How to fill in a TIR Carnet

1. Valise pour y être en charge par la banque de douane de départ: Langue
Valid for the acceptance of goods by the Customs office of departure, up to and including.

2. Délivré par
Issued by:

3. Titulaire du carnets
Holder of the carnets:

4. Signature du délivrant de la carte et de la validation
Signature of the issuing authority and validation:

5. Signature du titulaire du carnets
Signature of the holder of the carnets:

6. Page de délivrance
Page of delivery:

7. Page de validation
Page of validation:

8. Date d'expiration du titre, revalidation et durée
Date of expiration of the title, revalidation and duration:

9. Confirmation de l'expiration du titre, revalidation et durée
Confirmation of the expiration of the title, revalidation and duration:

10. Observations diverses
Other remarks:

11. Délivrance aux titulaires
Delivery to the holders:

12. Signature du titulaire du carnets
Signature of the holder of the carnets:

*This page is not from the Carnet TIR. It is used as an example by the IRU (International Road Transport Union) for training purposes.

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

Field details are noted in this section. 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.

**General Aspects of the TIR Carnet**

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, with 1 pair of vouchers (1 white, 1 green) being used for each TIR operation.

*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.*
How to fill in a TIR Carnet

1. Valable pour prise en charge par le bureau de douane de départ jusqu’au 16/11/2007 Inclus

Valid for the acceptance of goods by the Customs office of departure up to and including

2. Délivré par
Issued by

TIR TRAINING ASSOCIATION 091
Landstrasse 6, 3000 Bern, Switzerland

TIR International Transport Operations
16 Chemin de la Voie Creuse
CH - 1211, Switzerland

CHE/091/4886

3. Titulaire
Holder

4. Signature du délégué de l’association émettrice et cachet de cette association:
Signature of authorized official of the issuing association and stamp of that association:

5. Signature du secrétaire de l’organisation internationale:
Signature of the secretary of the international organization:

6. Pays de départ
Country/Countries of departure ()

SWITZERLAND (CHE)

7. Pays de destination
Country/Countries of destination ()

SLOVENIA (SVN)

8. Numéro d’immatriculation du(s) véhicule(s) routier(s) ()
Registration No(s). of road vehicle(s) ()

GE 765891

9. Certificat(s) d’agrément du(s) véhicule(s) routier(s) (No et date) ()
Certificate(s) of approval of road vehicle(s) (No. and date) ()

141500-027-119/2007

10. Numéro(s) d’identification du(s) container(s) ()
Identification No(s). of container(s) ()

11. Observations diverses
Remarks

12. Signature du titulaire du carné
Signature of the carné holder


(1) Non applicable. Strike out whichever does not apply.

* See annex 1 of the TIR Convention, 1975, prepared under the auspices of the United Nations Economic Commission for Europe.
**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 1: | Final validity date 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 2: | Association details |
| Field 3: | Complete Holder’s details, incl. unique ID number |
| Field 4: | Stamp and signature of Association |

### Fields 6-12 filled in by Holder before journey

| Field 6: | Country/ies of departure including ISO Alpha 3 code |
| Field 7: | Country/ies of destination including ISO Alpha 3 code |
| Field 8: | Vehicle registration number |
| Field 9: | Certificate of approval N° and validity – 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 |

### 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.
## How to fill in a TIR Carnet

### GOODS MANIFEST

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Number</th>
<th>Weight (kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>89683700</td>
<td>System for incineration</td>
<td>58 packages</td>
<td>9610.0</td>
</tr>
<tr>
<td>8697431</td>
<td>Pipes and cables</td>
<td>3 packages</td>
<td>1970.0</td>
</tr>
</tbody>
</table>

### Counterfoil N° 1 / N° 2

1. Arrived certified by the Customs office at

2. [ ] Seals or identification marks found to be intact

3. Number of packages for which the termination of the TIR operation is certified (as specified in the manifest):

4. New seals affixed:

5. Reservations:

6. Customs officer’s signature and Customs office date stamp
Who:  
Holder

When:  
Before start of transport

What:  
Yellow non-Customs Goods Manifest

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 2:  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 unloading. Goods must always cross at least one international border.)

Field 4:  Complete Holder’s details, incl. unique ID number

Field 5:  Departure Country/ies – including ISO Alpha 3 code

Field 6:  Destination Country/ies – Including ISO Alpha 3 code

Field 7:  Vehicle Registration N° (licence plate)

Field 8:  Attached documents (CMR, Packing list, etc.)

Field 9:  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

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

Fields 13, 14, 15:  Signature of the Holder, place and date of signing

How to fill in a TIR Carnet
### MANIFESTE DE MARCHANDES

<table>
<thead>
<tr>
<th>MARCHANDISES</th>
<th>QUANTITÉ</th>
<th>UNITÉ</th>
<th>PRIX HT (€)</th>
<th>T.I.S. (€)</th>
</tr>
</thead>
<tbody>
<tr>
<td>89683700</td>
<td>58</td>
<td>-</td>
<td>9610,0</td>
<td>004010</td>
</tr>
<tr>
<td>8697431</td>
<td>3</td>
<td>-</td>
<td>1970,0</td>
<td>11580,0</td>
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</table>

### SOUCHE N° 1

<table>
<thead>
<tr>
<th>N° de Carnet TIR</th>
<th>MX510000000</th>
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</table>

<table>
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<tr>
<th>N° TIR</th>
<th>MX510000000</th>
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8. How to fill in a TIR Carnet
WHO: Customs (& Holder)

WHEN: Customs office of Departure (& before start of transport)

WHAT: Voucher & Counterfoil N°1, p.1

ACTIONS: Customs:
- 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). Pour usage officiel: 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, stamp & signature of Customs office of Departure – must be filled in on every voucher of the TIR Carnet
Field 18: Name and if appropriate location of the Customs office of Departure
Field 19: Tick if seals are intact (not applicable at departure)
Field 20: Time limit for transport to reach the Customs office of Exit in this country (optional)
Field 21: Identification of Customs office of Departure
Sous le N°: Number in the Customs ledger assigned to this TIR operation
Field 22: Other: An itinerary i.e. Customs office of Exit, can be specified here
Field 23: Date, stamp & signature of Customs

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

Counterfoil/Souche N° 1

Field 1: Identification of Customs office
Field 2: Number in Customs Ledger
Field 3: Number of seal apposed
Field 4: Tick if seals are intact (not applicable at departure)
Field 5: Other: (itinerary – optional)
Field 6: Date, stamp & signature of Customs, proving Customs have accepted the TIR operation

NB: All counterfoils always remain in the TIR Carnet
How to fill in a TIR Carnet
**WHO:** Customs (& Holder)

**WHEN:** Customs office of Exit (departure & before transport)

**WHAT:** Voucher & Counterfoil N°2, p.2

**ACTIONS:** Customs:
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, send certificate of termination (removable section with fields 18-28) to the Customs office of Entry

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**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.*

Field 24: Name and ID of the Customs office of Exit
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. 15) may have to be filled in.
Field 28: Date, stamp & signature of Customs

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**Counterfoil/Souche N° 2**

Field 1: Identification of Customs office
Field 2: Tick if seals are intact
Field 3: Number of packages unloaded (Only filled in by a Customs office of destination)
Field 4: New seal number (if applicable)
Field 5: Reservations (as above, field 27)
Field 6: Date, stamp & signature of Customs

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How to fill in a TIR Carnet
How to fill in a TIR Carnet
**WHO:** Customs (& Holder)

**WHEN:** Customs office of Entry & Destination (& before start of transport)

**WHAT:** Vouchers & Counterfoils N° 1&2, p.3&4

**ACTIONS:**

**A. At Customs office of Entry:**

1. Truck and seals are checked
2. Relevant parts of the TIR Carnet are filled in (same process as Customs office of departure 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.

**B. 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.11 of this brochure).

**C. At Customs office of Destination:**

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

1. - Control 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
2. Voucher N°2 p.4 will be completed and 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
4. Counterfoil N°2 will be filled in and stamped
5. TIR Carnet is returned to the driver.

**D. At Customs office of Entry:**

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

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

How to fill in a TIR Carnet
**Procès-verbal de constat**

État en application de l'article 35 de la Convention TIR

(voir également les règles 13 à 17 relatives à utilisation du carnet TIR)

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1. Bureau(s) de douane de départ

2. Carnet TIR

3. Titulaire du carnet (numéro d'identification, nom, adresse et pays)

4. Lieu(s) d'immatriculation (du/les véhicule(s) routier(s))

5. Lieu(s) d'immatriculation (du/les conteneur(s))

6. Lieu(s) accident(s) ou est sont

7. Lieu(s) contient(s) de chargement ou conteneur(s) estant

8. Observations

9. Aucune marchandise ne semble manquer

10. a) Contingent(s) de chargement ou conteneur(s) et spécifications correspondantes

11. Nombre et nature des colis ou étapes

12. N° du D

13. Observations (indiquer notamment les quantités manquantes ou défectueuses)

14. Date, lieu et circonstances de l'accident

15. Mesures prises pour que l'opération TIR puisse se poursuivre

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16. Si les marchandises ont été transbordées, caractéristiques du/les véhicule(s) routier(s) ou du/les conteneur(s) de substitution

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17. Autorité ayant établi le présent procès-verbal

18. Visa du professeur bureau de douane tourné par le transport TIR

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Lieu : [lieu]  
Date : [date]  
Signature : [signature]

Marquage d'une croix les cases qu’convenent

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**How to fill in a TIR Carnet**
**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 1: Customs office(s) of departure name(s) and location(s)

Field 4: Registration of vehicle and/or container number

Field 5: Should already be filled with Holder’s details

Field 6: The seals are intact/not intact (please tick)

Field 7: The load compartment(s)/container is/are intact/not intact (please tick)

Field 8: Observations / comments

Field 9: 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
**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
My Notes: