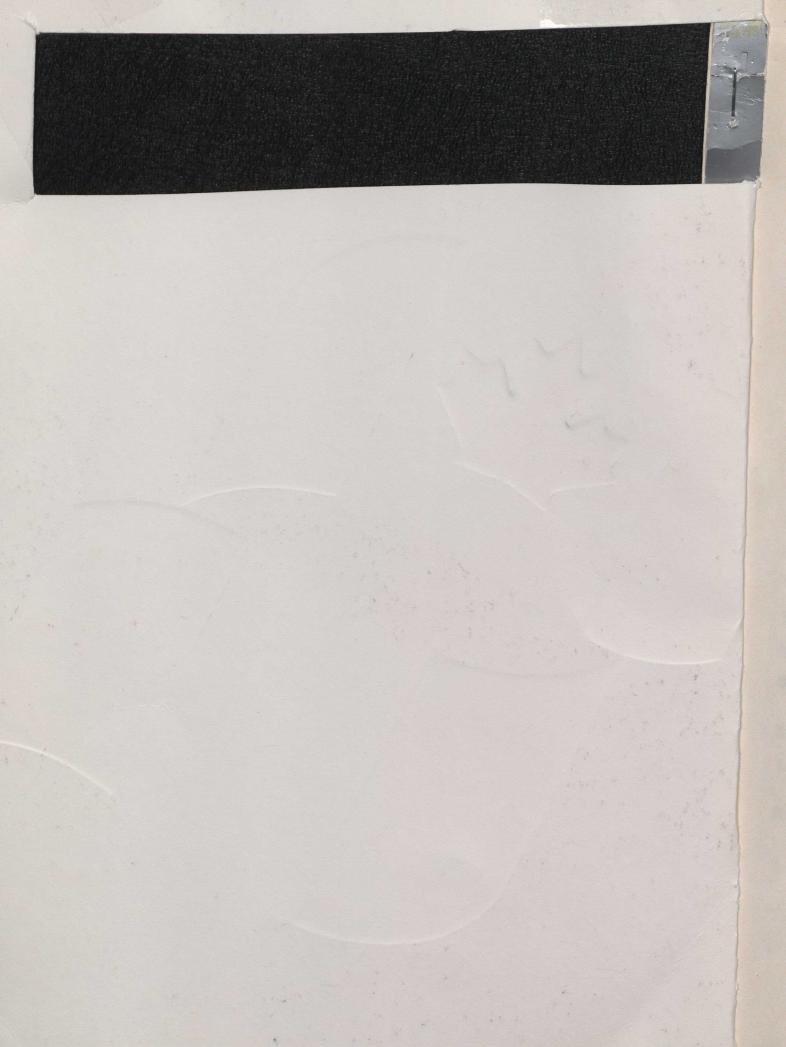
# Shipping Documents and Customs Regulations for Selling to Mexico.





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This market guide booklet has been prepared with the problems inherent to the initiating exporter in mind. However it is not exhaustive; individual circumstances, interests and needs will dictate how companies should tailor their approach and strategy to the Mexican market. While every attempt has been made to ensure accuracy in this study, no responsibility can be accepted for errors or omissions.

Further assistance can be obtained by addressing requests directly to the Commercial Division of the Canadian Embassy in Mexico City located at Calle Schiller No. 529, Col. Polanco, 11560 México, D.F., Telephone 254-32-88, telex 177 1191 and fax (sending from Canada) 011 (525) 545-17-69; or the Latin American Division Department of External Affairs, Industry Science and Technology Canada, 125 Sussex Drive, Otttawa, Ontario, K1A OG2. Phone 9950460 fax (613) 996-0677.

Dept. of External Affairs Min. des Affaires extérieures

OCT 18 1990

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# SHIPPING DOCUMENTS AND CUSTOMS REGULATIONS FOR EXPORTS TO MEXICO

#### INDEX

I.	DOCUMENTS	2
	1. COMMERCIAL INVOICE	2
	2. PACKING LIST	4
	3. BILLS OF LADING	4
	4. SPECIAL CERTIFICATES	4
	5. IMPORT PERMITS	5
11.	TARIFFE AND TAYER	10.
	TARIFFS AND TAXES	6
III.	EXCHANGE CONTROLS	7
IV.	CUSTOMS BROKERS	7
V.	ENTRY AND WAREHOUSING	8
VI.	SAMPLES, GIFTS AND LITERATURE	9
VII.	TEMPORARY IMPORTS	9
VIII.	CHRONOLOGY	10
IX.	DISTRIBUTION IN MEXICO	10
,	ace and date of legistros	10
X.	APPENDIX	11
1.	Listing of Secretariats granting permits and authorizations for importation.	
2.	Example of an authorization for the importation of cattle by the Subsecretariat for Cattle	
3.	Request for the registration of foods, beverages, soaps and cleaners with the Secretaría de Salud	
4.	List of customs brokers (IN MEXICO) A IS O FREIGHT FORWARDERS,	
5.	List of Mexican Consulates in Canada  INSURANCE BROKERS, BONDING, STORAGE -	IN BOND WAREHOUSE

SHOPPING DOCUMENTS AND CUSTOMES REGULATIONS

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#### I. DOCUMENTS

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

1. Commercial invoice

2. Packing list

3. Bills of Tading for any carrier

4. Special certificates

5. Import permits

#### 1. COMMERCIAL INVOICE

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

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

The original and all copies should be signed manually by the exporter, indicating the name and position of the signee. The signature may be accompanied (although it is no required) by a statement to the effect that the value and other details thereon are true and correct. Only in case the exporter does not sign the invoice, the Mexican importer could sign it to certify that it is correct.

The invoice must contain the following information:

- a) Place and date of issuance.
- b) Complete name and address of buyer or importer in Mexico.
- c) Complete name and address of exporter.
- d) <u>Detailed</u> description of the merchandise. This should include all relevant data on brand name, model, marks, serial numbers, motor numbers, manufacturer's imprints, product characteristics, material of manufacture, weight, measurements, type of use, etc. (1)

<sup>1</sup> This is extremely important, since products are listed within the Harmonized System of Tariff Nomenclature used to determine the import duty rate according to their specific characteristics. The duty rate payable may vary from 0 to 20% according to very detailed and specific characteristics. If

The following basic documents are required for reign and are strengton actions as

1. Commercial involce Packing list

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Special certificates

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#### COMMERCIAL INVOICE

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- of Complete name and address of cuyer or importer in Meadon
  - c) Complete came and address of exponer
- d) Detailed description of the merchandise. This should include all relevant date on brain or name, model mertes, serial numbers, moter attenders, manufacturers importes, product characteristics, material of manufacture, seright, measurement type of use, etc. (1)

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

All shipments to Mexico must be insured. It is now no longer It is important to insure the goods shipped from departure through their final destination, that is, placed in the customer's warehouse, in his offices or at a trade show site, rather than at the airport or on the docks. The Canadian freight forwarder can usually arrange for appropriate insurance. In many cases, the exporter only covers transportation and insurance costs to the Mexican border, while the importer is responsible for all costs involved to get the goods to their final destination. This is usually negotiated between both parties.

In the case of maritime shipments, the commercial invoice, together with the packing list and the bill of lading should be sent to the Mexican importer through an international messenger service (DHL, Federal Express, etc.). It is also recommended to send a copy to the customs broker, otherwise the importer then sends him a copy to clear the goods. On land shipments, the same documents should be sent to the importer or to his customs agent as consignee, with a copy to the other party. This should be done before the shipment of the goods is made, in order to allow for the revision of the documents and to obtain any special permits, if necessary. It is preferable not to send these documents by air mail, since there may be a 2-3 week delay.

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

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

the merchandise cannot be properly identified and/or classified, it will usually be classified as "other" and will pay a higher rate. This is also why a detailed catalog of the product(s) may be useful in addition to the invoice.

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f) Signature of ealor, rains and coatrion

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It is always useful to accompany the invoice by a catasog of other fragative of the goods shoped (if available, since if hery be very halots for their process classification for moon duly purposes. It is recommanded to send the angles limited and seven column and additionally, for the exporter to retain a copy of the invoice of the melotralities and participated. This number has have any according to the importer or distorter may appear any according to the importer or distorter may

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#### 2. PACKING LIST

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

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

#### 3. BILLS OF LADING

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

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

#### 4. SPECIAL CERTIFICATES

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

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- b) a detailed list of maich and is a contained in each package (as described on the invoice);
- c) het, groze and legal (il applicable) weight in metric equit elemb of sade package and
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#### 4. SPECIAL CERTIFICATES

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and food products also require a certificate of origin. Most of these do not need to be legalized.

All foodstuffs, beverages and similar products for public consumption, as well as drugs, toilet and beauty preparations, soaps and cleaners need to be registered, under the food regulations and/or the health regulations, with the Secretariat of Health (Secretaria de Salud SS) prior to importation. In order to obtain the authorization from the SS, the importer needs to fill out a form and meet the following requirements (see Appendix 3): letter of representation from the exporter granting the representation to the importer legalized by a Mexican Consul; sanitary license number and the line handled by the importer's warehouse; formula of the product on the exporter's letterhead; physical, chemical and microbiological analysis provided by a credited laboratory in the exporting country; free sale certificate prepared by a sanitary authority in the exporting country; packaging description, including original label and label for distribution in Mexico. The labelling of every registered product will carry the legend "Reg. S.S.A. No...", as well as the name of the exporter, product origin and the name and address of the Mexican importer/representative/distributor, as well as any other notices required by the Mexican authorities. The registration number is issued in the name of the exporting company, reason for which it usually is the exporter who pays for the registration fees, which range between \$150 and \$725 U.S.dollars for a five year period. It is also possible to obtain a special permit to import a relatively small quantity of foods, beverages or toiletries to test the Mexican market before the registration procedures are undertaken. Once the goods are shipped, the importer or the customs broker need to obtain an import franchise from the Secretariat of Health on every shipment. This is granted with the presentation of the invoice, packing list, bill of lading and Secretariat of Health registration letter and the payment of a 1% fee on the invoice value.

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

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

#### 5. IMPORT PERMITS

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

and food products son sequire a certificate of origin. Most of these do not read to be

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Due to the complexity of sentery and health requisions at least gives months before chicoping agricultural cruducts, investods and foodstuffs and beverages, are estimated and contact the bestods in mooner or his distributes the necessary formatises. Head goods in interior to also making the recessary suplications for import subjections or noting that of all moving the recessary suplications of the contact the various ministries (see lattice Appendix 1). Often the autoritisation of requirements as subject to the expectation that can the support of the expectation of the contact and the case comply with all the necessary expended and the subject and the case of the days once tagged without and heads and the subject and continued as the contact and received and continued and received and continued and received and continued and conti

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In the case of used machinery, equipment or cars, a valuation letter must be issued by the exporter to the importer or 'to whom it may concern' showing a full description of the equipment or product, the number of years it has been used, the original cost and the present cost of a similar item (2). This letter needs to be legalized abroad and endorsed by a Mexican Consul (see Appendix 5).

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

### II. TARIFFS AND TAXES

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

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

<sup>2.</sup> Since often no similar equipment or machinery is presently manufactured and the new items have electronic or other state-of-the-art components and are therefore much more expensive, the present valuation should not be based on the cost of the new model, but on an estimated cost of the old machinery if it was to be sold new today. This is important, since import duties are calculated based on this cost.

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#### TARIFFS AND TAXES

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

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

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

### III. EXCHANGE CONTROLS

In December 1982, the Mexican government established a dual foreign exchange regime, in which a controlled rate and a free rate were determined. All imports, both temporary and definite, except those made by the in-bond or maquiladora industry, are included in the controlled exchange market. At present, the free and controlled rates only differ by Mex\$45 pesos (1.6%) and therefore there is effectively no exchange control. The controlled rate is also used as an economic indicator to signal the equilibrium rate. Small trade transactions are usually made using the free rate to avoid the necessary formalities. The bulk of transactions, however, is made with the controlled rate.

The foreign currency amount to which the importer is entitled is the commercial invoice value of the goods to be imported, plus expenses associated to the importation, if they do not exceed 6% of the F.O.B. value (3). In order to obtain the currency, the importer needs to certify that the amount will be used to pay for imports, or their associated expenses, through a Certificate of Use or Refund of Foreign Currency (Compromiso de Uso o Devolución de Divisas CUDD) before his local bank. The bank provides the currency amount applied for and the importer needs to bring the merchandise into the country within the following 180 days (an extension can be obtained). In case the importer does not use the total amount applied for, the remainder must be returned to the bank for its refund in Mexican pesos.

## IV. CUSTOMS BROKERS

According to Mexican Law, all imports valued at more than U.S.\$1,000 dollars need to be handled by a Mexican customs broker, since only they are authorized to make a Petition for import (pedimento aduanal) when the goods reach the country. The

<sup>3.</sup> In certain cases, a larger amount of importation expenses are payable under the controlled exchange provisions.

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#### IL EXCHANGE CONTROLS

In Discomber 1882, the Maxican government established a dust foreign, exchange regime, in which a commonly the end a fee rate were determined. All importes ports temporary and definite expect those made or the in-bond or maquisidors industry, are mouded in the cantrolled exchange merical. At present, the maquisidors industry are only differ by Max\$45 pased (1.6%) and trensfore there is effectively no exchange control. The commonled rate is also used as an accommon addition of each to eliquel the equilibrium rate. Sinail trade transactions are usually made using the feet rate to average the necessary formallies. The bulk of transactions, however, is made with the controlled rate.

The foreign currency amount to which the importer is entitled is the compensal molos value of the goods to be imported, plus expenses associated to the importance, if they do not expense of the F.D.B. value (3), in order to obtain the service, the imported of the F.D.B. value (3), in order to obtain the service, the imported of earthy that the amount will be used to pay for importe, or their sessiciated expenses, errough a Dertificate of Use or Fletand of Foreign Carrency compromised to be under the bank provides the ourseroy amount applied for and the importer needs to bring the merchands of the case the country within the following 180 days (an expension can be obtained), in case the importer does not use the total amount applied for its refunction in Medican pages.

#### V. CUSTOMS BROKERS

According to Mexican Law, all imports valued at note than 1,5,51,000 ablain need to be handled by a Mexican oustoms broker, since only they are sufferented to make a petition for import (pedianems advanta) when the nodes react security the

E. De contain cease, a larget elected of securation expenses are provided

customs broker is usually contracted by the importer to act as a representative to make all necessary foreign trade customs arrangements. This is done through a letter instructing the customs broker whether the importation is temporary or definitive, where to send the goods, the type of transportation used to send them to their final destination and any other instructions needed.

The services granted by the customs broker include:

- obtaining necessary permits and authorizations;

- reviewing all documents sent by the exporter, making the import petition and preparing the declaration for the determination of import duties;

- reviewing the shipments at the border and making sure they correspond to the invoice and packing list:

- clearing the goods through customs;

- obtaining a guarantee or bond on temporary imports;

- covering all expenses related to the operation on behalf of his customer;

- providing orientation on letters of credit, insurance, taxes, warehousing, duty drawbacks, etc.

- providing information on means of transportation and carriers, as well as on tariffs and time and distance saving options;

- shipping the merchandise from the port of entry to the final destination.

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

## ENTRY AND WAREHOUSING

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

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

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reviewing all documents sent by the exponent making the import pention and preparing the declaration for the declaration of import dupos;

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eas will comprise an officially determined fee of 0.45% assessed on the produce value plus all expenses incurred by the croker, such as freight movements, handling dranges only an expenses, etc., plus a complementary service tas set by each custome proker and including to cover the operating expenses. The minimum fee is of approximately included according to the weight enduce value of the enforcement to a maximum of approximately USSSSS dollars. Additionally the importer will have no pay or pay or perform the customs from the approximate the tary expenses the may have covered on his benefit appendix 4 lists several sucroms tordivers.

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# VI. SAMPLES, GIFTS AND LITERATURE

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

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

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

### VII. TEMPORARY IMPORTS

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

#### SAMPLES, GIFT'S AND LITERATURE

All samples, gills and promotional inerature are subject to import duties. A value should always be assessed on these dems and included on the contramilal invoke if stropped with the rest of the items. This is also true for any items induced within the gentage, such as spare parts, tools, etc.

Catalogs and other linerature can be sent grough an insemigrant messanger sarvice in which costs not exceed one or evo kingrens. Other small rems may be sent through this means but they are all subject to revision by outsoms and to the import duty payment if applicable. Goods so smaped should also be accordanted by a document (myclica or tetter) stating the coments of the package and that estimated value.

Samples, gifts and literature can be hard earned by are subject to revision by Mostan dustoms items valued at \$300 dotters and under are allowed to be imported under a passenger tranchine. All other items are subject to the payment of import caries, it is therefore necessary to accompany at tems with a commercial invoice for use calmation of duties. These can be paid directly at the point of entry. If these items are to be shown to a client in Maxico or at a trade above and later reappoint, they cennot be granted a temporary import permit at that time, in order to clear outloons, the necessary outles hered to be paid and are not refundable later if the tiems are remported. Temporary import permits must unerstore be obtained in advance.

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#### VIII. CHRONOLOGY

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

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

### IX. DISTRIBUTION IN MEXICO

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

Prepared by Caroline Vérut for the Canadian Embassy Mexico City, May 1990

#### VIII, CHÍTCHICH CHOV

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Piepared by Caroline Varus for the Canadian Embassy Washoo City, May 1990

### **APPENDIX**

#### APPENDIX 1.

Listing of Secretariats granting permits and authorizations for importation

# SECRETARIA DE COMERCIO Y FOMENTO INDUSTRIAL

(MINISTRY OF COMMERCE AND INDUSTRIAL DEVELOPMENT)
DIRECCION GENERAL DE SERVICIOS AL COMERCIO EXTERIOR
Periférico Sur #3025 20 piso
Col. Héroes de Padierna

#### SECRETARIA DE SALUD

(MINISTRY OF HEALTH)
DIRECCION GENERAL DE CONTROL SANITARIO DE BIENES Y SERVICIOS (sanitary
Col. Centro)

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

# SECRETARIA DE AGRICULTURA Y RECURSOS HIDRAULICOS

(MINISTRY OF AGRICULTURE AND HYDRAULIC RESOURCES)
DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA (Livestock)
Recreo #14
Col. del Valle

DIRECCION GENERAL DE SANIDAD VEGETAL (vegetables)
Dr. Pérez Valenzuela #127 20 piso
Col. Coyoacán

# SECRETARIA DE HACIENDA Y CREDITO PUBLICO (MINISTRY OF FINANCE AND PUBLIC DEBT) DIRECCION GENERAL TECNICA DE INGRESOS Módulo de Servicios al Contribuyente Reforma Norte #37

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Col Centro

DIRECCION GENERAL DE CONTROL DE INSUMOS PARA LA SALUD PV. Insurgentes #1397 30 piso

SECRETARIA DE AGRICULTURA Y RECURSOS MICHALIJOOS

(MINISTRE OF AGRICULTURA END EVINADED 228 017058)

DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA

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DIRECCION GENERAL DE SANIDAD VEGETAL (vegetables) De Porez Valenzuels #127 20 piso Col. Covezcán

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

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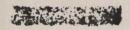
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DIRECCION GENERAL DE FOMENTO Y PROTECCION PECUARIA





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#### HEALTH MINISTRY.

# OFFICE OF SANITARY REGULATION AND DEVELOPMENT GENERAL DIRECTION OF SANITARY CONTROL

OF GOODS AND SERVICES.

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

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

THURSDAY BELLEVI

#### TOPHS, FOR SAVITADION PRODUCTION AND ORGANICATION

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Zona Federal Del. V. Carranza 15620 México . D.F.

José González G., President; José González Toledo, General Manager; Sara María Valdez de González, Sales Manager Air freight customs brokers.

Established: 1974 Personnel: 40 Telex: 1776216

AGENCIA ADUANAL RAUL GARCIA.

Tel. 528-8787

GARZA, S.C.

Medellín 43, Desp. 1101 y 1103

Col. Roma

Del. Cuauhtémoc 06700 México, D.F.

Raúl García Garza, General Director; Reynaldo García Garza, Administrative Manager; Lic. Juan José García T., Mexico Office Manager; Ana María García, Laredo, Texas Office Manager

Customs brokers.

Established: 1947 Personnel: 35 Telex: 1773813

AGENCIA ADUANAL MEXICANA, S.C.

Tel. 575-1686

Insurgentes Sur 1180, Desp. 602

Fax 575-6517

Col. Del Valle . Del. B. Juárez

03100 México, D.F.

George S. Graham Soqui, President; Raúl Barreto R., General Director; María de Jesús Flores F., Administrative Manager Customs brokers.

Established: 1974 Personnel: 40 Telex: 1771615

AGENCIA ADUANAL LUIS AMESCUA Y R. Tel. 762-4484

Aduana del Aeropuerto

762-4243

Zona Agentes Aduanales, Local 49

Col. Peñón de los Baños

Fax 762-4561

Del. V. Carranza

15520 México, D.F.

Lic. Luis Amescua Romero, President

Custom brokers.

Established: 1987 Personnel: 28

AGENCIA ADUANAL LORENZO Tel. 682-5100

BLANCO ENRIQUEZ. Gabriel Mancera 701

682-5297

Fax 669-0214

Col. Del Valle

Del. B. Juárez 03100 México, D.F.

Lorenzo Blanco Enríquez, General Director; Benito Cuevas Ríos, General Manager; Lic. Humberto Garza Elizondo,

Relations Manager

Customs brokers.

Established: 1971 Personnel: 65 Telex: 1764684

AGENCIA ADUANAL SUSANA MARTINEZ Tel. 12-3171 VARA DE DEL CASTILLO, S.C. Av. Federalismo Sur 710, 3er. Piso, Des 44100 Guadalajara, Jal. Susana Martínez Vara de del Castillo, President; Lic. Héctor Hernández Ramos, General Manager Import/export company, custom broker.

CENTRAL DE ADUANAS DE GUADALAJARA Nueva Orleans 1127 Sector Reforma 44460 Guadalajara, Jal. Eduardo Torres Arias, General Director Custom broker. Telex: 682610

TRANS CARGA INTERNACIONAL, S.A. Tel 760-1422 Norte 196 No. 694

Col. Pensador Mexicano

Fax 760-0114

Del. V. Carranza 15510 México, D.F.

Frank O. Willy, CEO

Customs brokers, transportation agent.

Telex: 1773269

VILLASANA Y COMPAÑIA, S.C.

Tel 207-3866

Privada de Manchester 12

Col Juárez

Fax 207-2002

Del Cuauhtémoc 06600 México . D.F.

Alberto M. Cabezut, President and General Director, Raúl Astudillo Avila, General Manager, Arturo C. Cabezut,

Manager, J. Roberto González Gómez, Assistant General

Manager Customs brokers.

Established: 1926 Personnel: 250 Telex: 1761585

TRANSUNISA MONTERREY, S.C.

Tel. 44-2558

Hidalgo 1270-6 Poniente Col. El Mirador

44-2791 Fax 43-8001

64070 Monterrey, N.L.

Apdo. Postal 1927

54000 Monterrey, N.L.

Klaas Brumann Fey, Representative

Sustoms brokers, maritime service, forwarding. Established: 1983 Personnel: 16 Telex: 383186

REYES RETANAY TAMBORREL, S.A. DE C.V.

Tel 544-6966

California 130

544-8119

Col Parque San Andrés

Fax 544-7184

Del Coyoacán

04040 México, D.F.

Carlos Sánchez R.R., President; José Tamborrel H., Custom

House Broker

Customs brokers, international freight forwarders.

Personnel: 14 Telex 1764326

ROBERTO VILLANUEVA VAZQUEZ,

Tel. 18-1659

AGENTE ADUANAL Apdo. Postal 37-61

44360 Guadalajara, Jal.

Lic. Roberto Villanueva V., Custom Brocker

Custom Brokers.

Telex: 682756

RODRIGUEZ LEAL Y COMPANIA, S.C.

Tel 534-1087

Avenida Río Mixcoac 25, 7o. Piso

Col Crédito Constructor

Fax 524-1366

Del B. Juárez

Apdo. Postal 19-139

03940 México, D.F.

Rafael Rodríguez Leal, Administrative Manager, Alicia T. de Rodríguez Leal, Treasurer, Lic. Fernando Rodríguez Leal,

Sales Manager

Customs brokers.

Established: 1971 Personnel: 20 Telex 1776267

TECOMAR, S.A.

Benjamín Franklin 232, 3er. Piso

Col. Escandón

Del. M. Hidalgo

11800 México, D.F.

Apdo. Postal 11728

06100 México, D.F.

Hermann Stoldt, President; Peter Harmsen, Vice President;

Alfredo Salinas, General Manager; Ricardo Diep Yunes, Sales

Director

Forwarding and customs brokers.

Established: 1966 Telex: 1772690

TRAMEXCO, S.C.

Venustiano Carranza 745 Sur Desp. 101

45-1236
64000 Monterrey, N.L.

Ing. Javier E. Careaga Díaz, Presidente; Ing. Gabriel
Benitez y Cuevas, General Director; Lic. Armando Prado
Mirateve, Legal Manager; Ing. José Luis Treviño Treviño,
Systems and Communications Manager
Customs brokers.

Established: 1983 Personnel: 60 Telex 382095

FERNANDEZ HINOJOSA Y COMPAÑIA, Tel 553-5377
S.C., BUFETE DE COMERCIO EXTERIOR

José Vasconcelos 13
Col Condesa
Del Cuauhtémoc
06140 México, D.F.
Lic. Leoncio Fernández H., General Manager; Alfonso
Fernández, Assistant Manager
Customs brokers.
Established: 1954 Personnel: 50 Telex: 1776260

CASTAÑEDA DE OCCIDENTE, S.C.

Comercio Exterior 1080

Col. Aurora

Fax 19-9035

44460 Guadalajara, Jal.

Lic. Alejandro Castañeda Mendoza, President; Lic. Marco A.

Lares del Río, Sales Manager

Customs brokers.

Established: 1989 Personnel: 25 Telex: 682218

AGENCIA ADUANAL DEL VALLE, S.C. Tel. 559-5899
San Borja 1031, 1er. Piso
Col. Del Valle
Del. B. Juárez
03100 México, D.F.
Eduardo del Valle, General Manager; Judith Lajud R.,
Traffic Manager; Sara del Valle, Public Relations Manager
Customs brokers.
Established: 1952 Personnel: 20 Telex: 1773905

MIGUEL VERA Y GONZAJEZ
Paseo de la Reforma 444 - 7 floor
Colonia Juarez
06600 Mexico D.F.
Attn Sr. Miguel Vera - Customs Broker
Tels 528-86-81
528-80-18
511-64-61
511-24-93
FAX 511-6461 and 571-2918

PAIAZUELOS HERMANOS, S.A. Colima 114 -P.B. Colonia Roma 06700 Mexico, D.F. Tels 533-0437 and 552-1041 FAX 525 10 41

CONTINUES TO SERVICE S

# FREIGHT FORWARDERS

CARGAMEX, S.A. DE C.V.

Tel. 511-1522

Londres 38, 40. Piso Col. Juárez

Fax 511-9257

Del. Cuauhtémoc 06600 México, D.F.

Roberto J. Ramos Casas, General Director; Sergio Romero

Balcorta, Sales Manager

International forwarding, container leasing and

consolidation service.

Established: 1968 Personnel: 15 Telex: 1776508

CONSOLIDATED FREIGHTWAYS Av. Lázaro Cárdenas 1694-209

Tel. 12-0567 12-9641

44900 Guadalajara, Jal.

Lic. Marco Tulio Noceda, International Account Manager Freight forwarders.

Established: 1988 Personnel: 8

TRANSPORTES MEZA, S.A. DE C.V. Tel. 57-4688

Progreso 650

45500 Tlaquepaque, Jal.

Carlos González Ojeda, President

Freight forwarders.

AGENCIAS DE BUQUES INTERNACIONAL, SA DE C.V.

Tel. 46-0125

Av. Gonzalitos 254 Norte

Fax 46-3545

Col. Vista Hermosa

64620 Monterrey, N.L.

María Elena P. de Guzmán, Regional Manager

Freight forwarders.

Established: 1982 Personnel: 100 Telex: 383380

AGENCIAS MARITIMAS DEL PACIFICO, S.A. Tel. 545-0832

Rubén Darío 13, 1er. Piso

Col. Polanco Chapultepec

Fax 250-6049

Del. M. Hidalgo 11560 México, D.F.

Juan A. López Castro, President; José Antonio Morales L.,

Managing Director sleamship agents, freight forwarders.

Telex: 1773083

ATCHISON TOPEKA & SANTA FE

Tel. 514-9564

RAILWAY COMPANY Nápoles 36, Desp. 101

525-2515

Col. Juárez

Fax 514-9564

Del. Cuauhtémoc

06600 México, D.F. Alfonso Molinar F., Executive Representative; John H. Dugan

International Operations Director

Information on railroad freight rates and services.

Eslablished: 1897 Personnel: 2 Telex: 1773153

ATLAS VAN LINES MEXICANA, S.A. DE C.V. Tel. 534-4512 losé María Rico 116, 20. Piso

Col. Del Valle

Fax 524-7534

Del. B. Juárez

03100 México, D.F.

ce Lickerman, General Manager reight forwarders and movers.

Established: 1968 Personnel: 50 Telex: 01772106

CIME, COMPAÑIA INTERNACIONAL

Tel. 277-1477 DE MUDANZAS Y EMBARQUES, S.A. DE C.V. 277-7221 Fax 277-7038

Cholula 131 Col. Hipódromo Condesa

Del. Cuauhtémoc

06100 México, D.F.

Apdo. Postal 11-507

06170 México, D.F.

Claus H. Reinking, President; Jean A. Feller, General

Manager; Alejandro Beltrán, Operations Manager

Freight forwarders.

Established: 1947 Personnel: 40 Telex: 1772822

ASOCIACION MEXICANA

DE TRANSPORTE, A.C.

Balboa 1113

Col. Portales

Del. B. Juárez

03300 México, D.F.

Guillermo Gutiérrez Jiménez, President

Freight forwarders association.

EXTRA TRANSPORTE, S.A. DE C.V. Guatemala 240

Tel. 48-4646

48-4884

Tel. 672-4684

Col. Vista Hermosa 64620 Monterrey, N.L.

Fax 33-4420

Walter Hunziker, General Manager; Lic. Gerardo Roble, Traffic Manager; Nora E. Garza, Accountant

Freight forwarders, consolidators.

Established: 1987 Personnel: 5 Telex: 383295

GRUPO AUTO-EXPRESS MEXICANO, SA DECV.

Tel 391-9483

391-2306

Eucalipto 2

Frace. Industrial Tabla Honda

54126 Tlalnepantla, Méx.

Lic. Luis Quintanilla Verges, Sales Manager, Miguel

Quintanilla Rebollar

Freight forwarders and movers of heavy equipment and high-

Established: 1970 Personnel: 130 Telex: 177391

MEXICO EXPRESS

P.O.Box 610206

Dallas, TX 75261

Charles A. Martínez, President International forwarders.

Established: 1981 Personnel: 11 Telex: 794933

TECOMAR, S.A. Benjamín Franklin 232, 3er. Piso

Tel. 271-0088 277-2030 Fax 271-4010

Tel. (817)481-5543

Col. Escandón Del. M. Hidalgo

11800 México, D.F.

Apdo. Postal 11728

06100 México, D.F.

Hermann Stoldt, President; Peter Harmsen, Vice President; Alfredo Salinas, General Manager; Ricardo Diep Yunes, Sales

Director

Forwarding and customs brokers.

Established: 1966 Telex: 1772690

Fax 760-0114

TRANS CARGA INTERNACIONAL, S.A. Tel. 760-1422 Norte 196 No. 694

Col. Pensador Mexicano

Del. V. Carranza

15510 México, D.F. Frank O. Willy, CEO

Customs brokers, transportation agent.

Telex: 1773269

TRAFIMAR, S.A.

\* Homero 1425, Desp. 801
Col. Polanco
Del. M. Hidalgo

Tel. 395-5255 395-5201 Fax 395-7360

11550 México, D.F.

Willy J. Toedtli, President; Juan Antonio Mérigo, Commercial Director

Steamship agency, freight forwarding, international removal agency,
Established: 1979 Personnel: 135 Telex: 1772175

TRANSPORTACION MARITIMA

MEXICANA, S.A. DE C.V.

Av. de la Cúspide 4755

Fax 656-5256

Col. Parques del Pedregal

Del. Tlalpan

14010 México, D.F.

Francisco López Barredo, President; Alejandro Rojas M.V.,

General Manager; Pablo Fax Evans, Traffic and Commercial

Manager; Lic. Martha Gutiérrez Soto

Ship owner, shipping line operator and steamship agency.

Established: 1955 Personnel: 1,067 Telex 1773949

ROADWAY EXPRESS INTERNATIONAL, INC. Av. Roble 300, Desp. 401 Col. Valle del Campestre 66260 Garza García, N.L. Tel 35-3166

35-3280

José Luis Ornelas, Office Manager; Lic. Antonio A. Santoscoy G., International Representative; María Elizabeth Escamilla, Administrative Assistant

International freight forwarder.

Established: 1930

PRINCE Y DIT JAHOTTE AFIANZADORA INSURGENTES, S.A. Londres 13

Tel. 566-3388 566-3783

Col. Juárez

Del. Cuauhtémoc

06600 México, D.F.

Lic. Juan Murguía Pozzi, President and General Director; Lic. Carlos Abascal Carranza, Associate Director; Act. Enrique Murguía Pozzi, Corporate Operations Assistant Director; Mercedes Pesqueira, International Area Manager; Lic. Salvador Pompa y Fadilla, Corporate Bond Administrative Manager Bonding company. Established: 1958 Personnel: 280

AMERICANA DE FIANZAS, S.A. Av. López Mateos Norte 1038, Local 5 Plaza Florencia

Tel. 42-5885 42-5938

44620 Guadalajara, Jal.

Lic. Beatriz Gutiérrez Delgadillo, Regional Manager

Bonding company.

Established: 1947 Personnel: 6

ASESORES GENERALES ASOCIADOS. AGENTE DE SEGUROS, S.A.

Tel. 651-8800

Av. Revolución 1181, 80. Piso

Fax 651-8191

Col. Merced Gómez

Del. B. Juárez

03930 México, D.F.

Benjamín Llano O., President; Carlos Molinar Berumen, Vice

President; Alberto Sarmiento Gómez, International Department Head

Insurance, employee benefits, bonds and pension plans.

Established: 1963 Personnel: 63 Telex: 1771455

BROCKMAN Y SCHUIL, AGENTE DE SEGUROS, S.A. DE C.V.

Tel. 207-1940 533-0660 Fax 514-7642

Amberes 45

Col. Juárez

Del. Cuauhtémoc 06600 México, D.F.

Harald Feldhaus, Director; Joaquín Brockman, Director; Ricardo L. Retteg, Director; Agustín Pedemonte, Director; Fernando Ortega, Director

Insurance and bonding brokers, employee benefits and risk.

management consultants.

Established: 1960 Personnel: 700 Telex: 1771280

BROCKMAN Y SCHUH, MONTERREY AGENTE DE SEGUROS, S.A. DE C.V

Tel. 48-9595

Av. Constitución 1881 Poniente, 20. Pis Apdo. Postal 1781

Fax 33-1991

64000 Monterrey, N.I.

Oscar Bremer Sada, Director; Pablo F. Salas Berlanga, Director

Insurance agents.

Established: 1979 Personnel: 54 Telex: 382982

COMPAÑIA MEXICANA DE GARANTIAS, S.A.

Paseo de la Reforma 144, 3o. y 4o. Piso 566-0377

Col. Juárez

-Del. Cuauhtémoc Apdo. Postal 24-311

06600 México, D.F.

Lic. Sergio Gómez Bocanegra, General Director; Lic. Victoriano Serrano Hernández, Manager; L.A.E. Ignacio

Zamora Chávez, Manager Bonding company.

Established: 1913 Personnel: 164 Telex: 1761137

COMPAÑIA MEXICANA DE GARANTIAS, S.A. Tel. 25-8242 Av. Vallarta 1390-405 25-8912

44100 Guadalajara, Jal.

I.A.I. Bernabé Ortíz Alvárez, General Manager; Lic. Fernando Castro Molina, Operations Manager; Guillermo Estrada Rodríguez, Administrative Chief Bondig company.

Established: 1913 Personnel: 15

FIANZAS ATLAS, S.A.

Córdoba 42,

Col. Roma

Del. Cuauhtémoc

06700 México . D.F.

Lic. Adoración Gómez Girat, International Management

Bonding companies.

FIANZAS MEXICO, S.A. Antonio Valeriano 769 Col. Chapalita 45140 Guadalajara , Jal. Lic. Darío Moreno Cobo, Director

Bonding company.

Personnel: 40 Telex: 682688

Fax 47-0623

Tel. 22-8760

22-8866

Tel. 511-4992

Fax 511-5281

Tel. 553-3799

Tel. 30-1040

Tel. 47-6333

FIANZAS MONTERREY, S.A. Av. Circunvalación Agustín Yáñez 2612 44100 Guadalajara, Jál. C.P. Manuel A. Yépiz Bojórquez, Assistant Director Bonding company.

INTERTEC, S.A., AGENTE DE SEGUROS Universo 746

44520 Guadalajara , Jal. Patricio Fernández Cueto, Manager Insurance agents and bonding company. Established: 1982 Personnel: 8

KALIFA CONSULTORES
Aldama 985 Sur
64000 Monterrey, N.I.
C.P. José de J. Kalifa Assad, General Director
Insurance and bonding agency.

Insurance and bonding agency.
Established: 1984 Personnel: 12

LORANT CONSULTORES, S.C. Presidente Masaryk 191-301 Col. Chapultepec Morales Del. M. Hidalgo 11570 México, D.F.

Tel. 250-0166

Tel. 43-2933

Fax 44-1661

43-5656

Fax 254-2543

Emilio Zepeda, Vice President; Tomás Lorant, Partner; José Luis Salas Lizaur, Partner; Rosa Luara Martínez, Partner Insurance brokers, actuaries, employee benefits consultants Established: 1970 Personnel: 42 Telex: 1763142

SERTANZA, S.C.

Tel. 563-9533

Río Mixcoac 39, 50. Piso Col. Insurgentes Mixcoac

Del. B. Juárez 03920 México , D.F.

Michael A. Turner, General Manager

\* Bonding and insurance agents, employee benefits consultants Established: 1973 Personnel: 22

VALENCIA CARRANZA Y COMPAÑIA,
S.A. DE C.V.
Av. Chapultepec Sur 130-212
Sector Juárez
44140 Guadalajara, Jal.
Lic. Héctor Raúl Valencia Carranza, General Director
Insurance agents and appraisers.

#### WAREHOUSING

ALMACENADORA, S.A.

Calz. Camarones 14

Col. San Salvador Xochimanca

Del. Azcapotzalco

Apdo. Postal 153

02870 México, D.F.

C.P. Rafael Fonseca S., General Director; C.P. José A.

Dávalos Ibarra, Administrative Director; José Luis Millán

Aguilar, General Comptroller; Lic. Manuel Molina Paul,

Personnel Manager

Warehousing.

Established: 1928 Personnel: 193

TRANSPORTES Y EMPAQUES BALDERAS, Tel. 598-3066
S.A. DE C.V.
Av. Minas 83
Col. Lomas de Becerra
Del. A. Obregón
01280 México, D.F.
Apdo. Postal 19347
01040 México, D.F.
Roberto Balderas Velázquez, Director; Roberto Balderas
Dalmas, Assistant Director, Marcela Balderas Dalmas,
International Traffic Manager
Packing, transportation and storage of household goods.
Established: 1966 Personnel: 80 Telex: 1772933

Tel 397-5756

Fax 398-7716

398-4277

ALMACENADORA SOMEX, S.A. Av. Chapultepec 350, 50. Piso Col. Roma
Del. Cuauhtémoc
06700 México. D.F.

Tel. 511-2555

Fax 528-9340

Tel 272-6081

Vía Dr. Gustavo Baz 295-F Col. Viveros de la Loma

54080 Tlainepantia, Méx.
Luis Lerdo de Tejeda, President; Carmen Lerdo de Tejada,
General Manager; Martín Rivera Vargas, Traffic Manager
Local, long distance and international movers, household
and commercial, display and exhibit, door-to-door service.
Established: 1973 Personnel: 100 Telex: 172694

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

Lic. Juan Foncerrada Moreno, General Director; C.P. Rafael Valdez Sánchez, Commercial and Operations Assistant Director; C.P. Francisco Javier Santos Pérez, Finance and Administrative Assistant Director Customs bonded warehouse, field warehousing, refrigerated and cold storage.

Established: 1981 Personnel: 280 Telex: 1761919

SEIFERT INTERNACIONAL
DE MUDANZAS, S.A. DE C.V.
Prol. Petróleos Mexicanos 75, Bodega 3
Col. Ampliación Petrolera
Del. Azcapotzalco
02480 México, D.F.
Richard D. Seifert Tolín, General Director
International and domestic movers, packing and warehousing.
Established: 1986 Personnel: 50 Telex 1762083

TRADICSA, S.A. DE C.V.

Poniente 134 No. 813

Col. Industrial Vallejo

Del. Azcapotzalco

02300 México, D.F.

Begoña Manzana A., General Director, Grupo Tradicsa; Ing.

Andrés M. Méndez A., General Director, Tradicsa

Warehouse for transporters, administrative services.

Col. San Pedro de los Pinos

Del. A. Obregón

01180 México, D.F.

Jorge A. Roig Blackey, General Director, Marco A. Esquinca
Kuri, Sales Manager, José Vieyra Chávez, Operations Manager

Import/export, professional packing of household effects,

Amachinery, storage, international moving services,
steamship containers, trade shows and exhibits, door-to-door service.

Established: 1982 Personnel: 35 Telex: 1764089

UNIVERSAL TRANSPORT, S.A.

Grutes 17

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

Calle Nueva Santo Domingo 163

Fracc. Industrial San Antonio

Del. Azcapotzalco

Apdo. Postal 16126
02760 México, D.F.

Eduardo Gou S., General Manager, J. Rafael Iglesias,
Comptroller, Enrique Gálvez, Sales Manager
National and international movers, packing and storage.
Established: 1900 Personnel: 160 Telex: 1773136

LATEX DISTRIBUIDORA
Bosque de Duraznos 65-208
Col. Bosques de la Lomas
Del. M. Hidalgo
11700 México, D.F.
Raleigh D. Gibson, General Director; Gabriel Renero,
Finance Director; Antonio Cárdenas, General Manager
Storage of bulk liquids.
Established: 1969 Personnel: 15 Telex: 1763108

# MEXICAN EMBASSY AND MEXICAN CONSULATES IN CANADA

### MEXICO (Embassy of Mexico)

Embassy: 130 Albert Street, Suite 1800, Ottawa, K1P 5G4. Tel: (613)233-8988, -9272, -9917.

Fax: (613)235-9123

Consular Section: Tel: (613)233-6665

Military and Air Attaché Office: Suite 1414, Tel: (613)234-3406

His Excellency Alfredo Phillips, Ambassador and Mrs. Maureen Phillips

Mr. Abelardo Treviño (m), Counsellor

Brigadier General D.E.M. Jorge Baca-González (m), Military and Air Attaché

Mr. Antonio Gonzalez-Karg, Counsellor (Economic)

Mr. Camilo Kawage-Vera, First Secretary

Mr. Jorge Alvarez Fuentes (m), First Secretary (Cultural)

Lieutenant-Colonel Alfonso Garcia-Vega (m), Assistant Military Attaché

Mr. José Luis Avila Saavedra (m), Second Secretary (Consular)

Mrs. Maria de la Paz Fernandez Cervantes, Third Secretary

Mrs. Georgina Csaszar, Attaché

Mrs. Maria-Luz Alvarez-Wilson, Attaché
Mrs. Dolores C. de Parkinson, Attaché (Administration)

Mr. Noé Elizondo-Buenfil, Atlaché

Mrs. Maria del Carmen Cecilia Dávila de Hidic, Attaché

Mr. Guillermo Ramos Uriarte, Counsellor (Agriculture & Forestry) Washington D.C., U.S.A.

#### MEXICO CONSULATES

1000 Sherbrooke Street West, Suite 2215, H3A 3G4. Tel: (514) 288-2502, Montreal, Que .: -4916

Mr. José Luis Vallarta Marrón Consul General and Mrs. Alicia Vázquez

de Vallarta

Mr. Carlos A. Torres Garcia (m) Consul

Mr. Guillermo Ponce Vice-Consul (Tourism and Information)

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

and Newfoundland.

Quebec, Que .: 380 Saint-Louis Road, Suite 1407, Sillery, G1S 4M1. Tel: (418)681-3192

Mrs. Madeleine Therrien Honorary Consul

Jurisdiction: Cities of Lévis and Quebec.

60 Bloor Street West, Suite 203, M4W 3B8. Tel: (416) 922-2718, -3196 Toronto, Ont.:

Mr. Carlos Manuel Sada-Solana Consul General and Mrs. Maria Elena Vázquez

de Sada

Mrs. Maria Estela Murillo-Delgado Consul Mr. Enrique Valle-Cardenas (m) Consul

Mr. Conrado Julián Vázquez Diaz (m) Vice-Consul

Mr. Luis Pasquel Luján Vice-Consul (Tourism Information)

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

Vancouver, B.C.: 1130 West Pender Street, Suite 810, V6E 4A4. Tel: (604)684-3547, -1859

Mrs. Teresa Margarita Román (m) Consul Mr. Jesus Davila Diez Consul

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

## MEXICAN COMMERCIAL TRADE OFFICE

BANCO NACIONAL DE COMERCIO EXTERIOR LIC. RAUL RODRIGUEZ, TRADE COMMISSIONER 2 BLOOR ST. EAST SUITE 3032

TORONTO, ONTARIO

N4W 1A8 CANADA

TEL: (95)(416) 9224481 AND 9225548

TLX: 06-217862 (IMCE TOR)

TELEFAX (416) 922 1746

INFONET ACCESS CODE: TORONTO



DA	DUE TE DUE E RETOL		
DATE	E RETOU	IH.	
MARIAN	<b>1998</b>		