

INFORMATION FOR FOREIGN CREWS & SWISS NATIONALS HIRING A VEHICLE ABROAD

The Rallye International du Valais will take place at the end of October. As part of the necessary administrative procedures, crossing the border requires specific documents due to the fact that Switzerland is an 'island' within the European Union. We'll explain how to do this in more detail.

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Why do I need documents to cross the Swiss border?

As Switzerland is not part of the European Union, there is unfortunately no free movement of goods, which must be declared at the border.

On the other hand, there is free movement of people: you don't need a visa or passport; your country's identity card is enough.

If you are from the European Union and live in the European Union, there is an agreement on the free movement of people, so you don't need a visa. All you need is a valid identity card or passport from your own country.

For non-EU nationals resident in the EU, a valid national passport accompanied by a valid residence permit or residence document from the EU country of residence must be presented.

People living outside the European Union should find out whether a valid national passport is sufficient to enter Switzerland or whether an additional visa is required. (Example: United Kingdom, only a valid passport is required).

What documents do I need to present at the border?

For hire of competition vehicles by persons, drivers or entities **domiciled in Switzerland**:

- Entry to and exit from Switzerland must be via an occupied customs post (a list of posts is available below). Swiss VAT (8.1%) must be paid on rental contracts. On entering Switzerland, the carrier must register with customs and present the rental contract. A document No. 15.25 will be issued for the temporary importation of the vehicle. VAT on the amount of the hire contract will be charged immediately. Document No. 15.25 must also be presented on exit, showing that the vehicle has left Switzerland as requested.
- In addition, temporarily imported materials and equipment must be registered in an ATA carnet (explained below). This carnet must also be presented on entry and exit.

For **foreign crews** bringing their own equipment:

- Temporarily imported material and equipment must be declared in an ATA carnet (explained below). This carnet must be presented on entry and exit at a busy border post (list below).

What is an ATA carnet?

The ATA carnet is a standardised customs document used for importing and exporting goods. This document is generally the same in all countries belonging to the ATA Convention (Brussels Convention of 1961).

The carnet is used for the temporary import of goods into a country, such as the import of a racing car for a motoring event. The goods must be re-exported without having undergone any modifications, other than necessary repairs.

The ATA Carnet exempts its holder from providing security when crossing the border.

How do I obtain an ATA Carnet?

You should apply for an ATA Carnet **from your country's Chambers of Commerce and Industry**. More detailed information by country can be found below.

- **Risks of crossing the border without an ATA carnet**

Without an ATA carnet, customs will ask you to pay VAT on the value of the goods when you cross the border. With Swiss VAT set at 8.1%, this means having to pay a deposit of several thousand francs. The ATA carnet avoids this situation by indicating what is in your transport vehicle. You will not pay VAT, guaranteeing customs that you are only bringing the equipment in and out of Switzerland, not selling it on Swiss territory.

In addition, fines are possible if someone tries to pass through customs without an ATA carnet.

- **How do I fill in an ATA carnet?**

Filling in an ATA carnet does not require you to be so precise as to declare every item in a toolbox, indicating every screwdriver, hammer and so on. The main parts in your bus should be indicated, for example: number of tyres, rims, gearbox, cardan shafts, oil cans, etc. For small items, such as tools, an indication such as '1 toolbox' is sufficient. A value should be indicated for this. The value of each coin and the number of coins must be indicated, as shown in the example in French below:

N° d'ordre	Désignation	Nombre de pièces	Valeur
1	Moteur	1	3050.00
2	Support moteur	1	12.00
3/6	Portes	4	680.00
7/8	Set amortisseurs	2	1000.00
9/10	Radiateurs à eau	2	180.00
11/12	Batteries	2	52.00
13/15	Filtres à air	3	16.00
16/17	Turbines complètes	2	600.00
18/19	Pompes à benzine	2	50.00
20/23	Tubes aluminium	4	52.00
24/26	Valves	3	48.00
TOTAL		26	5740.00

To complete the ATA carnet, we strongly advise you to take photos of your equipment to show customs what is in it when you enter Switzerland, in addition to the list on the ATA carnet.

When you leave, we recommend that you do the same to show (with the date of the photo if necessary) that the equipment is identical.

Which customs post should I use to enter Switzerland with an ATA carnet?

To enter Switzerland and have your ATA Carnet validated, you must go through a Swiss customs post authorised to process this type of document.

On arrival at the Swiss customs post, present the ATA Carnet to a customs officer to have it stamped, even if the officer tells you to continue without stopping. The stamp is very important! Stopping and stamping are compulsory. You must pass through a manned customs post at the time of your crossing. The following customs posts are open 24 hours a day and allow you to stamp an ATA carnet:

- **Arrival from Germany**

Basel/Weil am Rhein-Autobahn (Basel)

<https://www.offices.customs.admin.ch/dst/print?id=91&lang=29>

<https://maps.app.goo.gl/SFDJ9Jd1m9zg1CM97>

Au (St. Gallen)

<https://www.offices.customs.admin.ch/dst/print?id=207&lang=2>

<https://maps.app.goo.gl/aVregP51QHVKcXTZ8>

Thayngen (Schaffhausen)

<https://dst.bazg.admin.ch/dst/print?id=161&lang=2>

<https://maps.app.goo.gl/rcUpwJxdwbtBov7b9>

- **Arrival from France**

Bardonnex (Geneva)

<https://dst.bazg.admin.ch/dst/print?id=322&lang=2>

<https://maps.app.goo.gl/ReeWeezwHjdjYcMi7>

Boncourt (Jura)

<https://dst.bazg.admin.ch/dst/print?id=23&lang=2>

<https://maps.app.goo.gl/t74jfrzzNxd3GcVq6>

- **Arrival from Austria and Hungary**

Thayngen (Schaffhausen)

<https://dst.bazg.admin.ch/dst/print?id=161&lang=2>

<https://maps.app.goo.gl/rcUpwJxdwbtBov7b9>

Au (St Gallen)

<https://www.offices.customs.admin.ch/dst/print?id=207&lang=2>

<https://maps.app.goo.gl/aVregP51QHVKcXTZ8>

- **Arrival from Italy, Croatia and Slovenia**

Chiasso (Brogeda, Autostrada - Ticino)

<https://dst.bazg.admin.ch/dst/print?id=386&lang=2>

<https://maps.app.goo.gl/CZjbzHGBEQzdLueD8>

Other customs posts are open **at shorter hours:**

Vallorbe (Vaud), open Monday to Saturday from 8am to 10pm

<https://dst.bazg.admin.ch/dst/print?id=262&lang=2>

<https://maps.app.goo.gl/jAbv13GZqwb7scJaA>

Useful for arrivals from France

Grand-Saint-Bernard South (Valais), open Monday to Friday from 08:00 to 12:00 and from 13:30 to 17:00 (entry into Switzerland)

<https://dst.bazg.admin.ch/dst/print?id=290&lang=2>

<https://maps.app.goo.gl/uXwziZSLzfJwLrfR7>

Useful for arriving from Italy

Grand-Saint-Bernard North (Valais), open Monday to Saturday from 06:00 to 22:00 (exit into Switzerland)

<https://dst.bazg.admin.ch/dst/print?id=520&lang=2>

<https://maps.app.goo.gl/uXwziZSLzfJwLrfR7>

Useful for arriving from Italy

Gondo (Valais), open Monday to Saturday from 10am to 5pm

<https://dst.bazg.admin.ch/dst/print?id=289&lang=2>

<https://maps.app.goo.gl/QFVmhf7cj7CiKQ3HA>

Useful for arrivals from Italy, Slovenia and Croatia.

If you pass through one of these customs posts and it is not busy when you leave (on a Sunday, for example), you **must** :

- Take photos of your load at the border to provide proof that the equipment declared on the outward journey is still in your lorry (no sales in Switzerland in the meantime).
- Complete the formalities on entering the next country (e.g. at the Italian customs post on leaving Switzerland via the Great St Bernard)
- Go as soon as possible to the Chamber of Commerce and Industry that issued your ATA Carnet to inform them that you were not present at the customs post.

Obtaining an ATA carnet (depending on your country)

- **Croatia**

Useful contacts

Hrvatska Gospodarska Komora (HGK)

Address: Rooseveltov trg 2, P.O. Box 630, 10002 Zagreb, Croatia

Telephone: +385 1 460 6703 / +385 1 460 6724 / +385 1 460 6767

Email: ata@hgk.hr

Website: <https://hgk.hr/ata-karnet>



- **Italy**

Useful contacts

1. Unioncamere - Union of Italian Chambers of Commerce

Adresse : Piazza Sallustio 21, 00187 Roma, Italie

Téléphone : +39 06 47041

Site Web : www.unioncamere.gov.it

2. Customs and Monopolies Agency

Adresse : Via Mario Carucci, 71, 00143 Roma RM, Italie

Téléphone : +39 06 50241

Site Web : <https://www.adm.gov.it>

3. Chambre de Commerce de Milan, Monza-Brianza, Lodi

Téléphone : +39 02 8515.1

Website : <https://www.milomb.camcom.it>

- **Austria**

Useful contacts

Austrian Federal Economic Chamber (WKÖ)

Address : Wiedner Hauptstrasse 63, P.O. Box 197, 1045 Vienne, Autriche

Téléphone : +43 5 90900 4412

Fax : +43 5 90900 114 412 ou 114 458

Email : carnet@wko.at

Site Web : <https://www.wko.at/aussenwirtschaft/carnet-ata>

- **Hungary**

Useful contacts

Hungarian Chamber of Commerce and Industry

Website: www.mkik.hu

Email: drajko@mkik.hu

Phone number: +36-1-474-5155



RSM Hungary

RSM Hungary offers consultancy services for the preparation, validation and use of ATA Carnets.

Contact: Tímea Szántó

Email: szanto@rsm.hu

Telephone: +36 1 886 3700

Budapest Chamber of Commerce and Industry (BKIK)

The BKIK is also involved in the issue and validation of ATA carnets.

Email: okmany@bkik.hu or okmanyhitelesites@bkik.hu

Telephone: +36 1 299 6200

Website: www.bkik.hu

- **Germa**

Useful contacts

German Chamber of Commerce and Industry (DIHK)

1. German **Chamber** of Industry and Commerce (DIHK)

Telephone: +49-30-20308-2303

Website: www.dihk.de

2. Hamburg Chamber of Commerce and Industry

Contact: Matthias Langwald

Telephone: +49 40 36138-298

Website: www.hk24.de

- **Slovenia**

Useful Contacts

1. Slovenian Chamber of Commerce and Industry (GZS)

Address: Dimičeva ulica 13, 1000 Ljubljana, Slovenia

Telephone: +386 1 589 80 00

Email: info@gzs.si

Website: www.gzs.si

2. Slovenian Customs Services

Website: www.fu.gov.si/en

ATA Carnet fees

The fees for issuing and guaranteeing the ATA Carnet may vary from country to country. Local chambers of commerce will be able to advise you. In theory, however, the cost should not exceed a few hundred euros.

Additional information: ban on driving vehicles over 3.5 tonnes at night and on Sundays

In Switzerland, lorries are banned from driving at night and on Sundays. The night-time driving ban applies between 10pm and 5am. The Sunday driving ban applies on Sundays, New Year's Day, Good Friday, Easter Monday, Ascension Day, Whit Monday, 1 August, Christmas Day and 26 December. If one of these days is not a public holiday in a canton or part of a canton, the ban does not apply there.

The ban on driving at night and on Sundays applies to all motor vehicles with a total authorised weight of more than 3.5 tonnes, articulated vehicles with a total authorised weight of more than 5 tonnes and vehicles towing a trailer with a total authorised weight of more than 3.5 tonnes.

If a journey on a Sunday or at night is unavoidable, an exceptional permit may be requested. The competent authority is the canton in which the vehicle is registered or **in which the journey is to start (in our example : Valais)**. If the point of departure is abroad, the canton of destination is responsible.

The procedure for granting special permits to drive on Sundays or at night can be found at <https://sb.astra.admin.ch/>