



# Admission Eligibility Procedure for TIR Applicants



# Admission of TIR Holder - Criteria



Signed  
Declaration of  
Engagement



Proven experience  
in international  
transport



Sound  
financial  
standing

Absence of  
serious or  
repeated  
offences against  
Customs or tax  
legislation



Proven  
knowledge in  
application of  
the TIR  
Convention

## Minimum Requirements

- The company should be a limited company having proven experience or, at least, capability to engage in regular international transport and holding a permit issued by the Ministry of Communications or such other administrative Ministry for carrying out international transport;
- Have a sound financial standing with certified bank statements and last audited accounts with filed returns. In case of newly formed or converted entity to private limited, the applicant entity shall provide a certificate of sound financial standing and bank statement from recognized scheduled bank along with a legal undertaking to provide audited financial statements of three years of registration, as a limited company, after the completion of two years. This should also include the entity's existing tax NTN registration or its principal proprietor/ applicant;
- Have a minimum number of vehicles registered in its name as given below:
  - (i) in case of a local transport company, one vehicles;
  - (ii) in case of a foreign transport company, five vehicles; and
  - (iii) in case of a joint venture of foreign and local partners, the company must possess at least five vehicles registered in its name;

- Have to furnish a 'supplementary financial guarantee' in the form of insurance guarantee of fifteen million Rupees from at least an "A" rated insurance company or defense saving certificates of the equivalent amount in terms of **rule 689(1)(xxvi)** of the TIR Rules;
- Proven knowledge of Customs law, procedures and in the application of the Convention;
- No previous record of serious or repeated offences against Customs or tax legislation;
- Holder of National Tax Number and Sales Tax Registration Number under the provisions of Income Tax Ordinance 2001 (XLIX of 2001) and Sales Tax Act, 1990 respectively;
- Should be active taxpayer;
- Should be registered with Customs Computerized System;
- Should be registered with Securities and Exchange Commission of Pakistan under the Companies Act, 2017 (XIX of 2017) and with Chamber of Commerce and Industry.

- Shall submit attested copies of valid registration and vehicle fitness certificate issued by designated standard inspection facilities for validation by National Highways and Pakistan Motorway Police;
- Shall submit a load compartment verification certificate obtained through the designated certification company, M/s. AUTOCOM (Automobile Corporation of Pakistan) and endorsed by Pakistan Customs;
- An understanding in a written declaration of commitment to the Association that the person:
  - (i) will comply with all Customs formalities required under the Convention at the Customs offices of departure, *enroute* and destination;
  - (ii) will pay the sums due, mentioned in **rule 711** of the TIR Rules, if required to do so by the Customs authorities;
  - (iii) will allow Association to verify information on the above minimum conditions and requirements, as far as national legislation permits; and

## Financial Requirements

- Admission to the TIR System is dependent on providing the necessary refundable security deposit of Pak Rupees equivalent to US\$ 2500 (*for one truck*) for TIR admission in the form of Pay Order in favor of the PNC-ICC..
- A supplementary insurance guarantee (from "A" rated insurance company) of fifteen million Rupees or defense saving certificates of the equivalent amount in favor of Director Transit Trade.

## Application Procedure

**ICC** PAKISTAN  
INTERNATIONAL  
CHAMBER OF COMMERCE

**TIR FORM A**

APPLICATION FOR ADMISSION ELIGIBILITY TO THE TIR SYSTEM FOR COMPANIES  
TO TRANSPORT GOODS BY ROAD UNDER THE UN CUSTOMS CONVENTION FOR INTERNATIONAL  
TRANSPORT OF GOODS (TIR CONVENTION) AS ADMINISTERED BY THE INTERNATIONAL ROAD  
TRANSPORT UNION AND THE ITS NATIONAL ASSOCIATION IN PAKISTAN PNC-ICC AS  
NATIONAL GUARANTEEING AND ISSUING ORGANIZATION  
UNDER S.R.O.1066(I)/2017 DATED 20TH OCTOBER 2017

**1a** TITLE / NAME OF PAKISTANI COMPANY: \_\_\_\_\_ Pvt. Ltd. Public

Certificate of Incorporation (certified)  
Number & Date: \_\_\_\_\_

SECP Certificate of Registration  
Number & Date: \_\_\_\_\_  
(certified copy)

Registered office: \_\_\_\_\_

Operating premises: \_\_\_\_\_

URL: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Member of Association/  
Chamber: \_\_\_\_\_  
(With a copy of Membership Certificate) \_\_\_\_\_

**2** DIRECTORS DETAILS:

Certified copy of Form 'A'

Certified copy of Form '29'  
(with copies of CNIC and NTN numbers of all Directors)

- Applicants will be required to fill out the Application for Admission Eligibility to the TIR System;
- A one-time non-refundable application fee of US\$1000/- (*in equivalent Pak Rupees*) will need to be paid through Pay Order to the PNC-ICC for the application;
- All requirements as outlined in the Admission Eligibility Criteria needs to be completed;

- Upon receiving application along with all required documents the PNC-ICC will make the necessary due diligence and verification of application and documents submitted by the applicant.
- After making all due diligence and necessary verifications the PNC-ICC will forward the admission eligibility application along with duly completed checklist of required documents to the **National Authorization Committee** chaired by the Director Transit, Pakistan Custom, for approval;
- In case of rejection of the application by the National Authorization Committee, the PNC-ICC will inform the applicant of the decision of the National Authorization Committee and the requirements, if any, to be completed for re-application;
- Upon approval of the application by the National Authorization Committee the PNC-ICC will inform the applicant of the decision of the National Authorization Committee after which the applicant will need to complete the guarantee requirements;



- Duly completed and signed application for Admission Eligibility to the TIR System (*to be completed and signed by the authorized Director/ Owner of the company*);
  - One-time non-refundable **application fee** of US\$1,000 in equivalent Pak Rupees (*to be paid to the PNC-ICC in the form of Pay Order*);
  - Complete details of legal entity with proof of existence as an established entity (*complete name, address, phone, fax, email of company along with copies of SECP and NTN registrations, chamber membership certificate and/or any other registration*);
  - Complete details of Director(s)/ Owner(s) of the company (*copies of Form 'A' and Form '29' with copies of CNIC(s) and NTN(s) of all Directors/ Owner(s)*);
- Details of company's standing with the Federal Board of Revenue (*copies of tax returns*);
- Proof of track record with Customs authorities – absence of serious and repeated offenses against Customs or tax legislation (*undertaking to be signed by the authorized Director / Owner of the company*);

## Checklist

- Proof of sound financial standing of the company (*complete bank details, bank confidential report and copy of last audited accounts*);
- Complete details of the person designated for collecting TIR Carnets from the PNC-ICC along with copies of his/ her company ID, CNIC and photograph;
- Complete details of the person authorized for signing the TIR Carnets on behalf of the company along with copies of his/ her company ID, CNIC and photograph;
- Complete information of vehicle fleet (*as per Rule 689 (1)(c)*);
- Complete details of driver(s) along with copies of driver's license(s), CNIC(s) and photograph(s);
- Vehicle verification certificate (*authorization from Ministry of Communications for international transport*);

Cont...




**APPROVAL CERTIFICATE**  
of a road vehicle for the transport of goods  
under Customs seal

Certificate No.....

**TIR Convention of 14 November 1975**

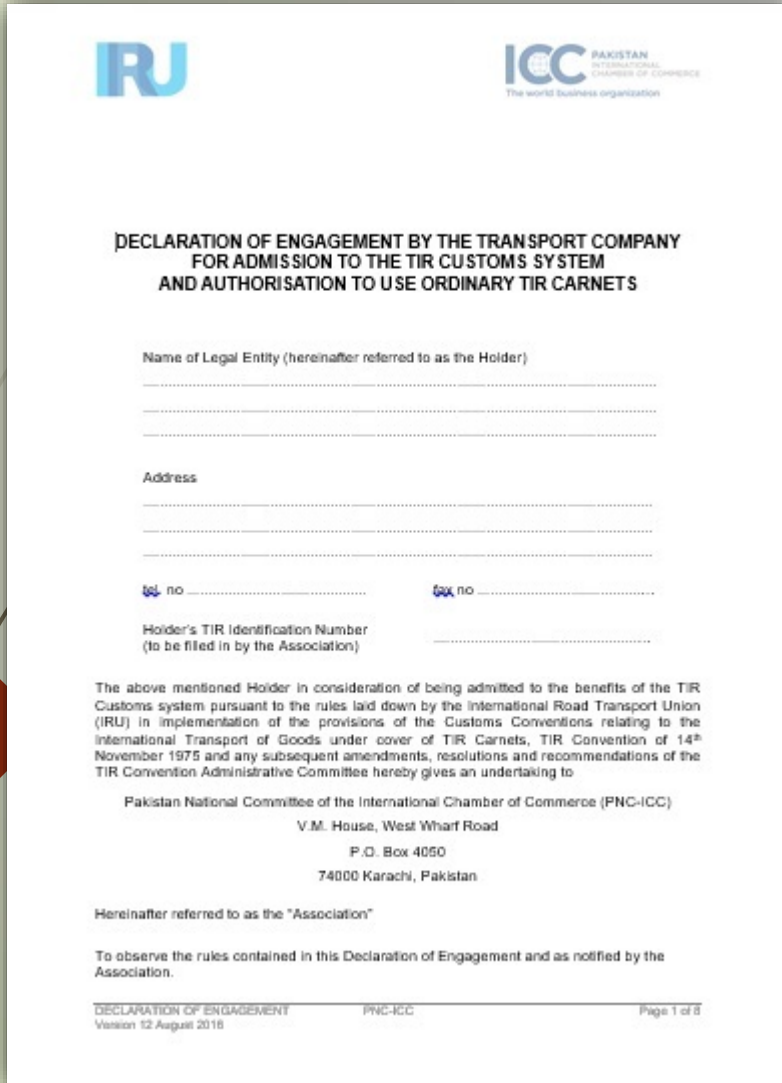
Issued by:.....  
(Competent Authority)

  
**Autocom**

**Automobile Corporation of Pakistan**

14-Dockyard Road, West Wharf, Karachi, Pakistan, Phone: +9221 32205240 Fax: +922132310629  
Web: [www.acpl.com.pk](http://www.acpl.com.pk) Email: [contact@acpl.com.pk](mailto:contact@acpl.com.pk) [www.facebook.com/autocom](https://www.facebook.com/autocom)

- Load compartment verification certificate (issued by PNC-ICC designated certification company, M/s. AUTOCOM and endorsed by Pakistan Customs);



**IRU** **ICC** PAKISTAN INTERNATIONAL CHAMBER OF COMMERCE  
The world business organization

**DECLARATION OF ENGAGEMENT BY THE TRANSPORT COMPANY  
FOR ADMISSION TO THE TIR CUSTOMS SYSTEM  
AND AUTHORISATION TO USE ORDINARY TIR CARNETS**

Name of Legal Entity (hereinafter referred to as the Holder)  
.....  
.....

Address  
.....  
.....

tel. no ..... fax no .....

Holder's TIR Identification Number  
(to be filled in by the Association) .....

The above mentioned Holder in consideration of being admitted to the benefits of the TIR Customs system pursuant to the rules laid down by the International Road Transport Union (IRU) in implementation of the provisions of the Customs Conventions relating to the International Transport of Goods under cover of TIR Carnets, TIR Convention of 14<sup>th</sup> November 1975 and any subsequent amendments, resolutions and recommendations of the TIR Convention Administrative Committee hereby gives an undertaking to

Pakistan National Committee of the International Chamber of Commerce (PNC-ICC)  
V.M. House, West Wharf Road  
P.O. Box 4050  
74000 Karachi, Pakistan

Hereinafter referred to as the "Association"

To observe the rules contained in this Declaration of Engagement and as notified by the Association.

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- Undertaking vide a written declaration to the PNC-ICC known as the **DECLARATION OF ENGAGEMENT BY THE TRANSPORT COMPANY**, that the entity will:
  - comply with all Customs formalities required under TIR Convention and TIR Rules;
  - pay the sum due, mentioned in Article 8, Paragraphs 1 & 2 of the TIR Convention, if requested to do so by the competent Customs authorities in line with Article 11, Paragraph 2 of the TIR Convention;
  - will allow the PNC-ICC to verify information on the above minimum conditions and requirements;

## Important

### TIR CARNET HOLDER'S MANUAL

The present Manual has been elaborated to assist persons who use TIR Carnets. In the case of discrepancies between the text of this Manual and the provisions of the "Declaration of Engagement by the Transport Company for Admission to the TIR Customs System and Authorization to Use Ordinary TIR Carnets" or the text of the TIR Convention, the latter Declaration and Convention shall prevail.

- Upon admission to the TIR system the company must provide the PNC-ICC with its stamp (*with name and full address*) for specific use at the time of issuance of TIR Carnets.
- The transport operator must complete successfully all training modules provided by PNC-ICC in relation to the use of the TIR System.
- The transport operator must obtain the **TIR Carnet Holder's Manual** from PNC-ICC, get acquainted with the contents, sign and submit back a copy of the same to the PNC-ICC.
- If there are any changes in information provided by the applicant/ transport operator as well as in the documents provided at the time of application (including details of directors/ vehicle fleet etc.), submitted to the PNC-ICC, the transport operator is obliged to notify PNC-ICC within three working days from the date of the change of information.

## Withdrawal / termination of admission permit

The objective of the withdrawal or termination of admission permit is to temporarily or permanently prohibit those holders/ transport operators from access to TIR Carnets, who prejudice the integrity of the TIR System, commit fraud or cause claims through bad practices.

The decision to withdraw the permit for admission is made in the following cases:

- If the transport operator fails to comply with the requirements specified in the PNC-ICC's admission and exclusion procedures of the TIR Carnet holder and any other requirements stipulated by the concerned authorities of the Government of Pakistan
- Repeated failure of transport operator to carry out obligations laid down in the Declaration of Engagement signed by the transport operator when obtaining permit for admission into the TIR System
- Transport operator has committed violations of customs legislation resulting in appearance of customs debt (two or more times) over the last one year
- Transport operator illegally causes significant damage to the consignee of the goods

- Recognition of transport operator economically insolvent (bankrupt) in accordance with procedure stipulated by legislation or transport operator declares his bankruptcy himself
- If there is information available to the PNC-ICC about the circumstances that are grounds for withdrawal / termination of the admission permit, the PNC-ICC can make a decision to withdraw / terminate the admission permit of a transport operator

In some cases the instruction to exclude an operator will come from IRU or the concerned government authorities including the National Authorization Committee or the Insurers.

- Following a request for the exclusion of a particular transport operator by the concerned government authorities or the insurers in the guarantee chain, according to Article 38 of the TIR Convention or by not complying with the conditions defined in Part II of Annex 9.

Following a request from the IRU for exclusion of a particular transport operator in connection with claims caused by the latter and based on a serious infringement of the TIR Convention, of the provisions of the Declaration of Engagement of Holder's Manual or of subsequent instructions sent to him by the IRU, PNC-ICC or the Insurers.

Re-application for obtaining permit for admission could be considered after one year from the date of the decision to withdraw / terminate the admission permit and under the stipulation that transport operator eliminates the causes of its withdrawal/ termination.

The Pakistan National Committee of the  
International Chamber of Commerce (PNC-ICC)

TIR CENTER

301, 3<sup>rd</sup> Floor, V. M. House,  
West Wharf Road,  
Karachi

MR. SALIM GHANI  
MANAGER CARNETS

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 [pncicc@cyber.net.pk](mailto:pncicc@cyber.net.pk)

**Contact:**



**THANK YOU**

