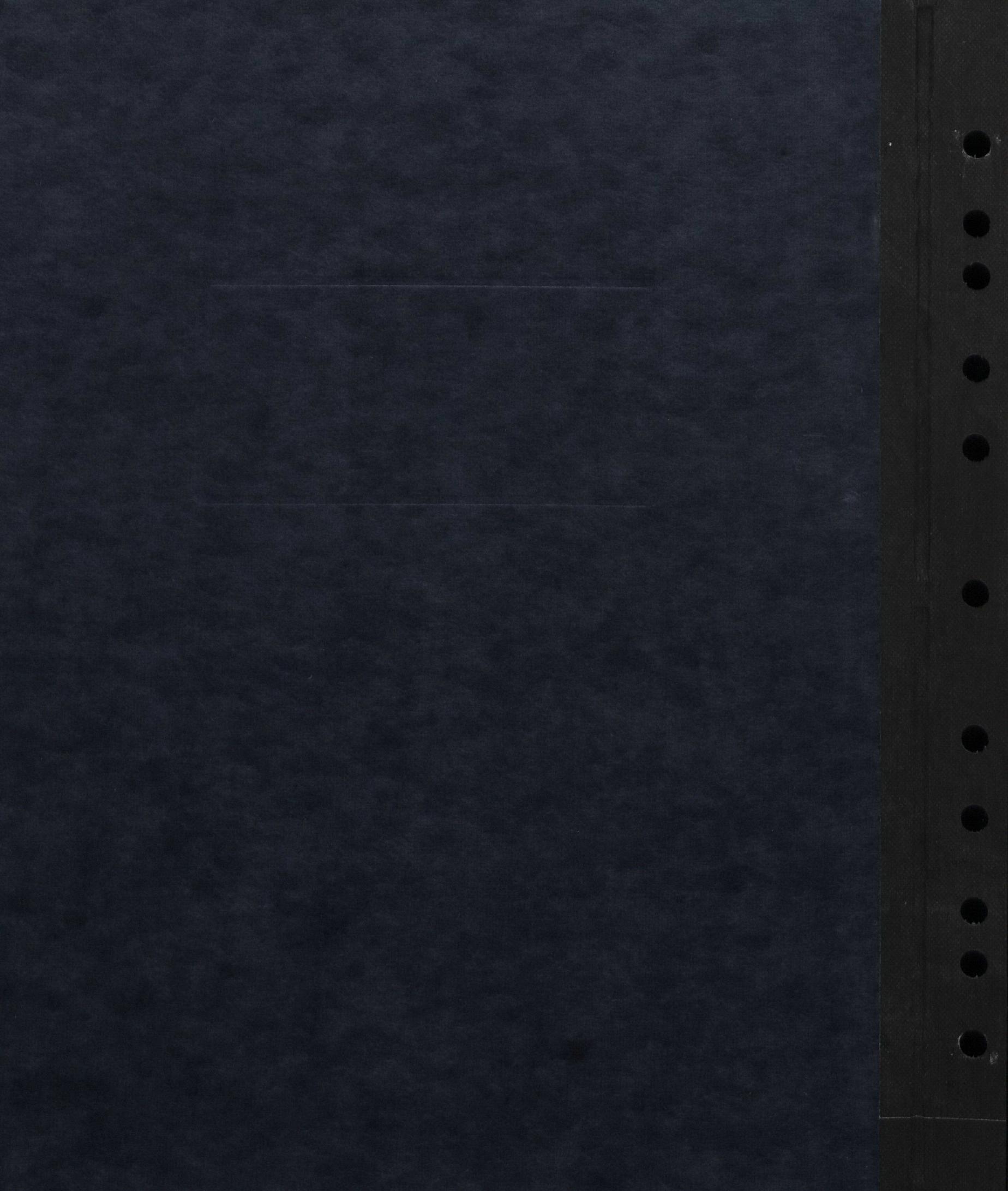


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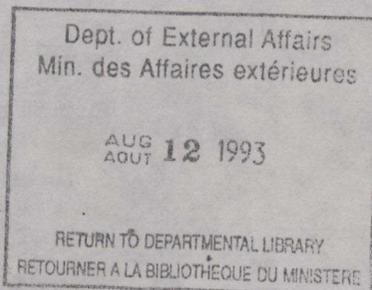


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**SHIPPING DOCUMENTS AND CUSTOMS REGULATIONS**  
**FOR EXPORTS TO MEXICO**

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## I. DOCUMENTS

The following basic documents are required for freight shipments to Mexico:

1. Commercial invoice
2. Packing list
3. Bills of lading for any carrier
4. Special certificates
5. Import permits

### 1. COMMERCIAL INVOICE

The most important shipping document is the commercial invoice and it must accompany all shipments, whichever the carrier (by air, sea, train or truck, even if the person is hand carrying the items) and whether or not the items are for sale in Mexico (including temporary imports, samples, literature or gifts). The commercial invoice, for whatever amount it covers, no longer needs to be legalized by a consulate.

Invoices should be prepared in Spanish. If they are prepared in any other language, the Spanish translation may follow the original text on the invoice, or the invoices should be accompanied by a written translation signed by the seller, the buyer, or the customs broker. All weights and measures should be indicated in metric equivalents in addition to or instead of other systems. All values should be notated in the original currency (U.S. dollars, Canadian dollars, French francs, etc.) The exchange rate and the Mexican peso equivalent are calculated based on the date the goods reach Mexican territory.

The original and all copies should be signed manually by the exporter, indicating the name and position of the signee. The signature may be accompanied (although it is not required) by a statement to the effect that the value and other details thereon are true and correct. Only in case the exporter does not sign the invoice, the Mexican importer could sign it to certify that it is correct.

The invoice must contain the following information:

- a) Place and date of issuance.
- b) Complete name and address of buyer or importer in Mexico.
- c) Complete name and address of exporter.
- d) Detailed description of the merchandise. This should include all relevant data on brand name, model, marks, serial numbers, motor numbers, manufacturer's imprints, product

characteristics, material of manufacture, weight, measurements, type of use, etc. (1)

- e) F.O.B. unit value and total value of each item listed on the invoice. The F.O.B. value will be used to determine tax payments. F.O.B. is taken to mean price at the Canadian port or airport of exit in the case of maritime and air shipments or at the Mexico-U.S. border in the case of land shipments. Itemized charges making up the C.I.F. value to the Mexican port of entry (transportation and insurance) should also be included in the invoice. In the case of rail and truck transportation, all charges to place the merchandise at the Mexican border should be included as well. The value to be shown is the true value of the merchandise at the place or market where the invoice is drawn. Heavy fines (including jail) are imposed if the value stated does not correspond with the actual value of the merchandise (i.e. import duties are evaded).
- f) Signature of seller, name and position.
- g) Shipper's invoice number and customer's order number.

All shipments to Mexico must be insured. It is important to insure the goods shipped from departure through their final destination, that is, placed in the customer's warehouse, in his offices or at a trade show site, rather than at the airport or on the docks. The Canadian freight forwarder can usually arrange for appropriate insurance. In many cases, the exporter only covers transportation and insurance costs to the Mexican border, while the importer is responsible for all costs involved to get the goods to their final destination. This is usually negotiated between both parties.

In the case of maritime shipments, the commercial invoice, together with the packing list and the bill of lading should be sent to the Mexican importer through an international messenger service (DHL, Federal Express, etc.). It is also recommended to send a copy to the customs broker, otherwise the importer then sends him a copy to clear the goods. On land shipments, the same documents should be sent to the importer or to his customs agent as consignee, with a copy to the other party. This should be done before the shipment of the goods is made, in order to allow for the revision of the documents and to obtain any special permits,

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1 This is extremely important, since products are listed within the Harmonized System of Tariff Nomenclature used to determine the import duty rate according to their specific characteristics. The duty rate payable may vary from 0 to 20% according to very detailed and specific characteristics. If the merchandise cannot be properly identified and/or classified, it will usually be classified as "other" and will pay a higher rate. This is also why a detailed catalog of the product(s) may be useful in addition to the invoice.

if necessary. It is preferable not to send these documents by air mail, since there may be a 2-3 week delay.

When the goods are shipped by air, all documents (invoice, packing list and airway bill of lading) accompany the goods on the plane and the airline is responsible for their delivery to the importer or customs broker. The exporter should always advise, via fax or telephone, the importer or customs broker when the goods are shipped, the airline and flight number and the number of the airway bill of lading.

It is always useful to accompany the invoice by a catalog or other literature of the goods shipped (if available), since it may be very helpful for their proper classification for import duty purposes. It is recommended to send the original invoice and seven copies and, additionally, for the exporter to retain a copy of the invoice of the merchandise shipped. This number may, however, vary according to the importer or customs broker.

## **2. PACKING LIST**

A packing list is necessary when more than one package is shipped. This document should be sent, together with the commercial invoice(s), to the buyer or customs broker as consignee. The number of copies needed can vary between 4 and 7, according to the means of transportation and the exporter should always retain a copy. The packing list may be included within the invoice. The list should include:

- a) number of packages;
- b) a detailed list of merchandise contained in each package (as described on the invoice);
- c) net, gross and legal (if applicable) weight in metric equivalents of each package and of the total shipment;
- d) volume or measurements, in the metric system, of each package and of the total shipment.

## **3. BILLS OF LADING**

These vary according to the carrier. A bill of lading is required on maritime shipments and generally consists of three originals plus a varying number of copies. These should be sent, through an international messenger service, to the importer in Mexico, together with the other documents. An airway bill of lading accompanies air shipments, while truck or train shipments are accompanied by a similar document handed out by the individual carrier covering the goods shipped. The exporter should always keep one set of lading bills for any future reference and send one original to the importer and one to the customs broker.

Any one of the various bills of lading should be consigned to the Mexican importer or customs broker. Although each carrier will have particular forms, the bill of lading should show the quantity of shipments, the types of packages making up the shipment, weight and measurements, as well as marks. It will also customarily include the name, type and address of shipper, name and address of the Mexican importer, consignee or customs broker, port of origin and port of destination, description of the goods, listing of freight and other charges, number of bills of lading in the full set and date and signature of the carrier's official acknowledging receipt on board of the goods for shipment. The information on the bills of lading should correspond with that shown on the invoice and the packing list.

#### 4. SPECIAL CERTIFICATES

Different types of sanitary certificates are required by the Secretariat of Agriculture and Hydraulic Resources (Secretaría de Agricultura y Recursos Hidráulicos SARH) on shipments of livestock or animal products, and for most seeds, plant and plant products. A phytosanitary certificate is often, but not always, the only document required for shipments of seeds and certain plants. However, in the case of livestock shipments, requirements may include an official health statement issued by the veterinarian, legalized by the Mexican consulate (see Appendix 5), including information on absence of certain diseases, vaccines, insemination, quarantines, etc. and specific requirements on identification of livestock shipped (see Appendix 2). Many agricultural and food products also require a certificate of origin. Most of these do not need to be legalized.

All foodstuffs, beverages and similar products for public consumption, as well as drugs, toilet and beauty preparations, soaps and cleaners need to be registered, under the food regulations and/or the health regulations, with the Secretariat of Health (Secretaría de Salud SS) prior to importation. In order to obtain the authorization from the SS, the importer needs to fill out two completed forms and meet the following requirements (see Appendix 3): letter of representation from the exporter granting the representation to the importer legalized by a Mexican Consul; sanitary license number and the line handled by the importer's warehouse; formula of the product on the exporter's letterhead; physical, chemical and microbiological analysis provided by a credited laboratory in the exporting country; free sale certificate prepared by a sanitary authority in the exporting country; packaging description, including original label and label for distribution in Mexico. The labelling of every registered product will carry the legend "Reg. S.S.A. No...", as well as the name of the exporter, product origin and the name and address of the Mexican importer/representative/distributor, as well as any other notices required by the Mexican authorities. The registration number is

issued in the name of the exporting company, reason for which it usually is the exporter who pays for the registration fees, which range between \$150 and \$725 U.S.dollars for a five year period. It is also possible to obtain a special permit to import a relatively small quantity of foods, beverages or toiletries to test the Mexican market before the registration procedures are undertaken. Once the goods are shipped, the importer or the customs broker need to obtain an import franchise from the Secretariat of Health on every shipment. This is granted with the presentation of the invoice, packing list, bill of lading and Secretariat of Health registration letter and the payment of a 1% fee on the invoice value.

As of June 14, 1991 the Secretariat of Health issued new regulations superseding previous ones, simplifying the importation of all foodstuffs through the elimination of the sanitary registration number previously required from all importers.

Due to the complexity of sanitary and health regulations, at least three months before shipping agricultural products, livestock and foodstuffs and beverages, the exporter should contact the Mexican importer or his customs broker to inform him about the goods he intends to ship, so that he can initiate the necessary formalities. These include, first of all, making the necessary applications for import authorizations or registrations with the various ministries (see list in Appendix 1). Once the authorization is issued, it must be sent to the exporter so that he can comply with all the necessary requirements as stated on the authorization. The authorization will usually be valid for 90 days once issued. Never ship livestock and/or seeds, plants, food products or beverages without the necessary authorizations and certificates, since they will not be allowed into the country without them.

Occasionally, a quality certificate is required for parts and components exported to Mexico, which will be assembled locally. All chemicals and minerals require a certificate of analysis determining the composition of the goods.

## 5. IMPORT PERMITS

At present, only approximately 300 of the total 11,960 items on the Harmonized System of Tariff Nomenclature, adopted in January 1988, still require an import permit. Some of these items are subject to an import quota. Items requiring an import license include some used machinery and cars; some agricultural products vital to Mexico's economy, such as corn and certain grains, seeds, beans, certain fruits, tobacco, oils, sugar, cocoa, poultry, eggs, milk and cheese; natural gas, petroleum and gasoline; cars, trucks and tractors and some of their parts; some chemical and pharmaceutical products; arms and guns; and some luxury items.

In the case of used machinery, equipment or cars, a valuation letter must be issued by the exporter to the importer or 'to whom it may concern' showing a full description of the equipment or product, the number of years it has been used, the original cost and the present cost of a similar item (3). This letter needs to be legalized abroad and endorsed by a Mexican Consul (see Appendix 5).

The prior import permit, as the license is officially called, is issued by the Secretariat of Commerce and Industrial Development (Secretaría de Comercio y Fomento Industrial SECOFI). The usual criterion for the issuance of an import license is that the goods, or a close substitute thereof, are not currently manufactured or available in Mexico, or only at a substantial disadvantage to the buyer. The application is considered by one or more committees within the Secretariat, which often also rely on industry chambers and associations for advice, and on other Secretariats depending on the items to be imported. The import license must be applied for by the Mexican importer or purchaser. The applicant must be registered with the National Register of Importers and Exporters. This register now corresponds to the tax register (Registro Federal de Causantes). The filled out application form must be accompanied by the invoice (or a pro forma invoice or a letter from the applicants describing the goods) and a catalog of the product. Processing time for import license applications is usually between one and two months. Licenses are valid for nine months. Exporters should avoid shipping until the issuance of the license has been confirmed.

## II. TARIFFS AND TAXES

Since December 1987, the maximum ad valorem import duty rate was set at 20% on the F.O.B. invoice value. Duty rates range from 0% to 5%, 10%, 15% and 20%. No intermediary rates are applicable. Mexico uses the Harmonized System of Tariff Nomenclature and applies its tariffs on a non-discriminatory basis, with the exception of preferential duty rates offered to members of the Latin American Integration Association (LAIA or Asociación Latinoamericana de Integración ALADI) (Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay and Venezuela). A certificate of origin, certified by the Mexican Consul, is necessary when goods are imported from one of the LAIA countries.

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3. Since often no similar equipment or machinery is presently manufactured and the new items have electronic or other state-of-the-art components and are therefore much more expensive, the present valuation should not be based on the cost of the new model, but on an estimated cost of the old machinery if it was to be sold new today. This is important, since import duties are calculated based on this cost.

The customs broker determines the proper classification of the goods within the Harmonized System and the duty rate applicable on that classification. If in doubt, the classification can be obtained directly from Mexican customs, through an official letter requesting it prior to the importation. In addition to the ad-valorem import duty, a customs processing fee of 0.8% (it increased from 0.6% in February 1990) is assessed on the F.O.B. invoice value. A 10% value added tax (recently reduced from 15%) is levied on the cumulative value of F.O.B. invoice and ad-valorem duties on most products. Certain products are exempt of the value added tax, while some luxury items are charged a 20% tax. (The official price system was totally eliminated in January 1988, as well as the export development tax.)

All customs duties are paid by the Mexican importer or by a customs broker on his behalf at the time the goods clear Mexican customs. The goods will not be released until the importer or the customs broker presents the import declaration proving payment of import duties and other taxes.

Mexican companies or individuals involved in exporting can, in some cases, be eligible for a refund or drawback of duties or taxes paid on imports of raw materials, parts and components incorporated into merchandise for export. Components and raw materials imported for use in the in-bond (maquiladora) industry are also exempt from duties. The items eligible for these duty drawbacks change often and importers must meet complex requirements to qualify for these benefits. It is therefore important to check with the importer and the customs broker for specific product information.

Mexico's border zones, including 20 kms along the U.S.-Mexico border and the Mexico-Guatemala border, and the ports of Cancún, Cozumel, Chetumal and La Paz are considered free trade zones. These measures were taken to avoid supply problems to these areas by the centralized Mexican distribution system. When entering these zones, certain products are exempted of certain or all taxes and duties and import permit requirements. Products vary from location to location and from time to time. It is therefore necessary to check on current regulations when exporting to these areas.

Passengers arriving at a Mexico airport can bring goods valued in an amount of up to \$2,000 dollars with them by declaring them through a customs declaration and paying the corresponding import duties.

### III. EXCHANGE CONTROLS

In December 1982, the Mexican government established a dual foreign exchange regime, in which a controlled rate and a free rate were determined. All imports, both temporary and definite, except those made by the in-bond or maquiladora industry, are

included in the controlled exchange market. At present, the free and controlled rates only differ by Mex\$45 pesos (1.6%) and therefore there is effectively no exchange control. The controlled rate is also used as an economic indicator to signal the equilibrium rate. Small trade transactions are usually made using the free rate to avoid the necessary formalities. The bulk of transactions, however, is made with the controlled rate.

The foreign currency amount to which the importer is entitled is the commercial invoice value of the goods to be imported, plus expenses associated to the importation, if they do not exceed 6% of the F.O.B. value (4). In order to obtain the currency, the importer needs to certify that the amount will be used to pay for imports, or their associated expenses, through a Certificate of Use or Refund of Foreign Currency (Compromiso de Uso o Devolución de Divisas CUDD) before his local bank. The bank provides the currency amount applied for and the importer needs to bring the merchandise into the country within the following 180 days (an extension can be obtained). In case the importer does not use the total amount applied for, the remainder must be returned to the bank for its refund in Mexican pesos.

#### IV. CUSTOMS BROKERS

According to Mexican Law, all imports valued at more than U.S.\$2,000 dollars need to be handled by a Mexican customs broker, since only they are authorized to make a petition for import (pedimento aduanal) when the goods reach the country. The customs broker is usually contracted by the importer to act as a representative to make all necessary foreign trade customs arrangements. This is done through a letter instructing the customs broker whether the importation is temporary or definitive, where to send the goods, the type of transportation used to send them to their final destination and any other instructions needed. As of 1991, foreigners have been allowed to import directly, with the concurrence of a Mexican company, through a customs broker. (Previously, only Mexicans were allowed to import).

The services granted by the customs broker include:

- obtaining necessary permits and authorizations;
- reviewing all documents sent by the exporter, making the import petition and preparing the declaration for the determination of import duties;
- reviewing the shipments at the border and making sure they correspond to the invoice and packing list;
- clearing the goods through customs;
- obtaining a guarantee or bond on temporary imports;
- covering all expenses related to the operation on behalf of his customer;

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4. In certain cases, a larger amount of importation expenses are payable under the controlled exchange provisions.

- providing orientation on letters of credit, insurance, taxes, warehousing, duty drawbacks, etc.
- providing information on means of transportation and carriers, as well as on tariffs and time and distance saving options;
- shipping the merchandise from the port of entry to the final destination.

Fees will comprise an officially determined fee of 0.45% assessed on the invoice value plus all expenses incurred by the broker, such as freight movements, handling charges, bridge maneuvers, etc., plus a complementary service fee set by each customs broker individually to cover his operating expenses. The minimum fee is of approximately US\$40 and will increase according to the weight and/or value of the shipment to a maximum of approximately US\$300 dollars. Additionally, the importer will have to pay or reimburse the customs broker for any expenses he may have covered on his behalf. Appendix 4 lists several customs brokers.

#### V. ENTRY AND WAREHOUSING

Goods entering Mexico are deposited in a customs warehouse or in the customs broker's warehouse in the case of land or air shipments. The goods are cleared upon the presentation of the required documents and the payment of duties and other charges. Administrative delays to clear the goods and deliver them at the importer's warehouse are usually 3-4 days in the case of air shipments, 4-5 days in maritime shipments and 7-10 days in the case of land shipments. Mexican customs have an 8 AM to 3 PM schedule but an extraordinary service may be applied for on the day it will be needed to extend clearance hours when there is a justified cause. Storage charges begin 15 days after the shipment is unloaded. Goods which are not claimed within 90 days after unloading are considered legally abandoned and become the property of the customs administration.

It is possible to have the goods shipped from the customs warehouse directly to a bonded warehouse without paying import duties. Usually a letter from the warehouse is necessary stating they have the necessary space for the shipment to be stored at their facilities. The import duties on the goods stored are paid as they leave the bonded warehouse.

#### 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 10% 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.

As of 1991, all goods and products used for exposition at a Mexican trade show need to be imported by foreign persons, companies or Embassies. Mexican firms or people are no longer allowed to do so on behalf of the exporter or exhibitor.

#### **VIII. CHRONOLOGY**

Following are the different steps a company must take to ship to Mexico and the approximate timing:

1. Select the Mexican client, importer, consignee, customs broker or trade show organizer at whose attention the documentation needs to be prepared (3-4 months prior to shipment).
2. Have the Mexican counterpart initiate all procedures to obtain the necessary authorizations, permits, etc. (3 months prior to shipment).
3. If any special permits are required, obtain the required documents and send them to the Mexican counterpart (2 months prior to shipment).
4. Insure payment by Mexican client (this can be done through a letter of credit) and send the commercial invoice, the packing list and the bills of lading to the Mexican counterpart and ship the goods (1 month prior to due date in Mexico).

#### **IX. DISTRIBUTION IN MEXICO**

In addition to the importation and shipment requirements, it is important to know if there are any limitations or requirements to distribute the products in Mexico. In the case of food products, beverages, cosmetics and toiletries, for example, there are strict labeling requirements. In the case of telecommunications equipment, a homologation permit needs to be obtained from the Secretariat of Communications and Transportation and most machinery and equipment needs to comply with established norms and requires a NOM registration. Since these requirements are the responsibility of the Mexican importer, representative or distributor, and entail basically no requirements from the exporter, except, for example, the manuals and technical specifications of the merchandise, we will not go into further details in this document.

Prepared by Caroline Vêrut  
for the Canadian Embassy  
Mexico City, May 1990  
Updated December 1991

APPENDIX

APPENDIX 1.

Listing of Secretariats granting permits and authorizations for importation

SECRETARIA DE COMERCIO Y FOMENTO INDUSTRIAL

DIRECCION GENERAL DE SERVICIOS AL COMERCIO EXTERIOR  
Periférico Sur #3025 2o piso  
Col. Héroes de Padierna

SECRETARIA DE SALUD

DIRECCION GENERAL DE CONTROL SANITARIO DE BIENES Y SERVICIOS  
Donceles #39  
Col. Centro

DIRECCION GENERAL DE CONTROL DE INSUMOS PARA LA SALUD  
Av. Insurgentes #1397 3er piso

SECRETARIA DE AGRICULTURA Y RECURSOS HIDRAULICOS

DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA  
Recreo #14  
Col. del Valle

DIRECCION GENERAL DE SANIDAD VEGETAL  
Dr. Pérez Valenzuela #127 2o piso  
Col. Coyoacán

SECRETARIA DE HACIENDA Y CREDITO PUBLICO

DIRECCION GENERAL TECNICA DE INGRESOS  
Módulo de Servicios al Contribuyente  
Reforma Norte #37

**APPENDIX 1**  
**LISTING OF SECRETARIATS GRANTING PERMITS**  
**AND AUTHORIZATIONS FOR IMPORTATION**

**SECRETARIA DE COMERCIO Y FOMENTO INDUSTRIAL**  
**DIRECCION GENERAL DE SERVICIOS AL COMERCIO EXTERIOR**  
Periférico Sur 3025 - Piso 3  
Col. Héroes de Padierna  
10700 México D.F.  
Phone: 683-50-66 683-43-44  
Fax: 683-39-90 683-45-65  
Contact: Lic. Decio de María Serrano

**SECRETARIA DE SALUD**  
**DIRECCION GENERAL DE CONTROL SANITARIO DE BIENES Y SERVICIOS**  
Donceles 39 - Piso 1  
Col. Centro  
06010 México D.F.  
Phone: 521-30-50 521-91-34  
Fax: 512-96-28  
Contact: Dr. José Meljem  
Director General

**DIRECCION GENERAL DE CONTROL DE INSUMOS PARA LA SALUD**  
Mariano Escobedo 373 - Piso 6  
Col. Chapultepec Morales  
11570 México D.F.  
Phone: 254-09-62  
Fax: 254-25-38  
Contact: Dr. Julián E. Villarreal C. Litmanowitz  
Director General

**SECRETARIA DE AGRICULTURA Y RECURSOS HIDRAULICOS**  
**DIRECCION GENERAL DE DESARROLLO PECUARIO**  
Recreo 14 - Piso 9  
Col. Actipan  
03230 México D.F.  
Phone: 534-79-85 534-94-89  
Fax: 524-26-84  
Contact: Dr. Igor Romero Sosa  
Director General

**DIRECCION GENERAL DE SANIDAD VEGETAL**  
Dr. Pérez Valenzuela 127 - Piso 2  
Col. Coyoacán  
04110 México D.F.  
Phone: 554-05-12  
Fax: 554-05-29  
Contact: Ing. Jorge Gutiérrez Samperio  
Director General

**AGENCIA ADUANAL LORENZO BLANCO ENRIQUEZ**

Gabriel Mancera 701  
Col. del Valle  
03100 México D.F.  
Phone: 682-51-00 682-52-97  
Fax: 669-02-14  
Contact: Lorenzo Blanco Enríquez  
Director General

**AGENCIA ADUANAL SUSANA MARTINEZ VARA DE DEL CASTILLO, S.C**

Av. Federalismo Sur 710 - Piso 3  
44100 Guadalajara, Jal.  
Phone: (36) 12-31-71  
Contact: Susana Mtz. de del Castillo  
Presidente

**CASTAÑEDA DE OCCIDENTE, S.C.**

Comercio Exterior 1080  
Col. Aurora  
44460 Guadalajara, Jal.  
Phone: (36) 19-92-55  
Fax: (36) 19-90-35  
Contact: Lic. Alejandro Castañeda  
Presidente

**CENTRAL DE ADUANAS DE GUADALAJARA**

Nva. Orleáns 1127  
Sector Reforma  
44460 Guadalajara, Jal.  
Phone: (36) 19-25-35  
Contact: Eduardo Torres Arias  
Director General

**FERNANDEZ HINOJOSA Y COMPAÑIA, S.C.**

**BUFETE DE COMERCIO EXTERIOR**  
José Vasconcelos 13  
Col. Condesa  
06140 México D.F.  
Phone: 553-53-77  
Fax:  
Contact: Lic. Leoncio Fernández H.  
Gerente General

**MIGUEL VERA Y GONZALEZ**

Paseo de la Reforma 444 - Piso 7  
Col. Juárez  
06600 México D.F.  
Phone: 528-86-81 528-80-18  
511-64-61 511-24-93  
Fax: 511-64-61 571-29-18  
Contact: Sr. Miguel Vera  
Director General

**PALAZUELOS HERMANOS, S.A.**

Colima 114 -

Col. Roma

06700 México D.F.

Phone: 533-04-37 552-10-41

Fax: 525-10-41

Contact: Sr. Arturo Hernández  
Agente

**CARLOS SANCHEZ REYES RETANA, S.A. DE C.V.**

Inglaterra 48-A

Col. Parque Sn. Andrés

04040 México D.F.

Phone: 544-69-66 544-81-19

Fax: 544-71-84

Contact: Carlos Sánchez  
Presidente

**ROBERTO VILLANUEVA VAZQUEZ**

Apdo. Postal 37-61

44360 Guadalajara, Jal.

Phone: (36) 18-16-59

Contact: Lic. Roberto Villanueva  
Director General

**RODRIGUEZ LEAL Y COMPAÑIA, S.C.**

Av. Río Mixcoac 25 - Piso 7

Col. Crédito Constructor

03940 México D.F.

Phone: 534-10-87

Fax: 524-13-66

Contact: Rafael Rodríguez Leal  
Gerente General

**TRAMEXCO, S.C.**

Venustiano Carranza 745 Sur - Desp. 101

64000 Monterrey, N.L

Phone: (83) 45-12-32 45-12-36

Fax: (83) 42-05-36

Contact: Ing. Javier E. Careaga Díaz  
Presidente

**TRANS CARGA INTERNACIONAL, S.A. DE C.V.**

Norte 196 No. 694

Col. Pensador Mexicano

15510 México D.F.

Phone: 760-14-22

Fax: 760-01-14

Contact: Frank O. Willy  
Director General

**TRANSUNISA MONTERREY, S.C.**

Hidalgo 1270-6 Poniente

Col. El Mirador

64070 Monterrey, N.L.

Phone: (83) 44-25-58

44-27-91

Fax: (83) 43-80-01

Contact: Klaas Brumann  
Representante

**VILLASANA Y COMPAÑIA, S.C.**

Priv. de Manchester 12

Col. Juárez

06600 México D.F.

Phone: 207-38-66

Fax: 207-20-02

Contact: Alberto M. Cabezut  
Presidente



**SUBSECRETARIA DE GANADERIA  
DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA  
AUTORIZACION ZOOSANITARIA PARA IMPORTACION**

0165

NOMBRE O RAZON SOCIAL \_\_\_\_\_  
 EXPEDIENTE No. \_\_\_\_\_ RFC \_\_\_\_\_  
 DOMICILIO \_\_\_\_\_ CODIGO POSTAL 76000  
 LOCALIDAD QUERETARO ESTADO QUERETARO TELEFONO 2-17-29

CON FUNDAMENTO EN LA LEY DE SANIDAD FITOPECUARIA DE LOS ESTADOS UNIDOS MEXICANOS, SE CONCEDE AUTORIZACION ZOOSANITARIA PARA IMPORTACION

FECHA DE AUTORIZACION 22 DE DICIEMBRE DE 1989 CON VIGENCIA NOVENTA DIAS 90 DIA

PRODUCTO, SUBPRODUCTO O ANIMALES BOCERROS "HOLSTEIN" CON Y SIN REGISTRO  
 CANTIDAD 35 UNIDAD DE MEDIDA CAREZAS DESTINO \_\_\_\_\_  
 PAIS DE PROCEDENCIA CANADA Y/O E.U.A.  
 PAIS DE ORIGEN CANADA Y/O E.U.A.  
 ADUANA DE ENTRADA NUEVO LAREDO, TAMP.



PARA EJERCER ESTA AUTORIZACION, DEBERA CUMPLIR CON LOS SIGUIENTES REQUISITOS DE PROTECCION PECUARIA

DEBERA PRESENTAR CERTIFICADO OFICIAL DE SALUD EXPEDIDO POR MEDICO VETERINARIO OFICIAL DEL PAIS DE ORIGEN Y VISADO POR EL CONSUL MEXICANO QUE INDIQUE QUE LOS ANIMALES ESTAN CLINICAMENTE SANOS LIBRES DE RINOTRAQUEITIS INFECCIOSA BOVINA Y QUE HAN SIDO VACUNADOS CONTRA IBR POR VIA INTRANASAL EN UN PERIODO NO MENOR DE 10 DIAS, NI MAYOR DE 90 DIAS ANTERIORES AL EMBARQUE, INDICANDO LA FECHA DE VACUNACION Y MARCA DE LA VACUNA APLICADA. ADEMAS DEBE CERTIFICARSE QUE LAS HEMBRAS SON VIRGENES O QUE LAS HEMBRAS INSEMINADAS ARTIFICIALMENTE, NUNCA HAN SIDO CARGADAS EN FORMA NATURAL O EN EL CASO DE MACHOS MENORES DE UN AÑO, ESTOS NUNCA HAN SIDO UTILIZADOS EN MONTA NATURAL. QUE LOS ANIMALES NO PROCEDEN DE AREAS CUARENTENADAS POR SCABIES O GARRAPATA (Boophilus annulatus) Y QUE ESTAN LIBRES DE ECTOPARASITOS QUE LOS ANIMALES FUERON VACUNADOS CONTRA LEPTOSPIROSIS USANDO BACTERINAS QUE CONTENGAN 5 CEPAS: L. POMONA, L. ICTEROHAEMORRHAGIAE, L. CANICOLA, L. GRIPPOTYPHOSA Y L. HARDJO, EN UN PERIODO NO MENOR DE 10 DIAS NI MAYOR DE 90 PREVIOS A SU EMBARQUE, SEÑALANDO LA FECHA DE VACUNACION Y LA MARCA DE LA BACTERINA USADA. DEBERA ADEMAS PRESENTARSE CERTIFICADO DE RESULTADOS NEGATIVOS A LAS SIGUIENTES PRUEBAS: BRUCELOSIS (NO SE REQUIERE LA PRUEBA EN GANADO LECHERO QUE HAYA SIDO VACUNADO OFICIALMENTE Y TENGA MENOS DE 20 MESES DE EDAD O EN GANADO DE CARNE VACUNADO OFICIALMENTE Y QUE TENGA MENOS DE 21 MESES DE EDAD), TUBERCULOSIS, LEPTOSPIROSIS. SIGUE A LA VUELTA . . . .

NPV JGG' JGG' LECHC' begc.  
ANT: 6198

AUTORIZA  
  
 M.V.Z. NAZARIO PINEDA VARGAS  
 DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA

SIS (EN ANIMALES NO VACINADOS) Y VIRIOSIS. LOS ANIMALES DEBERAN ESTAR IDENTIFICADOS POR MEDIO DE TATUAJES O ARETES Y EN EL CASO DE GANADO DE REGISTRO EL NUMERO DE REGISTRO DEBE APARECER EN EL CERTIFICADO DEBIENDO ESTAR LIBRES DE ECTOPARASITOS. EL GANADO SERA INSPECCIONADO EN INSTALACIONES CUARENTENARIAS EN LAREDO, TEXAS.

ESTA AUTORIZACION ES PERSONAL E INTRANSFERIBLE

HEALTH MINISTRY.

OFFICE OF SANITARY REGULATION AND DEVELOPMENT

GENERAL DIRECTION OF SANITARY CONTROL

OF GOODS AND SERVICES.

REQUIREMENTS FOR APPLICATION TO REGISTRATION OR REVISION  
FOR IMPORTED GOOD SUPPLIES.

- 1.- Number of importer's health department license, and the warehouse's activity.
- 2.- Formula of the product in letterheaded paper of the manufacturer in the country of origin.
- 3.- Registration number in case of revision.
- 4.- Results of the physic/chemical and microbiological analyses of the finished product, executed by a credited laboratory in the country of origin.
- 5.- Certificate of free sale issued by the sanitary authority in the country of origin. In case of products of US origin, that certificate can be substituted by an analysis of the product, made by a laboratory with FDA certificate.
- 6.- Full description of packaging (primary and secondary package if the case) including original labels of the country of origin and the project in Spanish covering the specifications of the Mexican regulations.
- 7.- Representation letter of the manufacturer in the country of origin issued to the importer, granting the representtion confirmed by the Mexican Consul at the country of origin.
- 8.- Notarized letter of power of attorney with photograph in the name and issued to the person entitled to do the registration procedures.



# DIRECCION GENERAL DE CONTROL SANITARIO DE BIENES Y SERVICIOS

ILLENESSE A MAQUINA EN ORIGINAL Y TRES COPIAS

SOLICITUD DE REGISTRO O REVISION DE ALIMENTOS,  
BEBIDAS Y PRODUCTOS DE ASEO DE IMPORTACION

C. DIRECTOR GENERAL  
PRESENTE

No. ENTRADA

USO EXCLUSIVO SSA

FECHA

DIA MES AÑO

NOMBRE DEL TITULAR EXTRANJERO DEL REGISTRO

DOMICILIO

PAIS

NOMBRE DEL REPRESENTANTE EN LA REPUBLICA MEXICANA

REG. FED. CAUSANTES

DOMICILIO CON CODIGO POSTAL

LICENCIA SANITARIA

No. \_\_\_\_\_  
VIGENTE HASTA

TELEFONO

FECHA MES A

NOMBRE DEL ALMACEN O BODEGA EN DONDE SE ALMACENA (RA) EL PRODUCTO

REG. FED. CAUSANTES

DOMICILIO CON CODIGO POSTAL

LICENCIAS SANITARIA

No. \_\_\_\_\_  
VIGENTE HASTA  
FECHA MES

TELEFONO

SE SOLICITA A USTED ATENTAMENTE

REGISTRO ( ) REVISION ( ) DEL PRODUCTO

MARCA COMERCIAL

DENOMINACION GENERICA EN ESPAÑOL

DENOMINACION GENERICA EN EL IDIOMA DE ORIGEN

PRESENTACION

REGISTRO SSA (SI ES REVISION)

EXPEDIENTE DEL PRODUCTO

BAJO PROTESTA DE DECIR VERDAD

NOMBRE Y FIRMA DEL REPRESENTANTE

USO EXCLUSIVO S.S.A.

ACUERDO

SE AUTORIZA

NO SE AUTORIZA

FECHA

      
DIA

      
MES

      
AÑO

No. DE REGISTRO \_\_\_\_\_

EL DIRECTOR GENERAL DE  
CONTROL SANITARIO DE BIENES Y SERVICIOS

\_\_\_\_\_

**APPENDIX 5:  
LIST OF FREIGHT FORWARDERS**

**AGENCIAS DE BUQUES INTERNACIONAL, S.A. DE C.V.**  
Av. Gonzalitos 254 Norte  
Col. Vista Hermosa  
64620 Monterrey N.L.  
Phone: (83) 46-01-25  
Fax: (83) 46-35-45  
Contact: Ma. Elena P. de Guzmán  
Gerente Regional

**ASOCIACION MEXICANA DE TRANSPORTE, A.C.**  
Balboa 1113  
Col. Portales  
03300 México D.F.  
Contact: Guillermo Gutiérrez J.  
Presidente

**ATCHISON TOPEKA & STA. FE RAILWAY COMPANY**  
Nápoles 36 - Desp. 101  
Col. Juárez  
06600 México D.F.  
Phone: 514-95-64 525-25-15  
Fax: 514-95-64  
Contact: Alfonso Molinar F.  
Representante

**ATLAS VAN LINES MEXICANA, S.A. DE C.V.**  
José Ma. Rico 116 - Piso 2  
Col. del Valle  
03100 México D.F.  
Phone: 534-45-12  
Fax: 524-75-34

**CARGAMEX, S.A. DE C.V.**  
Londres 38 - Piso 4  
Col. Juárez  
06600 México D.F.  
Phone: 511-15-22  
Fax: 511-92-57  
Contact: Roberto Ramos Casas  
Director General

**CIME, COMPAÑIA INTERNACIONAL DE MUDANZAS  
Y EMBARQUES, S.A. DE C.V.**  
Av. Sta. Mónica 17  
Col. Xocohualco  
54080 Tlalnepantla Edo. de Méx.  
Phone: 398-67-12  
Fax: 361-43-72  
Contact: Claus H. Reinking  
Presidente

**CONSOLIDATED FREIGHTWAYS**

Av. Lázaro Cárdenas 1694 - 209

44900 Guadalajara, Jal.

Phone: (36) 12-05-67 12-96-41

Contact: Lic. Marco Tulio  
Gerente General

**EXTRA TRANSPORTE, S.A. DE C.V.**

Guatemala 240

Col. Vista Hermosa

64620 Monterrey, N.L.

Phone: (83) 48-46-46 48-48-84

Fax: (83) 33-44-20

Contact: Walter Hunziker  
Gerente General

**TUM TRANSPORTISTAS UNIDOS S.A. DE C.V.**

Eucalipto 2

Fracc. Industrial Tabla Honda

54126 Tlalnepantla, Mex.

Phone: 391-94-83 392-46-42

Fax: 391-95-46

Contact: Sr. Miguel Quintanilla R.  
Gerente de Ventas

**MEXICO EXPRESS**

P.O. Box 610206

Dallas, TX 75261

Phone: (817) 481-55-43

Contact: Charles A. Martínez  
Presidente

**ROADWAY EXPRESS INTERNATIONAL, INC.**

Av. Roble 300 - Desp. 401

Col. Valle del Campestre

66260 Garza García, N.L.

Phone: (83) 35-31-66 35-32-80

Contact: José Luis Ornelas  
Gerente General

**TECOMAR, S.A.**

Benjamín Franklin 232 - Piso 3

Col. Escandón

11800 México D.F.

Phone: 271-00-88 277-20-30

Fax: 271-40-10

Contact: Hermann Stoldt  
Presidente

**TRAFIMAR, S.A.**  
Homero 1425 - Desp. 801  
Col. Polanco  
11550 México D.F.  
Phone: 395-52-55 395-52-01  
Fax: 395-73-60  
Contact: Willy J. Toedtli  
Presidente

**TRANSPORTACION MARITIMA MEXICANA, S.A. DE C.V.**  
Av. de la Cúspide 4755  
Col. Parques del Pedregal  
14010 México D.F.  
Phone:: 652-41-11  
Fax: 656-52-56  
Contact: Francisco López B.  
Presidente

**TRANSPORTES MEZA, S.A. DE C.V.**  
Progreso 650  
45500 Tlaquepaque, Jal.  
Phone: (36) 57-46-88  
Contact: Carlos González O.  
Presidente

**APPENDIX 6:  
LIST OF BONDING COMPANIES  
AND WAREHOUSING**

**AFIANZADORA INSURGENTES, S.A.**  
Londres 13  
Col. Juárez  
06600 México D.F.  
Phone: 566-33-88 566-37-83  
Fax:  
Contact: Lic. Juan Murguía P.  
Presidente

**AMERICANA DE FIANZAS, S.A.**  
Av. López Mateos Norte 1038 - Local 5  
Plaza Florencia  
44620 Guadalajara, Jal.  
Phone: (36) 42-58-85 42-59-38

**ASESORES GENERALES ASOCIADOS,  
AGENTE DE SEGUROS, S.A.**  
Av. Revolución 1181 - Piso 8  
Col. Merced Gómez  
03930 México D.F.  
Phone: 651-88-00  
Fax: 651-81-91  
Contact: Benjamín Llano  
Director General

**BROCKMAN Y SCHUH,  
AGENTE DE SEGUROS, S.A. DE C.V.**  
Amberes 45  
Col. Juárez  
06600 México D.F.  
Phone: 207-19-40 533-06-60  
Fax: 207-00-69  
Contact: Harald Feldhaus  
Director

**BROCKMAN Y SCHUH, MONTERREY  
AGENTE DE SEGUROS, S.A. DE C.V.**  
Av. Constitución 1881 Poniente - Piso 2  
Apdo Postal 1781  
64000 Monterrey N.L.  
Phone: (83) 48-95-95  
Fax: (83) 33-19-91  
Contact: Oscar Bremer Sada  
Director

**COMPañIA MEXICANA DE GARANTIAS, S.A.**  
Paseo de la Reforma 144 - Pisos 3 y 4  
Col. Juárez  
06600 México D.F.  
Phone: 553-37-99 566-03-77  
Fax:  
Contact: Lic. Sergio Gómez Bocanegra  
Director General

**COMPañIA MEXICANA DE GARANTIAS, S.A.**  
Av. Vallarta 1390-405  
44100 Guadalajara, Jal.  
Phone: (36) 25-82-42 25-89-12  
Contact: Lic. Bernabé Ortíz A.  
Gerente General

**FIANZAS ATLAS, S.A.**  
Córdoba 42  
Col. Roma  
06700 México D.F.  
Phone: 511-49-92  
Fax: 511-52-81  
Contact: Lic. Adoración Gómez G.  
Gerente General

**FIANZAS DE MEXICO, S.A.**  
Antonio Valeriano 769  
Col. Chapalita  
45140 Guadalajara, Jal.  
Phone: (36) 22-87-60 22-88-66  
Fax: (36) 47-06-23  
Contact: Lic. Darío Moreno C.  
Director

**FIANZAS MONTERREY, S.A.**  
Av. Circunvalación Agustín Yáñez 2612  
44100 Guadalajara, Jal.  
Phone: (36) 30-10-40  
Contact: C.P. Manuel A. Yépiz B.  
Director

**INTERTEC, S.A.**  
**AGENTE DE SEGUROS**  
Universo 746  
44520 Guadalajara, Jal.  
Phone: (36) 47-63-33  
Contact: Patricio Fernández C.  
Gerente General

**KALIFA CONSULTORES**

aldama 985 Sur

64000 Monterrey, N.L.

Phone: (83) 43-29-33

43-56-56

Fax: (83) 44-16-61

Contact: C.P. José de J. Kalifa  
Director General

**LORANT CONSULTORES, S.C.**

Presidente Masaryk 191-301

Col. Chapultepec Morales

11570 México D.F.

Phone: 250-01-66

Fax: 254-25-43

Contact: Act. José Luis Salas  
Director General

**SERTANZA, S.C.**

Río Mixcoac 39 - Piso 5

Col. Insurgentes Mixcoac

03920 México D.F.

Phone: 563-95-33

Fax:

Contact: Michael A. Turner  
Gerente General

**VALENCIA CARRANZA Y CO., S.A. DE C.V.**

Av. Chapultepec Sur 130 - 212

Sector Juárez

44140 Guadalajara, Jal.

Phone: (36) 16-06-90

Contact: Lic. Héctor Raúl Valencia C.  
Director General

**LIST OF WAREHOUSING**

**ALMACENADORA, S.A.**

Calz. Camarones 14  
Col. Sn. Salvador Xochimanca  
02870 México D.F.  
Phone: 541-31-40 y 41  
Contact: C.P. Rafael Fonseca S.  
Director General

**ALMACENADORA SOMEX, S.A.**

Av. Chapultepec 350 - Piso 5  
Col. Roma  
06700 México D.F.  
Phone: 511-25-55  
Fax: 528-93-40  
Contact: Lic. Juan Foncerrada M.  
Director General

**SEIFERT INTERNACIONAL DE MUDANZAS, S.A. DE C.V.**

Prol. Petróleos Mexicanos 75 - Bodega 3  
Col. Ampliación Petrolera  
02480 México D.F.  
Phone: 352-72-50 352-73-76  
Fax: 352-58-70  
Contact: Richard D. Seifert  
Director General

**UNIVERSAL TRANSPORT, S.A. DE C.V.**

Prol. Av. San Antonio 212 - Local C  
Col. Nicanor Arvides  
01280 México D.F.  
Phone: 272-60-81 272-03-25  
Fax: 271-31-43  
Contact: Jorge A. Roig B.  
Director General

**TRANSPORTES Y EMPAQUES BALDERAS, S.A. DE C.V.**

Av. Minas 83  
Col. Lomas de Becerra  
01280 México D.F.  
Phone: 598-30-66  
Fax: 611-62-02  
Contact: Roberto Balderas V.  
Director

**MUDANZAS TRANSCONTAINER, S.A. DE C.V.**

Vía Dr. Gustavo Baz 295-F

Col. Viveros de la Loma

54080 México D.F.

Phone: 397-57-56 398-42-77

Fax: 398-77-16

Contact: Luis Lerdo de Tejada  
Presidente

**MUDANZAS GOU, S.A. DE C.V.**

Calle Nva. Sto. Domingo 163

Fracc. Industrial Sn. Antonio

02760 México D.F.

Phone: 561-29-00

Fax: 352-61-57

Contact: Eduardo Gou S.  
Gerente General

**LATEX DISTRIBUIDORA**

Bosque de Duraznos 65-208

Col. Bosques de las Lomas

11700 México D.F.

Phone: ■ 596-61-11

Fax: 596-69-20

Contact: Raleigh D. Gibson  
Director General

**APPENDIX 7:  
LIST OF MEXICAN CONSULATES IN CANADA**

**MONTREAL, QUE.**

1000 Sherbrooke Street West  
Suite 2215,  
H3A 3G4

Phone: (514) 288-25-02            288-49-16  
Contact: José Luis Vallarta Marrón  
          Consul General

Carlos A. Torres  
Consul

Guillermo Ponce  
Vice Consul (Tourism and Information)

Jurisdiction: Provinces of Quebec, New Brunswick, Nova  
                  Scotia, Prince Edward Island and Newfoundland

**QUEBEC, QUE.**

380 Saint-Louis Road  
Suite 1407  
Sillery, G1S 4M1

Phone: (418) 681-31-92  
Contact: Madeleine Therrien  
          Honorary Consul

Jurisdiction: Cities of Lévis and Quebec

**TORONTO, ONT.**

60 Bloor Street West  
Suite 203  
M4W 3B8

Phone: (416) 922-27-18            922-31-96  
Contact: Carlos Manuel Sada Solana  
          Consul General

Maria Estela Murillo Delgado  
Consul

Conrado Julián Vázquez Díaz  
Vice-Consul

Luis Pasquel Luján  
Vice-Consul (Tourism Information)

Jurisdiction: Province of Ontario (except Regional  
                  Municipality of Ottawa-Carleton)

**VANCOUVER, B.C.**

1130 West Pender Street

Suite 810

V6E 4A4

Phone: (604) 684-35-47

684-18-59

Contact: Teresa Margarita Román  
Consul

Jesús Dávila Díez

Jurisdiction: Provinces of British Columbia, Alberta,  
Saskatchewan, Manitoba, Yukon, Territory and  
Northwest Territories

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Verut, Caroline

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