



**ADMINISTRATIVE COMMITTEE
FOR THE TIR CONVENTION, 1975**

TIR Executive Board (TIRExB)

(Forty-third session, 4 – 5 May 2010,
agenda item 3)

BEST PRACTICES WITH REGARD TO THE USE OF THE TIR CARNET

Note by the secretariat

I. BACKGROUND AND MANDATE

1. At its forty-second session, the TIRExB shortly discussed the issue of the filling-in of the TIR Carnet. The TIRExB confirmed that, in accordance with Rule 12 of the “Rules regarding the use of the TIR Carnet, the holder (or his agent) must date and sign all vouchers (boxes 14 and 15). Customs authorities of the Customs office of departure should check if this is the case before signing and date stamping box 17 of all these vouchers. Considering that the issue of the filling-in of boxes 14-15 of the TIR Carnet, although linked to the agenda item of “Best practices with regard to the use of the TIR Carnet”, merits a separate discussion, the TIRExB requested the secretariat to prepare a short Informal document for discussion at its next session. In addition, the TIRExB invited the IRU to also prepare a short written contribution on the issue, clarifying its instructions to holders and any further experience in this regards.

2. Further to the above requests, the secretariat has prepared Informal document No. 5 (2010) for consideration by the Board.

II. RULES AND BEST PRACTISES WITH REGARD TO THE USE OF TIR CARNET

3. According to Rule 12 of the Rules regarding the use of the TIR Carnet: “All vouchers (items 14 and 15) must be dated and signed by the holder of the carnet or his agent”. When the TIRExB established its best practices with regard to the use of the TIR Carnet, it formulated these instructions as follows:

Box number and description	Filled-in by	Data/information to be indicated
13. I declare the information in items 1-12 above to be correct and complete 14. Place and date 15. Signature of holder or agent	Holder	Place and date (in accordance with the format dd/mm/yyyy) as well as the signature of the TIR Carnet holder or his agent. By filling-in this box the TIR Carnet holder assumes the responsibility for the authenticity of the information filled-in in items 1-12 of the TIR Carnet. These entries should be made on all vouchers of the TIR Carnet.
17. Customs office of departure Customs officer's signature and Customs office date stamp	Customs office of departure	Date (in accordance with the format dd/mm/yyyy), stamp and signature of a competent official at the Customs office of departure. At the last Customs office of departure, the Customs officer shall sign and date stamp item 17 below the manifest on all remaining vouchers.

III. CONSIDERATIONS BY THE SECRETARIAT

4. In the view of the secretariat, these instructions are clear and there can be no misunderstanding regarding their application:

- (a) The holder should make the entries of boxes 14-15 in **all vouchers** of the TIR Carnet;
- (b) The last Customs office of departure should sign and date stamp box 17 on **all remaining vouchers**.

IV. CONSIDERATIONS BY THE TIRExB

5. In preparing for this issue, TIRExB members may wish to consult with competent Customs offices in their country in order to assess the practical implications for holders and Customs authorities to enter the required information from boxes 14-15 and 17 in all vouchers of the TIR Carnet.

6. The TIRExB may wish to confirm the instruction that the data/information in boxes 14-15 and 17 of the TIR Carnet should be indicated, without exception, throughout the complete TIR Carnet.