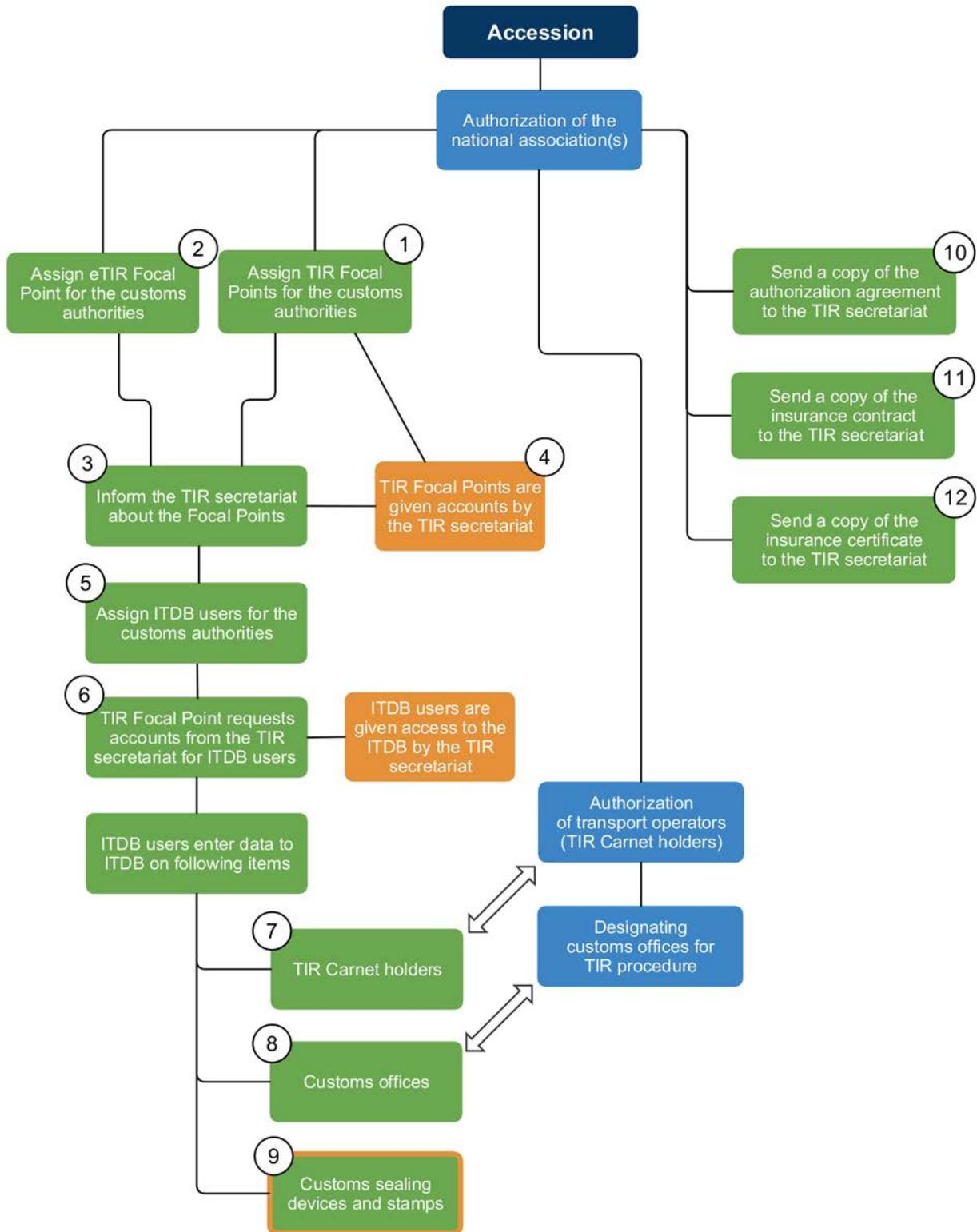


## Information submission to the TIR Executive Board and the UNECE TIR secretariat



\* Green boxes show the actions to be taken by competent authorities for submitting information.

1. It is recommended that you appoint a TIR Customs Focal Point as well as an alternate TIR Customs Focal Point.

*Please note that the national association is also expected to assign a TIR Association Focal Point and an alternate.*

(Resolution No. 49 by the UNECE Working Party on Customs Questions affecting Transport (WP.30) dated 3 March 1995, para. 11)

2. You are encouraged to appoint an eTIR Focal Point, dealing with matters related to the computerization of the TIR procedure. More information on the network of eTIR Focal Points is available at <http://www.unece.org/trans/bcf/etir/focals.html>
3. The names and particulars of the TIR and eTIR Focal Points should be communicated to the TIR secretariat via following addresses [tirexb@un.org](mailto:tirexb@un.org) (TIR), [etir@un.org](mailto:etir@un.org) (eTIR)
4. TIR Focal Points will be given accounts to access TIR Focal Points restricted page on the TIR website <https://www.unece.org/tir/welcome.html>
5. You are encouraged to appoint officials to use the ITDB. More information on the ITDB and accessing rights is available at <https://itdb.unece.org/>

*Please note that the national association is also expected to assign ITDB users.*

6. Information on the name and email address of the users as well as access rights need to be communicated to [itdb@un.org](mailto:itdb@un.org) by the TIR Focal Point.
7. The particulars of each person authorized to use TIR Carnets, or their withdrawal. Guides on the ITDB restricted page explain the procedure both for customs and the association users.  
(TIR Convention Annex 9, Part II, para. 4 and Explanatory Note thereto)

Please note that after activation of the TIR system in your territory, any exclusion of an authorized TIR Carnet holder to use TIR Carnets in your territory also need to be notified to the TIRExB (TIR Convention Article 38, para. 2 and Explanatory Note thereto).

8. Information on customs offices approved for accomplishing TIR operations. Guidelines are available on the ITDB restricted page.  
(Article 45 of the TIR Convention and Article 8, para. (a) of the Terms of Reference of the TIRExB)
9. The ITDB user requests the sample format from the TIR secretariat at [tirexb@un.org](mailto:tirexb@un.org) to share the particulars of customs sealing devices and stamps used for the TIR procedure. The particulars of seals and stamps are transmitted to the secretariat according to the format provided. Exceptionally for this module, the data entry to the ITDB is performed by the secretariat. (Article 8, para. (a) of the Terms of Reference of the TIRExB)
10. A certified copy of the written agreement (or any other legal document) between the competent authorities (customs) and the national association, as well as any modification thereto, including a certified translation, if necessary, into English, French or Russian. Either to [tirexb@un.org](mailto:tirexb@un.org) or by mail. (TIR Convention Annex 9, Part I, para. 2)
11. A certified copy of the insurance or financial guarantee contract as well as any modification thereto, including a certified translation, if necessary, into English, French or Russian. Either to [tirexb@un.org](mailto:tirexb@un.org) or by mail. (TIR Convention Annex 9, Part I, para. 3 (v))
12. A copy of the (annually renewable) insurance certificate. Either to [tirexb@un.org](mailto:tirexb@un.org) or by mail. (TIR Convention Annex 9, Part I, para. 3 (v))