

Mexico *Customs Information for Diplomats*

Documents Required

✓ **DIPLOMAT FORMS**

MEXICAN DIPLOMATS:

- ✓ Diplomatic Franchise addressed to the Customs Authorities at the port of entry obtained through the Ministry of Foreign Affairs in Mexico City.
- ✓ Inventory list in Spanish and typed.
- ✓ Copy of Diplomatic Carnet
- ✓ Copy of Diplomatic Passport
- ✓ Declaratory Letter addressed to the Mexican Customs at the port of entry declaring that all goods are used and that prohibited articles such as firearms, ammunition, wines, drugs, etc, are not included.

FOREIGN DIPLOMATS:

- ✓ Diplomatic Franchise addressed to the Customs Authorities at the port of entry obtained through the Ministry of Foreign Affairs in Mexico City.
- ✓ Inventory list in Spanish and typed.
- ✓ Copy of Diplomatic Carnet
- ✓ Copy of Diplomatic Passport
- ✓ Declaratory Letter addressed to the Mexican Customs at the port of entry declaring that all goods are used and that prohibited articles such as firearms, ammunition, wines, drugs, etc, are not included.

Customs Regulations

According to Mexican Laws, in order to be able to import household goods free of import duties, the following rules must be followed:

- The goods must be used at least six months old.
- That all articles must be included in the Inventory consularized by the Mexican Consulate. Any item not included in the inventory, can be expropriated by Mexican Government.
- The following items are not considered household goods; firearms, ammunition, liquors wine , motorcycles, boats, cars, medicine, and some pantry may require an import license, please contact us for specific information.
- Due to our port; Mexican Customs Warehouses are saturated with merchandise, the shipments in lift vans or steel containers are placed in the open, therefore it is recommended that:
- All containers either coming by air, by land, or by sea must be perfectly well protected against rain. The roofs covered with plate and the furniture with waterproof paper.
- It is recommended not to ship household goods until all documentation is completed and in order. The airports allow only 30 days to release or return shipment from the time of it's arrival. All other ports hold the shipment for 60 calendar days. If the documentation is not presented by that time the shipment is declared as "ABANDONED" and is confiscated by Mexican Government.
- All shipments consigned to Mudanzas Gou, S.A. de C.V. must be notified by email or fax with all the information pertaining to the shipment. On occasions shipments arrived at the Customs House of the port of entry and neither the customer nor Mudanzas Gou have been advised by the origin agent and this generates storage and demurrage charges, then it is necessary to know ahead of time about the consignment of shipment in order to proceed the importation negotiations with customer.
- Send original documents by courier service only. Do not use regular mail.
- Due to legal conditions in Mexico C.O.D. charges are not acceptable. All shipments must come prepaid and only destination charges can come in a C.O.D. basis.
- Now, new items can be imported into Mexico with payment of corresponding duties/taxes. Original invoices must be presented together with the proper documents for customs clearance, of course, also new items should be included in Legalized Inventory List.

Important Note: The above is only for shipments coming through Nvo. Laredo, Tamps., but not other ports of entry. Please contact your destination if information for importing new items by other ports is required.

- The shipments consigned to Mexico City Terminal are handled directly by the steamship companies and their own transportation system. Consequently, control of the shipment is lost and it is unknown when the shipments arrive in Mexico City. Therefore, it is suggested that shipments are sent to port of entry only, allowing our own trailers, operators, and unpackers to transport the shipment. Following this system we will be able to control the return of empty containers to the port of entrance avoiding unnecessary demurrage charges.
- Please do not include wine, spirits, or any alcoholic beverages as it is prohibited at all ports of entry. Please note that if wines and liquors are found in household goods, the customs negotiations may be delayed and extra handling fees will be assessed for taking out the wine and keeping it in Customs dominium until the customer gets the corresponding import permit and then pays the duties/taxes.
- There are 60 days starting from the date the vessel arrives to the port of entry for releasing the wine. After those 60 days wine is confiscated by the Mexican Government.



Mexico <i>Customs Information for Diplomats</i>													
Customs Regulations (continuation)	<ul style="list-style-type: none"> ➤ We guarantee demurrage to the different steamship lines. Therefore, cash deposits from the customer are not required. In case of demurrage charges, they will be collected from customer before delivery. ➤ An airfreight shipment can be sent containing personal effects such as clothing, books, shoes, personal toilette articles, and a portable TV. The shipment should not exceed 50 kilograms per each family's member and customer has to provide: <ul style="list-style-type: none"> ✓ Photocopies of passports for the whole family ✓ A list of items in Spanish ✓ Photocopies of airline tickets for the whole family 												
Motor Vehicles	<ul style="list-style-type: none"> ➤ Diplomatic Franchise for Vehicles must be provided by client and or his organization in Mexico. 												
Pets	<p>Pets (dogs and cats) require the following:</p> <ul style="list-style-type: none"> ✓ Vaccination Carnet ✓ Health Certificate issued with 5 days before date of arrival to Mexico ✓ Copy of owner's passport <p>We recommend not to send pets on the weekend and advance copies of documents by e-mail or fax before sending pets.</p>												
Dutiable / Restricted Items	<ul style="list-style-type: none"> ➤ New items pay duties and taxes and must be declared and valued before clearing customs. ➤ New items can be imported only through Laredo, Texas. 												
Prohibited Items	<table border="0"> <tr> <td>➤ Cars</td> <td>➤ Firearms</td> <td>➤ Wine</td> <td>➤ Food</td> </tr> <tr> <td>➤ Boats</td> <td>➤ Ammunition</td> <td>➤ Plants</td> <td>➤ Medicine</td> </tr> <tr> <td>➤ Motorcycles</td> <td>➤ Liquors</td> <td>➤ Drugs</td> <td></td> </tr> </table> <p>Only Diplomats can import into Mexico the mentioned articles with a Diplomatic Franchise or special permit.</p>	➤ Cars	➤ Firearms	➤ Wine	➤ Food	➤ Boats	➤ Ammunition	➤ Plants	➤ Medicine	➤ Motorcycles	➤ Liquors	➤ Drugs	
➤ Cars	➤ Firearms	➤ Wine	➤ Food										
➤ Boats	➤ Ammunition	➤ Plants	➤ Medicine										
➤ Motorcycles	➤ Liquors	➤ Drugs											

Mexico <i>Customs Information for Foreign Citizens</i>	
Documents Required	<ul style="list-style-type: none"> ✓ FOREIGN CITIZENS FM2 ✓ FOREIGN CITIZENS FM3 <p>FM2 IMMIGRANT WORKING VISA</p> <ul style="list-style-type: none"> ✓ Copy of Visa (FM-2) ✓ Original and two carbon copies of consularized inventory list in Spanish stamped by Mexican Consulate at the place of origin. Inventory must include mark, model, and serial number of major electrical appliances. It is very important that you make sure that each sheet of the Consularized Inventory contains the seal of the Mexican Consulate as well as the consular letter must be sealed and signed by the Consul and customer, too. ✓ Declaratory Letter addressed to Customs Authorities at the port of entry declaring that all goods are used and that prohibited articles such as firearms, ammunition, wines, drugs, etc. are not included. ✓ Manifestation of Value Form signed by shipper. ✓ Compromise Letter addressed to Customs Authorities at the port of entry. <p>FM3 IMMIGRANT WORKING VISA</p> <ul style="list-style-type: none"> ✓ Copy of Visa (FM-3) ✓ Inventory List in Spanish typed and signed by owner of shipment. Inventory must include mark, model, and serial number of major electrical appliances. ✓ Declaratory letter addressed to Customs Authorities at the port of entry declaring that all goods are used and that prohibited articles such as firearms, ammunition, wines, drugs, etc. are not included. ✓ Manifestation of Value Form. ✓ Compromise Letter ✓ Solidarity Letter (this letter must be provided by shipper's Company established in Mexico). This means that the company is responsible for the duties and taxes if the shipment is not re-exported when the employee leaves the country.
Customs Regulations	<p>According to Mexican Laws, in order to be able to import household goods free of import duties, the following rules must be followed:</p> <ul style="list-style-type: none"> ➤ The goods must be used at least six months old.

Mexico *Customs Information for Foreign Citizens*

Customs Regulations
 (continuation)

- That all articles must be included in the Inventory consularized by the Mexican Consulate. Any item not included in the inventory, can be expropriated by Mexican Government.
- The following items are not considered household goods; firearms, ammunition, liquors wine , motorcycles, boats, cars, medicine, and some pantry may require an import license, please contact us for specific information.
- Due to our port; Mexican Customs Warehouses are saturated with merchandise, the shipments in lift vans or steel containers are placed in the open, therefore it is recommended that:
- All containers either coming by air, by land, or by sea must be perfectly well protected against rain. The roofs covered with plate and the furniture with waterproof paper.
- It is recommended not to ship household goods until all documentation is completed and in order. The airports allow only 30 days to release or return shipment from the time of it's arrival. All other ports hold the shipment for 60 calendar days. If the documentation is not presented by that time the shipment is declared as "ABANDONED" and is confiscated by Mexican Government.
- All shipments consigned to Mudanzas Gou, S.A. de C.V. must be notified by email or fax with all the information pertaining to the shipment. On occasions shipments arrived at the Customs House of the port of entry and neither the customer nor Mudanzas Gou have been advised by the origin agent and this generates storage and demurrage charges, then it is necessary to know ahead of time about the consignment of shipment in order to proceed the importation negotiations with customer.
- Send original documents by courier service only. Do not use regular mail.
- Due to legal conditions in Mexico C.O.D. charges are not acceptable. All shipments must come prepaid and only destination charges can come in a C.O.D. basis.
- Now, new items can be imported into Mexico with payment of corresponding duties/taxes. Original invoices must be presented together with the proper documents for customs clearance, of course, also new items should be included in Legalized Inventory List.
- **IMPORTANT NOTE:** The above is only for shipments coming through Nvo. Laredo, Tamps., but not other ports of entry. Please contact your destination if information for importing new items by other ports is required.
- The shipments consigned to Mexico City Terminal are handled directly by the steamship companies and their own transportation system. Consequently, control of the shipment is lost and it is unknown when the shipments arrive in Mexico City. Therefore, it is suggested that shipments are sent to port of entry only, allowing our own trailers, operators, and unpackers to transport the shipment. Following this system we will be able to control the return of empty containers to the port of entrance avoiding unnecessary demurrage charges.
- Please do not include wine, spirits, or any alcoholic beverages as it is prohibited at all ports of entry. Please note that if wines and liquors are found in household goods, the customs negotiations may be delayed and extra handling fees will be assessed for taking out the wine and keeping it in Customs dominium until the customer gets the corresponding import permit and then pays the duties/taxes.
- There are 60 days starting from the date the vessel arrives to the port of entry for releasing the wine. After those 60 days wine is confiscated by the Mexican Government.
- We guarantee demurrage to the different steamship lines. Therefore, cash deposits from the customer are not required. In case of demurrage charges, they will be collected from customer before delivery.
- An airfreight shipment can be sent containing personal effects such as clothing, books, shoes, personal toilette articles, and a portable TV. The shipment should not exceed 50 kilograms per each family's member and customer has to provide:
 - Photocopies of passports for the whole family
 - A list of items in Spanish
 - Photocopies of airline tickets for the whole family

Motor Vehicles

TEMPORARY IMPORTATION OF USED CARS VIA NVO. LAREDO, TAMPS.

- According to Mexican Laws a car can be imported temporarily by a client who has a FM-2 or FM-3 visa.
- The client should drive themselves to Mexican Customs. At the border they need to get the temporary permit. The client is responsible for bringing the required documents for customs authorities and is also responsible for payment of duties of approximately fifty dollars that must be paid with and international credit card.
- The temporary authorization will last the same as the visa, that is, if the visa is issued for one year, the car can be with the client for the same amount of time. Also, we understand that the visa can be extended up to four years in four periods of one year each one.
- When client obtains the extension of his visa, he has to go immediately to any branch office of "BANJERCITO" in Mexico City to obtain a new temporary permit and then a new duty has to be paid.

NECESSARY DOCUMENTS FOR THE IMPORTATION OF A USED CAR VIA NVO. LAREDO:

- ✓ Original of the Work Visa (FM-2, FM-3)
- ✓ Invoice of title property
- ✓ License of the auto
- ✓ Client's drivers license

Mexico *Customs Information for Foreign Citizens*

Motor Vehicles
 (continuation)

- ✓ International Credit Card
 - ✓ Clients personal identification
 - ✓ Letter of Authorization from client to Mudanzas Gou authorizing to take care of the transportation of his car from Monterrey to its final destination. This is in the case that shipper does not want to drive his car himself up to its final destination.
- Please be advised that the car cannot be imported with the household goods, and the process is done separately.
- Note:** Please advise to clients that they have to take care of customs process for the car, that is, clients have to drive the car, across the border and pay the corresponding duties with international credit card.
- There is a second customs inspection between the road Nvo. Laredo and Monterrey, so client has to show again all the above mentioned documents. That is why we can't take care of transportation from Laredo but Monterrey, N.L.
- Important Note:** When the status of client is Diplomatic, we can take care of whole service with the corresponding Diplomatic Franchise, then, in this case it is not necessary that clients go to the port of entry for customs process.

TEMPORARY IMPORTATION OF USED CARS VIA VERACRUZ, VER.

- According with the Mexican Laws, a car can be imported temporary by client who has a FM-2 or FM-3 Visa. The temporary authorization will last the same as visa, that is, if the visa is issued for one year the car can be with client for the same time and we understand that the visa can be extended up to four years in four periods of one year each one. When client obtains the extension of his visa, he has to go immediately to any Branch Office of "BANJERCITO" in Mexico City to obtain a new temporary permit and then a new duty has to be paid.
- Mudanzas Gou can take care of transportation from Veracruz to its final destination only, because client has to go to Veracruz and gets the temporary importation himself as well as to pay the duty of about \$50.00 dls. Aprox. That must be paid with an international credit card.
 - ✓ Original of the Ocean Bill of Lading
 - ✓ Original of the Work Visa (FM-2, FM-3)
 - ✓ Invoice of title property
 - ✓ License of the auto
 - ✓ Client's drivers license
 - ✓ International Credit Card
 - ✓ Clients personal identification
 - ✓ Letter of Authorization from client to Mudanzas Gou authorizing to take care of the transportation of his car from Monterrey to its final destination. This is in the case that shipper does not want to drive his car himself up to its final destination.

Pets

- Pets (dogs and cats) require the following:
- ✓ Vaccination Carnet
 - ✓ Health Certificate issued with 5 days before date of arrival to Mexico
 - ✓ Copy of owner's passport
 - ✓ We recommend not to send pets on the weekend and advance copies of documents by e-mail or fax before sending pets.

Dutiable / Restricted Items

- New items pay duties and taxes and must be declared and valued before clearing customs. New items can be imported only through Laredo, Texas.

Prohibited Items

- | | | |
|---------------|--------------|------------|
| ➤ Cars | ➤ Ammunition | ➤ Drugs |
| ➤ Boats | ➤ Liquors | ➤ Food |
| ➤ Motorcycles | ➤ Wine | ➤ Medicine |
| ➤ Firearms | ➤ Plants | |

Mexico *Customs Information for Returning Citizens*

Documents Required

- ✓ **RETURNING RESIDENTS FORMS**
- ✓ Copy of Mexican Passport
- ✓ Original and two carbon copies of consularized inventory list in Spanish stamped by Mexican Consulate at the place of origin. Inventory must include mark, model, and serial number of major electrical appliances. **It is very important that you make sure that each sheet of the Consularized Inventory contains the seal of the Mexican Consulate as well as the consular letter must be sealed and signed by the Consul and customer, too.**
- ✓ Declaratory Letter addressed to Customs Authorities at the port of entry declaring that all goods are used and that prohibited articles such as firearms, ammunition, wines, drugs, etc, are not included.

Mexico <i>Customs Information for Returning Citizens</i>	
Documents Required <i>(continuation)</i>	<p>✓ Manifestation of Value Form signed by shipper.</p> <p>Important Note: <u>The time of residence abroad of shipper can not be less than two years in order to be considered as a REPATRIATE.</u></p>
Customs Regulations	<p>According to Mexican Laws, in order to be able to import household goods free of import duties, the following rules must be followed:</p> <ul style="list-style-type: none"> ➢ The goods must be used at least six months old. ➢ That all articles must be included in the Inventory consularized by the Mexican Consulate. Any item not included in the inventory, can be expropriated by Mexican Government. ➢ The following items are not considered household goods: firearms, ammunition, liquors wine , motorcycles, boats, cars, medicine, and some pantry may require an import license, please contact us for specific information. ➢ Due to our port; Mexican Customs Warehouses are saturated with merchandise, the shipments in liftvans or steel containers are placed in the open, therefore it is recommended that all containers either coming by air, by land, or by sea must be perfectly well protected against rain. The roofs covered with plate and the furniture with waterproof paper. ➢ It is recommended not to ship household goods until all documentation is completed and in order. the airports allow only 30 days to release or return shipment from the time of it's arrival. All other ports hold the shipment for 60 calendar days. If the documentation is not presented by that time the shipment is declared as "ABANDONED" and is confiscated by Mexican Government. <ul style="list-style-type: none"> ▪ All shipments consigned to Mudanzas Gou, S.A. de C.V. must be notified by email or fax with all the information pertaining to the shipment. On occasions shipments arrived at the Customs House of the port of entry and neither the customer nor Mudanzas Gou have been advised by the origin agent and this generates storage and demurrage charges, then it is necessary to know ahead of time about the consignment of shipment in order to proceed the importation negotiations with customer. ▪ Send original documents by courier service only. Do not use regular mail. ▪ Due to legal conditions in Mexico C.O.D. charges are not acceptable. All shipments must come prepaid and only destination charges can come in a C.O.D. basis. ▪ Now, new items can be imported into Mexico with payment of corresponding duties/taxes. Original invoices must be presented together with the proper documents for customs clearance, of course, also new items should be included in Legalized Inventory List. <p>IMPORTANT NOTE: The above is only for shipments coming through Nvo. Laredo, Tamps., but not other ports of entry. Please contact your destination if information for importing new items by other ports is required.</p> <ul style="list-style-type: none"> ▪ The shipments consigned to Mexico City Terminal are handled directly by the steamship companies and their own transportation system. Consequently, control of the shipment is lost and it is unknown when the shipments arrive in Mexico City. Therefore, it is suggested that shipments are sent to port of entry only, allowing our own trailers, operators, and un-packers to transport the shipment. Following this system we will be able to control the return of empty containers to the port of entrance avoiding unnecessary demurrage charges. ▪ Please do not include wine, spirits, or any alcoholic beverages as it is prohibited at all ports of entry. Please note that if wines and liquors are found in household goods, the customs negotiations may be delayed and extra handling fees will be assessed for taking out the wine and keeping it in Customs dominium until the customer gets the corresponding import permit and then pays the duties/taxes. ▪ There are 60 days starting from the date the vessel arrives to the port of entry for releasing the wine. After those 60 days wine is confiscated by the Mexican Government. ▪ We guarantee demurrage to the different steamship lines. Therefore, cash deposits from the customer are not required. In case of demurrage charges, they will be collected from customer before delivery. ▪ An airfreight shipment can be sent containing personal effects such as clothing, books, shoes, personal toilette articles, and a portable TV. The shipment should not exceed 50 kilograms per each family's member and customer has to provide: <ul style="list-style-type: none"> ✓ Photocopies of passports for the whole family ✓ A list of items in Spanish ✓ Photocopies of airline tickets for the whole family
Motor Vehicles	<p>➢ Cars can be imported into Mexico temporarily, contact destination agent for information, it is on a case by case basis. Mexicans are not allowed to import used cars.</p>
Pets	<p>Pets (dogs and cats) require the following:</p> <ul style="list-style-type: none"> ✓ Vaccination Carnet ✓ Health Certificate issued with 5 days before date of arrival to Mexico ✓ Copy of owner's passport <p>We recommend not to send pets on the weekend and advance copies of documents by e-mail or fax before sending pets.</p>

Mexico <i>Customs Information for Returning Citizens</i>	
Dutiable / Restricted Items	➤ New items pay duties and taxes and must be declared and valued before clearing customs. New items can be imported only through Laredo, Texas.
Prohibited Items	<ul style="list-style-type: none"> ➤ Cars ➤ Boats ➤ Motorcycles ➤ Firearms ➤ Ammunition ➤ Liquors ➤ Wine ➤ Plants ➤ Drugs ➤ Food ➤ Medicine