



FEDERATION  
INTERNATIONALE  
DE L'AUTOMOBILE

# AIT/FIA Carnet de Passages en Douane (CPD)

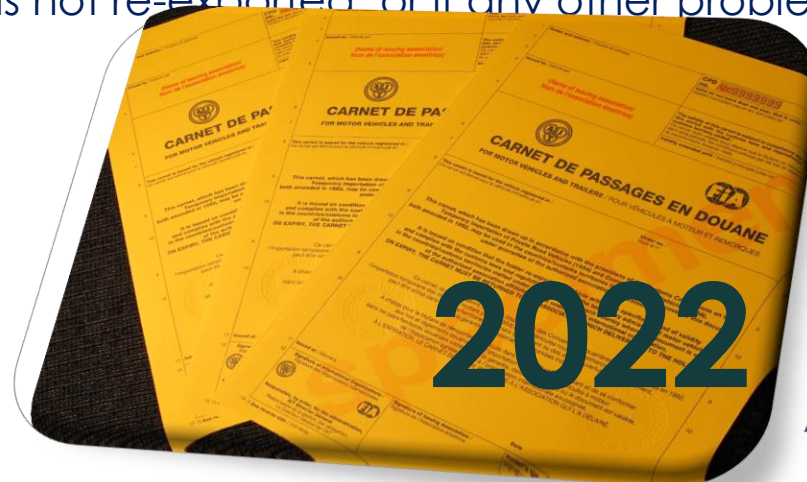
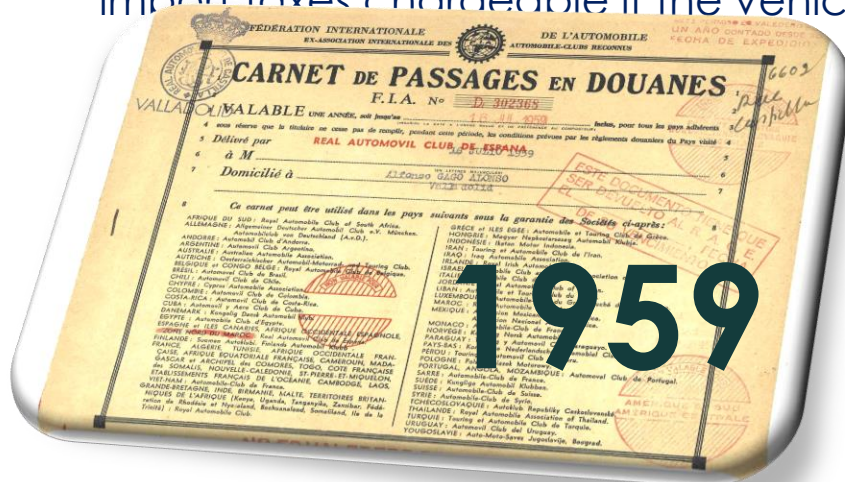
09/06/2022  
FIA Tourism Services Department



## Background

### What is a Carnet de Passages en Douane (CPD)?

- This document has been operating worldwide over for 100 years
- Created in 1911, the document was incorporated into the 1954 & 1956 UN Customs Conventions
- In 1990 the CPD became a part of the Istanbul Convention (WCO)
- It is an international customs declaration identifying private and commercial road vehicles to be imported on a temporary basis in countries that require its use.
- It is an internationally-recognized guarantee of payment for any customs duties and import taxes chargeable if the vehicle is not re-exported, or if any other problem arises.



## Background

### Function of a Carnet de Passages

- To facilitate travelers and their vehicles for a smooth and quick border crossing process, with fewer formalities, and without on-the-spot payment of guarantees.
- The CPD is a legal requirement in many countries for allowing the entry of the vehicles, as long as the entry is for a short period of time and in any case, no longer than one year.
- It serves as a customs declaration identifying the vehicle to be imported and also constitutes an international guarantee for the Customs authorities of the payment for any customs duties and import taxes chargeable should the vehicles not be re-exported.
- In this way, the CPD helps to speed and facilitate border crossings for travelers and their vehicles since being an internationally-recognized guarantee, there is no need to collect and reimburse cash deposits at the local customs posts when travelling.
- The CPD is still required today in numerous countries around the world for the temporary admission of private automobiles, commercial vehicles or other categories of motor vehicles.
- CPDs are issued and guaranteed by touring and automobile associations affiliated to the AIT and the FIA all over the world.



# CARNET DE PASSAGES EN DOUANE

## CPD Network

CPDs are used in more than **50** countries.

**The CPD Network.**  
**AIT/FIA guaranteeing and issuing associations**  
**located in more than 70 countries.**



## Background

### Alliance Internationale de Tourisme (AIT)

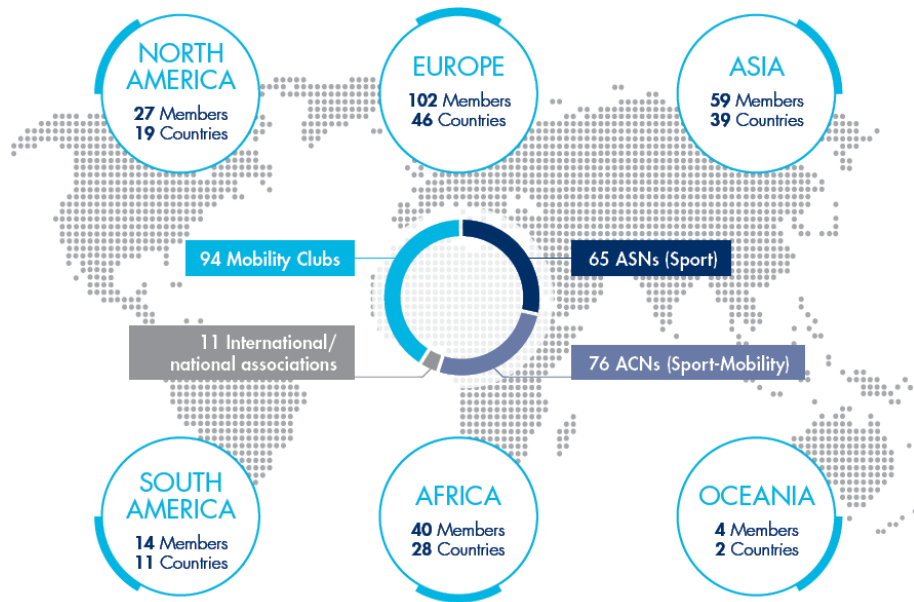


- The Alliance Internationale de Tourisme (AIT) established in 1898
- a non-profit, non-governmental organisation representing the interests of national associations and federations in the area of tourism and mobility
- more than 230 affiliated clubs and associations in 130 countries around the world.

## Background

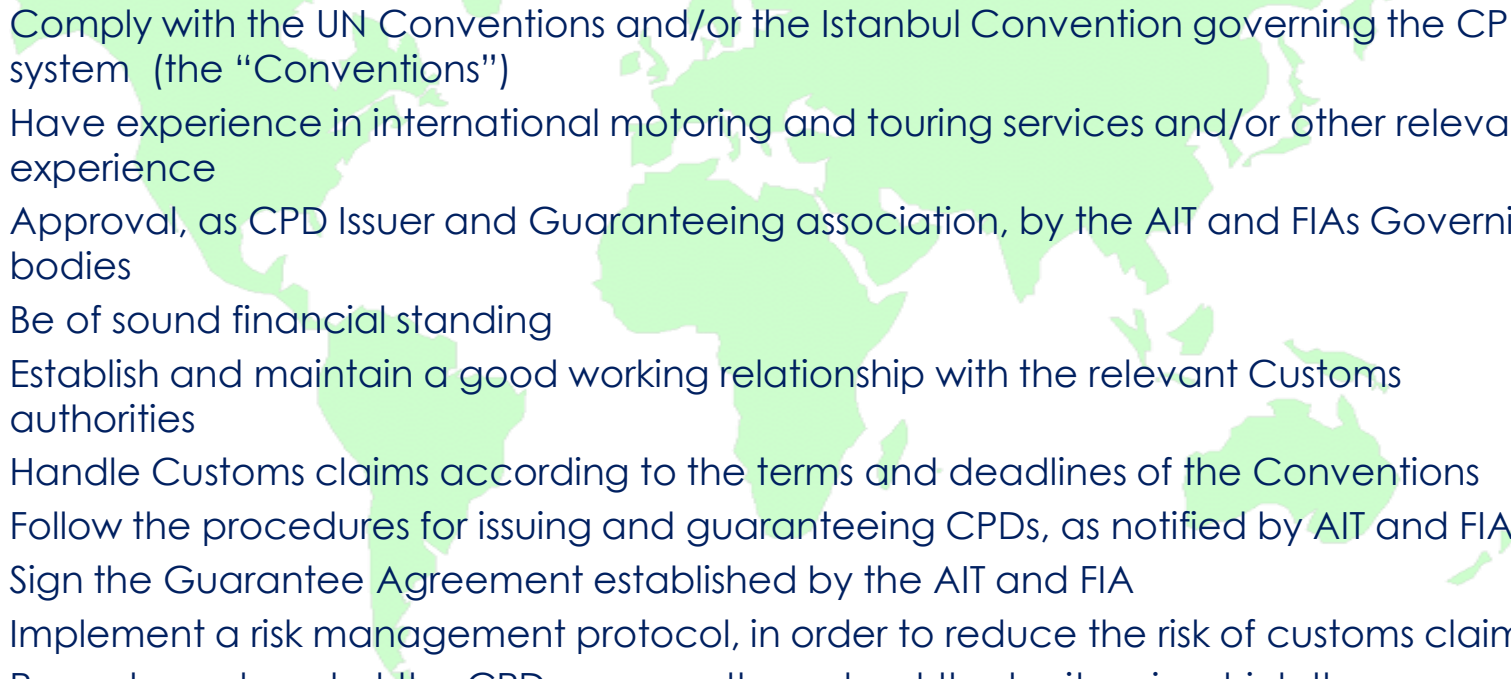
### Federation Internationale de l'Automobile (FIA)

246 member organisations representing over 80 million people from 145 countries



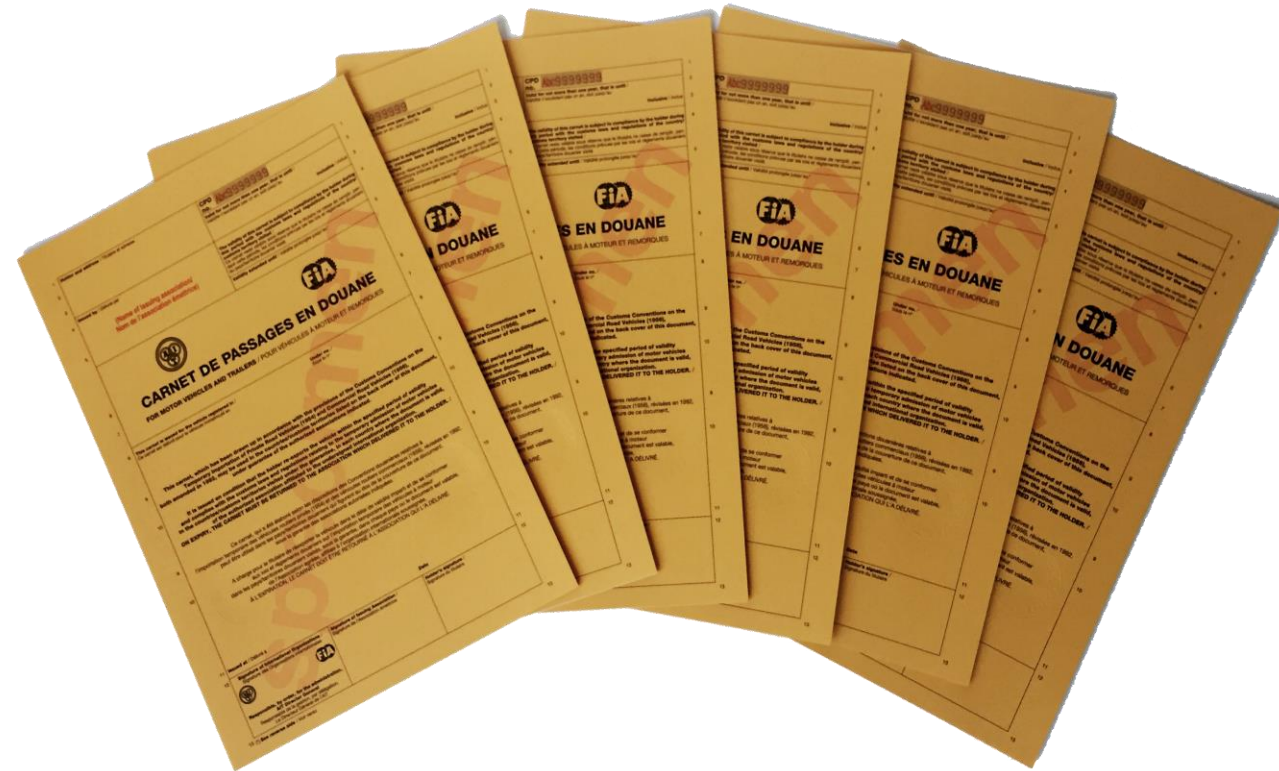
- Founded in 1904, with headquarters in Paris, the Fédération Internationale de l'Automobile (FIA) is
- a non-profit organisation.
- It brings together 246 national motoring and sporting organisations
- 145 countries on five continents.
- Its member clubs represent 80 million of motorists

### Criteria to join the AIT and FIA CPD Network

- 
- A light green world map is positioned in the background of the slide, centered behind the list of criteria. The map shows the outlines of continents and is semi-transparent, allowing the text to be read over it.
- Comply with the UN Conventions and/or the Istanbul Convention governing the CPD system (the “Conventions”)
  - Have experience in international motoring and touring services and/or other relevant experience
  - Approval, as CPD Issuer and Guaranteeing association, by the AIT and FIAs Governing bodies
  - Be of sound financial standing
  - Establish and maintain a good working relationship with the relevant Customs authorities
  - Handle Customs claims according to the terms and deadlines of the Conventions
  - Follow the procedures for issuing and guaranteeing CPDs, as notified by AIT and FIA
  - Sign the Guarantee Agreement established by the AIT and FIA
  - Implement a risk management protocol, in order to reduce the risk of customs claims
  - Promote and market the CPD program throughout the territory in which the organization is an authorized CPD distributor

### Responsibilities of the Issuing Organisation

- Application form
- Declaration of responsibility
- Provide CPD information, instructions, advice
- Keep copies of driving licence, vehicle registration papers, passport
- Guarantee deposit
- Completion of the CPD





### Responsibilities of the Guaranteeing Organisation

- Liase with its customs administration
- Deposit duty payments for claims
- Assist the issuing clubs in checking validity of a claim
- Request for extension of validity of CPDs to its customs authorities



### Responsibilities of the CPD Holder



- Verification of customs stamps, entries & exits
- Problems? ... Contact issuing association
- Return CPD to issuing association
- Respect of national temporary importation regulations



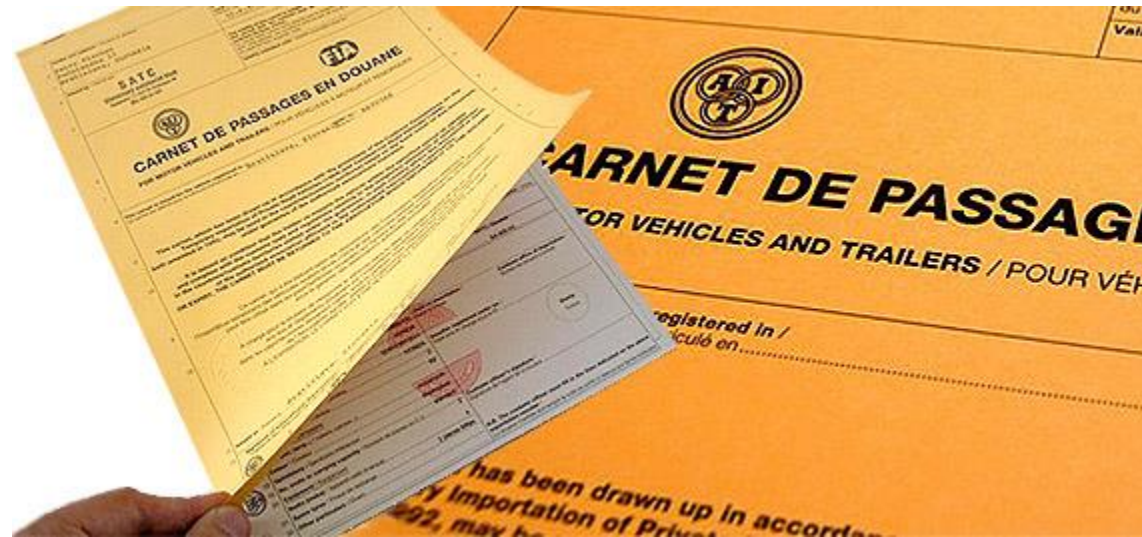
## Use of the CPD

### **CUSTOMS OFFICERS ARE TO:**

- Upon **entry**: stamp importation voucher + counterfoil
- Upon **exit**: stamp exportation voucher + counterfoil

### **▪ CPD HOLDERS PAY ATTENTION TO :**

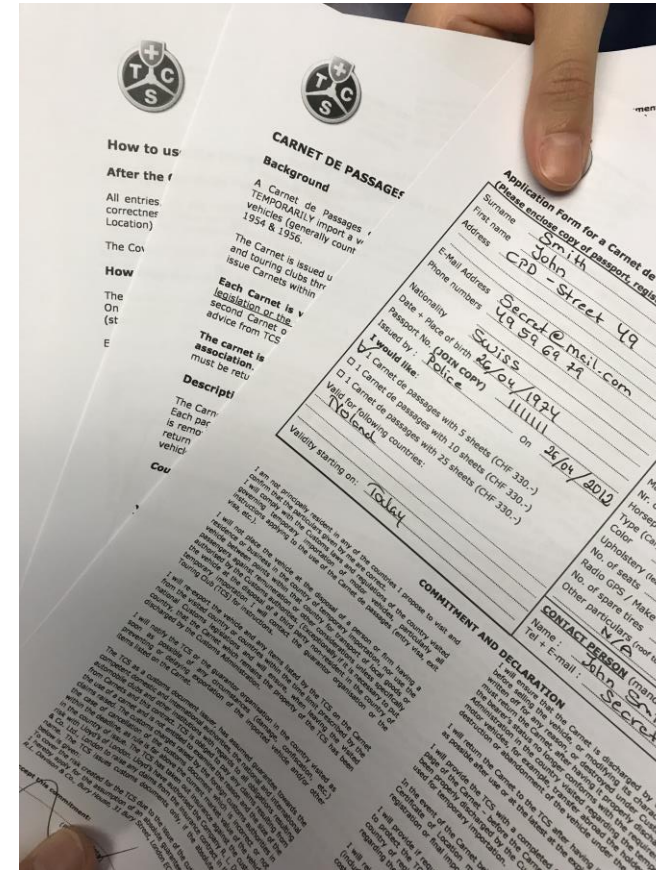
- ➔ Efficient recording of vehicle exits by the customs officers





### The Application

- A statement that the information given to the issuing association is correct and that the applicant's residence is not located in any of the countries to be visited.
- The list of countries the applicant intends to visit and the expected duration of the visit.
- The full name and address of the owner of the vehicle and/or the applicant.
- Vehicle registration number (licence plate) and country of origin.
- All vehicle particulars to be included in the CPD.





# CARNET DE PASSAGES EN DOUANE

## CPD Issuing

### The Issuing association must:

- Print or stamp the name of the issuing association on every page of the CPD.
- Complete EVERY line of EACH page of the CPD.
- Include the expiry date on the cover and on all inside pages.
- Include the holder's full name and address on all inside pages.
- Date and sign the cover of the CPD.
- Request the signature of the holder on the cover of the CPD.

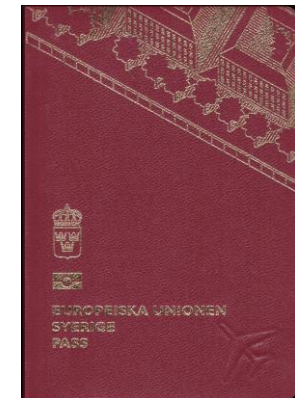
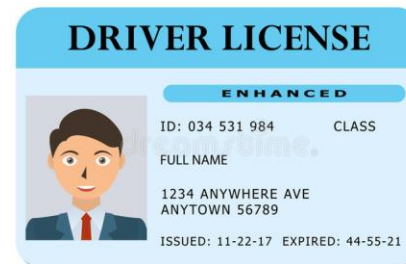
The image displays three pages of a Carnet de Passages en Douane (CPD) form. The top page is the cover, featuring the FiA logo and a grid of fields for registration information, including the holder's name, address, and vehicle details. The middle and bottom pages are internal pages, each containing a 'DESCRIPTION OF VEHICLE' section with detailed fields for engine, chassis, and other specifications, as well as sections for customs officer signatures and stamps. The forms are filled with sample data and include various stamps and signatures, demonstrating the required completion of every line.

## CPD Issuing

### Documents on file

For every CPD issued, issuing associations should **keep on file the following documents**, which may be highly useful for identification purposes in the event of irregularities in the use of the CPD:

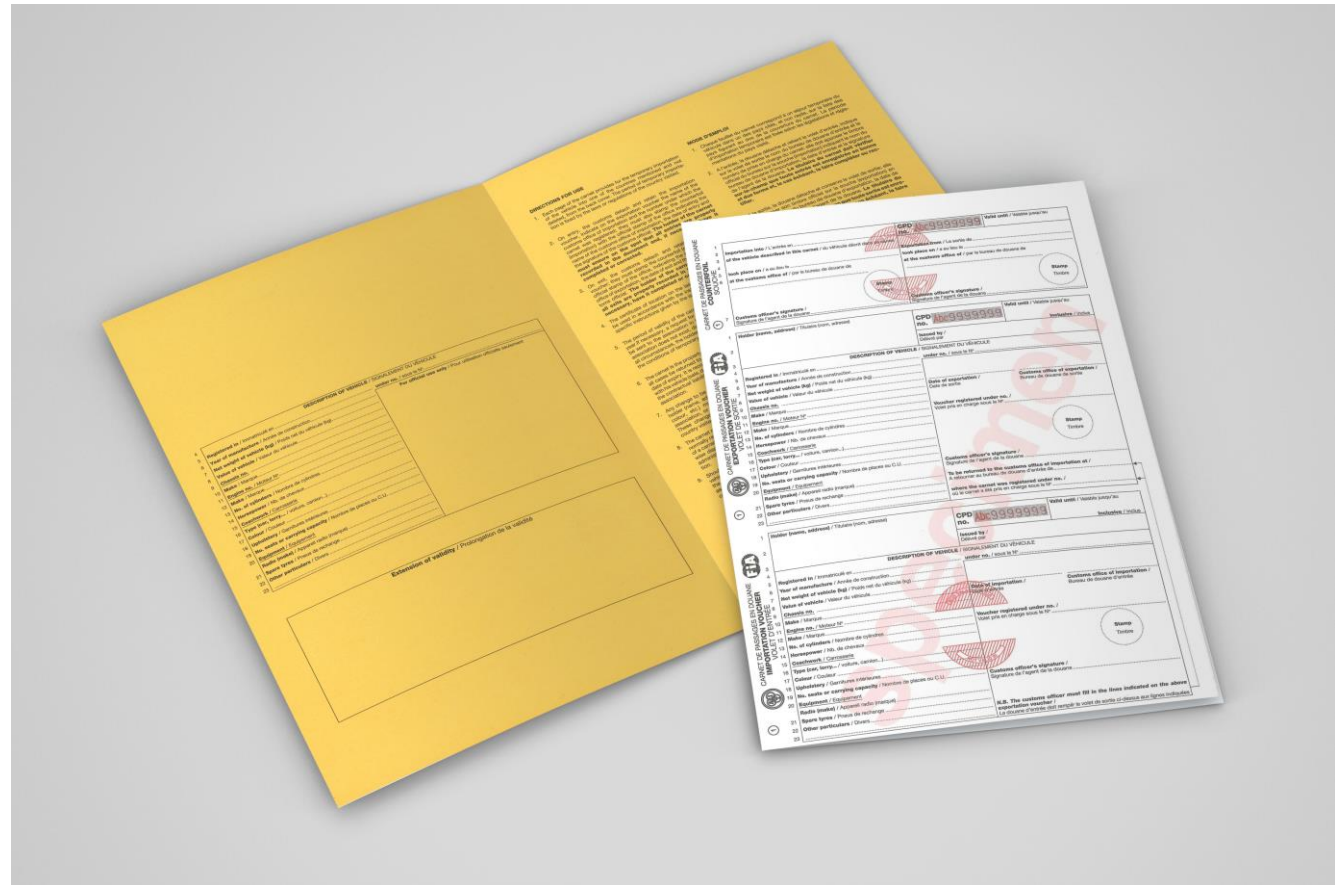
- A copy of the registration papers of the vehicle (which include chassis number, year of manufacture, etc.).
- A copy of the applicant's driving licence.
- A copy of the applicant's passport.



## CPD Issuing

### Types of CPDs issued

- CPDs issued with:
  - 5 inner pages
  - 10 inner pages
  - 15 inner pages
  - 25 inner pages
  
- CPDs issued in:
  - English / French
  - English / Arabic (only for the use in the Middle East)







# CARNET DE PASSAGES EN DOUANE

## CPD Validity

CPD issued  
1 December 2021 to expire  
30 November 2022

Upon approval from the  
Customs Authorities a CPD  
can be extended 12 months  
maximum

If all exit vouchers been  
stamped the CPD is  
discharged when returned to  
the issuing organisation

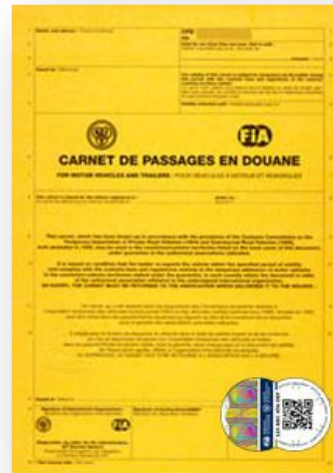
### Introduction of QR Codes

- Hybrid system using QR codes attached on the CPD booklets
- QR codes can be scanned by
  - a mobile QR code reader
  - as well as web service ([www.fiacpd.com](http://www.fiacpd.com))



## CPD Authentication

CPD Authentication using QR codes





# CARNET DE PASSAGES EN DOUANE

## CPD Authentication



VALID CODE : 6F8H39VNSY6D



- Green validation code:
  - Issued by an authorized issuer
  - Not expired
  - Number of pages in the booklet
  - Registration & Chassis number
  - Name of holder
  - CPD number

## DOCUMENT INFORMATION

**DOCUMENT NUMBER**

DEX0738496

**HOLDER'S FIRST NAME**

MUSENIF

**HOLDER'S LAST NAME**

HUSSAIN

**DATE OF ISSUANCE**

April 28, 2021

**AUTHORIZED ASSOCIATION**

CARS United Kingdom

**COUNTRY OF ISSUANCE**

Royaume-Uni

**NUMBER OF PAGES IN THE BOOKLET**

5

**VEHICLE REGISTRATION NUMBER**

BK21 OMH

**VEHICLE REGISTRATION COUNTRY**

Royaume-Uni

**VEHICLE CHASSIS NUMBER**

WVWZZZCDZMW083273



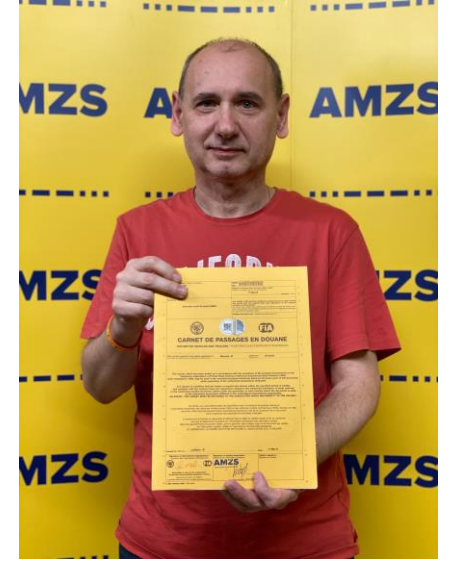
- **Red invalid code**
  - Counterfeit, copied product(s)
  - Expired documents
  - Reported lost or stolen documents



**UNKNOWN CODE.**  
This may be a counterfeit product.

## CPD Authentication

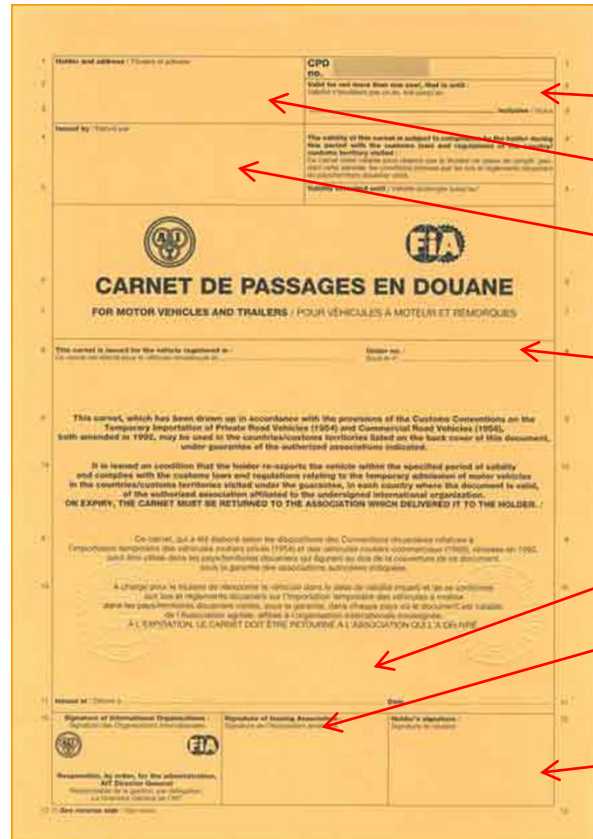
## Introduction of QR Codes



- Selection of CPD issuers, now using QR codes for authentication of CPDs
- Final roll out 2022

## CPD Layout

### • FRONT COVER - SPECIFIC FEATURES



1. CPD number & Period of validity
2. Applicant's identity
3. Issuing association
4. Country of registration of the vehicle + registration number
5. Place + date of CPD issuance
6. Stamp & Signature of the official of the issuing association
7. Signature of the CPD applicant.

## CPD Layout

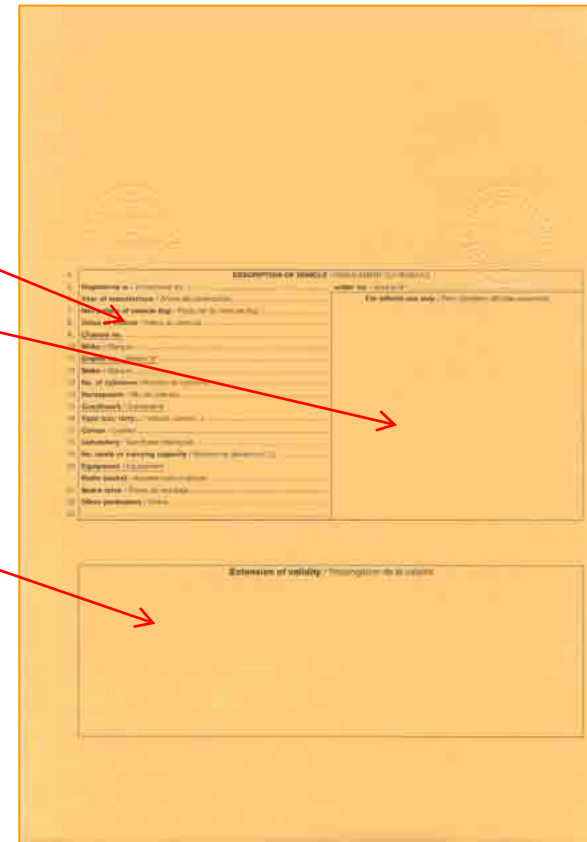
The image displays three pages of a Carnet de Passages en Douane (CPD) carnet, illustrating its layout and features. Each page is a form with multiple sections:

- Page 1 (Top):** Contains fields for 'CPD NO.', 'Issued by / Issued at', and 'Issued on'. It also features a 'CUSTOMS OFFICER'S SIGNATURE' field with a red circular stamp (the 'red disk') over it. The left margin contains the text 'CARNET DE PASSAGES EN DOUANE' and 'EXPORTATION VOUCHER'.
- Page 2 (Middle):** Features a 'DESCRIPTION OF VEHICLE' section with fields for 'Registered in / Issued in', 'Year of manufacture', 'Net weight of vehicle (kg)', 'Make / Model', 'Engine no.', 'No. of cylinders', 'Displacement', 'Type of fuel', 'Color', 'Horsepower', 'No. seats or carrying capacity', 'Equipment', 'Body (make)', 'Space type', and 'Other particulars'. It also includes a 'CUSTOMS OFFICER'S SIGNATURE' field with a red circular stamp.
- Page 3 (Bottom):** Similar to the middle page, it contains the same 'DESCRIPTION OF VEHICLE' section and a 'CUSTOMS OFFICER'S SIGNATURE' field with a red circular stamp. The left margin contains the text 'CARNET DE PASSAGES EN DOUANE' and 'IMPORTATION VOUCHER'.

Red arrows point from the text in the list to the red circular stamps on the forms.

- **INSIDE PAGES – GENERAL FEATURES**
  - CPDs are delivered with 5,10,15 or 25 pages
  - A new page is used for every new country visited
  - In the red disk: countries or regions for which the CPD is invalid
  - CPD holder and vehicle information must be copied by the issuing club on every page of the carnet

- **INSIDE FRONT COVER - SPECIFIC FEATURES**
  - Detailed vehicle description
  - Use for official stamps, notes ...
  
- Extension of validity
  - Only used when extension requests are authorized by the customs authorities of the country concerned

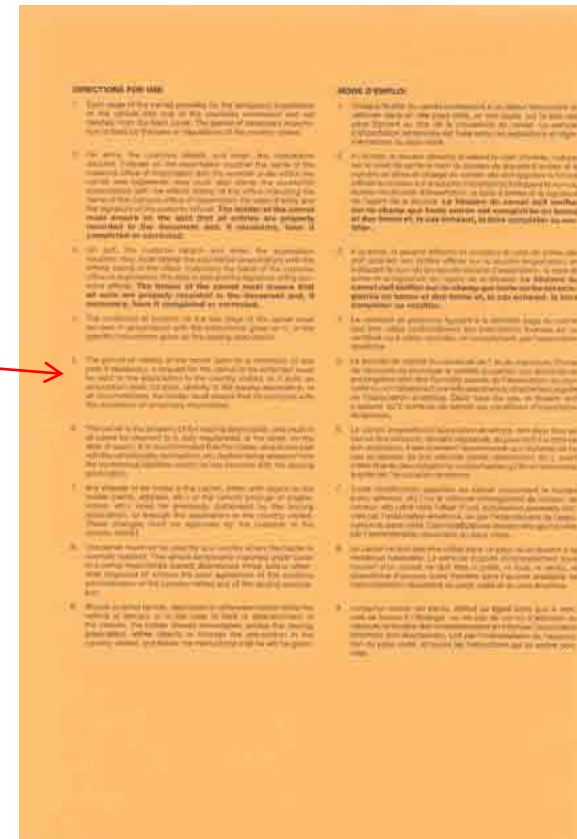




## CPD Layout

### INSIDE BACK COVER - SPECIFIC FEATURES

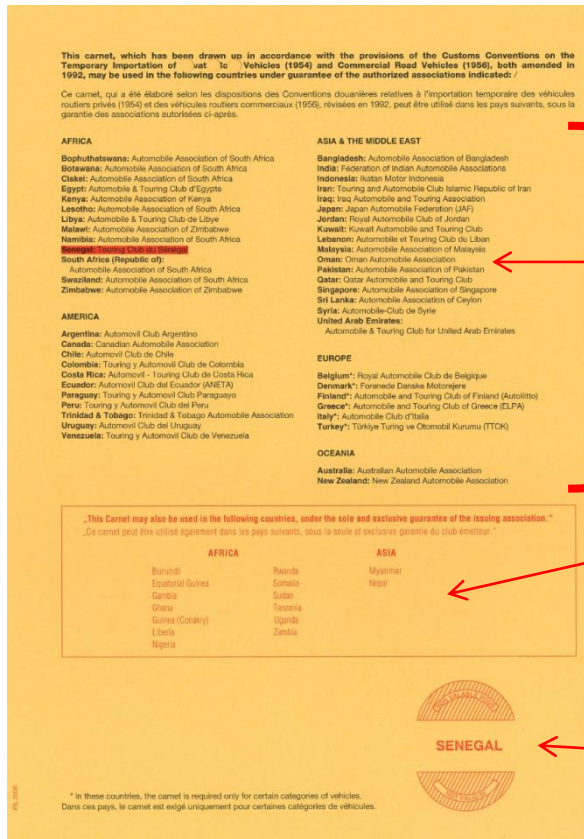
- The directions for use of the CPD are explained on the back cover.



## CPD Layout

### BACK COVER - SPECIFIC FEATURES

- The CPD may be used in the countries listed on the back cover.
  - Customs authorities may lodge a claim through their national guarantor club.
  - Countries **listed in the square** indicates that since there is no national guarantor club in them, the Customs authorities must contact the issuing associations directly (or through the AIT&FIA) in the event of a customs claim.
- Countries for which the CPD is not valid should be included in the red circle.



- THE CERTIFICATE OF LOCATION

Annex 4 to the 1954 & 1956 UN Customs Conventions on the Temporary Importation of Private and Commercial road Vehicles

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE	
Name of country / Nom du pays ..... The undersigned authority / L'autorité soussignée ..... certifies that this day / certifie que ce jour ..... (date to be given in full / préciser la date) a vehicle was produced at / un véhicule a été présenté à ..... (place and country / lieu et pays) by / par ..... (name, address / nom, adresse)	
The vehicle was found on examination to be of the description mentioned hereunder / Il a été constaté que ce véhicule répondait aux caractéristiques mentionnées ci-dessous:	
<b>DESCRIPTION OF VEHICLE / SIGNALLEMENT DU VÉHICULE</b>	
Registered in / Immatriculé en ..... Year of manufacture / Année de construction ..... Net weight of vehicle (kg) / Poids net du véhicule (kg) ..... Value of vehicle / Valeur du véhicule ..... Chassis no. .... Make / Marque ..... Engine no. / Moteur n° ..... Make / Marque ..... No. of cylinders / Nombre de cylindres ..... Horsepower / H.P. de cheval ..... Coachwork / Carrosserie ..... Type (car, lorry, ... / voiture, camion, ...) ..... Colour / Couleur ..... Upholstery / Garniture intérieure ..... No. seats or carrying capacity / Nombre de places ou C.V. .... Equipment / Équipement ..... Radio (make) / Appareil radio (marque) ..... Spare tyres / Pneus de rechange ..... Other particulars / Divers .....	under no. / sous le n° ..... <b>A. This examination has been made on presentation of the carnet de passages issued for the vehicle described here. / Cet examen a été effectué sur présentation du carnet de passages délivré pour le véhicule décrit ci-contre.</b> CPD no. <b>A</b> 000000 Issued by / Délivré par ..... <b>B. No temporary importation papers were produced / Il n'a été présenté aucun titre d'importation temporaire</b>  Date and place of signature / Date et lieu de signature ..... Official position / Qualité du (des) signataire(s) ..... Signature(s) .....
<input type="checkbox"/> <b>Choice formula A or B as applicable /</b> <i>Formule A ou B à adopter suivant le cas</i>	
<b>IMPORTANT</b> 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 cases, 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 the country of issue of this carnet when you return. The certificate should then be returned with the carnet to the issuing club so that it may discharge you 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.	<b>AVIS IMPORTANT</b> Le carnet de passages en douane garantit le paiement des droits et taxes d'importation si un véhicule importé temporairement dans le territoire n'est pas dûment réexporté. Pour qu'un carnet soit régulièrement déchargé, le volet de sortie correspondant au volet d'entrée sur lequel la douane a apposé un timbre à l'entrée doit être tamponné par la douane quand le véhicule quitte le pays. Toutefois, il peut arriver qu'un carnet ne soit pas régulièrement déchargé. Dans un tel cas, les autorités douanières exigent la preuve de réexportation du véhicule, faute de quoi elles exigeront le paiement des droits et taxes d'importation. Afin d'éviter d'éventuelles difficultés pour fournir la preuve de la ré-exportation, nous vous prions de faire tamponner ce certificat de présence par la douane du pays d'émission du carnet lors de votre retour dans ce pays. Ce certificat doit être retourné, avec le carnet, au club émetteur, afin de lui permettre de vous décharger de votre responsabilité. Ce certificat doit être rempli soit par une autorité consulaire du pays où le titre d'importation temporaire carnet du véhicule a été déchargé, soit par une autorité officielle (douane, police, maire, huissier, etc.) du pays où le véhicule a été présenté.



# CARNET DE PASSAGES EN DOUANE

## CPD Claims Time Framework

The AIT/FIA CPD Issuing Clubs are insured, by an International insurance which ensure Customs Authorities that valid claims will be paid.

CPD sold  
20 December 2021 to  
expire  
19 December 2022

Customs have  
1 year  
from the expiry date  
to make a claim

If no monetary  
amount provided,  
customs have a  
further year to  
provide the monetary  
amount

In most cases, there is  
a further 12 months  
to provide evidence  
that the claim is  
cleared

## CPD Claims Time Framework

Customs have 1 year from the expiry date to make a claim

If no monetary amount provided, customs have a further year to provide the monetary amount

- If claim not resolved within 3 months, the insurer is notified by completing a claims form.
- Evidence sent by the issuing organisation to clear the claim.



## CPD Claims Time Framework

Customs have  
1 year  
from the expiry  
date to make a  
claim

If no monetary  
amount provided,  
customs have a  
further year to  
provide the  
monetary amount

In most cases,  
there is a  
further 12  
months  
to provide  
evidence that  
the claim is  
cleared

Issuing associations must make every effort to clear any claim with the help of the holder of the document.

- Proof of re-exportation:
  - The export counterfoil stamped by customs.
  - The import counterfoil stamped by customs in another country.
  - The filled in Certificate of Location (CoL).
- If the vehicle been permanent imported into another country proof that duties and taxes been paid.

Evidence of re exportation  
provided

Evidence sent to  
the guaranteeing  
club to clear the  
claim

Evidence  
accepted by the  
guaranteeing club

Confirm the  
the insurer that  
the claim is  
cleared/closed

No evidence of re-exportation

A claim payment request to be sent to the insurer

Insurer to confirm claim is valid and amount to be paid

Issuer make payment to the guaranteeing club, with a receipt to the insurer



Thank you.

Contact:

Habib Turki, [hturki@fia.com](mailto:hturki@fia.com)

Björn Nordlund, [bnordlund@fia.com](mailto:bnordlund@fia.com)