



TIMOR-LESTE  
Customs  
Authority



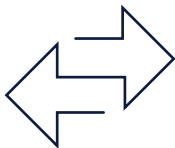
# Temporary Importation of Vehicles

A Step-by-step guide for Travelers

English version

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Information provided within this guidance manual is correct at the time of publication; however, rules and regulations may be subject to change. If you are in any doubt, please visit the Customs Trade Portal for further information at: **[www.customs.gov.tl](http://www.customs.gov.tl)**



# Why should you read this guide?

The Government of Timor-Leste is committed to supporting the national economy by encouraging and facilitating legitimate commercial trade. As the government agency charged with the movement of goods across our borders, we play a pivotal role in protecting the country from the import and export of illegal or restricted goods, and we help to ensure that we collect the correct duties and taxes on behalf of the government.

This booklet includes the following parts:

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This booklet aims to help you understand the procedure for temporarily importing your vehicle by land or sea and includes a step-by-step guide describing the process that you or your customs broker must follow. You can find more helpful information about this process and the other changes that we are making by visiting the Customs Trade Portal at: **[www.customs.gov.tl](http://www.customs.gov.tl)**



PART I

# The Carnet



## The Carnet

A Carnet de Passages en Douane (CPD), or Carnet for short, is a specialized type of document used to temporarily import and export vehicles, such as cars, motorcycles, and motorhomes, through foreign countries. It is recognized by customs authorities in many countries, making it a convenient option for those traveling and driving through multiple countries with one or more vehicles.

## When this Process Applies

This process only applies to the inward and outward processing of vehicles that arrive for temporary admission into Timor Leste. This procedure does not apply to vehicles that arrive in Timor-Leste for permanent entry.

## Benefits of using the Carnet

Using the Carnet process means you do not need to declare your vehicle(s) by submitting a full customs declaration to us, which we call the Declaração Aduaneira Única (DAU). As long as you re-export your vehicle(s) in the same condition, you will not have to pay us any taxes or duties.

The Carnet replaces the need for you to provide a bond or financial guarantee to cover potential Customs duties and taxes when you arrive, saving time and simplifying the process.

## Minimum Documents and Other Requirements

You must check that your Carnet is valid for the period you expect to remain in Timor-Leste with your vehicle(s).

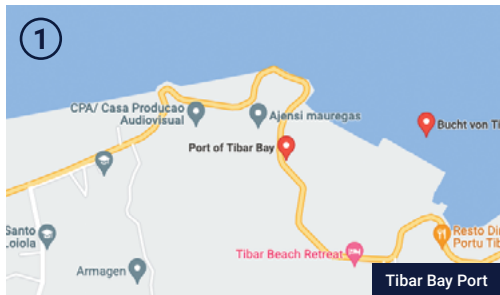
You must supply the following documents to your shipping agent in all cases or directly to us:

- a. The CPD Carnet for your vehicle(s);
- b. A copy of your passport, which must match the name shown in the Carnet.

If your vehicle(s) is arriving by sea, we will process it at Tibar Bay Port, and if it's coming by land, we will process it at the Batugade border crossing point:

1. **Tibar Bay Port:** Tibar Bay Port is responsible for processing all goods arriving or departing by sea in Timor-Leste. The facility is located on the western side of Tibar Bay, approximately 12 km (7.5 miles) west of Dili.
2. **Batugade Land Border:** Batugade is a land border crossing between Indonesia and Timor-Leste, located in the country's westernmost municipality called Maliana. The border crossing connects the Indonesian province of East Nusa Tenggara with Timor-Leste and is a crucial entry point for goods and people between the two countries.

This service is free of charge. If any of our staff or any other government official asks you for money to process your vehicle(s) please ask to speak to one of our supervisors immediately. Alternatively, you can report information to us in confidence by calling the **Customs Hotline on 12200**.





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PART II

# Process for Vehicles



### Step 1 - CONFIRM

When entering, you must present your vehicle(s) to us along with your CPD carnet so we can confirm that the Carnet is valid and that you meet the criteria to import your vehicle(s) under this procedure temporarily. If we determine this is not the correct procedure, you may be required to submit a commercial import declaration, known as an IM4. Please ask your shipping agent or us if you're unsure; we're always happy to help!



### Step 2 - REGISTER

We will register your vehicle(s) in our computerized processing system called ASYCUDAWorld. We will then create a "T1C" transit document. To do this, we need to take a copy of your passport, which we will also upload within ASYCUDAWorld.



### Step 3 - ARRIVAL

When you arrive at Customs controls at the land border, you must present your Carnet and passport to us. If your vehicle(s) is coming by container through Tibar Bay Port, you must provide these documents to your shipping agent.

The name in your passport must match the name shown in your Carnet.

We will undertake checks to confirm the following:

- Relevant import and export vouchers are present
- Information boxes are completed and match your vehicle(s)
- Your Carnet is in date and valid

We will complete the "counterfoil" and "Importation" vouchers in the Carnet and then remove the "Importation" voucher and retain it for our records.

The T1C will act as your electronic transit document and provides us with a permanent record of when you arrived in Timor-Leste. Please keep this document safe, as you will need it when you depart the country.

**That's it! Now go and explore Timor-Leste!**



## Step 4 - DEPARTURE

The departure process is very similar to the arrival process. If you're departing via the Batugade land border, you must provide your Carnet, your passport, and a copy of your T1C transit document to us. If your vehicle(s) departs via container through Tibar Bay Port, you must provide your shipping agent with these documents.

We will undertake checks to confirm the following:

- Relevant export voucher is present
- Information boxes are complete and match your vehicle(s)
- Your Carnet is in date and valid.

We will complete the "counterfoil" and "Exportation" vouchers in the Carnet and remove the "Exportation" voucher and retain it for our records.

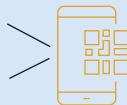
We will then locate the "T1C" in ASYCUDAWorld and enter the time, date, and location that your vehicle(s) is departing. We can "close" this transit document in our system, confirming that your vehicle(s) has left the country.

**That's it! Please come back soon!**



## Standard Operating Procedure for Temporary Admission of Goods Using a Carnet (2020)

[www.customs.gov.tl/document-database/](http://www.customs.gov.tl/document-database/)



Scan the qrcode to download the form

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