

## VI. SAMPLES, GIFTS AND LITERATURE

All samples, gifts and promotional literature are subject to import duties. A value should always be assessed on these items and included on the commercial invoice if shipped with the rest of the items. This is also true for any items included within the package, such as spare parts, tools, etc.

Catalogs and other literature can be sent through an international messenger service if their weight does not exceed one or two kilograms. Other small items may be sent through this means but they are all subject to revision by customs and to the import duty payment if applicable. Goods so shipped should also be accompanied by a document (invoice or letter) stating the contents of the package and their estimated value.

Samples, gifts and literature can be hand carried but are subject to revision by Mexican customs. Items valued at \$300 dollars and under are allowed to be imported under a passenger franchise. All other items are subject to the payment of import duties. It is therefore necessary to accompany all items with a commercial invoice for the calculation of duties. These can be paid directly at the port of entry. If these items are to be shown to a client in Mexico or at a trade show and later reexported, they cannot be granted a temporary import permit at that time. In order to clear customs, the necessary duties need to be paid and are not refundable later if the items are reexported. Temporary import permits must therefore be obtained in advance.

## VII. TEMPORARY IMPORTS

The temporary importation of equipment, parts or other goods is allowed duty free. This is applicable to temporary imports of items to be returned in their original state, such as items to be exhibited at a local trade show or for promotion among potential clients, as well as for imports of goods to be transformed, manufactured or repaired to be later reexported, such as raw materials, parts and/or components for the in-bond or maquiladora industry, or for companies within special exporting programs. The importer needs to inform the customs broker about the merchandise being shipped for temporary importation, the destination of the goods, the process they will undergo, the percentage of loss through the process and the time the goods will stay in Mexico. Temporary imports pay a 15% value added tax plus 2% on the import duties payable if the merchandise were to be normally imported. Additionally, a reexportation guarantee consisting of two times the amount equivalent to the import taxes payable if the merchandise were to be definitely imported, is assessed. This amount can be handled by a guarantee company covering the customs broker or, if paid, is paid back when the goods leave the country again. This guarantee can be waived if the corresponding Embassy in Mexico, or a trade show organizer, guarantees the reexport. This franchise can be obtained at the Secretariat of Finance (Secretaría de Hacienda y Crédito Público SHCP). (See Appendix 1). Although the Canadian Embassy can provide a guarantee, it is reluctant to do so unless the goods are going to remain at the Embassy from the time of their arrival in Mexico to the time of their departure. In order to obtain the temporary import permit, the Embassy requires the pro-forma invoice, including full description of the goods and their price, at least 10 days prior to the arrival of the shipment in Mexico. The Embassy will submit the proper information to the Mexican authorities and these will return the approval to the Embassy. The Embassy in no case is responsible for clearing the goods, delivering them to the Embassy or reexporting them. These are the responsibility of the exporter or the importer.