

Allgemeiner Deutscher Automobil-Club e.V. (ADAC) Grenzverkehr Hansastrasse 19 80686 München

Information on the application and use of the Carnet de Passages (Version 24A)

Please read the information below very carefully. It is an essential part of the Carnet conditions.

1) General information

The Carnet de Passages (CdP) is a customs document. It is required for the temporary duty-free importation of vehicles into many African, Asian and South American countries as well as into Australia and New Zealand. It entitles a person to make multiple trips and is valid for 12 months.

Carnets de Passages are issued based on the 1954 and 1956 UN customs conventions on the temporary importation of private and commercial road vehicles. The conditions were revised by the Istanbul Convention of 1992. Carnets de Passages are distributed by the following organisations:

FIA - Fédération Internationale de l'Automobile/AIT - Alliance Internationale de Tourisme.

The Carnet de Passages is an official document. It remains the property of the issuing club ADAC e.V. (hereinafter also referred to as "ADAC") and must be returned to ADAC on or before its expiry date.

The holder should keep it exercising the same care as for personal identification documents and credit cards.

The Carnet de Passages cannot be transferred to another person or vehicle. Please note: the data entered in the application form must be absolutely identical to that in the vehicle papers. Incorrect and incomplete data will cause difficulties at the border.

During the validity of the Carnet de Passages the vehicle may only be used by the document holder. It may neither be sold, lent, leased, given away, pledged nor made available for use to any third party. The document holder is liable for any consequences resulting from the loss of the Carnet de Passages and its misuse by unauthorised third parties.

At the time of issuing of the Carnet de Passages, the countries listed at the back of the document are members of the Carnet system. You may be requested to present the Carnet de Passages any time you enter one of these countries. Please note that ADAC has no influence on whether or not the Carnet de Passages is accepted or even required at the respective borders. ADAC gives no guarantees or warranties in that respect.

2) Where and how to apply

Send your application documents for the Carnet de Passages to the ADAC head office in Munich.

We need the following documents:

- Completed application form and signed.
- If you are not the owner of the vehicle (i.e. if the applicant and the owner are two different persons), the vehicle owner must sign the Collateral Promise for the application for a one-year Carnet de Passages (additional form). We also need a copy of the vehicle owner's passport.
- If the applicant is a legal entity and/or the vehicle is registered in the name of a legal entity, we also need some evidence of the signatory's authority. For further information, please contact the ADAC Customs Documents (Grenzverkehr) team.
- The security can be provided by bank transfer (deposit) or in the form of a bank guarantee. We only accept ADAC bank guarantee forms. For the amount of the security, please refer to the table of fees.
- Copy of passport, identity card or residence permit/visa (residence titles must be valid for at least 30 months from the date of Carnet de Passages issuing).

With regard to the photocopy of the passport/identity card, the following applies:

- The copy will be used for identification purposes only.
- The copy must be recognisable as such (marked as a copy).
- You are required to blacken any data not needed for identification on the copy. This specifically applies to the CAN (Card Access Number) and the serial number printed on the (German) identity card.
- We will immediately destroy the copy when the intended purpose (identification) has been achieved.
- In compliance with the PassG (German Passport Act) and PAuswG (German Identity Card Act), the storage of passport/identity card data is not allowed and such data will not be stored by us.
- Vehicle registration papers (copy) (if you have an export plate, provide the international registration certificate, if available)
- Current vehicle value report for camper cars and mobile homes (official dealer's sales contract or invoice)
- Copy of a membership card of a FIA-affiliated automobile club

The issuing of the Carnet de Passages is subject to a **fee** as detailed in the table of fees.

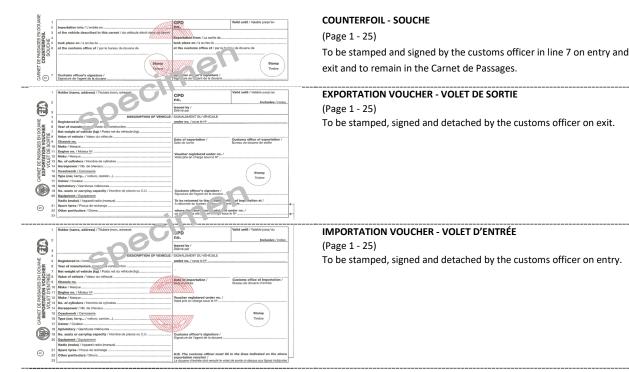
You can send the application documents by post or e-mail (there is no encryption If you send the application documents by e-mail). Please use .pdf or .jpg for your attachments. An electronic signature on the application is not accepted by ADAC.

3) After receipt of the Carnet de Passages

Make sure to check all entries before your trip, i.e. the **technical and personal data**, **the validity date** and the **blocked countries** (see back cover). Please also make sure your **Carnet de Passages is complete** (25 pages plus 1-page Certificate of Location). We disclaim any responsibility for any inaccuracy. **The front cover of the Carnet de Passages must be signed by the document holder in line 12.**

4) Which stamps are required on the customs document (Carnet de Passages)?

The Carnet de Passages consists of 25 pages comprising a counterfoil and 2 vouchers each and the Certificate of Location (page 26). Let us briefly explain the correct use:



CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

CERTIFICATE OF LOCATION CERTIFICAT DE PRÉSENCE

(Page 26)

To be stamped by the respective country's customs office after return to the country of vehicle registration. Alternatively (in case of the vehicle registration in the EU), you will need to have the Certificate of Location confirmed by an EU customs office.

Please note: the date and customs stamp must be CLEARLY legible.

It is vital that the counterfoil is correctly completed! Therefore, you need to verify that for each entry stamp your Carnet de Passages includes an exit stamp and a date.

Please make absolutely sure that no unused or incorrectly completed counterfoils (stubs) and/or entire pages are removed from the Carnet de Passages. If necessary, you must ask to have any removed stub(s)/page(s) returned to you. Any stub(s)/page(s) of the Carnet de Passages incorrectly filled in by the customs officer should be marked accordingly, and the next page should be used. Incomplete Carnets will be treated the same as lost Carnets (see item 6).

Upon completion the journey, you must present your vehicle to a customs office in the country of vehicle registration and have the last page of the Carnet de Passages (page 26 – CERTIFICATE OF LOCATION) stamped and signed by the customs officer. If the vehicle has a registration within the EU, you will need to have the Certificate of Location confirmed by an EU customs office. It does not matter if the Carnet de Passages is still valid or has already expired.

A confirmation by other authorities (police, mayor, court officer and similar) as specified in the text of the Certificate of Location will not be accepted.

If the Carnet de Passages is unused and complete, there is no need to have the Certificate of Location stamped and signed.

Returning a used Carnet de Passages without a confirmed Certificate of Location and/or customs clearance papers (see item 7) may delay the release of the security for defined periods of time (cf. international Conventions and periods of prescription applicable in the different countries), i.e. waiting times of several years have to be expected.

4.1. Costs of settlement

If the exportation voucher is not properly stamped and signed on exit, many foreign customs authorities charge settlement fees (e.g. cancellation fees). This amount is not included in the issuing fee and must be paid separately.

5) Extension of the Carnet de Passages

If the vehicle cannot be re-exported from a country during the Carnet's period of validity, it is possible to extend the validity of the document. Normally, the maximum extension period is 3 months, and it is generally granted by the local automobile club in the respective country. Since extension processing procedures vary depending on the country, make sure to enquire in time (at least 4-6 weeks before your permission to stay and your vehicle's temporary import permission and/or your Carnet de Passages expire) and consult the ADAC head office in Munich. Any extension of your Carnet de Passages is subject to the foreign customs authority's consent. After approval by the customs authority, the partner club and, where required, the foreign customs authority will notify us and ask for our consent. We will give our consent after we have received the extension fee by bank transfer.

Please note: an extended Carnet de Passages may not be accepted by the foreign customs authorities in the countries to which the vehicle is taken after the extension.

5.1. Return/onward journey

If you intend to continue your journey into other countries, you will need a Follow-up Carnet. Please apply for a Follow-up Carnet 6-8 weeks before your current Carnet de Passages expires at the ADAC head office in Munich. Therefore, we need a new application form. The Follow-up Carnet can be shipped worldwide using DHL (at your charge). The security can be transferred if the amount is sufficient for the new destinations; if not, the amount must be increased. The issuing fee must be paid a second time. The current table of fees shall apply. On leaving a country, the old Carnet de Passages must be stamped, and the new Carnet de Passages must be presented for entering another country.

6) Loss of the customs document

Should you lose your Carnet de Passages, you must promptly inform the ADAC head office in Munich in writing. However, the Certificate of Location must not be confirmed by the customs office in the country of vehicle registration or in case of the vehicle registration within the EU by a customs office in the EU until **after expiry of the validity** of the lost Carnet de Passages. This also applies when a replacement Carnet has been issued.

You are strongly advised to bear this in mind if you consider selling your vehicle. The security will not be released before the confirmed Certificate of Location has been received at the ADAC head office.

If you need a replacement Carnet, file a new application. The security can be transferred. The issuing fee must be paid a second time. If you are staying abroad, we recommend that you involve the contact person indicated on the application. The replacement Carnet will be issued for the same period of validity.

If you have lost your Carnet de Passages in a country where a Carnet de Passages is required, you should contact the local automobile club and the local customs office to ensure that your vehicle can exit the country without any problems.

7) The vehicle cannot be returned to the country of vehicle registration

Although you have signed the Commitment and thus confirmed to re-export the vehicle from the country visited, this may not be possible for a number of reasons (e.g. accident, write-off and scrapping, vehicle sale, theft, etc.). In this case, the following applies:

You must have the customs clearance and/or scrapping confirmed in the Carnet de Passages on the exportation voucher, the counterfoil and the Certificate of Location (page 26) by the foreign customs authority. In addition, the relevant customs authority must issue and stamp a customs clearance or scrapping certificate quoting the chassis number and the engine number. The customs clearance or scrapping certificate must also confirm that no further customs claims exist. Please send a copy of the certificate and the Carnet de Passages to ADAC. Unless a document is issued in several languages, request a sworn translator to provide a certified translation into the German or English language. Translation costs will be your responsibility.

Examples:

- You enter a country where a Carnet de Passages is required and the vehicle remains in this country (the Carnet de Passages has an entry stamp): the vehicle must be cleared and/or scrapped under customs supervision. The local customs officer must confirm the customs clearance and/or scrapping in the Carnet de Passages and issue a customs clearance or scrapping certificate. Any such certificate must indicate the chassis number and the engine number for positive identification of the vehicle. In addition, a receipt for the payment of the customs duties and taxes must be issued.
- You enter a **country** where **no Carnet de Passages is required** and the vehicle remains in this country: the local customs authority has to stamp the Certificate of Location and issue a customs clearance and/or scrapping certificate. Any such certificate must indicate the chassis number and the engine number. In addition, a receipt for the payment of the customs duties and taxes must be issued.

If your vehicle was **stolen**, you need to file a police report. Regardless of a theft report, the customs authority is authorised to demand payment of the customs duties and taxes even if you originally intended to re-export the vehicle. We recommend that you contact the foreign automobile club for assistance.

8) Customs risks

If your Carnet de Passages shows an entry stamp yet no evidence of the vehicle's exit, the foreign customs authority will assume that your vehicle has been left in the country.

Customs claim procedure:

The foreign customs authority will demand proof of the re-exportation of the vehicle or proof of the customs clearance, scrapping, etc. from ADAC (as the club which issued the Carnet de Passages). In such cases, ADAC is obliged to furnish such proof. If the documents you provided fail to provide this proof, you are liable to pay the full amount of the customs duties. This customs amount may be a multiple of the security, and payment is enforceable by court action.

Please note that customs authorities occasionally demand an official document confirming the vehicle's location also if the Carnet de Passages was stamped correctly (= customs-confirmed Certificate of Location, customs clearance or scrapping certificates).

9) Return of the Carnet de Passages

The Carnet de Passages must be returned to ADAC on or before the expiry of its validity. Any pages/stubs (counterfoils) not used or filled in incorrectly must not be removed. Please also note item 4.

You must let confirm the Certificate of Location by a customs office in the country of vehicle registration or in case of the vehicle registration within the EU by an EU customs office before returning the Carnet de Passages. If the vehicle remains abroad, please send the Carnet de Passages and the relevant customs clearance papers (with certified translation into German or English, if applicable) to ADAC (see item 7).

If the Carnet de Passages has not been used, no confirmation of the Certificate of Location will be necessary. There will be <u>no refund</u> of the issuing fee for Carnets that remain unused.

Send the Carnet de Passages directly to the ADAC head office in Munich (address stated below) by **registered mail.** We recommend making copies of the Carnet de Passages and the customs clearance papers, if any, before you post the originals.

The ADAC head office in Munich will verify the entries in the Carnet de Passages and/or the customs clearance papers and release the security subject to the Carnet's proper cancellation. Please note that bank guarantees will be returned directly to the bank for cancellation without further notice to you. The deposit will be transferred to the account of the authorised recipient indicated in the Carnet application. Cash refunds are not possible.

Recommendation

We recommend contacting your Foreign Office, the relevant embassies or consulates general for information about the entry regulations (travel warnings, information on current safety, etc.) applicable from time to time. ADAC will always endeavor to pass on up-to-date information to you. Nevertheless, we shall not be liable that any such information is complete or accurate.

Brochure published by:



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Version: 23.05.2024 - subject to change!



Allgemeiner Deutscher Automobil-Club e.V. (ADAC) Grenzverkehr Hansastrasse 19 80686 München

Privacy notice to Carnet de Passages (Version 24A)

duty to inform pursuant to Art. 13 and 14, GDPR	
Description	This privacy notice aims at informing the applicant, vehicle owner and any other data subject (hereinafter collectively referred to as "data subject") about how ADAC e.V. ("hereinafter referred to as "we" or "us") collects, saves, shares, or otherwise processes personal data in connection with the Carnet de Passages. The Carnet de Passages (CdP) is a customs document. It is issued based on the 1954 and 1956 UN customs conventions on the temporary importation of private and commercial road vehicles. The conditions were revised by the Istanbul Convention of 1992. CdPs are issued by the Fédération Internationale de l'Automobile (FIA) and the Alliance Internationale de
	Tourisme (AIT). As a rule, applications for CdPs are processed by the relevant local automobile club i.e., in Germany, amongst others, by us.
Controller	Allgemeiner Deutscher Automobil-Club e.V. (ADAC) Hansastrasse 19 80686 München/Germany Phone: +49 89 7676 0 E-mail: adac@adac.de Represented by the Executive Board: Andreas Leihener, Dr. Dieter Nirschl, Oliver Weissenberger Registered at: Local court of Munich, register of associations 304 VAT identification number: DE 129513253 Tax number: 143/300/01004
Data protection officer	ADAC e.V. Datenschutzbeauftragter Hansastrasse 19 · 80686 München/Germany Fax: +49 89 76 76 53 62 E-mail: dsb-mail@adac.de
Data Subjects	Carnet holder, vehicle owner (if different than Carnet holder), contact person indicated by the Carnet holder, guarantor in the case of a bank guarantee or deposit.
Data category	For the issuance of a CdP, we collect the following data from: a) the applicant and, if applicable, the vehicle owner: last name, first name, address, membership number, phone number, e-mail address, date and place of birth, nationality, passport/ID (issued on, issued by), vehicle details, destinations (country/region), residence permit, if applicable (issued on, valid until, issued by xy authority), membership of an automobile club. b) the authorised recipient of the deposit: banking details, last name, first name, address In the case of a bank guarantee: the name and address of the guarantor are required.
Purposes of processing	Issuance and procession of a CdP in connection with the journey (including enquiries, customs claims, extensions, scrapping, Carnet-related customs transactions e.g., correction of the document content, loss of the document). The holder of the document or the person travelling will present the CdP to the customs authorities to meet with customs security requirements.
	The Carnet holder's personal data and the vehicle details are collected, processed and used for the purposes specified in the Commitment, to safeguard our legitimate interests (e.g., also to prevent fraud) and to conclude, perform or, if applicable, terminate the contract by ADAC e.V., the AIT/FIA as the governing federations, the relevant national automobile clubs (worldwide), and the competent reinsurer and authorities (including, without limitation, customs authorities)
	To identify the target group for improving our services, we analyse anonymised data concerning age and gender, type of vehicle, make, year of manufacture and blocked countries.
Legal basis of processing (Art. 6(1), GDPR)	 a. Performance of a contract to which the data subject is a party (Art. 6(1) (b), GDPR); b. Compliance with a legal obligation to which the controller is subject (Art. 6(1) (c), GDPR); c. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party (Art. 6(1) (f), GDPR); d. Performance of a task carried out in the public interest (Art. 6(1) (e), GDPR)
Disclosure of data to third parties	The Carnet holder's personal data and the vehicle details are collected, processed and used for the purposes specified in the Commitment, to safeguard our legitimate interests (e.g., to prevent fraud) and to conclude, perform or, if applicable, terminate the contract by ADAC e.V., the AIT/FIA as the governing federations, the relevant national automobile clubs (worldwide), and the competent reinsurer and authorities (including, without limitation, customs authorities). Personal data will not be transmitted to any third party unless required, e.g., to the authorities to directly collect and enforce any fees, costs or fines.

Transfer into third countries	During the Carnet holder's journey and to process the CdP, it is indispensable to transfer data about data subjects (included the CdP and potential other customs documents e.g. for customs clearance or scrapping etc.) such as first and last name, address, vehicle data, CdP number, etc. into countries outside the European Economic Area (EEA). This primarily serves to perform contractual duties towards the applicant or Carnet holder (derogation pursuant to the first subparagraph of Art. 49(1) (b), GDPR). Data are transferred to third parties in countries either within the EEA, or to other countries based on (i) an adequacy decision by the European Commission, (ii) adequate safeguards or (iii) any other derogation (including, without limitation, to establish, exercise or defend legal claims pursuant to the first subparagraph of Article 49(1) (e), GDPR).
Retention and/or erasure	We will erase your personal data once they are no longer necessary for the above-mentioned purposes. We may need to keep personal data for as long as any claims can be brought against ADAC (legal period of limitation: three to thirty years). In addition, ADAC will store personal data to the extent and for as long as required by law. Our relevant requirements to produce evidence of compliance and retain data are set forth, among others, in the German Commercial Code (Handelsgesetzbuch), General Fiscal Code (Abgabenordnung) and Money Laundering Act (Geldwäschegesetz). To comply with the above legislation, we may be required to retain data up to ten years.
Right to object (Art. 21, GDPR)	You have the right to object, on grounds relating to your particular situation, at any time to the processing of your personal data. ADAC will then no longer process your personal data unless we prove compelling legitimate grounds for the processing which override your interests, rights and freedoms, or continued processing is required to establish, exercise, and defend legal claims. You can send your objection to us at any time by mail, fax, or e-mail. Address: ADAC e.V., Grenzverkehr, Hansastrasse 19, 80686 München/Germany or e-mail: cdp@adac.de, Kennwort "Widerspruch/berechtigte Interessen" (objection/justified interests)
Information on the rights of data subjects (Art. 15 – 20, GDPR)	In addition to the right to object you can exercise the following rights if the respective legal requirements are met: • right to obtain information about the personal data stored by us pursuant to Art. 15, GDPR. this includes, without limitation, information about the purposes of the processing, the categories of the personal data concerned, the categories of recipients, the envisaged period of storage, the source of your data if they were not collected from yourself • right to have inaccurate data rectified or incomplete data completed pursuant to Art. 16, GDPR • Right to have your data stored by ADAC erased pursuant to Art. 17, GDPR, if no other legal or contractual storage periods apply or if we have no other legal obligation and/or right to retain data. • Right to restrict the processing of your data pursuant to Art. 18, GDPR, if you contest the accuracy of the data, if processing is unlawful and you oppose the erasure of the data, if ADAC no longer needs the data, but you need them for lodging or defending legal claims or if you have objected to the processing pursuant to Art. 21, GDPR. • right to data portability pursuant to Art. 20, GDPR, i.e. the right to receive the personal data you provided to ADAC and that are stored by ADAC in a commonly used and machine-readable format and to request that those data be transmitted to another controller To exercise the above rights, please contact us at the address below: ADAC e.V., Grenzverkehr, Hansastrasse 19, 80686 München/Germany or e-mail: cdp@adac.de • Right to lodge a complaint with a supervisory authority. The supervisory authority having jurisdiction over ADAC e.V. is the Bavarian Data Protection Authority: Bayerisches Landesamt für Datenschutzaufsicht (BayLDA) Promenade 18 91522 Ansbach/Germany Phone: 0981 18 00 93 0 Fax: 0981 18 00 93 00 Fax: 0981 18 00 93 00
Amendments	Since data processing by ADAC will be subject to changes, we reserve the right to amend our privacy notice accordingly from time to time.

Version: 23.05.2024