		4. Titulaire du carnet de TIR TIR International Transport Operators 9, Tenistaya Str. UA - 65007, Odessa, Ukraine UKR/091/822	
5. Pays de destination des marchandises TURKEY (TUR) UKRAINE (UKR)		6. Numéro de la déclaration CMR : 172496 Invoice: 4376-1005-016	
MANIFESTE DE MARCHANDISES			
7. Numéro de la déclaration 8968700	8. Description des marchandises Household goods - 62 packages	9. Poids brut 4200,0	10. Numéro de la déclaration 005010
8697431	Textiles - 20 packages	880,0	
		5080,0	
11. Lieu de destination Kiev	12. Numéro de la déclaration 82	13. Lieu de destination des marchandises Istanbul, 26/03/2012 <i>Minda</i>	14. Numéro de la déclaration Kaya 38 CUSTOMS TIR TRAINING 26-03-2012 Departure
Istanbul 26/03/2012	Istanbul 38 TIR 432	Kapikule 64	CUSTOMS TIR TRAINING 26-03-12 EXIT Goblart
Kapikule Kaya 38 CUSTOMS TIR TRAINING 26-03-2012 Departure	Goblart	Goblart	CUSTOMS TIR TRAINING 26-03-12 EXIT Goblart
SOUCHE N° 2		INDEX 1 du CARNET TIR	
1. Numéro de la déclaration Kapikule 64		2. Numéro de la déclaration 64 CUSTOMS TIR TRAINING 26-03-12 EXIT Goblart	

WHO	Customs office of Exit B (& Holder)
WHEN	Customs office of Exit B (& of Departure A & before start of transport)
WHAT	Voucher & Counterfoil N°2, p.2
ACTIONS	<p>Customs:</p> <p>Check seals are intact and that there has been no forced entry into the truck. Verify that field 6 of counterfoil N°1 p.1 has been stamped, otherwise Carnet must not be accepted. Fill and remove voucher 2 and register in Customs ledger of the Customs office of Exit B, send certificate of termination (removable section with fields 18-28) to the Customs office of Departure A.</p>

Voucher/Volet N° 2

Fields 2-15 will have already been filled in by the Holder prior to the transport (see p. 7 of this brochure).

Fields 16-23 will have been filled in by the Customs office of Departure A.

Field 24 : Name and ID of the Customs office of Exit B

Field 25 : Tick if seals are intact

Field 26 : If goods are unloaded, how many packages (only filled in by a Customs office of destination)

Field 27 : Reservation – if there is a problem (seals broken/goods missing), mark with a large R and describe the problem. Depending on the circumstances, the Certified Report (see brochure p. 17) may have to be filled in.

Field 28 : Date (dd/mm/yyyy), stamp & signature of Customs office of Exit B

Counterfoil/Souche N° 2

Field 01 : Identification of Customs office of Exit B

Field 02 : Tick if seals are intact

Field 03 : Number of packages unloaded (Only filled in by a Customs office of destination)

Field 04 : New seal number (if applicable)

Field 05 : Reservations (as above, field 27)

Field 06 : Date (dd/mm/yyyy), stamp & signature of Customs of Exit B

WHO	Customs (& Holder)
WHEN	Customs office of Entry C and of Exit D (& before start of transport)
WHAT	Vouchers & Counterfoils N°1 & 2, p.3 & 4
ACTIONS	Customs authorities

At Customs office of Entry C

1. Truck and seals are checked
2. Relevant parts of the TIR Carnet are filled in (same process as Customs office of Departure A as described on p.9 of this brochure)
3. Voucher N°1 (p.3 of TIR Carnet) is retained and registered and the TIR Carnet is returned to the driver, who proceeds to the Customs office of destination/exit (here: Customs office of Exit D).

At Customs office of Exit D

Voucher/Volet N° 2

Fields 2-15 will have already been filled in by the Holder prior to the transport (see p. 7 of this brochure).

Fields 16-17 will have been filled in by Customs office of Departure A.

Fields 18-23 and the counterfoil N°1 p.3 will have been filled in at the Customs office of Entry C.

Field 24 : Name and ID of the Customs office of Exit D

Field 25 : Tick if seals are intact

Field 26 : If goods are unloaded, how many packages (only filled in by a Customs office of destination)

Field 27 : Reservation – if there is a problem (seals broken/goods missing), mark with a large R and describe the problem. Depending on the circumstances, the Certified Report (see brochure p. 17) may have to be filled in.

Field 28 : Date (dd/mm/yyyy), stamp & signature of Customs office of Exit D

Counterfoil/Souche N° 2

Field 01 : Identification of Customs office of Exit D

Field 02 : Tick if seals are intact

Field 03 : Number of packages unloaded (only filled in by a Customs office of destination)

Field 04 : New seal number (if applicable)

Field 05 : Reservations (as above, field 27)

Field 06 : Date (dd/mm/yyyy), stamp & signature of Customs of Exit D

Fill and remove voucher 2 page 4 and register in Customs ledger of the Customs office of Exit D, send certificate of termination (removable section with fields 18-28) to the Customs office of Entry C.

IRU
TIR International Transport Operators
9, Tenistaya Str.
UA - 65007, Odessa, Ukraine
UKR/091/822

TURKEY (TUR) UKRAINE (UKR)
CMR : 172496
Invoice: 4376-1005-016

UA AA 8338 AC

8968700	Household goods - 62 packages	4200,0	006010
8697431	Textiles - 20 packages	880,0	5080,0

Kiev 82
21/03/2012
Minda
Kaya
CUSTOMS
IN TRANSIT
21.03.2012
Departure

Vadul-Siret
Vadul-Siret 57 TIR 866
Kievskaya Oblastnaya
Viter
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ENTRY

Vadul-Siret 57
TIR 866
Kievskaya Oblastnaya
Viter
EUSTOIA
ENTRY

IRU
TIR International Transport Operators
9, Tenistaya Str.
UA - 65007, Odessa, Ukraine
UKR/091/822

TURKEY (TUR) UKRAINE (UKR)
CMR : 172496
Invoice: 4376-1005-016

UA AA 8338 AC

8968700	Household goods - 62 packages	4200,0	006010
8697431	Textiles - 20 packages	880,0	5080,0

Kiev 82
21/03/2012
Minda
Kaya
CUSTOMS
IN TRANSIT
21.03.2012
Departure

Vadul-Siret
Kievskaya Oblastnaya 36
Vadul-Siret 57 TIR 866 82
Kievskaya Oblastnaya
Viter
EUSTOIA
ENTRY

Kievskaya Oblastnaya 36
CUSTOMS
IN TRANSIT
21.03.2012
DESTINATION
SAVCH

Kievskaya Oblastnaya 36
CUSTOMS
IN TRANSIT
21.03.2012
DESTINATION
SAVCH

WHO	Customs (& Holder)
WHEN	Customs office of Entry E and of Destination F (& before start of transport)
WHAT	Vouchers & Counterfoils N° 1 & 2, p.5 & 6
ACTIONS	Customs authorities

At Customs office of Entry E

1. Truck and seals are checked
2. **Relevant parts of the TIR Carnet are filled in (same process as Customs office of departure A as described on p.9 of this brochure)**
3. Voucher N°1 (p.5 of TIR Carnet) is retained and registered and the TIR Carnet is returned to the driver, who proceeds to the Customs office of destination/exit.

At Customs office of Exit

If the transport is transiting the country, procedures are the same as for the previous Customs office of Exit (see p.13 of this brochure).

At Customs office of Destination F

If the transport is destined for an inland Customs office, then, on arrival, Customs:

1. Check seals & vehicle,
Then break seals
Compare goods to manifest. **If they do not match, note a reservation in field 27. The Certified Report may need to be filled in (see p.17 of this brochure).**
2. **Voucher N°2 p.6 will be completed, retained and registered (see p.11 of brochure for details)**
3. **Certificate of termination (voucher N°2, fields 24-28) will be filled in and sent to the Customs office of Entry E**
4. **Counterfoil N°2 will be filled in and stamped**
5. TIR Carnet is returned to the driver

At Customs office of Entry E

The certificate of termination will be compared to voucher N°1, and the TIR operation will be discharged.

NB: SafeTIR termination data will also be transmitted by the Customs office of destination F to the IRU to confirm termination of the TIR operation

WHO	Competent Authorities (& Holder)
WHEN	In case of accident / irregularity in the course of a TIR transport (& field 5 before transport starts)
WHAT	Certified Report (Procès-verbal de constat)

The Certified Report should remain in the TIR Carnet and a police report attached as applicable.

- Field 01 : Customs office(s) of departure name(s) and location(s)
 Field 04 : Registration of vehicle and/or container number
 Field 05 : **Should already be filled with Holder's details (preferably stamped)**
 Field 06 : The seals are intact/not intact (please tick)
 Field 07 : The load compartment(s)/container is/are intact/not intact (please tick)
 Field 08 : Observations / comments
 Field 09 : Please select and tick either – no goods seem to be missing; the goods described in fields 10-13 are missing (M) or destroyed (D) as indicated in field 12
 Field 10 : a) Load Compartment
 b) Identifying marks on the packages
 Field 11 : Number and type of packages, goods description
 Field 12 : Mark with either M for missing or D for destroyed
 Field 13 : Observations – write down the quantities that are missing/destroyed
 Field 14 : Date, place and circumstances of the accident (detailed description)
 Field 15 : Measures taken to allow TIR operation to continue (please select & tick). New seals applied: number of seal & characteristics; Goods transferred to another vehicle/container (in which case see field 16); Other
 Field 16 : If the goods were transferred to another vehicle/container, specify details here. a) vehicle – insert registration N°. Tick as applicable if the vehicle has approval certificate or not, and note the number & details of the seal affixed. If goods are put in a new container, note the details, as with the vehicle, in 16(b)
 Field 17 : Place, date, stamp and signature and details of the authority that filled in the certified report
 Field 18 : Endorsement (stamp & signature) by the next Customs office affected by the TIR operation. If goods are missing or destroyed, but others remain to be delivered, the goods manifest of the TIR Carnet and the seal number must be amended on all vouchers and noted on the relevant counterfoil No2 (field 4) that remains in the TIR Carnet

MX51000000

CARNET TIR 0025



Specimen

WHO	Customs
WHEN	If the TIR Carnet is retained by Customs (e.g. because the TIR Carnet is invalid)
WHAT	Tear-off card at the back of the TIR Carnet
ACTIONS	Customs stamp, sign and remove the tear-off card, give it to the driver and retain the TIR Carnet until the closure of the Customs investigation

*Working together
for a better future*



s i n c e 1 9 4 8

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