



Import Customs Guide **MEXICO**

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GOODS	DOCUMENTS REQUIRED	CUSTOMS PRESCRIPTIONS	REMARKS
<p>Temporary Residents</p>	<ul style="list-style-type: none"> ▪ Clear Copy of Passport. ▪ Clear copy of the Temporary Resident Card (both sides). ▪ Letters for Mexican Customs <ul style="list-style-type: none"> ▪ They will vary depending on the POE. ▪ Always check with your local agent: <ul style="list-style-type: none"> ▪ Authorization letter to the Customs Broker ▪ Value form for customs ▪ Prohibited items ▪ Customs form for new articles ▪ Only for shipments coming to Lazaro Cardenas Port: <ul style="list-style-type: none"> ▪ “IFE credential” and “Proof of residence “Copies. 	<ul style="list-style-type: none"> ▪ Either Mexican Citizens and or Permanent Residents must have lived out of the country <u>for over 6 months</u> to import their Household goods free of duty. ▪ Items with less than 6 months of use are dutiable (as customs consider them as new). There are some restrictions for paying duties on new items so in case shipper is planning to bring any new items, please let your agent in Mexico know previously to the packing of the shipment so they can check if there will be no problem at all. ▪ Items coming by Air or Ocean cannot pay duties. ▪ In order to pay duties for new items, the ticket or invoice of the items will be required in order to calculate the amount of duties to be paid. ▪ DO NOT pack used items in the original packaging because customs will see it as NEW items and this can cause problems and delays at customs. ▪ FULL ADDRESS is a MUST and MUST be updated, it should be the one used to obtain 	<ul style="list-style-type: none"> ▪ A returning Mexican citizen and or Permanent Residents may have their import documents (visaed Inventories) approved after a minimum of 6 months of living abroad. ▪ Visaed inventories are valid only for 6 months after issued date. ▪ According to the Mexican laws, in order to be able to import household goods and personal effects free of import duties, the following rules must be followed: <ul style="list-style-type: none"> ▪ The goods must have been used for at least six months and are not intended for resale. ▪ All articles must be included in the inventory visaed by the Mexican Consulate. The Mexican government can expropriate any article not included in the inventory. ▪ The following articles are not considered HHG: <ul style="list-style-type: none"> ▪ Firearms, ammunition & weapons ▪ Liquors, wine, ▪ Food, ▪ Drugs and medications, ▪ Art collections (paintings & sculptures)

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		<p>stamped Inventories or Residents Credentials.</p> <ul style="list-style-type: none"> ▪ Regulations for Sea Shipments - established on the official gazette, rule 2.4.5. for shipments arriving into Mexican ports - all shipments to / or from overseas countries must indicate: <ol style="list-style-type: none"> 1. The TAX ID number for all parties shown on Carrier Bill of Lading as Shipper, Consignee and Notify. 2. Mexican Nationals must inform their RFC (Tax ID) number. 3. Generic RFC/TAX ID numbers should be applied only in the following cases: <ul style="list-style-type: none"> ▪ Diplomatic and consulate goods should use: EMB930401KH4. ▪ For International Organizations should use: OIN930413N0. ▪ For foreigners should use: EXTR920301TS4 4. For those shippers or, consignees or, notify parties which reside in countries where there are NO ID TAX (Fiscal identification register) such information will not be declared. 5. TAX ID information MUST be submitted no less than 24 hours prior to the vessel departure, failure to provide such information may result in refusal to load on to vessel. 	<ul style="list-style-type: none"> ▪ Money ▪ Fabrics ▪ Corrosives & cleaning items ▪ Tires ▪ Automobile's spare parts ▪ Pornography material ▪ Articles related to the transferee's profession (small quantities). <i>PLEASE ADVISE YOUR LOCAL AGENT PRIOR TO SHIPPING</i> ▪ Motor vehicles (Motorcycles, boats, cars) ▪ Some of these articles may require an import licence. Contact your agent for specific information. <ul style="list-style-type: none"> ▪ Shipments consigned to Mexico City terminal are handled by steamship line companies own transportation system. Please contact your agent for them to take care of transportation to avoid unnecessary demurrage charges. ▪ THE STEAMSHIP LINES IN MEXICO require a deposit of US\$ 1,000 when the shipment is coming into a container. ▪ As the Mexican ports, & Customs houses are saturated, the lift-vans and steel containers are placed in the open and must therefore be well protected against rain. ▪ Do not ship household goods until all documentation is completed (the airport holds the shipment during 30 days and ports during 60 days only). If the documentation is not presented by that time, the Mexican


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			<p>Government confiscates the shipment.</p> <ul style="list-style-type: none"> ▪ Inform your destination agent on time of the arrival of the shipment at the Customs House of port of entry in order for him to proceed with the import negotiations. ▪ Due to legal regulation, the agent does not accept C.O.D. charges. (Only destination charges can come in a C.O.D. basis). All shipments must come prepaid. ▪ Shipment must be sent to destination only with the green light from the destination agent, as agents must be sure that the client has the proper and complete paperwork for Mexican clearance at POE.
<p>Returning Mexican citizens & Permanent Residents (Residente Permanente)</p>	<ul style="list-style-type: none"> ▪ Clear Copy of Passport ▪ Clear copy of the Permanent Resident Card (both sides) ▪ Copy of the CURP (Unique Code for Personal Registration) ▪ Original Inventory Stamped by the Mexican Consulate <ul style="list-style-type: none"> ▪ All electrical appliances must include brand, model and serial number. ▪ Letters for Mexican Customs <ul style="list-style-type: none"> ▪ They will vary depending on the POE. ▪ Always check with your local agent: <ul style="list-style-type: none"> ▪ Authorization letter to the Customs Broker ▪ Value form for customs ▪ Prohibited items ▪ Customs form for new articles 	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as above.

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<p>Diplomats' removals</p>	<ul style="list-style-type: none"> ▪ Foreigners with Diplomatic status: <ul style="list-style-type: none"> ▪ The import permit, “the Diplomatic Franchise” has to be obtained by the corresponding Embassy in Mexico City or International Organization, from SRE / Ministry of Foreign Affairs. ▪ Inventory list in Spanish. ▪ Copy of Diplomatic Passport. ▪ Copy of the diplomatic carnet. ▪ Origin and destination addresses. ▪ Customs Broker will require some other Documents Depending on Port Of entry and those will be: <ul style="list-style-type: none"> ▪ Authorization Letter to Customs Broker (kind of, like a Power of attorney). ▪ Mexicans returning with Diplomatic status: <ul style="list-style-type: none"> ▪ “Diplomatic Franchise”. Has to be obtained by the corresponding International Organization, from SRE / External Affairs authorities. ▪ Visaed Inventory list in Spanish, even though they can return with a Diplomatic Status, they must get in contact with the Mexican Embassy or Consulate at origin, present their List in Spanish and they will be awarded an especial Visaed Inventory, and with that one, they can proceed to obtain their Diplomatic Franchise at SRE. ▪ Photocopy of Diplomatic passport. ▪ Copy of the CURP (Unique Code for Personal Registration). ▪ Origin and destination addresses. ▪ Customs Broker will require some other Documents Depending on Port Of entry 		<ul style="list-style-type: none"> ▪ Wines, liquors, canned food, tobacco must have a separated diplomatic franchise to be imported: <ul style="list-style-type: none"> ▪ This is not considered part of the household goods. ▪ It has to be listed and loaded into a separate crate/lift van to be identified. ▪ Both franchises will be required in order to clear customs for both. Otherwise, it will be separated until the diplomatic franchise is obtained. ▪ Always check with Agent in Mexico on required documents depending on Port of Entry so you can have the proper formats for each case.

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	<p>and those will be:</p> <ul style="list-style-type: none"> ▪ Declaration Form for New Items (As those used, for less than 6 months MUST pay duties, and this can only be Via Laredo, other ports of entry will not allow us to pay duties) ▪ Authorization Letter to Customs Broker (kind of, like a Power of attorney). 		
Wedding trousseaux	<ul style="list-style-type: none"> ▪ If included as part of household goods and effects and declared in the legalised list. 	<ul style="list-style-type: none"> ▪ Allowed – see “Removal goods”. <ul style="list-style-type: none"> ▪ Otherwise – importation prohibited. 	<ul style="list-style-type: none"> ▪ For specific cases, it is recommended to contact your local agent.
Inheritance		<ul style="list-style-type: none"> ▪ Prohibited. 	
New furniture and household goods	<ul style="list-style-type: none"> ▪ If included with removal goods, they must be included on the legalised inventory list and originals of all invoices must also be presented. 	<ul style="list-style-type: none"> ▪ Subject to payment of duties and taxes considering reasonable quantity of new items. 	<ul style="list-style-type: none"> ▪ Only possible for shipments through NVO, Laredo, NOT Veracruz neither Mexico City Airport.
Household appliances	<ul style="list-style-type: none"> ▪ If included as part of household goods, declared in the legalised list and in reasonable quantity. 	<ul style="list-style-type: none"> ▪ Importation allowed - see “Removal goods”. <ul style="list-style-type: none"> ▪ Otherwise – importation prohibited. 	
Electrical appliances	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Brand, model and serial numbers of electrical appliances must be written on the legalised inventory list, sealed by the Mexican Consulate.
Works of Art, Antiques		<ul style="list-style-type: none"> ▪ Prohibited. 	<ul style="list-style-type: none"> ▪ For specific cases, it is recommended to contact your local agent.
Precious metal objects		<ul style="list-style-type: none"> ▪ Importation prohibited, as they are not considered as part of the household effects. 	

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Carpets	<ul style="list-style-type: none"> ▪ If they are part of household goods and only in small quantity. 	<ul style="list-style-type: none"> ▪ Importation allowed - see "Removal goods". Otherwise – importation prohibited. 	
Presents, Souvenirs	<ul style="list-style-type: none"> ▪ If part of household goods and are declared on the legalised list. 	<ul style="list-style-type: none"> ▪ Same as above. 	<ul style="list-style-type: none"> ▪ Subject to tax payment. ▪ Please consult with your destination agent on each case.
Motor vehicles	<ul style="list-style-type: none"> ▪ Original temporary resident visa. ▪ Invoice of title property. ▪ License of the car. ▪ Driver's license. ▪ International credit card. ▪ Client's personal identification. ▪ Letter of authorisation given to the agent, authorising him to take care of the transportation of the car from port of entry to its final destination. 	<ul style="list-style-type: none"> ▪ ONLY TEMPORARY RESIDENTS MAY TEMPORARY IMPORT THEM. ▪ Temporary permit fee of about US\$ 500 is payable by international credit card. 	<ul style="list-style-type: none"> ▪ Shippers must be at port of entry to clear Customs and obtain the temporary import permit. After, the agent with a power of attorney can do transportation. ▪ Customs will grant a permit for the period of validity of FM-3 / Temporary Residents, which has to be renewed before expiration FM-3 / Temporary Residents. ▪ Mexicans Citizens / Permanent Residents CANNOT IMPORT autos into Mexico.
Motor vehicles (Diplomats)		<ul style="list-style-type: none"> ▪ Diplomats can import their car with a franchise arranged by the Embassy to which they belong. 	<ul style="list-style-type: none"> ▪ The agent can take care of car transmission with corresponding diplomatic franchise.
Other vehicles (bicycles, water vehicles)		<ul style="list-style-type: none"> ▪ Only bicycles being part of the household goods and declared on the legalised list are allowed. ▪ Otherwise prohibited. 	<ul style="list-style-type: none"> ▪ Must be used and only one per person.
Prohibited items		<ul style="list-style-type: none"> ▪ Firearms, ammunition & weapons ▪ Liquors, wine ▪ Food ▪ Drugs and medications ▪ Art collections (paintings & sculptures) ▪ Money ▪ Fabrics ▪ Corrosives & cleaning items 	<ul style="list-style-type: none"> ▪ If forbidden items are found in the household goods: <ul style="list-style-type: none"> ▪ the clearance of the overall shipment will be delayed ▪ extra handling must be paid to take these items out of the shipment ▪ these items will be confiscated.

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		<ul style="list-style-type: none"> ▪ Tires ▪ Automobile's spare parts ▪ Pornography material 	<ul style="list-style-type: none"> ▪ Severe penalties are to be expected in case of infringement.
Cats, dogs, other animals	<ul style="list-style-type: none"> ▪ Copy of AWB. ▪ Sanitary BL. ▪ General certificate of health. ▪ Vaccination certificate. ▪ Copy of professional registration card of veterinary (agregar). 	<ul style="list-style-type: none"> ▪ Subject to payment of duties. 	<ul style="list-style-type: none"> ▪ It is recommended to send documents and AWB in advance by fax to avoid delays in releasing pets. ▪ It is also recommended to arrange for arrival at the beginning of the week, to avoid pets being kept in Customs control over a weekend, when there is no one to feed them.
Fumigation of imported and exported wooden crates		<ul style="list-style-type: none"> ▪ The Mexican Government has adopted ISPM-15 (International standards for Phytosanitary Measures Publication 15: Guidelines for Regulating Wood Packaging Material in International Trade (aka NIFM-15) to standardise the treatment of wood packing materials used for the transport of goods. ▪ Effective September 16, 2005, shipments into or out of Mexico in wooden packaging, have to have a Seal, which certifies that the shipment has received the required treatment (HT = Heated Treatment [a minimum wood core temperature of 56°C for a minimum of 30 minutes] or Methyl Bromide Treatment (the minimum temperature should not be less than 10°C and the minimum exposure time should not fall below 16 hours). ▪ The wood packing material must be marked in a visible location on each article, on at least two opposite sides of the article with a legible and permanent mark in black ink. Labels and adhesives are not allowed. 	<ul style="list-style-type: none"> ▪ This does not apply to wood packing materials manufactured of: <ul style="list-style-type: none"> ▪ Raw wood of 6 mm thickness or less ▪ Processed wood produced by glue, heat and pressure, or a combination thereof ▪ Plywood sheets & agglomerated sawdust sheet ▪ Oriented wooden fibre sheets ▪ Sawdust & Wooden fibre ▪ If you have questions, please contact agents in Mexico or consult the ISPM publication 15.

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		<ul style="list-style-type: none"> ▪ The mark should be as follows: <div data-bbox="1182 252 1599 411" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p>XX - 000</p> <p>YY</p> </div> </div> <ul style="list-style-type: none"> ▪ Where XX is the country code, 000 the producer number, YY the treatment type, and AAA the inspection agency logo. ▪ If a shipment arrives without this seal, it will be returned to the origin country at the shipper's/origin agent's expenses. 	



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