



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
TAXATION AND CUSTOMS UNION  
Digital delivery of Customs and Taxation Policies  
**Processes & Data, Customer Relationship and Planning**

# **Guidelines for the Printout of the Transit Accompanying Document (TAD) and the Transit List of Items (TLoI)**

**Document TAXUD B1 15.12.2023-v.1.2**

**The document is accompanied by the XLS files containing the templates and the table with the data set**

## **INTRODUCTION**

This document is an updated version of the printing guidelines issued by TAXUD in 2008 (Document TAXUD 2008-1671). The information contained are recommendations to complement or enhance the applicable Explanatory Notes of Annex B-02 and B-03 to the UCC Delegated Regulation (2015/2446) and to the Annexes A4a, A6a to Appendix IIIa of the Convention on a Common Transit Procedure (87/415/EEC).

This document must be read together with the embedded XLS files and it only apply to the printing of the NCTS-P5 declaration structure.

## **1 LAYOUT**

Whilst the layout of the **TAD** is rigid, i.e. **each box** presents a **pre-defined area** (not expandable); the **boxes** of the **TLoI** have to be considered as **vertically expandable**, in order to allow the printing of all the information stored in the system. When this case occurs, **each line** following the one containing one or more boxes which have been expanded, will therefore be **accordingly shifted** down.

In case of multiple occurrences of data elements which don't all fit in one box, “(…)” will be printed after the last information that fits in the box. When several occurrences are printed in one box of the TAD, they shall be separated by semi-colon (;). In the LoI each set of information shall be printed in one line. The TAD form only provides information of declaration and master consignment level.

## **BOX REFERENCES**

In most cases, the box name refers to the whole data group of the information that shall contain (e.g. Consignee [13 03]). All information available for the specific Data Group shall be printed. Please refer to the XLS Printing Guidelines document, which provides further information on the data that each box must contain.

### **2 PRINTING OF THE “BAR CODE”**

The readable **bar code** must be printed on the right of “MRN” using the standard 'code 128', character set 'B', complemented by the alpha-numeric digits as indicated below. The font to be used for the alpha-numeric digits is bold Arial, size 7.



### **3 SIZE AND FORMS**

The forms shall measure 210 × 297 mm with a maximum tolerance as to length of 5 mm less and 8 mm more. The boxes are based on a unit of measurement of one tenth of an inch horizontally (= 2.54 mm) and one sixth of an inch vertically (= 4.23 mm).

The models of the forms published in the legal provisions are surrounded by an outside frame that represents the edges of a plain A4 sheet of paper, reduced by a certain ratio, identical in height and in width, to allow its publication in the OJEU. The models of the forms themselves are also reduced by the same ratio in all their components.

The forms shall be printed with black ink (content and layout) on white plain A4 paper sheets.

Please note that the embedded XLS file in section 9 of this document contains the layouts to be used, which are fully aligned to the published layouts of the legal provisions (UCC and CTC).

### **4 PRINTING OF DATA GROUP “SEAL [19 10]”**

When more seals are used and each of them is identified with a serial number, only the first and the last numbers of the seals sequence should be printed. It is important to note that in this case the seals used must be in sequence, without interruption of numbering.

The information on seals shall be printed as provided in the system, namely the sequence number/(seal) identifier (/declaration goods item number, in case the individual goods items are sealed). Each seal should be separated by a semi-colon (;).

When a movement is sealed at different levels (container + individual goods items), the highest level should be indicated first.

Example: 1/ID12345;2/ID54321/1;...

**5 PRINTING OF BOX “CUSTOMS OFFICE OF TRANSIT [17 04]” AND “CUSTOMS OFFICE OF EXIT FOR TRANSIT [17 06]**

For each of both boxes, a maximum of 9 codes will be provided, separated by semi-colon (;) and sorted according to the planned itinerary.

Example: 1/CH123456;2/IT987654;3/RS246801;4/BG999111;5/TR000123

The fonts mentioned under point below allow the printing of the attribute “Customs Office of Transit” and “Customs office of Exit for Transit” in the given length (sequence number + reference number).

**6 PRINTING OF BOX “GUARANTEE [99 02 - 99 03 - 99 04]”**

When Individual guarantee vouchers are used, only the first and the last serial numbers of the vouchers should be printed. It is important to note that in this case the individual guarantee vouchers used have to be in sequence, without interruption of numbering.

**7 FONTS TO BE USED**

**7.1 TAD**

One of the following fonts (available in MS Windows environment) must be used to print the content of the declaration:

Font	Size	Style
Arial Narrow	7	Normal
Impact	7	Normal
Haettenschweiler	7	Normal
Helvetica	7	Normal

The layout itself must be printed according to the format provided in the forms in the Excel file (the general font size is 5). The following table provides information on specific items:

Item	Size	Style
Text EUROPEAN UNION	10	Capital letters + Bold
Text TRANSIT ACCOMPANYING DOCUMENT	7	Capital letters + Bold
Box lines of field TRANSIT ACCOMPANYING DOCUMENTS	-	Thick border
Text DECLARATION TYPE	5	Capital letters + Bold
Box lines of field DECLARATION TYPE	-	Thick border
Text MRN	5	Capital letters + Bold
Box lines of field MRN	-	Thick border
Box lines of field Security	-	Thick border

Text BCP	5	Capital letters + Bold
Text Return copy has to be sent to the office:	5	Bold
Text INCIDENTS DURING TRANSPORT (BCP)	5	Capital letters + Bold
Text CUSTOMS OFFICE OF INCIDENT REGISTRATION	5	Capital letters
Lines above and below, delimiting the section for Incidents during transport (BCP)	-	Thick border
Text CERTIFICATION BY COMPETENT AUTHORITIES	5	Capital letters
Line above the fields for the controls by offices of Departure and Destination	-	Thick border
Text CUSTOMS OFFICE OF TRANSIT [17 04]	5	Capital letters
Text CUSTOMS OFFICE OF EXIT FOR TRANSIT [17 06]	5	Capital letters
Text CUSTOMS OFFICE OF DEPARTURE [17 03]	5	Capital letters
Text CUSTOMS OFFICE OF DESTINATION [17 05]	5	Capital letters
Text CONTROL BY CUSTOMS OFFICE OF DEPARTURE	5	Capital letters
Text CONTROL BY CUSTOMS OFFICE OF DESTINATION	5	Capital letters

## 7.2 TLoI

The TAD shall be supplemented by a list of items even when a consignment consists of only one item.

The boxes of the TLoI are vertically expandable.

Even if in this case nothing prevents the use of other fonts, only the fonts mentioned in the previous point should be used to print the content of the declaration.

The following table provides information on specific items of the layout:

Item	Size	Style
Text TRANSIT LIST OF ITEMS	10	Capital letters + Bold
Text MRN	5	Capital letters + Bold

Outside box of each goods item	-	Thick border
Box lines of field Decl.goods it. Nr. [11 11]	-	Thick border
Box lines of field Goods it. Nr. [11 03]	-	Thick border

### 7.3                    **Mentioned fonts not available**

If the **above-mentioned fonts** are **not available**, other fonts should be chosen, which allow the printing of the information related to a given attribute of the messages IE015 in its integral length in the corresponding box of the TAD. The chosen fonts should also preferably contrast with the layout of the documents.

## 8                        **TAD PRINTING GUIDELINES XLS DATA SET TABLE**

The [Printing Guidelines TAD and TLoI](#) table provides further information on what and how to print the content of an NCTS transit declaration.

## 9                        **TAD AND TLoI LAYOUTS**

The [TAD and TLoI Layouts](#) in Excel form.