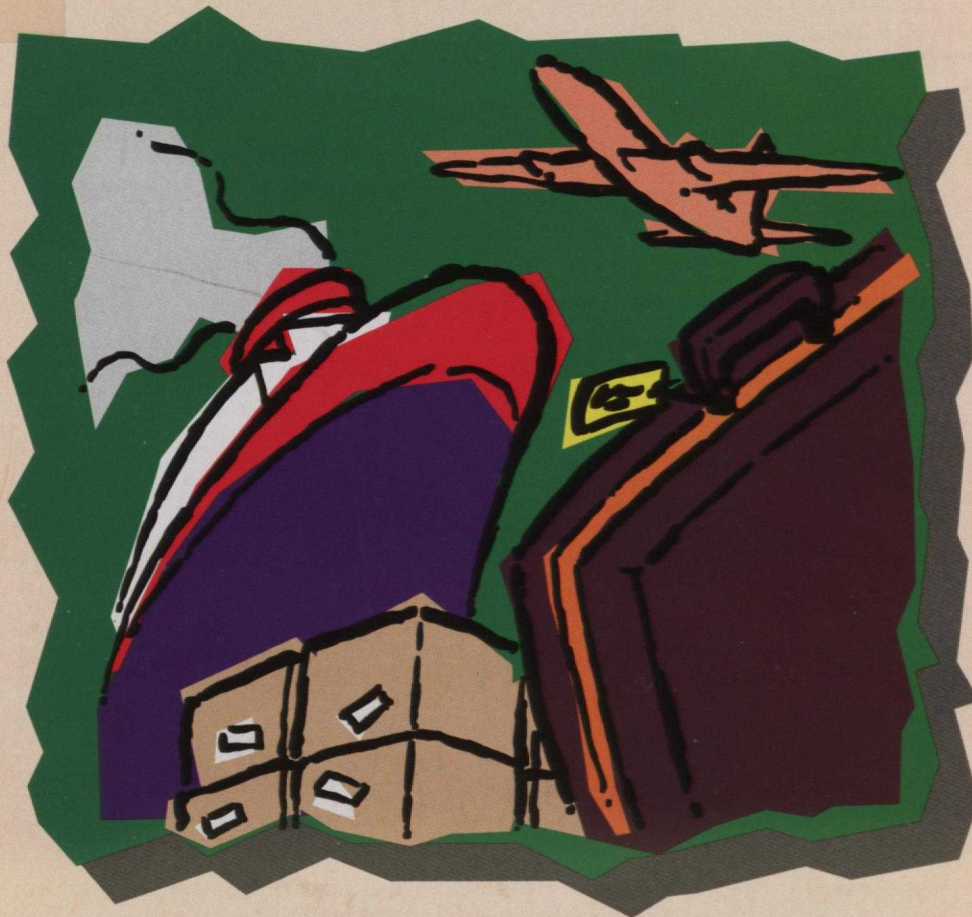


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# DOCUMENTS AND REGULATIONS FOR EXPORTING TO MEXICO



THIRD EDITION



Department of Foreign Affairs and International Trade  
Ministère des Affaires étrangères et du Commerce international  
Latin America & Caribbean Trade Division



**FedEx**  
Federal Express

B U S I N E S S G U I D E - M E X I C O

## **Business Guide – Mexico**

**Documents and Regulations for Exporting to Mexico** was developed jointly by the Department of Foreign Affairs and International Trade (DFAIT) and Prospectus Inc., with collaboration from Revenue Canada. This business guide was made possible through the support of the Toronto office of Baker & McKenzie and Federal Express Canada, Ltd.

This business guide is designed to provide an overview of the **Documents and Regulations for Exporting to Mexico**; it is not intended to be the only source of information in this area. Any errors or omissions found in this book are the sole responsibility of the authors. As well, all opinions expressed herein are those of the authors. They should not be attributed to Baker & McKenzie, Federal Express nor to the Government of Canada. Neither the authors, the publishers nor the collaborating organizations will assume any responsibility for commercial loss due to business decisions made based on the information contained in this book.

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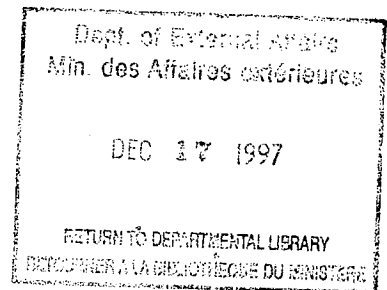
# BUSINESS GUIDE

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## DOCUMENTS AND REGULATIONS FOR EXPORTING TO MEXICO

THIRD EDITION

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## FROM FEDERAL EXPRESS CANADA LTD.

Canada's economy continues to expand globally at a rapid pace as Canadian businesses pursue trade opportunities in global markets. Mexico is a market that is important to Canadian business and growing to be more so every day.

Businesses need a reliable method for shipping high-value, time-sensitive items. With operations in Mexico's key markets (Mexico City, Guadalajara and Monterrey, to name a few), FedEx is working closely with Canadian customers to facilitate their export and import activities with Mexico. Our extensive knowledge of both Canadian and Mexican customs regulations and requirements have proven invaluable to Canadian companies.



Federal Express Corporation serves 193 countries. Our operations around the world process nearly three million packages each day. To transport these packages we operate 500 aircraft with a daily lift capacity of approximately 15 million pounds along with 35,000 vehicles (vans, trucks, and tractor trailers). Our 110,000 employees accomplish our mission of total customer satisfaction; this includes 3,500 employees in Canada and 500 in Mexico.

Three factors are key to our success as a global company. First, we have established an extensive worldwide network and expertise in setting up operations and facilities in many different countries. Second, we maintain strong business partnerships with customers helping them solve their logistical problems, enabling them to better compete in a global market. Finally, we continue to invest heavily in technology. Today, the information highway is as important as any transcontinental highway.

As we look forward to the 21st century, we believe that the demand for express transportation will accelerate on a global basis. As companies search for their "comparative advantage" in the global arena, effective logistics will be as important to success as knowledge and expertise in managing foreign commerce.

At FedEx, we can provide Canadian companies with critical information to successfully conduct business with Mexico. I believe that this book will provide you with a greater understanding of protocol in trade relations between the two countries, which will help you in developing effective market strategies.

Sincerely,

A handwritten signature in black ink that reads "Jon Slingerup". The signature is written in a cursive, flowing style.

Jon Slingerup  
General Manager  
Federal Express Canada, Ltd.

**FedEx**  
Federal Express

## FROM BAKER & MCKENZIE, BARRISTERS & SOLICITORS

With more than fifty offices in 27 countries, Baker & McKenzie is the largest law firm in the world. In Mexico, the Firm has had a very significant presence since 1961. In Mexico City, the Firm operates locally under the name *Bufete Sepulveda* and in all other locations in Mexico the Firm is known as Baker & McKenzie. The Firm currently has offices in the cities of Juárez, Mexico City, Monterrey, and Tijuana, with expansion plans to the other growing industrial regions in Mexico. A substantial percentage of all foreign companies establishing operations in the *maquiladora* regions have retained the services of Baker & McKenzie to assist them in all aspects of their endeavours in this regard.

The lawyers of the Firm combine expertise in Mexican law with an understanding of the business environment and governmental process in Mexico. The Firm enjoys an excellent reputation in business and government circles as one of the leading Mexican firms dealing with international and domestic business transactions. The lawyers from the four Mexican offices regularly meet with their Canadian counterparts to discuss coordination of business activities in the North American context and to encourage trade and investment activities between Canada and Mexico. Partners of the Mexican offices serve on a number of domestic and international bodies as representatives of both national business organizations and the Mexican government. Partners of the Mexican offices regularly advise the Mexican government on international business matters including the recent NAFTA negotiations.

The Toronto office, in existence since 1962, is an integral part of the North American practice of the firm which includes nine offices in the United States and four in Mexico.

The areas of firm's expertise in Canada and Mexico include:

- Administrative Law
- Banking and Finance
- Corporate and Commercial
- Customs
- Environmental Law
- Foreign Investment and *Maquiladora* Law
- Health Law
- Immigration
- Intellectual Property
- International Trade
- Labour and Employment Law
- Real Estate, Tax and Transportation
- Tax Law

The Baker & McKenzie offices in Canada and Mexico work to assist Canadian companies to find the right partner to enable them to establish or expand business activities in Mexico. Whether a company's objective is to raise capital, establish a joint venture or strategic alliance, or begin exporting to the Mexican market, Baker & McKenzie offers a coordinated approach to ably facilitate entry to the Mexican market.



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# Mexico



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## THE NAFTA

The North American Free Trade Agreement (NAFTA) expands Canada's free-trade area of 270 million people into a market of 360 million — a market larger than the population of the 15 countries of the European Union and one with a total North American output of \$7 trillion.

Mexico is Canada's most important trading partner in Latin America. Two-way merchandise trade with Mexico exceeded \$5.5 billion in 1994 and is expected to exceed \$7 billion by the end of the decade.

Canadian direct investment in Mexico is growing rapidly, increasing from \$452 million in 1992 to over \$1.2 billion in 1994.

This guide has been prepared with the problems inherent to the new exporter in mind. However, it is not exhaustive. The differing circumstances, interests and needs of individual companies will influence their strategies for the Mexican market.

Further assistance can be obtained by addressing requests to:

Department of Industry (DI) through the provincial International Trade Centres (see Where To Get Help), or contact the InfoCentre at:

Tel: 1-800-267-8376 or (613) 944-4000  
 Fax: (613) 996-9709  
 FaxLink: (613) 944-4500

InfoCentre Bulletin Board (IBB):  
 1-800-628-1581 or (613) 944-1581

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## FOREWORD

The North American Free Trade Agreement (NAFTA), which went into effect on January 1, 1994, includes an entire chapter on customs procedures. Partly in response to these requirements, Mexico has streamlined many of its customs procedures. Nonetheless, customs administration continues to be a very serious matter. Mexican officials may delay shipments for seemingly minor deficiencies in the paperwork.

Although many customs procedures continue to be simplified, enforcement of some other regulations has been stepped up. For example, in 1994, Mexico began enforcing its labelling laws and standards certification requirements at the border, placing the onus for compliance on the exporter for the first time.

For these reasons, it is essential that the Canadian exporter pay careful attention to every detail of the documentation process. As it is elsewhere, systematic planning and preparation is the key to successful customs clearance in Mexico.

The first decision is whether to export directly or indirectly. Then the mode of transportation must be chosen. Other decisions include the selection of a freight forwarder or a customs broker and the identification of any special permits required. Finally, there are detailed customs regulations that must be strictly adhered to. They include rules covering documentation, marking and product labelling. This guide provides advice on all of these issues.

## 1. DISTRIBUTION

### EXPORTING TO MEXICO: STEP-BY-STEP

- choose a distribution channel;
- select the transportation mode;
- prepare Spanish labels;
- hire a forwarder or broker;
- obtain special permits, if required;
- prepare shipping documents; and
- dispatch and track the shipment.

### INDIRECT DISTRIBUTION

A firm exporting to Mexico for the first time, or with limited resources, may choose to use the services of an intermediary to perform the actual exporting function. This way, the exporter avoids the complexities associated with transportation, customs clearance and distribution. Intermediaries include export-managing companies, trading houses, brokers and foreign purchasing agents.

Indirect exporting demands little or no knowledge of the Mexican market, no international experience, few resources and, therefore, lower risk. However, there is a price to be paid for these benefits. The exporter accepts a smaller return because of the fees paid to intermediaries. The exporter also has less control of the product, including how it is marketed in Mexico. Considering these disadvantages, the choice of many firms is to export to Mexico directly.

### DIRECT DISTRIBUTION

Direct distribution requires that the exporter establish a relationship with an importer. Under Mexican law, goods may be imported only by a person or company that is listed in the Importers Registry and has a taxation registration number called *Registro Federal de Causantes (RFC)*. The importer must have a business address in Mexico.

Although it is possible for a Canadian exporter to establish a Mexican office and import its own products, most companies prefer to use the services of an agent, a distributor or a large retailer.

Alternatively, some form of partnership with a Mexican company may be chosen. Partnership vehicles range from joint ventures involving equity-participation, to arms-length strategic alliances that call for cooperation, but not investment.

Direct distribution has several advantages over indirect distribution:

- full or partial control over the Mexican marketing strategy, including distribution, pricing, promotion and service;
- direct feedback from the Mexican market, which enhances the exporter's ability to adapt and improve the product and marketing methods;
- more effective protection of trademarks, patents and goodwill; and
- better return on investment because there are fewer intermediaries.

Direct exporting can, however, be demanding. The exporter must learn about the Mexican market and get to know end users, distributors, agents and government trade officials. Mexicans like to do business with people they know, and contacts must be developed and close working relationships must be nurtured.

## AGENTS

An effective approach to selling in Mexico is to develop a relationship with an agent. Agents solicit business and enter into agreements on behalf of their principals but do not take title to the goods. Factors that should be considered when choosing an agent are:

- region covered;
- product lines handled;
- knowledge of your product;
- track record;
- size and quality of sales staff;
- after-sales service;
- reputation; and
- commission required.

The use of an agent is a good way to get a product into the Mexican marketplace, especially for capital goods, machinery, equipment or components for assembly. Care should be taken, however, that the exporter-agent arrangement is not construed as an employer-employee relationship because this could have consequences under Mexican tax and labour regulations.

To supply goods or services to a government agency or to a *paraestatal*, state-owned corporation, the exporter must first register as a supplier with the agency involved. This is effectively done through an agent. Government entities often require that the agent has the power to make commitments on behalf of the exporter. Some of them require certificates of quality or product testing before they will purchase from a supplier.

## DISTRIBUTORS

A distributor usually handles an exporter's product line on an exclusive basis, but unlike an agent, the distributor takes title to the goods. The choice of a distributor is an important task, especially since Mexican distribution channels are less well defined than those in Canada and there are many regional variations. When choosing a distributor, take into account the same factors as when choosing an agent, but also consider the following:

- relationships with local governments;
- relationships with buyers;
- condition of facilities;
- willingness/ability to keep an inventory; and
- relationships with banks.

## RETAILERS

Larger retail chains and discount stores are playing an increasing role in the distribution of products to consumers in Mexico, and many of them import directly from foreign manufacturers. Mexico's largest retail chain is Grupo *CIFRA* with approximately US \$2 billion in annual sales. Other major retail chains include *Comercial Mexicana* and *Grupo Gigante*. These large retailers often purchase privately-branded merchandise in substantial quantities.

## MEXICAN IMPORT REGULATIONS

The choice of distribution method will be influenced to some extent by the need to comply with Mexico's relatively complex import regulations. The Canadian exporter will usually need assistance from the importer or Mexican representative to ensure that all requirements have been met. Some of these requirements, such as those for certificates of compliance with quality standards, are the responsibility of the Mexican importer. But as a practical matter, the onus for compliance is often on the Canadian exporter because certain documents must accompany the goods when they cross the border.

It is wise to include certain documents with the shipment even though they are not required by law. The best example is the certificate of origin, which establishes the country where the goods were produced. The regulations do not require that this document accompany the goods, but the inclusion of an original signed certificate is a simple way to ensure that the shipment is not erroneously subjected to countervailing duties. Mexico imposes anti-dumping duties exceeding 300 percent on some Far Eastern goods. If preferential treatment under the North American Free Trade Agreement (NAFTA) is being claimed, a special NAFTA certificate of origin must be prepared. Again, it is prudent, although not mandatory, to include a signed original of this certificate with the shipment.

Imports must be cleared by a Mexican customs broker, retained by the Mexican importer. The broker must issue a *pedimento aduanal*, a petition to import into Mexico, and pay all duties and taxes before the goods are allowed to cross the border.

### OVERVIEW OF MEXICAN CUSTOMS REGULATIONS

There must be a registered importer with a *Registro Federal de Causantes (RFC)*, taxation registration number.

Spanish labels, which meet specific content requirements, must be affixed to all consumer goods before they cross the border.

Certain documents must accompany the goods, including:

- commercial invoice;
- packing list; and
- bill of lading.

A North American Free Trade Agreement (NAFTA) certificate of origin must be in the possession of the importer if NAFTA preferences are being claimed. Otherwise, a general certificate of origin may be needed to avoid possible countervailing duties.

Some products require certificates of compliance with mandatory standards, health or phytosanitary certificates, or other special documentation.

Custom duties and taxes must be paid by the importer's customs broker before the goods are allowed into Mexico.

## 2. TRANSPORTATION

Mexican transportation services have improved markedly over the past several years. Deregulation and increased competition have combined to shorten transit times and improve services for international traffic. As the provisions of the North American Free Trade Agreement (NAFTA) and other international agreements are phased in, opportunities will improve for Canadian exporters and carriers alike.

There are four ways to get your product to the Mexican market: road, rail, marine and air. Of these, road transportation is the most popular, accounting for about half of Canada's exports to Mexico in 1993. The decision on the mode of transportation depends primarily upon the rate, the transit time, the nature of the product and the package of services offered. Exporters can purchase transportation services directly through a trucking company, railway, airline cargo office or marine shipping agent, or they can deal indirectly through a freight forwarder.

### ROAD

Road transportation to and from Mexico has grown in importance in recent years. The proportion of Canadian exports transported by road grew from one-third in 1988 to more than half in 1993. Only large quantities of bulk commodities are outside the domain of truck transportation. Refrigerated cargo moves almost exclusively by truck. Road transportation from major Canadian cities to the Mexican border at Laredo, Texas, takes about four days in full-truckloads (FTL) and up to seven days for less-than-truckload (LTL) shipments. Once customs is cleared, another two or three days are required for the goods to reach Mexico City.

The exporter should ensure that arrangements have been made to transfer the shipment to a domestic carrier at the Mexican border. Some trucking companies simply transfer the trailer to a Mexican tractor; others reload the cargo into a Mexican trailer.

Many Canadian trucking companies have developed arrangements with U.S. and Mexican truckers and can provide a complete transportation package for the Canadian exporter. Examples include: Gerth Transport, Mill Creek Motor Freight, Can Pac International Freight Service, SGT 2000, Canadian American Transportation, SMR Transport, N. Yanke Transfer, Challenger Motor Freight, Future Fast Freight and Trimac.

Under the North American Free Trade Agreement (NAFTA), the right of entry for Canadian and U.S. trucks will be phased in gradually over a 6-year period, beginning with access to Mexico's northern border states in December 1995. However, following a Memorandum of Understanding between Canada and Mexico, Canadian trucking companies now have the right to cross into Mexico. They must transfer their load to a Mexican carrier within 20 km of the Mexican border. Canadian carriers may also pick up north-bound goods within this 20 km range of the border.

### NAFTA PROVISIONS ON TRANSPORTATION

The North American Free Trade Agreement (NAFTA) will affect the trucking industry more than other modes of transportation. Domestic carriers will continue to have exclusive rights to carry domestic cargo on domestic routes, but the rules for international truck traffic will be liberalized. Cross-border deliveries and pick-ups of international cargo will be allowed in all Mexican border states beginning in December 1995. By the year 2000, these transportation rights will be extended to every point in Mexico.

In addition, the maximum level of Canadian investment allowed in Mexican trucking firms that transport international cargo will increase from 49 percent in December 1995 to 100 percent by 2004.

The NAFTA will not significantly affect rail and air services and shipments, as Canada and Mexico have agreed to maintain relatively open international maritime shipping services. Also, Mexico will liberalize the ownership and operation of its terminals, thus opening the market up for new services.

The NAFTA signatories have committed to harmonize a number of standards over the next six years. This includes driver and vehicle standards for motor carrier and rail operations, as well as standards for handling dangerous goods.

All of these developments will enhance the level of transportation services available to the Canadian exporter for shipment to the Mexican market.

## RAIL

The use of rail transportation for exports to Mexico has declined in recent years from about 20 percent of total exports in 1988 to less than 14 percent in 1993. Rail transportation is used mostly for bulk commodities, intermodal traffic and "double stack" loads.

The Canadian exporter must first ship the goods to the United States before they can continue on to Mexico, since the trains to Mexico originate there. A customs pre-clearing system called *despacho previo* at Laredo is more efficient and has shortened the time it takes to cross the border. Shipments can, with correct preclearing procedures, move across the border in less than 24 hours. High-priority trains, such as those carrying auto parts, have benefited more from this system than others. Trains carrying products that have been designated as low priority, or are not classified as "just in time" shipments, may still experience delays.

Nevertheless, U.S. and Canadian rolling stock can cross into Mexico, eliminating the need for re-loading at the border. Rail service is improving with the increasing availability of double stack trains, express trains and intermodal trains. In addition, rail traffic congestion is being alleviated with the construction of new facilities on the American side of the border and the slow, but continuous, upgrading of the Mexican railway system. In particular, *Ferrocarriles Nacionales de México (FNM)*, Mexico National Railways, has been developing "rail-ports" which allow truck-rail intermodal transportation.

## INTERMODAL TRANSPORTATION

Increasingly, Canadian exporters are choosing multiple modes of transportation to get their product to the Mexican market. Several carriers have attempted to meet this increasing demand. Highway trailers can be shipped by rail, and marine transporters offer linkages with both rail and truck transporters. Intermodal transport will be facilitated by CN North America's decision to construct a new tunnel under the St. Clair River between Sarnia and Port Huron, and the recent enlargement of the Detroit-Windsor tunnel.

Intermodal operators, which include shippers agents, offer a complete transportation package on a contract basis. These operators will negotiate freight rates with railway and truck operators on behalf of the exporter. Transit time from Montreal or Toronto to the Mexican border can be as little as four or five days. Intermodal operators providing services between Canada and Mexico include: Interamerican, Sunac America and Wheels International.

## MARINE

Marine transportation has enjoyed varying popularity in recent years. In 1988, marine shipments accounted for almost half of all Canadian exports to Mexico. The use of this mode fell off to 17 percent in 1990, but then recovered to 32 percent in 1992. Marine transport rates are currently quite competitive with both truck and rail. The disadvantage is that marine transport requires at least ten days of transit time plus an additional four or five days for customs clearance and warehouse storage. Nonetheless, some cargo is well suited to shipment by sea, particularly bulk shipments such as grains and oil.



## AIR

Air traffic between Mexico and Canada is mainly vacation-oriented and is not well adapted for cargo transport. Nonetheless, air transportation may be appropriate for products with a high value-to-weight ratio, such as electronics components, or perishables, such as flowers. Some producers of specialty meat products ship by air directly to Mexico City, where they reportedly receive rapid customs clearance. At present, Montreal, Toronto and Vancouver are points of origin for direct commercial services to Mexico.

### 3. FREIGHT FORWARDERS AND CUSTOMS BROKERS

#### TRANSPORT ANALYSIS

The objective of any exporter should be to get the product to market at the right time, in the right condition, and at the best price. The following checklist may be helpful in choosing between the various transportation options:

- determine the type of product being shipped;
- identify the characteristics of the goods being shipped;
- consider the size and shape of the product;
- decide whether to ship in bulk, as general freight in large volumes, or in small quantities as full or partial loads;
- determine the optimal frequency of shipping;
- consider the distance to be covered;
- determine whether assistance is required for packing, loading, blocking, bracing and unloading the product;
- decide whether temporary storage is required;
- decide whether door-to-door, port-to-port service, or some combination, is required;
- consider whether the services of a third party, such as a freight forwarder, are needed;
- identify what transportation documents are required; and
- specify the terms of sale regarding freight charges and cargo insurance and determine who is making arrangements for each.

The small or inexperienced exporter can benefit greatly from the assistance of freight forwarders and customs brokers. Freight forwarders plan the details of a shipment, make arrangements for packing, prepare documentation and organize transportation. Customs brokers help to ensure that shipments meet all customs requirements and that the accompanying documents are completed correctly. Other brokers provide insurance coverage for freight shipments, although insurance can often be obtained directly from the carrier.

To take advantage of these services, the product must be properly prepared, unitized, and/or containerized, otherwise, carriers may refuse to carry the goods and insurance companies may refuse to cover any damage or losses. Here are a few simple rules for preparing a shipment:

- assess the total transportation route and pack for the toughest leg;
- determine the frequency of trans-shipment or unloading/reloading, and prepare the goods for multiple handling;
- determine the packaging requirements that apply in the country of origin, for each carrier, at all ports of exit and entry, and in the country of destination;
- know the packaging capabilities: the strengths and weaknesses of goods, their "stackability", and their susceptibility to weather;
- package the goods to minimize internal movement and to protect corners, edges, finishes, valves, dials and knobs, or upholstery and material;
- use appropriate unitizing devices and place, load and secure goods properly; and
- determine the kind of handling equipment to be used and its availability at trans-shipment points.

#### FREIGHT FORWARDERS

Freight forwarders are independent companies that handle export shipments for a fee. They provide advisory, administrative and physical services to facilitate exports. Freight forwarders can arrange shipments for Canadian exporters using any mode of transportation. They offer a complete service package that can be especially valuable to the first-time exporter. They are an excellent source of information on regulations, documentation and shipping methods and can save the exporter money on transportation rates because of economies of scale. The services provided by freight forwarders typically include the following:

- providing or arranging shipment handling including packing and crating, marking, inspection and storage;

- preparing documents for shipping and customs, as well as translating, certifying and transmitting documents, and obtaining permits, licences and certificates;
- providing financial assistance such as negotiating letters of credit, arranging collections, placing insurance, and filing insurance claims;
- pre-paying and collecting freight charges;
- providing advice about foreign requirements, transportation, government regulations, customs procedures, and project management; and
- assisting with transportation arrangements, including selecting routes and carriers, negotiating rates, booking transportation space, securing charters, consolidating shipments, arranging local delivery, tracing shipments, and leasing equipment.

## CUSTOMS BROKERS

Customs brokers facilitate the importation process and can be a valuable business tool. They are familiar with complex international trade laws and regulations, not only in Mexico, but elsewhere in the world. Typically, the Canadian exporter will deal with a single Canadian broker who will make arrangements with counterparts in the U.S. and Mexico to handle the shipment every step of the way. Nonetheless, it is useful for the exporter to understand the respective roles of the three brokers.

### MEXICAN BROKERS

Under Mexican law, all imports valued at more than US \$1,000 must be handled by a customs broker, and only Mexican customs brokers are authorized to issue a *pedimento aduanal*, which is a petition for import into Mexico. Most Canadian exporters ship to Mexico on terms of CIF (cost, insurance, freight) or C&F (cost and freight) Laredo, Texas. The importer takes possession of the goods in Laredo and is responsible for clearance through Mexican customs, using a Mexican broker. The reason for this is that costs and risks vary widely beyond Laredo, and it can be difficult to provide accurate cost quotations. For example, fees for such services as drayage tractors to transfer the goods over the border, unloading/reloading and temporary storage can run into hundreds of dollars. Nonetheless, some Canadian firms ship CIF or C&F destination and retain their own Mexican broker to make the arrangements.

Mexican customs brokers charge a fee of 0.45 percent of the invoice value, plus expenses incurred by the broker, plus a service fee set by each broker to cover operating expenses. The minimum fee is US \$40, increasing with weight and/or value to a maximum of about US \$300. A list of associations for customs brokers in Mexico is included in section 9.

### CANADIAN BROKERS

Regardless of the arrangements at the Mexican border, the Canadian exporter is responsible for preparing a commercial invoice and other documents before the goods leave Canada. The requirements are very detailed and the documentation must be in Spanish. Many exporters retain a Canadian customs broker to complete most of these documents. Although the broker can provide advice, the preparation of the North American Free Trade Agreement (NAFTA) certificate of origin is the responsibility of the exporter. If the shipment will travel by land, the Canadian

#### SERVICES OFFERED BY CUSTOMS BROKERS

- customs valuation;
- tariff classification;
- customs clearance;
- international trade consulting;
- electronic data interchange (EDI);
- freight management and consolidation;
- import/export management;
- obtaining permits and authorizations;
- reviewing documents sent by the exporter, making the import petition and preparing the customs declaration;
- inspecting shipments at the border to ensure that they correspond to the invoice and packing list;
- obtaining a guarantee or bond on temporary imports;
- covering all expenses related to the operation on behalf of the customer;
- providing advice on letters of credit, insurance, taxes, warehousing and duty drawbacks;
- providing information on modes of transportation and carriers, as well as on tariffs and transportation time;
- shipping merchandise from the port of entry to the final destination;
- regional and national warehousing;
- non-resident import services;
- rulings requests; and
- other specialized logistics services.



broker deals with an associated U.S. broker to obtain a Transit and Exportation (T&E) bond, which allows the goods to travel through the United States. This bond must be cancelled by U.S. authorities at the export yard, before the goods cross into Mexico. The Canadian broker also sends the necessary documents to the Mexican broker, before the shipment arrives at the border. The specific documents involved are discussed in detail in section 6. Some Canadian brokers verify receipt of the documents by the Mexican broker before the shipment leaves Canada.

## CLEARANCE AT THE MEXICAN BORDER

When a shipment arrives at the border, it becomes the responsibility of the Mexican customs broker. If the goods arrive by truck, a forwarding agent takes possession on the U.S. side of the border, usually at Laredo or Brownsville. The broker closes the Transit and Exportation (T&E) bond, and calculates the amount of duty payable. This may involve unloading the truck, especially for less-than-truckload (LTL) shipments. The broker notifies the importer and arranges for payment of the duty and taxes. Ideally payment will have been pre-arranged. The broker or the importer transfers the funds to Mexican customs, and the broker issues a *pedimento aduanal*, import petition.

If the shipment involves food or agricultural products, it will be inspected by the *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development, officials on the U.S. side of the border. The health and phytosanitary certificates will be checked before the official issues a "certificate of import", which must be attached to the *pedimento* before clearing customs. There is an extra fee for this certificate.

Although Canadian tractors are allowed to travel a short distance into Mexico, it is often more convenient to transfer the trailer to a "drayage" tractor, which hauls it over the bridge into Mexico. The broker's dispatcher meets the drayage driver at Mexican Customs and arranges the clearance into Mexico.

About one truck in ten is randomly selected by computer and gets a red light pulling it off for a customs inspection, which means unloading the trailer.

In some cases, the Canadian trailer is transferred to a Mexican tractor when it reaches the Mexican side of the border. Some trucking companies do not allow their trailers to travel in Mexico, and the goods are unloaded and reloaded into a Mexican truck. Shipments arriving at the border usually clear customs the next day, but with early-morning arrivals same-day clearance is possible, provided that the documentation has been prepared in advance.

Rail shipments are similar to truck shipments, except that U.S. rolling stock can now enter Mexico and the goods are not normally unloaded/reloaded. Shipments arriving by sea are unloaded at government docks and kept in a customs warehouse until they are cleared. Air shipments must initially enter a bonded storage area in the airport, normally operated by the air carrier or a customs broker. Customs clearance from either customs warehouses or airport-bonded storage are otherwise similar to the procedures described for trucks.

### SELECTING A CUSTOMS BROKER

When selecting a customs broker, talk to other companies, use personal referrals, if possible, and take the time to make a thorough assessment. Look for evidence of the broker's reliability and reputation, and don't forget to make cost/service comparisons between several candidates.

Questions to ask a prospective customs broker:

- How long has the broker been in business?
- Does the broker specialize in certain commodities and/or shipping methods?
- What resources does the broker have for clearing and delivering goods?
- What kind of physical facilities does the broker have? Do they include secure areas for high value commodities or hazardous materials?
- Are the offices of the broker located in the major ports of entry that will be used?
- What kind of security systems and procedures does the broker have?
- What insurance coverage is carried by the broker for facilities and operations?
- What records maintenance does the broker offer?
- Can the broker's bond be used to provide the necessary surety coverage?
- What are the terms of payment and financial arrangements?
- What is the broker's financial stability?
- How does the broker advise clients of delays in handling or clearance and will the broker offer suggestions on how to avoid such delays?

When you find a good customs broker, remain loyal and do not try to go around the broker, even if the services cost more than doing it yourself. Think of your broker as a representative and a partner in your business. It is not appropriate, for example, to contact Customs directly if you have engaged a customs broker.

## 4. PRODUCT LABELLING

If the product is being exported to Mexico for the first time, another early priority is to have labels designed for the Mexican market. This means translating existing labels and ensuring that they meet Mexican regulations.

Product labelling in Mexico is governed, in part, by the *Ley de Protección al Consumidor*, Consumer Protection Act. Article 34 of that law requires that all information contained on a product or its labels, containers and packages must be in Spanish. The same requirement applies to product advertisements. Nonetheless, the labelling decree of June 19, 1987 allowed "pre-packaged" goods to enter Mexico with foreign labels, as long as minimum Spanish labelling was added by affixing stickers. Pre-packaged goods have been defined as those that are packaged without the consumer present.

In addition to these generic requirements, many products have long been subject to specific quality standards, known as *Normas Oficiales Mexicanas* or *NOMs*. Compliance with the *NOM* certification and labelling requirements has, until recently, been the responsibility of the importer. Clothing and textiles, leather products, electrical appliances, medical equipment and supplies, foods and beverages, and pesticides are among the products subject to these specific labelling requirements.

In the past, Canadian exporters of most consumer products were able to satisfy the Mexican requirements by arranging to have Spanish stickers applied to the original English/French labels by the Mexican importer or agent after importation and prior to resale.

In March 1994, the Government of Mexico published an Executive Decree which states that effective immediately, both the generic labelling requirements and those set out in the *NOMs* will be enforced at the border. This means that compliance has effectively become the responsibility of the Canadian exporter.

The Executive Decree on labelling, more formally, a "Decision" by the Minister of Trade and Industrial Development, is dated February 25, 1994. It came into force one day after it was published in the *Diario Oficial de la Federación*, National Gazette on March 7, 1994.

The Mexican government has recently published draft regulations that advise that new labelling requirements will require full original Spanish labelling to be affixed at the point of origin. These new regulations are expected to become effective in 1995, and exporters should prepare for them as soon as possible.

## MINIMUM REQUIREMENTS FOR SPANISH LABELS — ALL CONSUMER PRODUCTS

1. Name of the product or good (including a product description, if not described in the name of the product or good).
2. Name or trade name and address of the importer (this information may be displayed on a separate label and may be added after importation).
3. Country of origin of the product.
4. Net contents in accordance with official Mexican standard *NOM 030-SCFI-1993*.
5. Warnings or precautions in the case of dangerous products.
6. Instructions for use, handling and/or preservation of the product.

Source: Government of Canada translation of Article Five of the March 7, 1994 Decree, as amended by letters of clarification from the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development.

## GENERAL LABELLING REQUIREMENTS

The new regulations apply to all goods intended for sale to consumers, with certain exceptions which are discussed below. All such products must be labelled in Spanish when they arrive at Mexican customs. The label must contain specific information identifying the product, the importer and the exporter as well as instructions for use and care.

The labels must be legible, and must be "attached to the product, container or package, depending on the circumstances of the product and how it is to be marketed". Normally, the label will be affixed to each individual package offered for sale to consumers. If the product will be sold as a container of smaller containers, the individual packages do not need to be labelled. There are no specific requirements for label size or location.

A letter of clarification dated March 10, 1994 says that the requirement for the label to include the country of origin was "mistakenly" included in the Executive Decree. Nonetheless some authorities believe that it is still required since the decree did not repeal the relevant stipulations in other laws. Until a revised decree is formally published, exporters would be wise to include this information, in addition to the other requirements set out in the Executive Decree.

## LABELLING REQUIREMENTS FOR FOOD AND BEVERAGE PRODUCTS

Labelling requirements for food and beverage products have been established by the *Secretaría de Salud (SS)*, Secretariat of Health. Food and beverage labels must include the following:

- product description;
- date of expiration;
- list of ingredients; and
- nutritional content (if nutritional quality is claimed).

These requirements are in addition to the requirements for generic product labelling.

## ADDITIONAL LABELLING REQUIREMENTS

Products for which *Normas Oficiales Mexicanas (NOMs)*, official Mexican standards, have been issued, must be tested in Mexico and a compliance certificate must be obtained from the *Secretaría de Comercio y Fomento Industrial (SECOFI), Dirección General de Normas*, Secretariat of Commerce and Industrial Development, or from an agency accredited by them. This certificate must accompany the goods when they are imported.

Some of the *NOMs* include special labelling requirements and these are now enforced at the border. As of January 13, 1995, all products subject to *NOMs* must show the *NOM* sign on the product, in a visible place, either on a label, sticker or decal. This means that the onus is on the exporter to determine the requirements and ensure that the product is properly labelled before it leaves Canada. A list of products for which *NOMs* have been issued, specified by Mexican tariff classification number, is provided in Appendix A. Exporters of these products should obtain a copy of the *NOM* for each relevant product to learn about any special labelling regulations.

## SOME PRODUCTS SUBJECT TO SPECIAL REQUIREMENTS

Mexico's product labelling regulations contain special treatment for textile and leather products, electrical and electronic products and refrigerators that differ from the general and *NOM*-based regulations described above. In addition, an emergency *NOM* covering all imported meat was issued for 6 months beginning in June 1994, and subsequently extended to June 1995.

### TEXTILES, CLOTHING AND LEATHER

Textiles, clothing and accessories, *NOM-004-SCFI-1993*, and leather, shoes and leather products, *NOM-020-SCFI-1993*, must meet specific labelling requirements specified in the labelling decree (see box) which are enforced at the border. But they do not have to be accompanied by a certificate of compliance, even though they are subject to *NOMs*. For these products, labels must be affixed to the product and not just to the packaging.

### ELECTRONIC AND ELECTRICAL PRODUCTS

In a letter of clarification issued March 10, 1994, the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development, stated that electronic and electrical products and household appliances are not subject to the general requirement that product labels contain instructions for use and care. The reason is that such products are already subject to *NOM-024-SCFI-1993*, which requires instructions and warranties to be provided at the point of sale.

### MINIMUM LABELLING REQUIREMENTS FOR LEATHER PRODUCTS, NOM-020-SCFI-1993

- Name of exporter
- Materials (general or specific definition and, if applicable, finishing)
- Country of origin
- Name and address of importer
- Federal Taxation Registration number of the importer and/or registration number of the chamber of commerce to which he belongs

Source: Government of Canada translation of Article Four (II) of the March 7 Labelling Decree from the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development.

## MINIMUM LABELLING REQUIREMENTS FOR TEXTILE AND CLOTHING PRODUCTS, NOM-004-SCFI-1993

- Brand name
- Content (percentages in descending order)
- Size
- Handling instructions (symbols are permitted in this case provided that they do not require legends)
- Country of origin

Source: Government of Canada translation of Article Four (I) of the March 7 Labelling Decree from the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development.

## REFRIGERATORS

Refrigerator labels must comply with a number of very specific requirements including adherence to certain energy-efficiency regulations in addition to all of the requirements for textiles and leather. The label must show the refrigerator's type, size in cubic metres, the model number, the estimated average energy consumption and the annual energy cost.

## MEAT PRODUCTS

Meat products are covered by emergency *NOM-EM-003-ZOO-1994*. This *NOM* is due to expire on June 27, 1995, but it has been extended once, and exporters should assume that it is effective unless advised otherwise by the importer.

It requires that all meat products be labelled in Spanish with the following information: country of origin, producer's name and address, product name and description, lot number and net weight. The label must also include *mantengase en refrigeración o congelado* (keep refrigerated or frozen) legends.

## EXEMPTIONS

The Executive Decree (Article Six) lists several categories of goods which are exempted from both the labelling and certification provisions. A number of other exclusions have been established by letters of clarification. The following goods are exempt:

- a maximum of three units submitted to the relevant Mexican authorities for the purpose of obtaining a certificate of compliance with an official standard;
- goods that are part of accompanied passenger luggage on international flights;
- goods that are part of the household effects of persons domiciled in Mexico;
- goods imported by educational, scientific and non-commercial organizations including any organizations authorized to accept donations under the Income Tax Act;
- samples with no commercial value;
- temporary imports for repair or in-bond assembly;
- goods which are new, one-of-a-kind or highly specialized and involve a security risk, may be imported up to a maximum of 25 items per customs declaration. They must be accompanied by a contract that assigns risk to the recipient and states that the items are not for sale to the public;
- capital and intermediate goods, provided that a written statement of final use accompanies the goods;
- bulk goods, except where included in a *Norma Oficial Mexicana (NOM)*, official Mexican standard, defined as goods that "must be weighed or measured in the presence of the consumer at the time of sale"; and
- packages shipped by courier and valued at less than US \$1,000.

The exclusion of capital and intermediate goods is established by a letter of clarification from the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development, dated March 10, 1994 which states that this intended use must be demonstrated by a sworn statement. Capital goods, however, are not exempted from certification requirements, if any are applicable.

Exporters can apply to *SECOFI* for authorization to ship unlabelled products under exceptional circumstances, but such exemptions are unusual.

## ENFORCEMENT

The labelling decree contains a number of errors and vague points that led to difficulties and delays at the border during the first few days after it was issued. *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development, the agency responsible for enforcement, issued a series of clarifying letters in March of 1994. Customs officers were given some latitude for flexibility during an unofficial grace period. Some officials have reportedly allowed the importation of products with Spanish labels provided separately, to be affixed in Mexico. Canadian officials in Mexico advise exporters to expect the regulations to be fully enforced, and suggest that Spanish labels should be applied before the product leaves Canada.

## EXPECTED CHANGES TO LABELLING REGULATIONS

In 1994, new labelling decrees were published for "public consultation". They included proposed new regulations for generic products, food and beverage products as well as textiles, clothing and accessories. These proposed changes have not yet become law, but they provide an indication of the intentions of the Mexican government.

### GENERIC PRODUCTS

The decree establishes a new *norma*, official standard, *NOM-050-SCFI-1994*, which sets out the minimum commercial information that must be provided on product labels. The new rules will apply to all products not covered by another *NOM* or regulation.

Under the new rules, Spanish-language labels will have to be "included from origin". This will formally eliminate the practice of affixing Spanish stickers to English labels. The labels may include other languages as well, but they must meet the metric system requirements.

The most important changes in the proposed rules are requirements for instructions and warranties. The instructions may be on the label or in a separate booklet, and there must be a notice advising the consumer to read the instructions. They must include instructions for use and assembly, if applicable.

Warranties will have to be in accordance with the *Ley Federal de Protección al Consumidor*, Consumer Protection Act. They must also specify the location of service centres in Mexico. During the term of warranties, manufacturers or importers will be required to replace "any damaged piece or component" free of charge.

Instructions, manuals and warranties must be "incorporated to the product" before sale, but they will not be required for customs clearance.

The new regulations will also broaden the range of products excluded from the labelling requirements to include the following:

- products imported by Duty Free Shops;
- imports into border cities and zones;
- live animals; and
- books, magazines and newspapers.

The draft regulations also formalize exemptions for a number of other products, such as courier packages, presently included in "letters of clarification".

## **FOOD AND BEVERAGES**

Food and beverages are presently covered by specific *Normas Oficiales Mexicanas (NOMs)*, official Mexican standards or by other regulations issued by the *Secretaría de Salud (SS)*, Secretariat of Health. Proposed general regulations were published in June 1994, covering all food and beverage products, except those sold in bulk.

The regulations require that the labels be in Spanish and that they be affixed at origin. The product description must reveal the product's basic components. In addition to the present regulations for generic products, food and beverage labels will have to include a list of ingredients, the lot number, the expiry date and special instructions for preservation. A "best before" date is optional, and nutritional information is required only if a particular nutritional quality is claimed or advertised.

Outside packages or wrappers must contain all of the required information, or must allow for the visibility of inside labels.

The new regulations also specify certain claims that may not be made on a food or beverage label. They include claims that a balanced diet does not supply adequate nutrition, claims that cannot be proven, and claims that contravene the Health Act.

## CLOTHING AND TEXTILES

Clothing, textiles and accessories are presently covered by *NOM-004-SCFI-1994*. Draft amendments, expected to become effective in mid-1995, will add the requirement that the importer's Mexican taxation registration number appear on the label. The amendments specify that sizes must be in Spanish according to the general system of measures. In addition, instructions for product care will have to include the following information:

- *Washing*: hand, machine wash, dry cleaning or special process, water temperature, use of soaps and detergents, any prohibitions.
- *Drying*: wring out, sunlight, hanging, horizontal. Use or prohibitions of special equipment, special recommendations.
- *Ironing*: warm, hot or steam, or no ironing, any special conditions.
- *Bleaching*.
- *Special Recommendations*.

The new rules will apply to all textiles, clothing and accessories including linen, towels, curtains and rugs.

## IMPLEMENTATION

The latest decrees covering generic products, and food and beverage products were first published on June 20, 1994 and June 22, 1994, respectively. The decree amending the labelling regulations for clothing and textiles was published December 23, 1994. In both cases there is a 90 day period of public consultation.

The proposed changes provoked considerable debate within Mexico, as well as submissions from the North American Free Trade Agreement (NAFTA) trading partners. As a result, the Zedillo administration is now drafting new legislation. It is expected to follow the general pattern of the earlier decrees, with some changes to avoid needless trade barriers. Once the draft regulations are released, there will be another 90-day public consultation period, followed by a 45-day government review. Therefore, it is expected that the final version of the new legislation will not be implemented until the beginning of 1996.



## 5. SPECIAL CERTIFICATES AND PERMITS

At least three months prior to the planned export shipment, the exporter should take steps to find out if the product is subject to any special import requirements. If it is, the exporter will have to work with the agent or importer to obtain all of the necessary permits and certificates.

The Government of Mexico regulates the quality and purity of a wide range of products. In general, the purpose of these regulations is to ensure that the products are safe for use by consumers. In some cases, they also require that consumers be provided with certain product information, including instructions for use and handling. This includes requirements for product labelling as well as point-of-sale material.

These standards apply to imported, as well as domestically-produced goods, and special certificates are required at the border for many products. Compliance is technically the responsibility of the importer, so these certificates are not, strictly speaking, "shipping documents". However, Mexican officials require them before the goods can cross the border, and exporter-information is required to get them, so for practical purposes, the onus for compliance falls on the exporter.

Since even minor deficiencies in the documentation may lead to serious delays, the exporter should ensure that all special certificates are in the hands of the Mexican customs broker before the goods leave Canada. Normally, a Canadian customs broker will make arrangements with the Mexican broker well in advance.

Special certificates fall into three main categories:

- official standards, known as *Normas Oficiales Mexicanas (NOMs)* for such products as textiles, leather, electrical appliances, building materials, and chemicals. They are administered by the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development. Goods subject to *NOMs* must be accompanied by a certificate of compliance in order to enter Mexico;
- health regulations are administered by the *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development. The products covered include unprocessed agricultural and animal products. These regulations include a general requirement for phytosanitary and animal health certificates, as well as special regulations requiring a prior "sanitary authorization" for specific shipments of certain products; and
- health regulations are administered by the *Secretaría de Salud (SS)* Secretariat of Health. These affect all fish and fish products, as well as many processed foods and materials used to produce food, such as fertilizers and pesticides. They also cover medicines, health and personal care products. Specified products must be approved for import before they can enter the country and must be accompanied by a sanitary authorization.

The Mexican government has issued two executive decrees that specify products which are subject to special certification requirements at the border. A decree issued by *SECOFI*, dated August 29, 1994, lists products that require some kind of prior authorization from either the Secretariats of Health or Agriculture. A decree issued by *SECOFI* on March 8, 1994 lists products for which certificates of compliance are required.

These regulations are subject to change at any time. For example, a decree issued March 8, 1994, was the subject of several "clarifications" before it was replaced by the August 29, 1994 decree. The Canadian exporter should therefore rely on the Mexican agent or importer or a Canadian customs broker for advice on the application of special product regulations.

## CERTIFICATE OF COMPLIANCE

Many products in Mexico have long been subject to specific quality standards, known as *Normas Oficiales Mexicanas (NOMs)*, official standards. These standards deal with a variety of product-specific technical issues, and some of them also include special product-labelling requirements. In most cases, certificates of compliance are required to demonstrate that the product satisfies the standard. Clothing and textiles, leather products, electrical appliances, medical equipment and supplies, foods and beverages, and chemicals are among the product categories that may be subject to these specific requirements.

Until recently, compliance with the *NOM* certification requirements was the responsibility of the importer. In March 1994, the Government of Mexico published an Executive Decree which states that *NOM* certification, as well as general labelling requirements, will be enforced at the border. This means that compliance with the *NOMs* has effectively become the responsibility of the Canadian exporter.

Products for which *NOMs* have been issued must be tested in Mexico and a certificate of compliance must be obtained from the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, *Dirección General de Normas*, Secretariat of Commerce and Industrial Development, Bureau of Standards, or from an agency accredited by them. This certificate must accompany the goods when they are imported. The Canadian exporter will have to obtain the appropriate documentation from the importer. The certification number must be included on a label, which includes the *NOM* logo, affixed to each item.

Textile and leather products are a special case. Under the March 7, 1994 Executive Decree, they are exempted from the certification requirements even though they are covered by *NOMs*. They must, however, comply with special labelling rules specified in the decree, which include a requirement that a *NOM* logo appear on the label.

Regardless of the product involved, the following classes of goods are exempted from the requirement for certificates of compliance:

- goods imported for the purpose of obtaining a *NOM* certification;
- goods included in personal accompanied baggage;
- personal items sent by a Mexican resident;
- goods imported by scientific or educational institutions;
- samples with no commercial value;

- temporary imports for repair or in-bond assembly;
- bulk goods;
- capital and intermediate goods; and
- certain highly-specialized goods in small quantities.

Mexican product standards are listed in a number of sources, but new standards are constantly in development and no list can be definitive. In most cases, the exporter will need assistance from its Mexican agent or distributor to find out if standards apply, and to submit the product for testing if they do. Information on the application of *NOMs* to specific products is available from the *Instituto Mexicano de Normalización y Certificación (IMENOC)*, Mexican Institute of Standards and Certification, at the address given in the contacts section of this guide.

## SANITARY AND PHYTOSANITARY CERTIFICATES

The Mexican *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development, requires sanitary or phytosanitary certificates for a wide variety of unprocessed animal and plant products. This includes virtually all edible products, including milk and eggs. Canadian exporters will need assistance from the Mexican importer and/or a customs broker to determine the specific requirements for each product. Arrangements should be made at least three months in advance of shipping.

New certificates must be obtained for each lot. They must demonstrate that the product has been approved for human consumption and complies with all health regulations. Usually, it is sufficient to demonstrate that the product is approved for human consumption in Canada, and many of the certificates are available through Canadian government agencies (see box). They do not normally have to be legalized.

### CANADIAN HEALTH CERTIFICATES ACCEPTABLE IN MEXICO

PRODUCT	DEPARTMENT	DESCRIPTION	FORM #
Meat	Agriculture and Agri-Food Canada	Certificate of Inspection covering meat products	AGR 1454 (80/01)
Fish	Fisheries and Oceans Canada	Certificate of Origin and Hygiene	FP-1404 (11/91)
	Fisheries and Oceans Canada	Certificate of Inspection (for fish from contaminated waters)	FP-1408 (04/80)
Agricultural Products	Agriculture and Agri-Food Canada	Health Certificate	
Processed Foods	Health Canada	Manufacturer's certificate for export of food and drug products	1002 (2/72)

*Note: Samples of these forms are in Appendix B.*

## EMERGENCY REGULATIONS FOR MEAT AND CHRISTMAS TREES

Meat products and Christmas trees are both subject to emergency *Normas Oficiales Mexicanas (NOMs)*, Mexican official standards, issued in late 1994. These are temporary 6-month regulations, but the meat *NOM* has already been renewed once, and further extensions may be implemented.

Meat products are subject to *NOM-EM-003-ZOO-1994*. Under this regulation, all imported meats are subjected to an organoleptic inspection at the border. Samples will be taken for lab tests, but the shipment will be allowed to enter the country without waiting for test results. Meat products can enter Mexico only through 10 designated ports of entry. This is a temporary 6-month *NOM*, which was due to expire on June 23, 1995.

Christmas trees are covered by *NOM-EM-012-SARH3-1994*, which was issued January 4, 1995. They must have a phytosanitary certificate issued by Canadian agriculture authorities. The certificate must indicate their place of origin including province and country, the plantation's name and location, the exporter's name and the scientific name of the species. Trees will be inspected at the border for pests and damage. They can be imported only through 11 specified ports of entry. This *NOM* expired on June 4, 1995, but other emergency *NOMs* have been extended and exporters should assume this regulation to be in effect unless the importer advises otherwise.

## SECRETARIAT OF HEALTH SANITARY IMPORT AUTHORIZATION

The *Secretaría de Salud (SS)*, Secretariat of Health, regulations encompass a variety of processed foods and beverages, chemicals, pesticides, fertilizers and personal or health care products, including cosmetics. Most processed foods no longer require prior authorization.

Under the *Ley General de Salud*, Public Health Act, every food importer must register with *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development, and provide notice of all food products that will be imported. Regardless of the product involved, the importer is also responsible for obtaining authorization for products that require a prior sanitary import authorization.

If such registration is necessary, an application form called a *Solicitud de Autorización Sanitaria Previa de Importación*, must be submitted to the *SAGAR*, by the importer, along with the following documentation:

- a sanitary certificate, or if one cannot be obtained, a certificate of origin, Certificate of Free Sale, or a report of physiochemical and microbiology analysis. Some products also require an analysis of metal and peroxide content, vibro cholerae or radioactive contamination;
- the original product labels in Spanish, either for individual packages, or for bulk containers; and
- an invoice or pro-forma invoice.

The authorizations are valid for three months, and they may cover as many shipments as the importer requests for a given 3-month period. The original of the authorization is given to the Mexican customs broker to be presented when the goods cross the border.

## **SECRETARIAT OF AGRICULTURE SANITARY IMPORT AUTHORIZATION**

The products requiring prior sanitary authorization by the *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development, include a variety of unprocessed plant or animal products. The application procedures are slightly different for agricultural products and animal products.

### **AGRICULTURAL PRODUCTS**

For agricultural products, an application form called a *Solicitud de Autorización Sanitaria*, Health Authorization Application, is submitted by the importer to the *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development. It simply describes the products to be imported. The response from *SAGAR* will include requests for any phytosanitary certificates or other documentation required. For some products, application can be made only in Mexico City.

The agricultural sanitary authorization from *SAGAR* may include restrictions such as quarantine zones. Some products, such as grains, are restricted to certain ports of entry, and these will also be specified in the authorization. Some fruits and vegetable products are prohibited altogether under various "exterior quarantines". Few of these products are grown in Canada, although they do include some types of potatoes and rice.

### **ANIMAL PRODUCTS**

The *Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*, Secretariat of Agriculture, Livestock and Rural Development, uses separate application forms for import authorizations for live animals and animal products. In addition to product descriptions, the forms require a specification of the intended use of the product. The authorization received from *SAGAR* will specify requirements for health and sanitation certificates and any restrictions.

The *SAGAR* sanitary import authorizations for agricultural and animal products do not restrict quantities, and the application can cover any number of shipments on different dates, but they are valid for only one port of entry. The original of the permit is sent to the Mexican customs broker. Each time a shipment enters Mexico, the broker produces the authorization and the amount is deducted from the total on the permit. If shipments will travel by different routes, each customs house involved must be provided with a separate authorization.

## 6. SHIPPING DOCUMENTS

Every shipment of goods to Mexico must be accompanied by the standard set of documents that is generally used in all international trade. In addition, exporters may chose to include additional documents that may expedite clearance at the border.

### COMMERCIAL INVOICE

A commercial invoice must accompany every shipment. Invoices should be prepared in Spanish. If prepared in English, the Spanish translation may follow the original text on the invoice or a translation may accompany the invoice. The invoice should be manually signed by the exporter. Mexican customs officials insist on absolute accuracy and completeness of all documents. Any discrepancies could result in delay, penalties or confiscation. The invoice must contain the following information:

- place and date of issue;
- complete name and addresses of the buyer or importer in Mexico and the exporter;
- detailed description of the merchandise, including marks, numbers, types and quantities;
- all freight and insurance charges;
- signature of seller, along with name and title; and
- shipper's invoice number and customer's order number.

If possible, the importer's *Registro Federal de Causantes (RFC)*, taxation registration number, should also be included on the invoice.

Copies of all shipping documents should be faxed to the Mexican importer and customs broker before the shipment leaves Canada. This will allow time to make revisions or to obtain special permits, if necessary. The original documents should accompany the goods. The exporter should also advise the importer and/or broker exactly when and how the goods were shipped, including the bill of lading number.

If possible, the invoice should be accompanied by a catalogue or other literature describing the goods shipped. This may be helpful for properly classifying the goods for customs purposes. The original invoice should be accompanied by as many as eleven copies, depending upon the importer or customs broker involved.

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*\*Unless otherwise stated, all currencies used are in Canadian dollars.*

## EXPORTING TO MEXICO: GENERAL REQUIREMENTS

Documents required in each country

Document	Canadian Customs	U.S. Customs	Mexican Customs
commercial invoice	Always.	If goods will enter U.S.	In Spanish, with customer's <i>Registro Federal de Causantes (RFC)</i> , taxation registration number.
export declaration (Form B-13)	If goods will enter US or cost > \$2,000		
bill of lading	Always.	If goods will enter U.S.	Always.
import permit			For certain goods only.
transit and exportation (T&E) bond		If goods will enter U.S.	
packing list			If the invoice is not fully itemized and there is more than one package.
special certificates			For goods subject to product standards or health regulations. (See Section 5)
NAFTA certificate of origin			If North American Free Trade Agreement (NAFTA) preferences are claimed.
general certificate of origin			For non-NAFTA goods that are subject to countervailing duties in Mexico.

## EXPORT DECLARATION FORM (FORM B13)

Under the provisions of the Customs Act, most goods exported from Canada must be reported to Canadian Customs in a prescribed manner. Exporters must complete an export declaration known as a Form B13. This form provides input into the federal government's System of National Accounts, particularly the Balance of Payments and Gross Domestic Product, and is used in the formulation of trade and budgetary policies. Governments, exporters, manufacturers and shipping companies use the trade statistics to monitor export performance, commodity prices and volume changes, and to examine the transportation implications of this activity.

The exporting company is ultimately responsible for the preparation and submission of the export declaration to customs. In most cases, agents, brokers or carriers prepare and submit the B13 on behalf of the exporter. A sample copy of Form B13 is provided in Appendix B.

Goods that require an export declaration include:

- commercial shipments valued at C \$2,000 or more;
- controlled, regulated or prohibited goods, i.e. products exported under a permit or certificate, regardless of their value;

- goods in transit through the U.S.;
- goods exported from a bonded warehouse;
- goods repaired in Canada when the repairs or additions to the goods are valued at C \$2,000 or more; and
- gifts, donations and company transfers valued at C \$2,000 or more.
- goods exported from a bonded warehouse;
- goods repaired in Canada when the repairs or additions to the goods are valued at C \$2,000 or more; and
- gifts, donations and company transfers valued at C \$2,000 or more.

## PACKING LIST

A packing list is necessary when more than one package is shipped, unless the commercial invoice is sufficiently detailed to convey this information. The list should include the number of packages and a detailed list of merchandise contained in each package. The net, gross and legal weight of each package and of the total shipment must be shown in metric units, along with the volume or measurements of each package and of the total shipment. At least four, but up to seven, copies may be needed depending upon the mode of transportation.

## BILL OF LADING

The bill of lading is the shipper's acknowledgment of receipt of the shipment. A shipment may involve a set of bills of lading. The exporter should keep one set on file and send one to the importer and one to the customs broker. This document should show the types of packages in the shipment and their weights and measurements. It should also include the names and addresses of the shipper and the Mexican importer, consignee or customs broker. Other required details include the ports of origin and destination, a description of the goods, a list of freight and other charges and the number of bills of lading in the full set. Finally, the carrier's official acknowledgment of receipt on board of the goods for shipment is required.

## IMPORT PERMITS

Import permits have been discontinued for many products. They are presently required for roughly 300 items. Some of them may be subject to import quotas. The list includes:

- used machinery;
- some agricultural products vital to Mexico's economy, such as pinto beans and powdered milk;
- natural gas, petroleum and gasoline;
- cars, trucks, tractors and some of their parts;
- some chemical and pharmaceutical products;
- arms and guns; and
- some luxury items.



Import permits are issued by the *Secretaría de Comercio y Fomento Industrial (SECOFI)*, Secretariat of Commerce and Industrial Development, and may take some time to be authorized. Valuation letters may also be necessary for used machinery, equipment or cars. These letters have to be legalized abroad and endorsed by a Mexican Consulate. Import licence applications usually require between one and two months to process and are valid for nine months. It is advisable to avoid shipping until receiving confirmation that the licence will be issued.

## CERTIFICATE OF ORIGIN

General certificates of origin are used by customs officials throughout the world to establish the country where the goods were manufactured. The country of origin affects the rate of duty that will be applied to the imported good. For products which are subject to countervailing duties, the ability to prove that the goods did not come from a targetted country is essential. In Mexico, countervailing duties exceed 300 percent for some Far Eastern countries.

As of May 31, 1994, Mexican authorities have been requiring that importers prove the country of origin for a wide range of goods which are subject to countervail action. Failure to do so results in the application of countervailing duties if the product is subject to countervail action. These requirements will rarely affect Canadian exports to Mexico, because the regulations state that compliance with the North American Free Trade Agreement (NAFTA) marking rules is sufficient to demonstrate the country of origin. For practical purposes this can be satisfied with a NAFTA certificate of origin.

The NAFTA certificate of origin is a uniform document established by all three countries. Its purpose is to demonstrate that the goods satisfy the NAFTA rules of origin and it is necessary only if preferential treatment under the NAFTA is being claimed. It can be completed in the language of the importer or the exporter, at the importer's discretion. These rules of origin are explained in section 7. The certificate must be signed by the exporter, and it is valid for shipments made within any 12-month period specified on the certificate. It remains valid for preference claims made up to four years after the date of signature. A NAFTA certificate of origin is not required for goods valued at less than US \$1,200, although a statement of origin should be included on the invoice.

Sometimes a NAFTA certificate of origin is not available, perhaps because the goods do not meet the NAFTA rules of origin. In this case, the exporter should consider including a general certificate of origin if there is any chance the goods may be subject to countervail action.

The NAFTA certificate of origin forms, along with completion instructions, can be obtained from Revenue Canada. A sample form and official guide are provided in Appendix B. More information can be obtained from the NAFTA Information Desk listed in the contacts section of this guide.

The regulations require that the certificate of origin be in the possession of the importer at the time of importation, and do not require that the certificate accompany the goods. Nonetheless, the certificate can help to avoid possible delays and many exporters elect to include a signed original with every shipment.

## 7. THE NORTH AMERICAN FREE TRADE AGREEMENT RULES OF ORIGIN

### NAFTA RULES OF ORIGIN

A good can qualify for preferential tariff treatment within the North American free trade area in any one of four ways:

1. the good is wholly obtained within the free trade area. This means that it is mined, fished, grown, or otherwise produced in one of the NAFTA countries;
2. the good contains non-originating materials and:
  - a) the production of the good caused the non-originating materials to undergo a tariff classification change as set out in Annex 401; and/or
  - b) the good has enough territorial value to pass one of two regional content tests; and/or
  - c) the specific requirement for that good set out in the rules has been met;
3. the good contains non-originating parts that have not undergone a tariff category change, but the good meets one of two regional content tests; and
4. the good is made from materials that in their own right are classified as originating, even though they may include materials from non-NAFTA sources.

There are additional rules that affect certain agricultural products subject to quantitative restrictions in the importing country.

The North American Free Trade Agreement (NAFTA) rules of origin are used by customs officials to determine whether a product should be accorded preferential tariff treatment under the Trade Agreement. To receive preferential treatment, goods must include a predetermined level of value-added that has been applied within North America. To demonstrate that a product qualifies, the exporter must complete and sign a certificate of origin for each product. This certificate is discussed in section 6 of this publication.

### PURPOSE

The North American Free Trade Agreement (NAFTA) rules of origin serve three main objectives:

- to provide clear rules that give certainty and predictability to producers, exporters and importers;
- to avoid imposing unnecessary burdens on exporters or importers claiming benefits under the NAFTA; and
- to ensure that the NAFTA benefits are accorded only to goods that originate in the NAFTA countries.

The three NAFTA signatories have committed themselves to improving the procedures used to apply the rules of origin and to avoid, or quickly settle, disputes arising because of them. The Agreement also includes a commitment from all three countries to develop a common set of regulations regarding rules of origin. This will improve the certainty and confidence with which exporters in Canada, the United States and Mexico go about their business in the North American free trade area.

### EXPORTER OBLIGATIONS

The exporter must prepare and sign a certificate of origin that certifies the North American content of the product. If the exporter is the producer of the good, this obligation is met by identifying the materials used in its manufacture and applying the rules of origin in the North American Free Trade Agreement (NAFTA) Annex 401. If the exporter is not the producer, the exporter may sign the certificate based on direct knowledge of the good, the producer's written statement, or a signed certificate completed by the producer.

If an exporter is given a certificate of origin from another exporter or producer then the certificate must be provided to the customs administration on request. If an exporter has reason to believe that the information contained in a certificate is not accurate, then the exporter must notify all persons who have received the certificate.

A false certification by an exporter will be subject to the same general consequences that would apply to an importer who contravenes Mexican customs laws and regulations in respect of false statements or representations.

## RECORDS

Full records in respect of a certificate of origin must be kept for five years. These records should include:

- the purchase, cost, value and payment for the good exported;
- the purchase, cost, value and payment for all materials used in the production of the good; and
- the production of the good in the form in which the good was exported.

## VERIFICATION PROCEDURES

Verification procedures by customs administration officials could include a questionnaire to the exporter and/or on-site visits to review exporter records upon written notification. Verification of regional value-added requirements will be in accordance with the "generally accepted accounting principles" of the exporting country.

## ADVANCE RULINGS

The North American Free Trade Agreement (NAFTA) provides for importers, exporters and producers to obtain advance rulings on the origin of goods from the customs authority of the country into which the goods are to be imported. Advance rulings may be obtained from the customs administrations of Canada, Mexico and the United States. In the case of Mexico, Mexican importers as well as Canadian and American exporters and producers can request an advance ruling from the *Dirección de Política de Ingresos y Asuntos Fiscales Internacionales, Subsecretaría de Ingresos, Secretaría de Hacienda y Crédito Público (SHCP)*, General Branch of Revenue Policies and International Fiscal Affairs, Undersecretariat of Revenue, Secretariat of Finance and Public Credit. Applications must be in writing. The customs administration will treat this application confidentially and issue the ruling within four months.

## REVIEW AND APPEAL

Rights of review and appeal of determinations of origin and advance rulings will be on a non-discriminatory basis. Equal treatment will be given to all producers and exporters within the North American Free Agreement (NAFTA) area. Each country may, however, adapt the right of review and appeal to fit its own circumstances.

## CONSULTATION AND UNIFORMITY

The North American Free Trade Agreement (NAFTA) provides for uniform regulations to be established and implemented to ensure consistent interpretation, application and administration of the rules of origin, customs administration and other matters agreed to by Canada, the United States and Mexico.

The Agreement calls for the creation of a trilateral working group to address future modification of the rules of origin, uniform customs procedures, country-of-origin marking obligations and other matters. A customs subgroup will also be created to meet at least four times per year. This group will exchange information and consult on technical and administrative aspects.

## DEALING WITH CUSTOMS OFFICIALS

Customs officials may ask for information on how the imported goods are to be used or what material they are made from. These information requests should be dealt with carefully as the response could significantly impact upon the application of a duty. If it is not clear why the Customs official wants this information, you should find out, either directly or through your broker. The exporter will be informed in writing of a change in rate or value of duty. A challenge to any change, particularly in duty rate or value, should be handled by your customs broker. Failure to respond to an information request could result in the imposition of a higher duty rate or duty value.

## 8. TARIFFS, TAXES AND OTHER EXPORTING ISSUES

### TARIFFS AND TAXES

Since 1986, Mexico's maximum import tariff has been cut from 100 percent to 20 percent. Tariffs currently range from zero to 20 percent in five percent intervals. Very few tariffs fall into the five percent category and, on a weighted basis, Mexican tariffs average about 10 percent.

The North American Free Trade Agreement (NAFTA) will result in the elimination of most tariff barriers within North America over a period of ten years. Four major phase-out categories were agreed to:

- immediate elimination upon the entry into force of the NAFTA;
- in five annual steps (1994-1998);
- in ten annual steps (1994-2004); and
- in fifteen annual steps (1994-2008) for a limited number of U.S. products.

Tariff phase-outs between Canada and the United States will continue as scheduled under the Canada — U.S. Free Trade Agreement (FTA).

Several products of strategic interest to Canadian business are targeted for accelerated tariff phase-out under the NAFTA. They include: fertilizers, sulphur, aluminum ingots, agricultural products, construction and resource machinery, rail and industrial equipment, selected wood pulp and paper items, printed circuit boards, telecommunications equipment, pre-fabricated housing, medical equipment and auto parts.

Specific duties are charged on certain commodity items that are calculated by weight, volume, length or other unit. A customs processing fee called a *Derecho de Trámite Aduanal (DTA)* equal to 0.8 percent of the fob (free on board) invoice value is also assessed.

Mexico collects a value-added tax called the *Impuesto al Valor Agregado (IVA)* which is similar to Canada's GST. The tax is levied on the fob invoice and ad-valorem duties on most products. The general IVA rate is 15 percent. Certain products, such as unprocessed foods and agricultural products are exempt from the value-added tax, or pay a very low rate. Some luxury items are taxed at a 20 percent rate.

All customs duties are paid by the Mexican importer or by the customs broker 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 all duties and taxes.

#### PHASE-OUT OF MEXICAN TARIFFS ON CANADIAN GOODS

IMMEDIATE	FIVE YEARS	TEN YEARS
<ul style="list-style-type: none"><li>• fish products</li><li>• telecom equipment</li><li>• fertilizers and sulphur</li></ul>	<ul style="list-style-type: none"><li>• metal articles</li><li>• selected machinery</li><li>• parts of electrical equipment</li></ul>	<ul style="list-style-type: none"><li>• furniture</li><li>• pharmaceuticals</li><li>• toys</li></ul>

## DUTY DRAWBACK RATES

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 in the in-bond *maquiladora* industry are also exempt from duties.

The new rules on duty drawback contained in the North American Free Trade Agreement (NAFTA) will give Canadian manufacturers greater flexibility in using inputs from non-NAFTA countries. These rules will allow credits for duties paid when inputs are incorporated into exports of manufactured products to other NAFTA countries. These duty drawbacks are to be terminated in two phases:

- by January 1, 2001, for Mexico-United States trade and Canada-Mexico trade; and
- by 1996, for Canada-United States trade.

The 1994 deadline, established in the Canada - U.S. Free Trade Agreement (FTA) for the elimination of drawback programs, will be extended for two years.

## BONDED WAREHOUSES

A growing number of Mexican companies now offer public bonded warehousing services in Mexico, often in partnership with U.S. firms. These facilities make it possible for exporters to ship full truck loads to the warehouses, and avoid the cost of less-than-truckload (LTL) shipping. This arrangement also makes fob destination pricing more practical. It allows the exporter to maintain inventories in Mexico for more reliable delivery. The payment of duties and taxes is postponed until the goods are sold and withdrawn from the warehouse.

Moreover, once the goods are in the bonded warehouse, they are immune to any subsequent limitations on imports or changes in customs regulations. The value of the merchandise, for the purpose of assessing import duties, is frozen when the merchandise enters the warehouse. Any subsequent devaluation of the Mexican currency does not increase the dutiable value in pesos. This provision is especially important, considering that the Mexican inflation rate remains relatively high by Canadian standards.

Shipments to a bonded warehouse must be accompanied by a letter from the warehousing company certifying that space is available. This letter must be presented to customs officials when the shipment enters Mexico.

## SAMPLES

Mexican customs regulations make special provisions for the import of product samples. All samples must be accompanied by an invoice stating that they are not for commercial use. If health or phytosanitary certificates are required for the product, they must also accompany the shipment. Duty may be charged on the samples.

Samples are exempted from some product certification requirements, depending on their type. Under the *Normas Oficiales Mexicanas (NOMs)*, official standards, certification requirements, samples are exempted in quantities of up to three units, if they were submitted for purposes of certification under the *NOM*.

Moreover, any sample, or collection of samples, of no commercial value is exempted from the *NOM* certification requirements.

Under the health regulations administered by the Secretariats of Agriculture and Health, three categories of samples are recognized:

- *personal use samples* may be imported without prior authorization. A letter should be presented to the Customs official, stating that the product is for personal use and will not be used for commercial purposes or be given to a third party;
- *samples for research and testing* may be imported in quantities of up to three units, without prior authorization. Such samples are for use by laboratories conducting tests for certification or other purposes. They must be accompanied by a written notification to the *Secretaría de Salud* (SS), Secretariat of Health, stating that the product is for research or laboratory tests and it will not be used for human consumption. Some laboratories require proof that the samples have been properly imported and receipts for any duty paid should be retained; and
- *samples for exhibition or tasting* of products requiring prior import authorization must be accompanied by the appropriate sanitary authorization certificate. If the application states that the samples are not for commercial use, a permit will be issued even if the applicant is not an importer under Mexican law. Food samples of products that do not require prior import authorization need only a declaration that they are samples not for commercial use.

## FREE TRADE ZONES IN MEXICO

There are several border zones in Mexico that have been established as free trade zones. They include 20 kilometres along the United States-Mexico border, the Mexico-Guatemala border and the ports of Cancún, Cozumel, Chetumal and La Paz. The free trade zones also include the state of Baja California, the city of Agua Prieta and an area in the state of Sonora. When entering these zones, certain products are exempted from some or all taxes and duties and import permit requirements. The products covered may vary from time to time in each of these regions.



## 9. WHERE TO GET HELP

### CANADIAN GOVERNMENT DEPARTMENTS AND SERVICES IN CANADA

#### DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE (DFAIT)

DFAIT is the Canadian federal government department most directly responsible for trade development. The InfoCentre should be the first contact point for advice on how to start exporting. It provides information on export-related programs and services, acts as an entry point to DFAIT's trade information network, and can provide copies of specialized export publications and market information to interested companies.

##### InfoCentre

Tel: 1-800-267-8376 or (613) 944-4000

Fax: (613) 996-9709

FaxLink: (613) 944-4500

InfoCentre Bulletin Board (IBB):

Tel: 1-800-628-1581 or (613) 944-1581

The Latin America and Caribbean Trade Division promotes trade with Mexico. There are several trade commissioners at the Embassy of Canada in Mexico City, as well as in the satellite offices in Monterrey and Guadalajara. Trade commissioners can provide a range of services including introducing Canadian companies to potential customers in Mexico, advising on marketing channels, assisting those wishing to participate in trade fairs, helping to identify suitable Mexican firms to act as agents, and compiling strategic business intelligence on potential foreign customers.

Latin America and Caribbean Trade Division  
Department of Foreign Affairs and International Trade  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, ON K1A 0G2  
Tel: (613) 996-5547  
Fax: (613) 943-8806

#### INTERNATIONAL TRADE CENTRES

International Trade Centres have been established across the country as a convenient point of contact to support the exporting efforts of Canadian firms. Co-located with the regional offices of the Department of Industry (DI), the centres operate under the guidance of DFAIT and all have resident trade commissioners. They help companies determine whether or not they are ready to export, assist firms with market research and planning, provide access to government programs designed to promote exports, and arrange for assistance from the trade commissioners in Ottawa and trade officers abroad. Contact the International Trade Centre nearest you:

##### Newfoundland

International Trade Centre  
P.O. Box 8950  
Atlantic Place  
215 Water Street  
Suite 504  
St. John's, NF A1B 3R9  
Tel.: (709) 772-5511  
Fax: (709) 772-2373

##### Prince Edward Island

International Trade Centre  
P.O. Box 1115  
Confederation Court Mall  
134 Kent Street  
Suite 400  
Charlottetown, PE C1A 7M8  
Tel.: (902) 566-7400  
Fax: (902) 566-7450

##### Nova Scotia

International Trade Centre  
P.O. Box 940, Station M  
1801 Hollis Street  
Halifax, NS B3J 2V9  
Tel.: (902) 426-7540  
Fax: (902) 426-2624

##### New Brunswick

International Trade Centre  
1045 Main Street  
Unit 103  
Moncton, NB E1C 1H1  
Tel.: (506) 851-6452  
Fax: (506) 851-6429



**Quebec**  
International Trade Centre  
5 Place Ville-Marie  
Seventh Floor  
Montreal, PQ H3B 2G2  
Tel.: (514) 496-4636  
Fax: (514) 283-8794

**Ontario**  
International Trade Centre  
Dominion Public Building  
1 Front St. West  
Fourth Floor  
Toronto, ON M5J 1A4  
Tel.: (416) 973-5053  
Fax: (416) 973-8161

**Manitoba**  
International Trade Centre  
P.O. Box 981  
330 Portage Avenue  
Eighth Floor  
Winnipeg, MB R3C 2V2  
Tel.: (204) 983-6531  
Fax: (204) 983-2187

**Saskatchewan**  
International Trade Centre  
The S.J. Cohen Building  
119-4th Avenue South  
Suite 401  
Saskatoon, SK S7K 5X2  
Tel.: (306) 975-5315  
Fax: (306) 975-5334

**Alberta**  
*\*Edmonton office is  
also responsible for  
Northwest Territories*  
International Trade Centre  
Canada Place  
9700 Jasper Avenue  
Room 540  
Edmonton, AB T5J 4C3  
Tel.: (403) 495-2944  
Fax: (403) 495-4507

International Trade Centre  
510-5th Street S.W.  
Suite 1100  
Calgary, AB T2P 3S2  
Tel.: (403) 292-6660  
Fax: (403) 292-4578

**British Columbia**  
*\*Vancouver office is also  
responsible for the Yukon*  
International Trade Centre  
300 West Georgia Street  
Suite 2000  
Vancouver, BC V6B 6E1  
Tel.: (604) 666-0434  
Fax: (604) 666-8330

## WORLD INFORMATION NETWORK FOR EXPORTS (WIN EXPORTS)

WIN Exports is a computer-based information system designed by DFAIT to help Canada's trade development officers abroad match foreign needs to Canadian capabilities. It provides users with information on the capabilities, experience and interests of more than 23,000 Canadian exporters. To register on WIN Exports, call (613) 996-5701, or fax 1-800-667-3802 or (613) 944-1078.

## PROGRAM FOR EXPORT MARKET DEVELOPMENT (PEMD)

PEMD is DFAIT's primary export promotion program. It supports a variety of activities to help Canadian companies expand into export markets.

PEMD shares up to 50 percent of eligible expenses. Program financial assistance is a repayable contribution, not a grant, and must be approved in advance. Funded activities include:

- Market Development Strategies, which consist of a package of support for visits, trade fairs, and market support initiatives, under one umbrella of the company's marketing plan.
- New to Exporting Companies, which provides a vehicle for these companies to seek out individual export opportunities, either through a market identification visit or participation in an international trade fair.
- Capital Projects Bidding for specific projects outside Canada involving international competition/formal bidding procedures.
- Trade Association Activities undertaken by non-sales national trade or industry associations on behalf of their member companies.

Support is provided for certain types of government-planned activities, such as outgoing trade missions of Canadian business representatives and incoming missions to Canada of foreign business persons and officials who can influence export sales. For general information, call the InfoCentre at 1-800-267-8376. For applications for assistance, call the International Trade Centre nearest you.

## INTERNATIONAL FINANCING

DFAIT helps Canadian exporters interested in pursuing multilateral business opportunities financed by international financing institutions (IFIs). Canadian exporters and trade associations can access market data, obtain a better understanding of the competition, and determine if an IFI-funded market opportunity is practical and worth pursuing. DFAIT can provide information and advice on the availability of Canadian government-funded assistance programs and can assist companies in developing effective export marketing. For further information, contact:

International Financing Division  
Department of Foreign Affairs and International Trade  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, ON K1A 0G2  
Tel.: (613) 995-7251  
Fax: (613) 943-1100

## TECHNOLOGY INFLOW PROGRAM (TIP)

Managed by DFAIT and delivered domestically by the National Research Council, TIP is designed to help Canadian companies locate, acquire and adopt foreign technologies by promoting international collaboration. The Department of Industry (DI) also helps in program promotion. TIP officers respond to requests to identify technology sources and opportunities for cooperation between Canadian and foreign firms. The Program also helps Canadian firms make exploratory visits abroad to identify and gain first-hand knowledge of relevant foreign technologies, as well as how to negotiate to acquire them. For information, call (613) 993-5326.

## INVESTMENT DEVELOPMENT PROGRAM

The Investment and Technology Bureau (TID) promotes Canada as an attractive, competitive destination for business investment to potential foreign investors. It actively encourages investments that take the form of new plant and equipment, joint ventures or strategic partnerships. The Bureau is especially interested in attracting investment that introduces new technology into Canada, which is key to creating new jobs and economic opportunities. It also helps Canadian companies to find international investment partners and to access international sources of capital and technologies. TID provides support to the chief executive officers of Canadian subsidiaries of multinationals which are seeking to attract manufacturing and R&D mandates to Canada. It also monitors and analyzes investment trends and perceptions of Canada as an investment site. TID works closely with the "geographic" branches of DFAIT and the investment counsellors at Canadian missions around the

world, as well as with provincial and municipal authorities, and professional and business organizations. For more information, contact:

Investment and Technology Bureau (TID)  
Department of Foreign Affairs and International Trade  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, ON K1A 0G2  
Tel.: (613) 995-4128  
Fax: (613) 995-9604

## DEPARTMENT OF INDUSTRY (DI)

DI was created with a broad mandate to make Canada more competitive by fostering the growth of Canadian businesses, by promoting a fair and efficient marketplace for business and consumers, and by encouraging commercial ventures in scientific research and technology. In the area of small business, it has been given specific responsibility to:

- develop, implement and promote national policies to foster the international competitiveness of industry; the enhancement of industrial, scientific and technological development; and the improvement in both the productivity and efficiency of industry;
- promote the mobility of goods, services, and factors of production within Canada;
- develop and implement national policies to foster entrepreneurship and the start-up, growth and expansion of small businesses;
- develop and implement national policies and programs respecting industrial benefits from procurement of goods and services by the Government of Canada; and
- promote and provide support services for the marketing of Canadian goods, services and technology.

The regional offices of DI work directly with Canadian companies to promote industrial, scientific and technological development. They help clients recognize opportunities in a competitive international marketplace by providing services in the areas of business intelligence and information as well as trade and market development. DI also promotes and manages a portfolio of programs and services.

The following are areas in which DI regional offices have special competence:

- access to trade and technology intelligence and expertise;

- entry points to national and international networks;
- industry-sector knowledge base;
- co-location with International Trade Centres connected to DFAIT and Canadian posts abroad;
- client focus on emerging and threshold firms; and
- business intelligence.

For more information, call (613) 941-0222.

**Service and Capital Projects**  
 Industry Canada  
 235 Queen Street  
 Seventh Floor, East Tower  
 Ottawa, ON K1A 0H5  
 Tel.: (613) 954-2964  
 Fax: (613) 952-9054

**Business Service Centre**  
 Department of Industry  
 235 Queen Street  
 First Floor, East Tower  
 Ottawa, ON K1A 0H5  
 Tel.: (613) 952-4782  
 Fax: (613) 957-7942

**NAFTA Information Desk**  
 Department of Industry  
 235 Queen Street  
 Fifth Floor, East Tower  
 Ottawa, ON K1A 0H5  
 Fax: (613) 952-0540

## THE BUSINESS OPPORTUNITIES SOURCING SYSTEM (BOSS)

BOSS is a computerized databank that profiles over 25,000 Canadian companies. It lists basic information on products, services and operations of use to potential customers. The system was established in 1980 by the Department of Industry (DI) in cooperation with participating provincial governments. BOSS was originally established so that trade commissioners posted around the world by DFAIT could find Canadian companies that might be able to take advantage of foreign market opportunities. Today, more than 11,000 domestic and international subscribers use the system, not only to

locate Canadian suppliers, but also to obtain market intelligence and identify market opportunities. The majority of subscribers are Canadian companies. For more information, call (613) 954-5031.

## MARKET INTELLIGENCE SERVICE (MIS)

MIS provides Canadian businesses with detailed market information on a product-specific basis. The service assists Canadian companies in the exploitation of domestic, export, technology transfer and new manufacturing investment opportunities. The intelligence is used by Canadian businesses in decisions regarding manufacturing, product development, marketing and market expansion. A request for information can be custom-tailored to meet each client's particular need. Previously-published customized reports are also available on request. The database is updated quarterly and annually. MIS is offered free of charge by fax, letter or telephone. For more information, contact:

**Strategic Information Branch**  
 Department of Industry  
 235 Queen Street  
 First Floor, East Tower  
 Ottawa, ON K1A 0H5  
 Tel.: (613) 954-5031  
 Fax: (613) 954-1894

## REVENUE CANADA

Revenue Canada, Customs Program Branch provides a NAFTA Help Desk telephone line with service available in Spanish. Revenue Canada publications and customs notices are available by calling or faxing the NAFTA Information Desk. For more information, contact:

**NAFTA Spanish Help Desk**  
 Tel.: (613) 941-0965

**NAFTA Information Desk**  
 Revenue Canada, Customs Programs Branch  
 191 Laurier Avenue West  
 Sixth Floor  
 Ottawa, ON K1A 0L5  
 Tel.: 1-800-661-6121, or (613) 941-0965  
 Fax: (613) 952-0022

## **CANADIAN INTERNATIONAL DEVELOPMENT AGENCY (CIDA)**

An important possible source of financing for Canadian ventures in Mexico is the special fund available through CIDA under the Industrial Cooperation Program (CIDA/INC). This program provides financial contributions to stimulate Canadian private-sector involvement in developing countries by supporting long-term business relationships such as joint ventures and licensing arrangements. INC supports the development of linkages with the private sector in Mexico by encouraging Canadian enterprises to share their skills and experiences with partners in Mexico and other countries. A series of INC mechanisms help enterprises to establish mutually beneficial collaborative arrangements for the transfer of technology and the creation of employment in Mexico.

There are five INC mechanisms that help eligible Canadian firms to conduct studies and that provide professional guidance and advice to potential clients. Where a project involves environmental improvement, technology transfer, developmental assistance to women, job training or job creation, early contact with CIDA's Industrial Cooperation Division is suggested. An important CIDA criterion is that the project creates jobs in Mexico without threatening jobs in Canada. In fact, most CIDA-assisted projects have produced net increases in Canadian jobs. For more information, contact:

**Industrial Cooperation Division**  
Canadian International Development Agency  
200 Promenade du Portage  
Hull, PQ K1A 0G4  
Tel.: (819) 997-7905/7906  
Fax: (819) 953-5024

## **ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA)**

Atlantic Canadian companies seeking to develop exports to Mexico may be eligible for assistance from the ACOA. The Agency works in partnership with entrepreneurs from the Atlantic region to promote self-sustaining economic activity in Atlantic Canada.

ACOA provides support to businesses as they look to expand existing markets through the development of marketing plans. Efforts include monitoring trade opportunities arising from global economic change, communications efforts to promote the region, trade missions and associated activities, as well as better coordination with federal and provincial bodies that influence trade and investment opportunities. For more information, contact:

**Atlantic Canada Opportunities Agency**  
Blue Cross Centre  
644 Main Street  
P.O. Box 6051  
Moncton, NB E1C 9J8  
Tel: 1-800-561-7862  
Fax: (506) 851-7403

## **WESTERN ECONOMIC DIVERSIFICATION CANADA (WD)**

WD is responsible for federal economic development activities in Western Canada. The Department works in partnership with the western provinces, business, industry associations and communities to stimulate the western Canadian economy.

WD's "New Directions" program will work to enhance the export position of western companies by boosting their competitiveness in domestic and global markets.

The Department no longer provides repayable loans to individual companies, but seeks new innovative partnerships within both the public and private sectors. These partnerships will address the needs of small- and medium-sized enterprises for information, business services and capital, particularly for high growth industries critical to Western Canada's economic diversification.

One of WD's new products focused on export development is the International Trade Personnel Program. This federal-provincial initiative links export-focused western firms with recent post-secondary graduates. The program accomplishes two important socio-economic goals: it gives companies the extra manpower they need to penetrate new markets, and it gives recent graduates valuable work experience. Under the new program, the length of export-development projects may vary from one to three years. Approved projects will be eligible for assistance ranging from \$7,500 for one year, to a maximum of \$37,500 per graduate. For more information, contact:

**Western Economic Diversification Canada**  
The Cargill Building  
240 Graham Avenue  
Suite 712  
P.O. Box 777  
Winnipeg, MB R3C 2L4  
Tel.: (204) 983-4472  
Fax: (204) 983-4694

## EXPORT DEVELOPMENT CORPORATION (EDC)

EDC is a customer-driven, financial services corporation dedicated to helping Canadian businesses succeed in the global marketplace. EDC provides a wide range of risk management services, including insurance, financing and guarantees to Canadian exporters and their customers around the world.

EDC's products fall into four main categories:

- export credit insurance, covering short- and medium-term credits;
- performance-related guarantees and insurance, providing cover for exporters and financial institutions against calls on various performance bonds and obligations normally issued either by banks or surety companies;
- foreign investment insurance, providing political risk protection for Canadian investments abroad; and
- export financing, providing medium- and long-term export financing to foreign buyers of Canadian goods and services.

EDC has established relationships with leading commercial and public sector institutions in Mexico and Latin America. Exporters can call (613) 598-2860 for more information.

Smaller exporters, with annual export sales under Cdn \$1 million, should call the Emerging Exporter Team at 1-800-850-9626.

Exporters in the information technology sector can call EDC's Information Technologies Team at (613) 598-6891.

For information on the full range of EDC services, contact any of the following EDC offices:

**Ottawa**                      Export Development Corporation  
151 O'Connor Street  
Ottawa, ON K1A 1K3  
Tel.: (613) 598-2500  
Fax: (613) 237-2690

**Vancouver**                Export Development Corporation  
One Bentall Centre  
505 Burrard Street  
Suite 1030  
Vancouver, BC V7X 1M5  
Tel.: (604) 666-6234  
Fax: (604) 666-7550

### Calgary

Export Development Corporation  
510-5th Street S.W.  
Suite 1030  
Calgary, AB T2P 3S2  
Tel.: (403) 292-6898  
Fax: (403) 292-6902

### Winnipeg

*\*office also serves  
Manitoba and  
Saskatchewan*

Export Development Corporation  
330 Portage Avenue  
Eighth Floor  
Winnipeg, MB R3C 0C4  
Tel.: (204) 983-5114  
Fax: (204) 983-2187

### Toronto

Export Development Corporation  
National Bank Building  
150 York Street  
Suite 810  
P.O. Box 810  
Toronto, ON M5H 3S5  
Tel.: (416) 973-6211  
Fax: (416) 862-1267

### London

Export Development Corporation  
Talbot Centre  
148 Fullarton Street  
Suite 1512  
London, ON N6A 5P3  
Tel.: (519) 645-5828  
Fax: (519) 645-5580

### Montreal

Export Development Corporation  
Tour de la Bourse  
800 Victoria Square  
Suite 4520  
P.O. Box 124  
Montreal, PQ H4Z 1C3  
Tel.: (514) 283-3013  
Fax: (514) 878-9891

### Halifax

Export Development Corporation  
Purdy's Wharf, Tower 2  
1969 Upper Water Street  
Suite 1410  
Halifax, NS B3J 3R7  
Tel.: (902) 429-0426  
Fax: (902) 423-0881

## **NATIONAL RESEARCH COUNCIL (NRC)**

Canadian companies hoping to succeed in the Mexican marketplace may require additional technology to improve their competitiveness. The NRC works with Canadian firms of all sizes to develop and apply technology for economic benefit. The Council manages the Industrial Research Assistance Program (IRAP), a national network for the diffusion and transfer of technology.

The IRAP network supports the process of developing, accessing, acquiring, implanting and using technology throughout Canadian industry. IRAP has been in existence for 50 years and has acquired a reputation as one of the most flexible and effective federal programs.

IRAP takes advantage of an extensive network of more than 190 different locations within approximately 90 communities across Canada, including numerous provincial technology centres, the NRC's own laboratories and research institutes, federal government departments, and technology transfer offices in Canadian universities. For further information, contact:

**Industrial Research Assistance Program**  
National Research Council  
Montreal Road  
Building M-55  
Ottawa, ON K1A 0R6  
Tel.: (613) 993-1770  
Fax: (613) 952-1086

## **KEY CONTACTS IN CANADA**

### **SPONSORING ORGANIZATIONS**

#### **BAKER & MCKENZIE**

Baker & McKenzie is one of the largest international law firms with offices in 35 countries. They presently have four offices in Mexico, in the cities of Juárez, Mexico City, Monterrey and Tijuana. In addition to providing legal advice, the firm's offices in Canada and Mexico work to assist Canadian companies to find the right partner to enable them to establish or expand their activities in Mexico. For more information, contact:

**Baker & McKenzie**  
Barristers & Solicitors  
BCE Place  
181 Bay Street  
Suite 2100  
Toronto, ON M5J 2T3  
Tel.: (416) 865-6910/6903  
Fax: (416) 863-6275

#### **FEDERAL EXPRESS CANADA, LTD.**

Federal Express Corporation serves 193 countries. Our operations around the world process nearly three million packages each day. With operations in Mexico's key markets (Mexico City, Guadalajara and Monterrey, to name a few), FedEx is working closely with Canadian customers to facilitate their export and import activities with Mexico.

**Federal Express Canada, Ltd.**  
50 Burnhamthorpe Road, West  
Suite 1201  
Mississauga, ON L5B 3C2  
Tel.: (905) 897-1803  
Fax: (905) 897-2296

### **BUSINESS AND PROFESSIONAL ASSOCIATIONS**

**Canadian Freight Forwarders Association (CFFA)**  
Box 929  
Streetsville, ON L5M 2C5  
Tel.: (905) 567-4633  
Fax: (905) 542-2716

**Canadian Society of Customs Brokers (CSCB)**  
111 York Street  
Ottawa ON K1N 5T4  
Tel.: (613) 562-3543  
Fax: (613) 562-3548

**The Canadian Trucking Association**  
130 Slater Street  
Suite 1025  
Ottawa ON K1P 6E2  
Tel.: (613) 236-9426

**Canadian Council for the Americas**  
The Council is a non-profit organization formed in 1987 to promote business interests in Latin American as well as Caribbean countries. The CCA promotes events and programs targetted at expanding business and building networking contacts between Canada and the countries of the region.

**The Canadian Council for the Americas**  
Executive Offices  
145 Richmond Street West  
Third Floor  
Toronto, ON M5H 2L2  
Tel.: (416) 367-4313  
Fax: (416) 367-5460

**Canadian Exporters' Association**  
99 Bank Street  
Suite 250  
Ottawa, ON K1P 6B9  
Tel.: (613) 238-8888  
Fax: (613) 563-9218

**Canadian Manufacturers' Association**  
75 International Boulevard  
Fourth Floor  
Etobicoke, ON M9W 6L9  
Tel.: (416) 798-8000  
Fax: (416) 798-8050

**The Canadian Chamber of Commerce**  
55 Metcalfe Street  
Suite 1160  
Ottawa, ON K1P 6N4  
Tel.: (613) 238-4000  
Fax: (613) 238-7643

**Forum for International Trade Training Inc.**  
155 Queen Street  
Suite 608  
Ottawa, ON K1P 6L1  
Tel.: (613) 230-3553  
Fax: (613) 230-6808

**Language Information Centre**  
240 Sparks Street RPO  
Box 55011  
Ottawa, ON K1P 1A1  
Tel.: (613) 523-3510

**Open Bidding Service**  
P.O. Box 22011  
Ottawa, ON K1V 0W2  
Tel.: 1-800-361-4637 or (613) 737-3374  
Fax: (613) 737-3643

**Canadian Standards Association**  
178 Rexdale Blvd.  
Rexdale, ON M9W 1R3  
Tel: (416) 747-4000  
Fax: (416) 747-4149

**Standards Council of Canada**  
45 O'Connor Street  
Suite 1200  
Ottawa, ON K1P 6N7  
Tel.: (613) 238-3222  
Fax: (613) 995-4564

## **FREIGHT AND INTERMODAL OPERATORS**

**CanPac International Freight Service**  
6725 Airport Road, Suite 423  
Mississauga, ON L4V 1V2  
Tel.: (905) 677-9607  
Toll free: 1-800-661-5117  
Fax: (905) 677-8011

**Challenger Motor Freight**  
410 Queen Street West  
Cambridge, ON N3C 1G9  
Tel.: (519) 658-5154  
Toll free: 1-800-265-6358  
Fax: (519) 658-9112

**Interamerican**  
7215 Millcreek Drive  
Mississauga, ON L5N 3R3  
Tel.: (905) 821-8700  
Toll free: 1-800-268-4575  
Fax: (905) 821-8938

**Trimac Transportation Systems**  
800, 5th Avenue S.W., Suite 700  
Calgary, AB T2P 2P9  
Tel.: (403) 298-5100  
Fax: (403) 298-5246

**Future Fast Freight**  
2329 Royal Windsor Drive  
Oakville, ON L6J 4Z2  
Tel.: (905) 849-6350  
Fax: (905) 849-6526

**Sunac America**  
141 Brunell Road, Suite 2  
Mississauga, ON L4Z 1X3  
Tel.: (905) 712-3171  
Toll free: 1-800-387-8127  
Fax: (905) 712-3177

**Wheels International**  
1631 The Queensway, Unit 1  
Etobicoke, ON M8Z 5Y4  
Tel.: (416) 251-5556  
Fax: (416) 251-5744

**Gerth Transport**  
280 Shoemaker  
Kitchener, ON N2E 3E1  
Tel.: (519) 996-3649  
Fax: (519) 748-2204

**Mill Creek Motor Freight**  
Hwy. 97 & 401  
Cambridge, ON N1R 5Y2  
Tel.: (519) 623-6632  
Fax: (519) 740-0081

**SMR Transport Inc.**  
287 Bon Pasteur  
Laval, PQ H7N 3R9  
Tel.: (514) 663-5355  
Fax: (514) 383-3412

**N. Yanke Transfer**  
2815 Lorne Avenue  
Saskatoon, SK S7J 0S5  
Tel.: (306) 955-4221  
Fax: (306) 955-5663

**SGT 2000**  
354 Hwy. 122  
St. Germain, Qc J0C 1K0  
Tel.: 1-800-363-4216  
Fax: (819) 395-5161

**Canadian American Transport**  
4, rue du Transport  
P.O. Box 930  
Coteau du Lac, Qc J0P 1B0  
Tel.: (514) 954-4367  
Fax: (514) 763-2400

## **MEXICAN GOVERNMENT OFFICES IN CANADA**

The Embassy of Mexico, Mexican Trade Commissioners in Canada, and Mexican consulates can provide assistance and guidance to Canadian companies in need of information about doing business in Mexico. For more information, contact:

**Embassy of Mexico**  
45 O'Connor Street  
Suite 1500  
Ottawa, ON K1P 1A4  
Tel.: (613) 233-8988  
Fax: (613) 235-9123

**Mexican Consulate in Ottawa**  
45 O'Connor Street  
Suite 1500  
Ottawa, ON K1P 1A4  
Tel.: (613) 233-6665  
Fax: (613) 235-9123

## **OTHER MEXICAN CONSULATES GENERAL IN CANADA**

**Consulate General of Mexico**  
2000 Mansfield Street  
Suite 1015  
Montreal, PQ H3A 2Z7  
Tel.: (514) 288-2502/4916  
Fax: (514) 288-8287

**Consulate General of Mexico**  
199 Bay Street  
Suite 4440  
P.O. Box 266, Station Commerce Court West  
Toronto, ON M5L 1E9  
Tel.: (416) 368-2875/8141/1847  
Fax: (416) 368-8342

**Consulate General of Mexico**  
810-1139 West Pender Street  
Vancouver, BC V6E 4A4  
Tel.: (604) 684-3547/1859  
Fax: (604) 684-2485

**Mexican Honorary Consulate**  
380 Chemin St. Louis  
Suite 1407  
Quebec, PQ G1S 4M1  
Tel.: (418) 681-3192  
Fax: (418) 683-7843

**Mexican Honorary Consulate**  
830-540 5th Avenue, S.W.  
Calgary, AB T2P 0M2  
Tel.: (403) 263-7077/7078  
Fax: (403) 263-7075

**Mexican Honorary Consulate**  
1900 Commodity Exchange Tower  
360 Main Street  
Winnipeg, MB R3C 3Z3  
Tel.: (202) 944-2540  
Fax: (202) 957-1790

## **MEXICAN FOREIGN TRADE COMMISSIONS**

*Banco Nacional de Comercio Exterior (Bancomext)* is the Mexican Foreign Trade Commission and has offices in Canada. It offers credits, export guarantees and counselling services to Mexican companies seeking to do business in Canada.



## **MEXICAN BANKS WITH OFFICES IN CANADA**

*Banco Nacional de México (Banamex), Banco de Comercio (Bancomer), and Banca Serfin* are private-sector banks which offer specialized services through their international trade information centres. The centres participate in a computerized communications network with access to numerous economic, governmental and financial databases throughout the world. These banks are located throughout Mexico and maintain offices in Toronto.

*Banco Nacional de México (Banamex)*  
1 First Canadian Place  
Suite 3430  
P.O. Box 299  
Toronto, ON M5X 1C9  
Tel.: (416) 368-1399  
Fax: (416) 367-2543

*Banco de Comercio (Bancomer)*  
The Royal Bank Plaza  
South Tower  
Suite 2915  
P.O. Box 96  
Toronto, ON M5J 2J2  
Tel.: (416) 956-4911  
Fax: (416) 956-4914

*Banca Serfin*  
BCE Place  
Canada Trust Tower  
161 Bay Street  
Suite 4360  
P.O. Box 606  
Toronto, ON M5J 2S1  
Tel.: (416) 360-8900  
Fax: (416) 360-1760

## **CANADIAN GOVERNMENT DEPARTMENTS AND SERVICES IN MEXICO**

### **COMMERCIAL DIVISION THE EMBASSY OF CANADA IN MEXICO**

The Commercial Division of the Canadian Embassy in Mexico can provide vital assistance to Canadians venturing into the Mexican market. The trade commissioners are well-informed about the market and will respond in whatever measures possible to support a Canadian firm's presence in Mexico.

*Note: to telephone Mexico City, dial: 011-52-5 before the number shown. For contacts in other cities in Mexico, consult the international code listing at the front of your local telephone directory for the appropriate regional codes.*

Commercial Division  
The Embassy of Canada in Mexico  
Schiller No. 529  
Apartado Postal 105-05  
Col. Polanco  
11560 México, D.F.  
México  
Tel.: 724-7900  
Fax: 724-7982

Canadian Business Centre  
*Centro Canadiense de Negocios*  
Av. Ejército Nacional No. 926  
Col. Polanco  
11540 México, D.F.  
México  
Tel.: 580-1176  
Fax: 580-4494

Canadian Consulate  
Edificio Kalos, Piso C-1  
Local 108-A  
Zaragoza y Constitución  
64000 Monterrey, Nuevo León  
México  
Tel.: 344-3200  
Fax: 344-3048

## KEY CONTACTS IN MEXICO

### MEXICAN GOVERNMENT

**Secretariat of Planning and Budget**  
*Secretaría de Programación y Presupuesto (SPP)*  
Palacio Nacional Patio de Honor, Piso 4  
Col. Centro  
06740 México, D.F.  
México  
Tel.: 542-8762/8763  
Fax: 542-1209  
Information Department: 286-1000/1900

**Secretariat of Commerce and Industrial Development**  
*Secretaría de Comercio y Fomento Industrial (SECOFI)*  
*Dirección General de Servicios al Comercio Exterior e Inversión Extranjera*  
Alfonso Reyes No. 30, Piso 12  
Col. Hipódromo Condesa  
06170 México, D.F.  
México  
Tel.: 729-9256/9257  
Fax: 729-9343

**Secretariat of Health**  
*Secretaría de Salud (SS)*  
*Dirección General de Control Sanitario de Bienes y Servicios*  
Licja No. 7, Piso 1  
Col. Juárez  
06600 México, D.F.  
México  
Tel.: 553-7670  
Fax: 286-5497

**Secretariat of Agriculture, Livestock and Rural Development**  
*Secretaría de Agricultura, Ganadería y Desarrollo Rural (SAGAR)*  
*Dirección General de Sanidad Vegetal*  
*Dirección General de Salud Animal*  
Insurgentes Sur No. 476, Piso 13  
Col. Roma Sur  
06760 México, D.F.  
México  
Tel.: 584-0786/0834  
Fax: 584-1887

**Secretariat of Finance and Public Credit**  
*Secretaría de Hacienda y Crédito Público (SHCP)*  
*Dirección General Técnica de Ingresos*  
Palacio Nacional, 1er. Patio Mariano  
Col. Centro  
06066 México, D.F.  
México  
Tel.: 518-5420 through 29  
Fax: 542-2821

**Secretariat of Finance and Public Credit**  
*Secretaría de Hacienda y Crédito Público (SHCP)*  
*Subsecretaría de Ingresos*  
*Dirección General Fiscal Internacional*  
Avenida Hidalgo No. 77  
Módulo 1, Planta Baja  
Col. Guerrero  
06300 México, D.F.  
México  
Tel.: 512-1086/1697  
Fax: 518-1389

**Mexican Institute of Standards and Certification**  
*Instituto Mexicano de Normalización y Certificación (IMENOC)*  
Manuel María Contreras No. 133, Piso 1  
Col. Cuauhtémoc  
06597 México, D.F.  
México  
Tel.: 546-4546  
Fax: 566-7822 ext. 179/117

**National Association of Importers and Exporters of the Mexican Republic**  
*Asociación Nacional de Importadores y Exportadores de la República Mexicana (ANIERM)*  
Av. Monterrey No. 130  
Col. Roma  
06700 México, D.F.  
México  
Tel.: 584-9522  
Fax: 584-5317

## CANADIAN BANKS IN MEXICO

**Bank of Montreal**  
Horacio No. 1855-301  
Col. Polanco  
11510 México, D.F.  
México  
Tel.: 203-8211  
Fax: 203-8542

**Royal Bank of Canada**  
Hamburgo No. 172, Piso 5  
Col. Juárez  
06600 México, D.F.  
México  
Tel.: 207-2400  
Fax: 208-1592

**Bank of Nova Scotia (BNS)**  
Hamburgo No. 213, Piso 10  
Apartado Postal 6-931  
Col. Juárez  
06600 México, D.F.  
México  
Tel.: 256-0622  
Fax: 208-7182

**Canadian Imperial Bank of Commerce (CIBC)**  
(representative office, no retail services)  
Campos Eliseos No. 400, Despacho 402  
Col. Polanco  
11570 México, D.F.  
México  
Tel.: 281-1238/1074  
Fax: 280-3069

**National Bank**  
(representative office)  
Lope de Vega No. 117, Piso 10  
Col. Polanco  
11540 México, D.F.  
México  
Tel.: 254-7030/7090  
Fax: 531-6930

## ASSOCIATIONS OF CUSTOMS BROKERS IN MEXICO

*Confederación de Asociaciones de Agentes Aduanales  
de la República Mexicana (CAAAREM)*  
Hamburgo No. 225  
Col. Juárez  
06600 México, D.F.  
México  
Tel.: 525-0728  
Fax: 525-8070

*Asociación de Agentes Aduanales de Acapulco, Guerrero*  
Morelos No. 9, Despacho 6 y 7  
39300 Acapulco, Guerrero  
México  
Tel: 2-1997, 3-1870

*Asociación de Agentes Aduanales del Aeropuerto Internacional  
de la Ciudad de México*  
Av. Revolución No. 1005  
Col. Mixcoac  
03910 México, D.F.  
México  
Tel.: 611-2943/8749  
Fax: 563-9018

*Asociación de Agentes Aduanales de Ciudad Acuña, Coahuila*  
Calle Hidalgo No. 375 Oriente  
26200 Ciudad Acuña, Coahuila  
México  
Tel.: 2-2753  
Fax: 2-2253

*Asociación de Agentes Aduanales de Ciudad Hidalgo, Chiapas*  
2a. Calle Oriente No. 6-F  
30840 Ciudad Hidalgo, Chiapas  
México  
Tel.: 8-0127  
Fax: 8-0127

*Asociación de Agentes Aduanales de Ciudad Juárez, Chihuahua*  
Carlos Villareal esquina con Juan  
de la Barrera No. 379 Oriente  
32300 Ciudad Juárez, Chihuahua  
México  
Tel.: 29-2400  
Fax: 16-0301

*Asociación de Agentes Aduanales de Coatzacoalcos, Veracruz*  
Calle Colón No. 208  
96400 Coatzacoalcos, Veracruz  
México  
Tel.: 2-0045/1020  
Fax: 2-8989

*Asociación de Agentes Aduanales de Ciudad Miguel Alemán,  
Tamaulipas*  
Calle Primera No. 313-D  
88300 Ciudad Miguel Alemán, Tamaulipas  
México  
Tel.: 2-0587  
Fax: 2-0587

*Asociación de Agentes Aduanales de Subteniente López,  
Quintana Roo*  
Av. México No. 72  
77900 Chetumal, Quintana Roo  
México  
Tel.: 2-8268/8310  
Fax: 2-1213

*Asociación de Agentes Aduanales de Guadalajara, Jalisco*  
Av. de la Asunción No. 3022  
Col. Chapalita  
44510 Guadalajara, Jalisco  
México  
Tel.: 121-3287/3421  
Fax: 122-9786

*Asociación de Agentes Aduanales de Guaymas, Sonora*  
Calle 12 No. 27 Sur  
85400 Guaymas, Sonora  
México  
Tel.: 2-9570  
Fax: 2-9666

*Asociación de Agentes Aduanales de la Aduana Interior de la  
Ciudad de México*  
Ferrocarril Central No. 594  
Edificio 15, Despacho 101  
02670 México, D.F.  
México  
Tel.: 556-3744/3655  
Fax: 556-3661

*Asociación de Agentes Aduanales de la Aduana Interior del  
Estado de México*  
Cuernavaca No. 62  
Col. Condesa  
06140 México, D.F.  
México  
Tel.: 286-1515/1747  
Fax: 286-1807

*Asociación de Agentes Aduanales de Ciudad Lázaro Cárdenas,  
Michoacán*  
Edificio Famy No. 202, Piso 2  
60950 Ciudad Lázaro Cárdenas, Michoacán  
México  
Tel.: 7-2315  
Fax: 7-2315

*Asociación de Agentes Aduanales de Manzanillo, Colima*  
Constitución No. 55  
Col. Burócrata  
28200 Manzanillo, Colima  
México  
Tel.: 2-5119  
Fax: 2-5119

*Asociación de Agentes Aduanales de Matamoros, Tamaulipas*  
Calle 6 entre Galeana y Allende No. 2005  
87330 Matamoros, Tamaulipas  
México  
Tel.: 12-2018/2048/2023  
Fax: 12-2088

*Asociación de Agentes Aduanales de Mazatlán, Sinaloa*  
Venustiano Carranza No. 12 Sur  
82000 Mazatlán, Sinaloa  
México  
Tel.: 2-2205/2087  
Fax: 2-5712

*Asociación de Agentes Aduanales de Mexicali, Baja California*  
Calle Salina Cruz No. 172-3  
Col. Pueblo Nuevo  
21120 Mexicali, Baja California  
México  
Tel.: 52-9270, 53-6728  
Fax: 53-6627

*Asociación de Agentes Aduanales de Nogales, Sonora*  
Carretera Libramiento No. 4950  
Edificio C, Planta Baja  
84000 Nogales, Sonora  
México  
Tel.: 3-2560  
Fax: 3-2400

*Asociación de Agentes Aduanales de Nuevo Laredo, Tamaulipas*  
Cesar López de Lara No. 3603  
88280 Nuevo Laredo, Tamaulipas  
México  
Tel.: 5-5080  
Fax: 5-3210

*Asociación de Agentes Aduanales de Monterrey, Nuevo León*  
Manuel Barragán No. 1327-A  
Col. Anahuac  
66450 San Nicolás de los Garza, Nuevo León  
México  
Tel.: 332-1190, 352-8957  
Fax: 352-8956

*Asociación de Agentes Aduanales de Ojinaga, Chihuahua*  
Zaragoza y Bolívar No. 400  
32800 Ojinaga, Chihuahua  
México  
Tel.: 3-1121  
Fax: 3-0139

*Asociación de Agentes Aduanales de Piedras Negras, Coahuila*  
Zaragoza Sur No. 400  
26000 Piedras Negras, Coahuila  
México  
Tel.: 2-7000  
Fax: 2-7393

*Asociación de Agentes Aduanales de Progreso, Yucatán*  
Calle 25 por 68 y 70 No. 139F  
97320 Progreso, Yucatán  
México  
Tel.: 5-3702  
Fax: 5-3696

*Asociación de Agentes Aduanales de Querétaro, Querétaro*  
Blv. Bernardo Quintana No. 168, Piso 1  
Col. Carretas  
76020 Querétaro, Querétaro  
México  
Tel.: 13-5835  
Fax: 13-5594

*Asociación de Agentes Aduanales de Reynosa, Tamaulipas*  
Plutarco Elias Calles No. 837-1  
Col. Medardo González  
88550 Reynosa, Tamaulipas  
México  
Tel.: 22-6484/7415  
Fax: 22-6215

*Asociación de Agentes Aduanales de Tampico, Tamaulipas*  
Isauro Alfaro No. 108 Norte, Piso 4  
89000 Tampico, Tamaulipas  
México  
Tel.: 12-7741/9019  
Fax: 14-0386

*Asociación de Agentes Aduanales de Tijuana, Baja California*  
Av. Centenario de Tijuana No. 10310  
Despachos 403/7  
Zona Río Tijuana  
22350 Tijuana, Baja California  
México  
Tel.: 82-8555  
Fax: 82-4573

*Asociación de Agentes Aduanales de Veracruz, Veracruz*  
Constitución No. 288  
91700 Veracruz, Veracruz  
México  
Tel.: 34-1641, 38-5359  
Fax: 38-1363

## RETAIL CHAINS IN MEXICO

*Gigante S.A. de C.V.*  
Av. Ejército Nacional No. 796-A  
Col. Polanco  
11520 México, D.F.  
México  
Tel.: 724-8000  
Fax: 724-8380

*Operadora Comercial Mexicana S. A. de C.V.*  
Chabacano No. 43  
Col. Asturias  
06850 México, D.F.  
México  
Tel.: 723-7111  
Fax: 723-7495

*Grupo CIFRA*  
José María Castorena No. 470  
Col. San José de los Cedros  
05200 Cuajimalpa, México, D.F.  
México  
Tel.: 570-0352, 327-9206/9207  
Fax: 327-9282

# APPENDIX A

## PRODUCTS SUBJECT TO MEXICAN OFFICIAL STANDARDS

Canadian companies which export products subject to official standards in Mexico can obtain copies of the relevant *Normas Oficiales Mexicanas*, official Mexican standards, from the following Mexican Government agencies.

### Food, beverages, cosmetics, toiletries:

Secretariat of Health  
*Secretaría de Salud (SS)*  
*Dirección General de Control Sanitario de Bienes y Servicios*  
 Donceles No. 39  
 Col. Centro  
 06010 México, D.F.  
 México  
 Tel.: 518-3696  
 Fax: 512-9628

### Medicines, medical equipment and supplies:

Secretariat of Health  
*Secretaría de Salud (SS)*  
*Dirección General de Control de Insumos para la Salud*  
 Mariano Escobido No. 373, Piso 6  
 Col. Chapultepec Morales  
 11570 México, D.F.  
 México  
 Tel.: 254-0962/2525  
 Fax: 254-6962

### Pesticides, fertilizer, toxic substances:

Secretariat of Health  
*Secretaría de Salud (SS)*  
*Dirección General de Salud Ambiental*  
 San Luis Potosí No. 192, Piso 4  
 Col. Roma  
 06700 México, D.F.  
 México  
 Tel.: 584-6745  
 Fax: 558-5260

### Other products:

Secretariat of Commerce and Industrial Development  
 Bureau of Standards  
*Secretaría de Comercio y Fomento Industrial (SECOFI)*  
*Dirección General de Normas*  
 Av. Puente de Tecamachalco No. 6  
 Col. Fuentes de Tecamachalco  
 53950 Tecamachalco, Estado de México  
 México  
 Tel.: 729-9300  
 Fax: 729-9477

## MEXICAN TARIFF MANDATORY MEXICAN STANDARD NUMBER

Leather Products	NOM-020-SCFI-1993
Textile Products	NOM-004-SCFI-1993
Meat Products	NOM-EM-003-ZOO-1994 (Emergency NOM)
Christmas Trees	NOM-EM-012-SARH3-1994 (Emergency NOM)
7311.00.01	NOM-021/4-SCFI-1993
7321.11.01	NOM-018/1-SCPI-1993
8413.11.01	NOM-023-SCFI-1993
8414.51.01	NOM-005-SCFI-1993
8414.90.13	NOM-003-SCFI-1993
8414.90.99	NOM-003-SCFI-1993
8415.10.01	NOM-003-SCFI-1993
8418.10.01	NOM-003-SCFI-1993
8418.30.03	NOM-003-SCFI-1993
8418.40.03	NOM-003-SCFI-1993
8419.11.01	NOM-022-SCFI-1993
8419.19.01	NOM-003-SCFI-1993
8419.19.99	NOM-027-SCFI-1993
8419.20.01	NOM-001-SCFI-1993
8419.81.01	NOM-003-SCFI-1993
8419.81.02	NOM-003-SCFI-1993
8422.11.01	NOM-003-SCFI-1993
8423.10.01	NOM-010-SCFI-1993
8423.81.01	NOM-010-SCFI-1993
8423.82.01	NOM-010-SCFI-1993
8423.89.99	NOM-010-SCFI-1993
8438.60.01	NOM-003-SCFI-1993
8438.60.02	NOM-003-SCFI-1993
8450.11.01	NOM-003-SCFI-1993
8450.12.01	NOM-003-SCFI-1993
8452.10.01	NOM-003-SCFI-1993
8469.10.01	NOM-016-SCFI-1993
8469.10.99	NOM-016-SCFI-1993

**MEXICAN TARIFF MANDATORY MEXICAN STANDARD NUMBER**

8470.21.01 NOM-016-SCFI-1993  
 8470.30.01 NOM-016-SCFI-1993  
 8470.40.01 NOM-016-SCFI-1993  
 8470.50.01 NOM-016-SCFI-1993  
 8471.10.01 NOM-019-SCFI-1993  
 8471.20.01 NOM-019-SCFI-1993  
 8471.19.01 NOM-019-SCFI-1993  
 8471.20.01 NOM-019-SCFI-1993  
 8471.91.01 NOM-019-SCFI-1993  
 8471.92.02 NOM-019-SCFI-1993  
 8471.92.02 NOM-019-SCFI-1993  
 8471.92.04 NOM-019-SCFI-1993  
 8471.92.05 NOM-019-SCFI-1993  
 8471.92.06 NOM-019-SCFI-1993  
 8471.92.07 NOM-019-SCFI-1993  
 8471.92.08 NOM-019-SCFI-1993  
 8471.92.09 NOM-019-SCFI-1993  
 8471.92.10 NOM-019-SCFI-1993  
 8471.92.11 NOM-019-SCFI-1993  
 8471.92.13 NOM-019-SCFI-1993  
 8471.92.99 NOM-019-SCFI-1993  
 8471.99.01 NOM-019-SCFI-1993  
 8472.10.01 NOM-016-SCFI-1993  
 8472.90.11 NOM-016-SCFI-1993  
 8476.11.01 NOM-001-SCFI-1993  
 8477.80.99 NOM-003-SCFI-1993  
 8481.10.02 NOM-018/4-SCFI-1993  
 8481.10.99 NOM-018/4-SCFI-1993  
 8481.40.99 NOM-018/2-SCFI-1993  
 8481.80.04 NOM-018/3-SCFI-1993  
 8504.40.06 NOM-001-SCFI-1993  
 8504.40.08 NOM-001-SCFI-1993  
 8504.40.101 NOM-001-SCFI-1993  
 8506.10.01 NOM-003-SCFI-1993  
 8508.10.02 NOM-003-SCFI-1993  
 8508.10.03 NOM-003-SCFI-1993  
 8408.20.02 NOM-003-SCFI-1993  
 8508.80.01 NOM-003-SCFI-1993  
 8508.80.02 NOM-003-SCFI-1993  
 8508.80.03 NOM-003-SCFI-1993  
 8508.80.99 NOM-003-SCFI-1993  
 8509.10.01 NOM-003-SCFI-1993  
 8509.20.01 NOM-003-SCFI-1993  
 8509.30.01 NOM-003-SCFI-1993  
 8509.40.01 NOM-003-SCFI-1993  
 8509.40.02 NOM-003-SCFI-1993  
 8509.40.03 NOM-003-SCFI-1993  
 8509.80.01 NOM-003-SCFI-1993  
 8509.80.03 NOM-003-SCFI-1993  
 8509.80.04 NOM-003-SCFI-1993  
 8509.80.08 NOM-003-SCFI-1993  
 8509.80.09 NOM-003-SCFI-1993  
 8510.10.01 NOM-003-SCFI-1993  
 8510.20.01 NOM-003-SCFI-1993  
 8515.11.01 NOM-003-SCFI-1993

**MEXICAN TARIFF MANDATORY MEXICAN STANDARD NUMBER**

8515.31.01 NOM-003-SCFI-1993  
 8516.10.01 NOM-003-SCFI-1993  
 8516.29.99 NOM-003-SCFI-1993  
 8516.31.01 NOM-003-SCFI-1993  
 8516.32.01 NOM-003-SCFI-1993  
 8516.33.01 NOM-003-SCFI-1993  
 8516.40.01 NOM-003-SCFI-1993  
 8516.50.01 NOM-001-SCFI-1993  
 8516.60.01 NOM-003-SCFI-1993  
 8516.60.99 NOM-003-SCFI-1993  
 8516.72.01 NOM-003-SCFI-1993  
 8516.79.99 NOM-003-SCFI-1993  
 8517.10.01 NOM-001-SCFI-1993  
 8517.81.05 NOM-016-SCFI-1993  
 8518.40.04 NOM-001-SCFI-1993  
 8518.50.01 NOM-001-SCFI-1993  
 8519.10.01 NOM-001-SCFI-1993  
 8519.21.02 NOM-001-SCFI-1993  
 8517.31.01 NOM-001-SCFI-1993  
 8519.39.99 NOM-001-SCFI-1993  
 8519.91.01 NOM-001-SCFI-1993  
 8520.10.01 NOM-001-SCFI-1993  
 8520.20.01 NOM-001-SCFI-1993  
 8521.10.01 NOM-001-SCFI-1993  
 8522.90.12 NOM-001-SCFI-1993  
 8526.92.89 NOM-001-SCFI-1993  
 8527.29.01 NOM-001-SCFI-1993  
 8527.31.01 NOM-001-SCFI-1993  
 8527.31.02 NOM-001-SCFI-1993  
 8428.10.01 NOM-001-SCFI-1993  
 8528.10.02 NOM-001-SCFI-1993  
 8528.10.03 NOM-001-SCFI-1993  
 8528.10.04 NOM-001-SCFI-1993  
 8528.10.05 NOM-001-SCFI-1993  
 8528.10.06 NOM-001-SCFI-1993  
 8528.20.01 NOM-001-SCFI-1993  
 8528.20.02 NOM-003-SCFI-1993  
 8531.80.02 NOM-001-SCFI-1993  
 8531.80.02 NOM-003-SCFI-1993  
 8538.50.01 NOM-003-SCFI-1993  
 8536.69.02 NOM-003-SCFI-1993  
 8543.80.01 NOM-001-SCFI-1993  
 9008.10.01 NOM-016-SCFI-1993  
 9009.11.01 NOM-016-SCFI-1993  
 9009.12.01 NOM-015-SCFI-1993  
 9009.21.01 NOM-016-SCFI-1993  
 9009.22.01 NOM-016-SCFI-1993  
 9009.31.01 NOM-016-SCFI-1993  
 9018.20.01 NOM-001-SCFI-1993  
 9018.90.03 NOM-009-SCFI-1993  
 9019.10.02 NOM-003-SCFI-1993  
 9025.11.99 NOM-011-SCFI-1993  
 9026.20.04 NOM-018/4-SCFI-1993  
 9026.20.99 NOM-013-SCFI-1993  
 9026.80.11 NOM-014-SCFI-1993

**MEXICAN TARIFF MANDATORY MEXICAN STANDARD  
NUMBER**

---

9028.20.01	NOM-012-SCFI-1993
9029.10.03	NOM-007-SCFI-1993
9207.10.01	NOM-001-SCFI-1993
9029.10.03	NOM-007-SCFI-1993
9207.10.01	NOM-001-SCFI-1993
9207.10.03	NOM-001-SCFI-1993
9207.10.99	NOM-001-SCFI-1993
9207.90.99	NOM-001-SCFI-1993
9405.10.01	NOM-003-SCFI-1993
9405.10.03	NOM-003-SCFI-1993
9405.10.04	NOM-003-SCFI-1993
9405.30.01	NOM-003-SCFI-1993
9405.60.01	NOM-001-SCFI-1993
9504.10.01	NOM-001-SCFI-1993



## APPENDIX B

### SAMPLE FORMS FOR EXPORTING TO MEXICO

- Export Declaration (Form B13)
- Certificate of Origin
- NAFTA Rules of Origin
- Certificate of Origin and Hygiene
- Certificate of Inspection
- Manufacturer's Certificate to Cover Exports  
of Food or Drug Products



1 Exporter / Exportateur		2 Report No. / Customs Office Stamp N° du rapport / Timbre du bureau de douane		3 Exp. Ref No. / N° ref. de l'exp.	
5 Consignee / Destinataire		6 Other Address (e.g. buyer/bank) / Autre adresse (par ex. acheteur/banque)			
		7 Origin (country/province) Origine (pays/province)		8 Destination (country/state) Destination (pays/état)	
		12 Terms of Sale - Delivery - Payment / Conditions de vente - livraison - paiement			
9 Pre-carriage by / Transporteur à l'étranger					
10 Exporting Carrier / Transporteur Exportateur		13 Invoice Date / Date de la facture		14 Date of Sale / Date de la vente	
11 Port of Entry / Bureau d'entrée		15 Exchange Rate / Taux de change		16 Currency of Sale / Devises de la vente	
17 If foreign goods in same condition as imported, give country of origin. S'il s'agit de marchandises étrangères dans l'état où elles ont été importées indiquer le pays d'origine		18 Marks and Numbers Marques et numéros		19 Number and Kind of Packages, Description of Shipment Nombre et genre de colis, désignation des marchandises	
				20 Gross Weight and Cubage Poids brut et cubage	
21 Invoice Item Description / Désignation d'articles sur la facture		22 Invoice Unit Quantity Unité de quantité inscrite sur la facture		23 Invoice Unit Price Prix unitaire de la facture	
				24 Invoice Total Total de la facture	
25 If goods are not sold, state reason for export Si les marchandises ne sont pas vendues, motiver l'exportation		26 Export Permit No. N° du permis d'exp.		34 Packaging Emballage	
27 Estimated freight charges / Frais de transport estimatifs To Point of exit Jusqu'au point de sortie \$ _____ Or to destination Ou jusqu'à destination \$ _____		29 Containerized Conteneurisées <input type="checkbox"/> Yes / <input type="checkbox"/> No <input type="checkbox"/> Ou / <input type="checkbox"/> Non		35 Ocean or International Freight / Transport maritime ou international	
28 Mode of Transport from point of exit / Moyen de transport à partir du lieu de sortie <input type="checkbox"/> Road / <input type="checkbox"/> Rail / <input type="checkbox"/> Water / <input type="checkbox"/> Air / <input type="checkbox"/> Other Route / Chemin de fer / Eau / Air / Autre		36 Domestic Freight Charges / Frais de transport intérieur		37 Insurance Assurances	
I hereby certify that the information given above and on the continuation sheet(s), if any, is true and complete. Je certifie par les présentes que les renseignements donnés ci-dessus et, sur la ou les feuilles supplémentaires, s'il en est, sont exacts et complets.		38 Misc. Transp. Transport divers		39 Commission Commissions	
30 Give firm name and address if different from exporter box above. Donner le nom et adresse de la firme s'ils sont différents de ceux indiqués dans la case de l'exportateur ci-dessus.		40 Container Conteneur		41 Asssts Aides	
31 Date _____		33 Status / Statut <input type="checkbox"/> Owner / <input type="checkbox"/> Agent Propriétaire		42 Invoice Total Total de la facture	
32 Signature _____					



# North American Free Trade Agreement CERTIFICATE OF ORIGIN (Instructions Attached)

Please Print or Type

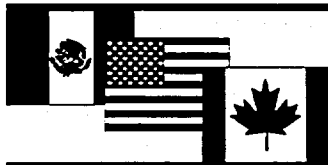
<b>1</b> Exporter's Name and Address:    <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number: ▶</div>	<b>2</b> Blanket Period:  <div style="text-align: center; margin: 10px 0;">             From <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; text-align: center;">D</td><td style="border: 1px solid black; width: 15px; text-align: center;">D</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td></tr></table>             To <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; text-align: center;">D</td><td style="border: 1px solid black; width: 15px; text-align: center;">D</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">M</td><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td><td style="border: 1px solid black; width: 15px; text-align: center;">Y</td></tr></table> </div>	D	D	M	M	Y	Y	D	D	M	M	Y	Y
D	D	M	M	Y	Y								
D	D	M	M	Y	Y								
<b>3</b> Producer's Name and Address:    <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number: ▶</div>	<b>4</b> Importer's Name and Address:    <div style="border: 1px solid black; padding: 2px; margin-top: 10px;">Tax Identification Number: ▶</div>												

<b>5</b> Description of Good(s)	<b>6</b> HS Tariff Classification Number	<b>7</b> Preference Criterion	<b>8</b> Producer	<b>9</b> Net Cost	<b>10</b> Country of Origin

**11** I certify that:

- the information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;
- I agree to maintain, and present upon request, documentation necessary to support this Certificate, and to inform, in writing, all persons to whom the Certificate was given of any changes that would affect the accuracy or validity of this Certificate;
- the goods originated in the territory of one or more of the Parties, and comply with the origin requirements specified for those goods in the North American Free Trade Agreement, and unless specifically exempted in Article 411 or Annex 401, there has been no further production or any other operation outside the territories of the Parties; and
- this Certificate consists of \_\_\_\_\_ pages, including all attachments.

Authorized Signature:	Company:						
Name:	Title:						
Date (DD / MM / YY):	Telephone:						
<table style="width: 100%; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; text-align: center;"> </td><td style="border: 1px solid black; width: 15px; text-align: center;"> </td><td style="border: 1px solid black; width: 15px; text-align: center;"> </td><td style="border: 1px solid black; width: 15px; text-align: center;"> </td><td style="border: 1px solid black; width: 15px; text-align: center;"> </td><td style="border: 1px solid black; width: 15px; text-align: center;"> </td></tr></table>							FAX:



# North American Free Trade Agreement

## Revenue Canada Customs NAFTA Rules of Origin

Including a Step-by-Step Guide to Determining a Good's Origin

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Please note that this pamphlet is not legislation or regulation. To provide plain-language explanations, we have omitted many of the technical details and exceptions to the rules of origin. For the actual rules of origin, please see the Customs Memorandum D11-5 series.

La version française de cette brochure s'intitule *Les Douanes de Revenu Canada – Règles d'origine de l'ALENA*.



## NAFTA Rules of Origin

### What is the purpose of rules of origin?

We need rules of origin to provide objective criteria for determining whether or not goods are eligible for the benefits that NAFTA provides.

Sometimes it's obvious whether or not a product originates in a particular country. For instance, if paper is made in Canada from Canadian trees, the paper obviously originates in Canada. However, if envelopes are folded in Canada from paper made in Brazil, the country of origin is questionable. The NAFTA rules of origin provide a precise answer to such questions.

On page 7 of this publication, we provide a step-by-step guide that explains how to determine whether or not a good originates in a NAFTA country.

### How do goods qualify as originating?

To be considered an **originating good**, the good has to meet one of the five requirements set out in the NAFTA rules of origin.

These five ways to qualify as originating under the rules of origin are as follows:

- a good is considered originating if that good is **wholly obtained or produced** in a NAFTA country (including those goods that are entirely grown, fished, or mined in a member country – it does not include goods purchased in a NAFTA country that were imported from a non-NAFTA country);
- a good is considered originating if that good is made up entirely of **components and materials** that qualify in their own right as goods that originate in a NAFTA country;
- a good is considered originating if that good meets the requirements of a **specific rule of origin** for that product, as listed in NAFTA Annex 401;

- a good is considered originating if that good qualifies under NAFTA **article 401(d)**, which only applies to a few cases; and
- a good is considered originating if it is **automatic data processing equipment or parts** qualifying under the provisions of Annex 308.1.

Of these five qualifications, the most common is the third, which applies to a good that includes any non-originating materials in its production.

### What are non-originating materials?

The non-originating materials used to produce the good are those materials or components that would not qualify as originating under the NAFTA rules of origin.

Non-originating materials are:

- materials or components you import from a non-NAFTA country; or
- materials produced in a NAFTA country but, because of the high level of off-shore input used to produce them, do not meet the rule of origin.

#### Note

You have to treat any material of unknown or unconfirmed origin as a non-originating material.

### How Do the Specific Rules of Origin Work?

NAFTA provides a specific rule of origin for every type of good that incorporates non-originating materials. In many cases, two different rules may apply to a good, and the good may qualify under either rule.

Generally, a good qualifies as originating in one of the NAFTA countries if its last place of manufacture was within the NAFTA territory, and if the manufacturing process resulted in significant change in all of the components or materials not of Canadian, United States, or Mexican origin. To test whether a significant change has occurred, we use a tariff classification change test.

When a product is transformed from all materials and components used into the finished good, there is a resulting change from the tariff classifications of the materials and components to that of the finished good.

### Harmonized System of tariff classification

A good's specific rule of origin is based on its tariff classification under the Harmonized System (HS). The HS organizes products according to the degree of manufacture, and assigns them classification numbers. It is arranged into 97 chapters covering all products. Each chapter is divided into headings, sub-headings, and tariff items.

#### Example

Chapter 95	.....	Toys, games, and sports requisites		
	Heading 95.04	..... Table or parlour games		
		Subheading 9504.20	.. Articles for billiards and accessories	
			Tariff item 9504.20.21	..... Billiard tables
				9504.20.21

As shown above, headings are identified with a four-digit number, subheadings with a six-digit number, and tariff items with an eight-digit number. As you can see, subheadings give a more specific description than headings, and tariff items give a more specific description than subheadings.

The term **harmonized system** refers to the fact that the chapter, heading, and subheading numbers for any good are identical in any country using the HS. Please note, however, that the final two digits of the tariff items are not harmonized – they are individually assigned by each importing country.

#### Example

All tomato sauces are classified in the HS subheading 2103.20, regardless of the country of import. However, tomato ketchup is specifically classified by tariff item 2103.20.10 in Canada, 2103.20.40 in the United States, and 2103.20.01 in Mexico.

The specific rules of origin in NAFTA Annex 401 are organized using the HS classification numbers. Therefore, once you have determined the HS classification of the good, use that classification to find the specific rule of origin in Annex 401 that applies. If the good meets the requirements of the rule of origin, it is an originating good.

### HS classification change

Most of the specific rules of origin require a certain **HS classification change** from the non-originating materials to the finished good. This change must be a result of production in one or more of the NAFTA countries.

#### Example

Orange marmalade is classified under heading 20.07. Fresh oranges are classified under heading 08.05. The specific rule of origin for orange marmalade requires a chapter change. If fresh oranges from Brazil are transformed into orange marmalade in the United States, the orange marmalade is an originating good, because a change from chapter 08 to chapter 20 has occurred.

In most cases, the only requirement of a rule of origin will be an HS classification change specified by Annex 401. Therefore, to determine whether a good qualifies as an originating good under NAFTA, after looking up the specific rule of origin, exporters or producers will need to know only the HS classification of the good, and the HS classification of any non-originating materials.

## Regional value content test

Sometimes a specific rule of origin will require you to meet an additional requirement for a good to qualify. Usually, this additional requirement tests the good's regional value content (RVC), which requires that a certain percentage of the good's value has to originate in a NAFTA country.

For example, some rules may specify that a good must have at least 65% RVC. To qualify for originating status under NAFTA, therefore, you have to demonstrate that at least 65% of the good's value originated in Canada, the United States, or Mexico.

If a rule requires an HS classification change and an RVC test, the good has to meet both of these requirements to be an originating good.

For many manufactured items, NAFTA provides two alternative specific rules of origin. The first requires only an HS classification change. The second requires a lesser degree of HS classification change, such as a change of subheading instead of heading, but also requires an RVC test.

### Example

Powdered laundry soap is classified in subheading 3401.20. Annex 401 provides two specific rules of origin for this product. For instance, if imported fatty acids (classified in chapter 15) are transformed into powdered laundry soap, this is sufficient for the powdered soap to be considered an originating good.

However, if laundry soap is imported into North America in solid form and transformed into powdered laundry soap, it can only be considered an originating good if a certain percentage of the final good's value is added in North America.

## Calculating Regional Value Content

NAFTA provides two alternative formulas that exporters or producers can use to calculate the regional value content (RVC) of their goods:

- the transaction value method; and

- the net cost method.

In most cases, exporters or producers can choose either method.

## Transaction value method

Under the transaction value method, exporters or producers have to subtract the value of any non-originating material used to produce the good from the actual price paid for the good. In most cases, the value of a non-originating material is the total amount it costs producers to purchase the material and get it to the production site.

Then, exporters or producers have to divide the difference by the price, and convert the result to a percentage to get the RVC.

The formula is as follows:

$$\frac{\text{Transaction value} - \text{value of non-originating materials}}{\text{Transaction value}} \times 100 = \text{RVC}$$

In most cases, if exporters or producers use the transaction value method, the specific rule of origin will require that the RVC for an originating good must be at least 60%.

### Example

A producer sells a good for \$100 in an arm's-length sale. The value of the non-originating materials used in the good is \$30.

Using the transaction value method, the producer calculates the RVC as follows:

$$\frac{\text{Transaction value} - \text{value of non-originating materials}}{\text{Transaction value}} \times 100 = \text{RVC}$$

$$\frac{\$100 - \$30}{\$100} \times 100 = 70\%$$

Therefore, using the transaction value method, the RVC of the good is 70%.



## Note

The RVC percentage is only relevant if the production results in the necessary HS classification change and the specific rule of origin that applies requires an RVC.

In the following circumstances, exporters or producers cannot use the transaction value method, so they have to apply the net cost method:

- the good has no transaction value (e.g., barter);
- the transaction value of the good is unacceptable under the Customs Valuation Code (see the brochure called *Value For Duty*, which is available at any Customs regional office, for more information);
- related-party transactions where the majority of the producer's sales are to related parties;
- the goods being imported are certain motor vehicles or automotive parts; and
- the goods being imported are footwear or word-processing machines.

Exporters or producers who are not sure whether they can use the transaction value method should call a Revenue Canada Customs regional office. You will find addresses and telephone numbers on the back cover of this publication.

## Net cost method

Under the net cost method, exporters or producers have to subtract the value of non-originating materials used to produce the finished good from the net cost of the good. In most cases, the **value of a non-originating material** is the total amount it costs producers to purchase the material and get it to the production site.

Then, exporters or producers have to divide the difference by the net cost, and convert the result to a percentage to get the RVC.

The net cost formula is as follows:

$$\frac{\text{Net cost} - \text{value of non-originating materials}}{\text{Net cost}} \times 100 = \text{RVC}$$

In most cases, if exporters or producers use the net cost method, the specific rule of origin will require that the RVC for an originating good must be at least 50%.

## Determining the net cost of a good

To determine the net cost of a good, begin with all the costs of producing the good, and then subtract any costs that are specifically excluded. Specifically excluded costs are costs for:

- sales promotion and marketing;
- after-sales service;
- royalties;
- shipping and packing costs; and
- non-allowable interest costs.

### Example

A producer sells a good for \$100 but is not sure whether this price is acceptable under the Customs Valuation Code. The producer chooses to use the net cost method. The value of non-originating materials is \$30.

Using the net cost method, the producer has to calculate as follows:

#### Step 1

The total cost of the good is \$90. Sales, shipping, and royalty costs that can be allocated to the good are \$10. Therefore, the net cost of the good is \$80.

#### Step 2

$$\frac{\text{Net cost} - \text{value of non-originating materials}}{\text{Net cost}} \times 100 = \text{RVC}$$

$$\frac{\$80 - 30}{80} \times 100 = 62.5\%$$

Therefore, using the net cost method, the RVC of the good is 62.5%.

## Note

The RVC percentage is only relevant if the production results in the necessary HS classification change and the specific rule of origin that applies requires an RVC.

## Changing the method of RVC calculation

If exporters or producers select the transaction value method, and they are advised by Customs that the transaction value of the good (or the value of any material used to produce the good) is unacceptable or needs to be adjusted, they can choose to use the net cost method.

However, if they select the net cost method initially and the results are unfavourable, they cannot switch to the transaction value method.

## Special Options

These are additional rules of origin that exporters or producers can use if their goods fail to qualify under the specific rules of origin.

### *De minimis* exception to HS classification change requirement

NAFTA provides relief when a good does not qualify as an originating good only because some non-originating material of little value fails to meet an HS classification change requirement. If the value of the non-originating material in question is no more than 7% of the value of the good, the good is considered an originating good.

### Example

A good uses two materials, A and B, and both are non-originating materials. As a result of its transformation into the finished good, A makes the required HS classification change, but B does not. Because B does not make the required change, the finished good will not qualify unless the value of B is no more than 7% of the good's value.

Please note that the test **only** considers whether the non-originating material that **does not** meet the HS classification change is not more than 7% of the total value. As a general rule, a good can incorporate **any** amount of non-originating material and still be an originating good, as long as these materials meet the required HS classification change for the finished product.

In many cases, the *de minimis* exception to HS change cannot be used. Contact Customs officials to determine whether or not the *de minimis* exception can be used.

### *De minimis* exception to RVC requirement

A producer of a good that is subject to an RVC requirement can disregard that requirement if the value of all non-originating materials in that good is less than 7% of the transaction value of the good.

### Accumulation

A good may be produced partly in one NAFTA country, and completed in another. To determine whether a good meets an HS classification change or an RVC test, treat the production done in both countries as if it occurred in one.

Producers can only accumulate their suppliers' production costs if the supplier is willing to provide supporting documentation regarding their North American costs.

**Example**

An American yacht producer calculates RVC and finds that the yachts produced have only 53% RVC under the transaction value method, and 44% under the net cost method.

However, the yacht's engine, which is a \$25,000 non-originating material, was supplied by a producer in Canada. The engine producer gives the yacht producer a letter stating that, although the engine is not an originating material, \$8,000 of the engine's value was incurred in North America.

With this information, the yacht producer can accumulate the \$8,000 as part of the North American content of the yacht. With this additional \$8,000 North American content, the yachts might satisfy the minimum RVC requirement (the net cost method has to be used with accumulation).

## Step-by-Step Guide to Determining a Good's Origin

To determine whether a good qualifies as an originating good under the NAFTA rules of origin, follow these steps.

### Step 1

Was the good last processed in one of the NAFTA countries?

If yes, go to step 2.

If no, the good does not qualify.

### Step 2

Do any of the materials or components used in the good come from outside Canada, the United States, or Mexico, or otherwise do not qualify as originating materials under the NAFTA rules of origin?

If yes, go to step 3.

(If you do not know the origin of any material, you have to assume it does not originate in a NAFTA country.)

If no, the good qualifies. Go to Step 9.

### Step 3

Determine the HS classification number of the good being imported into Canada. Usually, the six-digit, subheading level is sufficient.

### Step 4

Using the HS classification number, identify the specific rule or rules of origin in Annex 401 that apply to the good.

If two rules apply, you must meet one of them. One rule may require only an HS classification change, whereas the other requires an HS classification change and an RVC test. Select the rule that is most appropriate for the non-originating materials used in the production of your goods.

### Step 5

Determine the HS classification of the non-originating materials or components you use to produce the good in a NAFTA country.

### Step 6

Does the change from the HS classification of the non-originating materials to the HS classification of the good imported into Canada meet the HS classification change required in the specific rule or rules of origin you identified in Step 4?

If yes, the HS classification change requirement is met. Go to Step 7.

If no, the good does not qualify, unless it falls under certain exemptions. If the value of the non-originating materials that do not meet the HS classification change requirement is not more than 7% of the value of the good, the *de minimis* exemption may apply, and the good may qualify as an originating good, if it meets all other requirements of the rule of origin.

### Step 7

Does the specific rule also contain an RVC test?

If no, and the HS classification change requirement is met, the good qualifies as an originating good. Go to Step 9.

If yes, choose whether to use the transaction value method or the net cost method.

**Be careful!** Be sure you are eligible to use the transaction value method before you select it. In particular, be sure that the price paid for the good is acceptable under the principles of the Customs Valuation Code. If there is any doubt, contact your Customs regional office (see back cover for addresses and telephone numbers) or use the net cost method. Please note that for certain types of goods you can only use the net cost method.

### Step 8(a)

#### Transaction value method

Determine the actual price paid for the good and the value of the non-originating materials used to produce it. Using the transaction value formula, calculate the RVC percentage.

If the RVC percentage is **equal to or more than** the minimum percentage set out in the specific rule of origin for transaction value calculations, the good qualifies as an originating good, as long as you meet all other requirements of the rule. Go to Step 9.

If the percentage is **less than** the set minimum, try using the net cost method.

### Step 8(b)

#### Net cost method

To determine the net cost of the good, deduct the specifically excluded costs from the total cost of the good. Then, determine the value of

the non-originating materials and components. Using the net cost formula, calculate the RVC percentage.

If the RVC percentage is **equal to or more than** the minimum percentage set out in the specific rule for net cost calculations, the good qualifies as an originating good, as long as the good meets all other requirement of the rule. Go to Step 9.

If the percentage is **less than** the set minimum, try using the accumulation rule to see if you can increase your regional value content by counting your North American suppliers' costs as your own. If you are still below the set minimum, the good does not qualify.

### Step 9

Complete a *Certificate of Origin* if the good is an originating good.

## Need more information?

For general NAFTA enquiries, please contact the NAFTA Information Desk at (613) 941-0965.

The NAFTA rules of origin are contained in Customs Memorandum D11-5-1, *NAFTA Rules of Origin Regulations*. You can get copies of Customs memoranda from:

Canada Communications Group  
Ottawa, Ontario K1A 0S9  
Telephone: (819) 956-4802  
Facsimile: (819) 956-4800

A *Trilateral Customs Guide to NAFTA* has been published by each of the Customs administrations of Canada, the United States, and Mexico. In Canada, contact any of the regional Customs offices listed on page 10 to obtain a copy. In the United States, you can get a copy from:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, D.C. 20402-9328  
Attn: Order Desk  
Telephone: (202) 783-3238

In Mexico, you can obtain a copy from:

Instituto Nacional de Capacitación Fiscal  
Allende Sur No. 8  
Col. Centro  
Querétaro, Qro. 76000, México  
Telephone: 14-28-86  
12-60-93  
14-33-51  
Facsimile: 12-54-53

At Revenue Canada Customs, we can provide information on current Canadian duties, harmonized system (HS) classification, and rules of origin that apply to your products. Contact any of the regional Customs offices listed on the back cover for details.

# Regional Customs Offices

## Atlantic Region

P.O. Box 3080  
1557 Hollis Street  
Halifax South Postal Station  
Halifax, Nova Scotia  
B3J 3G6  
Canada  
Telephone: (902) 426-7982  
Facsimile: (902) 426-2768

## Québec Region

P.O. Box 2267  
130 Dalhousie Street  
Québec, Quebec  
G1K 7P6  
Canada  
Telephone: (418) 648-3401  
Facsimile: (418) 648-3040

## Montréal Region

105 McGill Street  
Montréal, Quebec  
H2Y 2C2  
Canada  
Telephone: (514) 283-9900  
Facsimile: (514) 283-7500

## Ottawa Region

2265 St. Laurent Boulevard  
Ottawa, Ontario  
K1G 4K3  
Canada  
Telephone: (613) 991-0597  
Facsimile: (613) 952-7149

## Toronto Region

P.O. Box 10, Station A  
1 Front Street West  
Toronto, Ontario  
M5W 1A3  
Canada  
Telephone: (416) 973-6413  
Facsimile: (416) 973-3076

## Hamilton Region

P.O. Box 2989  
26 Arrowsmith Road  
Hamilton, Ontario  
L8N 3V8  
Canada  
Telephone: (905) 308-8563  
Facsimile: (905) 308-8616

## Southwestern Ontario Region (Windsor)

P.O. 2280  
Walkerville Postal Station  
Windsor, Ontario  
N8Y 4R8  
Canada  
Telephone: (519) 257-6361  
Facsimile: (519) 257-6446

## Southwestern Ontario Region (London)

P.O. Box 5940  
451 Talbot Street  
London, Ontario  
N6A 4T9  
Canada  
Telephone: (519) 645-5843  
Facsimile: (519) 645-5819

## Central Region

Federal Building  
269 Main Street  
Winnipeg, Manitoba  
R3C 1B3  
Canada  
Telephone: (204) 983-4714  
Facsimile: (204) 983-6635

## Alberta Region

Room 720  
Harry Hays Building  
220 4th Avenue South East  
Calgary, Alberta  
T2G 4X3  
Canada  
Telephone: (403) 292-4622  
Facsimile: (403) 292-8856

## Pacific Region

333 Dunsmuir Street  
Vancouver, British Columbia  
V6B 5R4  
Canada  
Telephone: (604) 666-6753  
Facsimile: (604) 666-2212





Government of Canada  
Fisheries and Oceans

Gouvernement du Canada  
Pêches et Océans

CERTIFICATE NO. — N° DU CERTIFICAT

67101

**CERTIFICATE OF  
ORIGIN AND HYGIENE**

**CERTIFICAT  
D'ORIGINE ET D'HYGIÈNE**

"This is to certify that the product described in this certificate is a product of Canada and was produced in a facility in compliance with the Government of Canada *Fish Inspection Regulations*."

« Le produit décrit dans le présent certificat est un produit du Canada et a été préparé dans un établissement qui répond aux exigences du *Règlement sur l'inspection du poisson* du gouvernement du Canada. »

PRODUCT DESCRIPTION — DESCRIPTION DU PRODUIT

LOT SIZE — TAILLE DU LOT

Consignor  
Expéditeur :

Consignee  
Consignataire :

Marks  
Marques :

Via  
Transport :

PLACE — LIEU

DATE

INSPECTOR — INSPECTEUR

FP-1404 (11/91)

COPY 1 CONSIGNEE — CONSIGNATAIRE  
COPIE





Government of Canada  
Fisheries and Oceans

Gouvernement du Canada  
Pêches et Océans

CERTIFICATE NO. - N° DU CERTIFICAT

QC 2066

**CERTIFICATE OF INSPECTION**  
**CONTENT**

**CERTIFICAT D'INSPECTION**  
**NIVEAU DE**

This is to certify that the \_\_\_\_\_  
content of the fish described herein is below

La présente certifie que le niveau de \_\_\_\_\_  
du poisson décrit ci-dessous est inférieur à

PRODUCT DESCRIPTION - DESCRIPTION DU PRODUIT

LOT SIZE - TAILLE DU LOT

Consignor  
Expéditeur:

Consignee  
Consignataire:

Marks - Marques:

Via - Transport:

PLACE - LIEU

DATE

INSPECTOR - INSPECTEUR

FP-1408 (04/80)

**COPY 1 CONSIGNEE - CONSIGNATAIRE**

**MANUFACTURER'S CERTIFICATE  
TO COVER EXPORTS OF  
FOOD OR DRUG PRODUCTS**

**DÉCLARATION DU FABRICANT  
TOUCHANT LES EXPORTATIONS DE PRODUITS  
ALIMENTAIRES OU PHARMACEUTIQUES**

We, the undersigned, manufacturers of the following products,

Nous, soussignés, fabricants des produits suivants,

PRODUCTS - PRODUITS

do hereby certify that these products were manufactured and produced in Canada:

certifions, par les présentes, que ces produits ont été fabriqués au Canada:

- (a) under proper supervision and sanitary manufacturing conditions, by qualified personnel;
- (b) in accordance with adequate quality control to justify the claims of all labels and package inserts;
- (c) in accordance with the requirements of Canada's Food and Drugs Act and Regulations thereunder

- (a) par des personnes compétentes, sous une surveillance et suivant des conditions sanitaires appropriées;
- (b) conformément aux contrôles de qualité pour justifier les prétentions de tous les dépliants et étiquettes;
- (c) conformément aux exigences de la Loi des aliments et drogues et de ses règlements d'application

NAME OF MANUFACTURER - NOM DU FABRICANT

DATE	SIGNATURE OF AUTHORIZED PERSON - SIGNATURE DE LA PERSONNE AUTORISÉE
------	---



Health and Welfare Canada    Santé et Bien-être social Canada

Health Protection Branch    Direction générale de la protection de la santé

It is hereby certified that products manufactured in the manner above described would not, by reason of the method of manufacture thereof, be in violation of the Food and Drugs Act of Canada and the Regulations thereunder.

Je, soussigné, certifie que les produits dont le procédé de fabrication figure ci-dessus, ne violent en rien, à cet égard, la Loi des aliments et drogues, ni ses règlements d'application.

DATE	SIGNATURE OF AUTHORIZED PERSON - SIGNATURE DE LA PERSONNE AUTORISÉE
------	---

# HELP US TO SERVE YOU BETTER

We are interested in your views on this publication. Please take a few minutes to respond to the questions below.

1. What is your overall opinion of this publication?

- very useful
- useful
- moderately useful
- not useful

2. Please provide your assessment of each of the following aspects of this publication.

a) Quality of text discussion (mark one only):

- excellent
- good
- fair
- poor

b) Presentation of information (mark one only):

- excellent
- good
- fair
- poor

c) Use of graphics and other visual aids (mark one only):

- excellent
- good
- fair
- poor

3. If this publication were updated, revised and re-issued in the future, would you be interested in receiving a copy?

- yes, very interested
- probably interested
- no, not interested
- not sure

4. How did you find the structure and format of this publication?

- clear and easy to follow
- confusing and difficult to follow

5. For your purposes, did this publication provide a sufficiently complete treatment of the subject(s) reviewed?

- yes, definitely
- to some extent
- no
- can't say/don't know

6. This publication would have been more useful to me if it had (mark all that apply):

- provided more qualitative information
- provided less quantitative information
- made greater use of graphs, charts and tables
- contained a longer textual discussion
- contained a shorter textual discussion
- used more examples, case studies, company profiles

7. In your opinion, was there important information missing from this publication?

yes — please specify:

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8. Are there any issues relevant to the subject of this publication that you would like to have seen covered in more detail?

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9. Please offer any suggestions for improving the next version of this publication.

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10. Will this publication assist you in your business development?

yes  no

11. a) Does your company currently export?

Yes, go to 11 b)  
 No, go to 11 c)

b) If yes, to which foreign markets?

U.S.A.  Europe  Japan  
 Mexico  Latin America  
 Other (please specify) \_\_\_\_\_

c) If not, are you planning to export within the next 12 months?

Yes, where?  
 U.S.A.  Europe  Japan  
 Mexico  Latin America  
 Other (please specify) \_\_\_\_\_

12. What is the approximate size of your company?

under \$1 million  
 \$1 to 5 million  
 \$5 and \$10 million  
 over \$10 million

To discuss this evaluation may we contact you? If so,

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax.: \_\_\_\_\_

**Please return the completed survey by fax to (613) 943-8806 or to the address below:**

Latin America and Caribbean Trade Division  
Department of Foreign Affairs and International Trade  
Lester B. Pearson Bldg., 125 Sussex Drive  
Ottawa, Ontario K1A 0G2







**FedEx.**  
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Department of Foreign Affairs and International Trade  
Ministère des Affaires étrangères et du Commerce international  
Latin America & Caribbean Trade Division

### InfoCentre

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**FaxLink:** (613) 944-4500

**Toll free:** 1-800-267-8376

**Telephone:** (613) 944-4000

**Bulletin Board** 1-800-628-1581

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