

Guidelines for Exporters

Introduction

With effect from 30th September 2004, the Industrial Development and Commerce Ministry – SECOFI of the Republic of Mexico has appointed Intertek to conduct Verification of Origin services in countries, which are not members of the World Trade Organisation, (WTO).

Intertek will verify origin through documentary and factory inspection verification in the country of production through our global network of certification offices and inspection resources.

Importers are required to complete a statement of origin certification application (SCO) for all imports subject to origin verification. Upon receipt of the SCO from the Importer, Intertek will contact the Exporter to facilitate completion of the factory questionnaire form and arrange a subsequent factory inspection if necessary. Upon satisfactory findings, Intertek will issue a Certificate of Origin (CoO) to Exporter.

Frequently Asked Questions

How do the process commence?

Your importer in Mexico will submit an origin certification application and pro-forma invoice to our office in Mexico City. These documents will be reviewed carefully for accuracy and sent to the Intertek Office nearest to the country of supply.

What do I have to do?

The Intertek office will send you a Request for Information (RFI) letter. This will stipulate the following information:

- Your 'SCO' Reference No.
- Full details of required final documentation
- The type of certificates issued
- Factory Inspection requirements
- Any relevant Test Certificates or Certificates of Analysis

In addition, you will be sent a Factory Inspection Questionnaire, (FQF) which will form a key document in verifying the origin of your products. Please complete this form carefully following all the instructions stipulated on the questionnaire. This should be returned along with substantiating documentation where applicable by the requested date stated on the front page of the FQF or with the inspection request for if a factory inspection is required.

Are any goods exempt from shipment?

Yes, these are stated overleaf.

Will my products require inspection?

For all new products that have not been previously certified by Intertek, it is necessary to perform a factory inspection. In addition if any discrepant findings were detected on previous shipments, a n inspection mat also be required.

How do I arrange inspection?

Intertek will send you a request for inspection form if inspection is required. You should complete this form stating the production location of the goods, which require origin verification. Please allow a minimum of 3 working days notification for arranging inspection.

If you are not the manufacturer, then you will need to co-ordinate the factory inspection with your supplier.

It is important to emphasize that the Factory Questionnaire form must be returned with the completed inspection request as this document is needed in order to perform the factory inspection.

What is a factory inspection?

The scope of this inspection is to examine production/fabrication records and manufacturing processes to verify that this is consistent with the information provided on the factory questionnaire. The following records will be audited during the factory inspection:

Commercial Information: A list of production inputs regarding the product to be certified. The names and addresses of suppliers of production materials and the address of the final product importer.

Accounting Information: Accounting records of all materials, including indirect materials used in the production of products to be certified and the sale records of the final products.

In addition, the inspector will require access to procedures, which map the production processes of the facility. Given the sensitivity of this information, a confidentiality agreement can be agreed upon request

Who pays for the inspection?

Your importer is responsible for meeting the costs of the origin verification service.

What certificates are produced?

A Certificate of Origin (CoO) is produced for the exporter. You will be required to legalise this certificate in at a local Mexican Embassy prior to sending the CoO to the importer for customs clearance purposes.

What documents do you require from me?

- (1) A clean final invoice from the manufacturer (if a different entity than the exporter).
- (2) A fully completed factory questionnaire with attached substantiating documentation as applicable.

What happens if I fail to submit correct documentation?

Failure to provide the correct documentation or to respond to our request for inspection within thirty days will lead to the production of a Non-Compliance Certificate (NCN). This will signify that your importer cannot clear the goods from customs.

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Prohibited Imports

- Not applicable

Restricted Imports

- Not applicable

Timescales for Certification

Arrangement of inspection from receipt of Exporters response to the RFI letter	Within 3 working days
Issuance of CoO following completion of documentary verification and factory inspection if required.	Within 3 working days

Goods Exempt from Inspection

The following goods are exempt from Certificate of Origin Verification:

- I. Importation of merchandise with value not exceeding one thousand dollars (United States Dollars) or its equivalent in national currency or other exchanges, provided the invoice covers said operation including statement of country of origin of merchandise and the importers does not submit two or more import manifests covering similar merchandise introduced into the territory of the Mexican Republic in only one day. Dispositions under this fraction will be applicable when similar or identical merchandise to that subject to compensatory fee payment are imported with other merchandise not subject to the above mentioned fee, as long as the value of the first merchandises do not exceed one thousand U.S. dollars, its equivalent in national currency, or in other exchanges, even if together exceed that limit.
- II. Importation of samples or sample cases that due to the condition lack any commercial value, under the terms of the current legislation.
- III. Merchandise imported in accordance with article 61, fractions II, VI, VII, IX, X, XI, XII, XIII and XV under the Customs Law, as well as merchandise imported under a diplomatic franchise by embassies or international organisms.
- IV. Merchandise under, and remaining subject to, customs regime associated with:
 - a) Temporary importation, provided it is not subject to a different regime and not violating any fraction;
 - b) Making, transformation or repair within supervised area;
 - c) Fiscal Warehouse for imported merchandise under article 121 of the Customs Law, for the so-called "Duty Free Shops".
- V. Merchandise not subject to the payment of compensatory tariffs:
- VI. Definitely exported merchandise returning to the country under the terms of Article 103 of the Customs Law provided this exported merchandise had not been imported previously into the country and had paid taxes through deposits in customs accounts.
- VII. Temporarily exported merchandise returning to the country, according to dispositions under articles 115 and 116

Inspection Fees

The Importer pays the inspection fees in Mexico City. However, should Intertek need to re-inspect goods following corrective action, an additional charge will be made to the Exporter.

Final Notes for Exporters

If the information in these Guidelines does not provide an answer to questions that arise in relation to a specific order, please contact your nearest Intertek Office where trained Intertek personnel will be happy to assist.

Intertek is a founder member of the International Federation of Inspection Agencies (IFIA) and the Intertek programme for Mexico is carried out in conformity with the IFIA code of practice.

Intertek also carries out its work in accordance with the WTO agreement on Preshipment Inspection.

Despite every effort being made by Intertek to facilitate the progress of all orders which require an inspection, an Exporter may occasionally experience a problem. Intertek has an Internal Appeals Procedure as required by Article 2.21 of the Agreement on Preshipment Inspection of the Uruguay round of WTO/ GATT.

Exporters / Importers wishing to communicate with Intertek by electronic mail should take note of the following important message: *Email is subject to the possibility of delays and of transmission failure. Systems designed to inform senders of transmission failure are themselves subject to the possibility of delay and may fail altogether. It follows that you should not assume that email transmission have been received in good order unless you are advised by Intertek that this is the case.*

All work is performed in accordance with Intertek's Terms and Conditions, a copy of which is available from your nearest office or at our website www.intertek.com/government.

For more information please visit our website shown below.



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Contracts handled by Intertek

Intertek operates inspection programmes for numerous countries. These include:

- Bangladesh Pre-shipment Inspection Programme
- Ecuador Pre-shipment Inspection Programme
- Iran Pre-shipment Inspection Programme, Bulk Commodity Programme, Valuation Programme, Verification of Conformity
- Kenya Pre-Export Verification of Conformity to Standards Programme (PVoC)
- Kuwait International Conformity Certification Program (ICCP)
- Mexico Pre-shipment Inspection Programme, Certificate of Origin Programme, Price Valuation Programme
- Mozambique Pre-shipment Inspection Programme
- Nigeria Conformity Assessment Programme (SONCAP)
- Saudi Arabia International Conformity Certification Program (ICCP)
- Sierra Leone Pre-shipment Inspection Programme