



## Guidelines for Importers

19<sup>th</sup> November 2004

### Introduction

With effect from 30<sup>th</sup> 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 the Exporter.

### Frequently Asked Questions

#### How do I start the process?

Please fully complete the statement of origin certification application (SCO) as per the attached guideline provided. You should deliver the form with a corresponding pro-forma invoice or contract to our office specified below in Mexico City.

#### What happens if Intertek find an error in my documents?

Should Intertek find an error that prevents them from completing verification services, they will contact you within 2 working days and return your documents for correction.

#### Are any goods exempt from shipment?

Yes, these are stated overleaf.

#### How is the verification service organized?

Upon receipt of the SCO and supporting documents, the Intertek office in Mexico City will verify the content and organize certification of origin in the country of supply. The Intertek overseas office will contact the exporter by sending them a Request For Information (RFI) notification and Factory Questionnaire Form, (FQF). 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, an inspection may also be required

The exporter must carefully complete the FQF and return to the Intertek Overseas Office along with substantiating documentation. If a factory inspection is required, then the FQF must be returned with the inspection request form. The exporter should allow at least three working days notification for inspection.

Upon receipt of all required documents and a satisfactory assessment, Intertek will issue a certificate of origin (CoO) to the Exporter. This document will need to be legalized by the exporter at the local Mexican Embassy and then delivered to the Importer in Mexico for customs clearance.

#### 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.

#### Who pays for the inspection?

You are responsible for meeting the costs of the origin verification service. The fee structure is as follows:

1% of FOB subject to a minimum of **USD 350**.

#### How do I obtain my CoO?

The Exporter is directly responsible for sending the Certificate of Origin to you in Mexico for customs clearance purposes.

#### What happens if problems are discovered with the consignment during the inspection process?

The Exporter will be informed immediately and requested to correct the problem.. If the Exporter fails to take corrective action, Intertek may issue a Non-Compliance Certificate, which will prevent customs clearance in Mexico

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<b>Prohibited Imports</b>	
<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	

<b>Restricted Imports</b>	
<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	

<b>Timescales for CoO Issuance</b>	
From arrival of SCO at Intertek Freetown to receipt of SCO at Intertek overseas office	Within 1 working day
Issuance of CoO following completion of documentary verification and factory inspection if required.	Within 3 working days

<b>Goods Exempt from Inspection</b>	
<p>The following goods are exempt from Certificate of Origin Verification:</p>	
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: <ul style="list-style-type: none"> <li>a) Temporary importation, provided it is not subject to a different regime and not violating any fraction;</li> <li>b) Making, transformation or repair within supervised area;</li> <li>c) Fiscal Warehouse for imported merchandise under article 121 of the Customs Law, for the so-called "Duty Free Shops".</li> </ul>
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. The fee structure is 1% of FOB subject to a minimum of **USD 350**.

**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.*

**Other Programmes Operated by Intertek**

Intertek also operates inspection programmes for numerous other countries. These include Venezuela, Bangladesh, Malawi, Nigeria, Ecuador, Uzbekistan, Mozambique and Sierra Leone. Intertek also manages the International Conformity Certification Programme for Saudi Arabia and Kuwait.

For more information please visit our website shown below.

## Exhibit 1: SCO Application Form and Guidelines for completion

Name of the importer: (1) Address: City: Country: R.F.C. Id.: Telephone: Fax: Contact Person:	Name of the Exporter (seller): (2) Address: City: Country: R.F.C. Id.: Telephone: Fax: Contact Person:	
Name of the Shipper: (3) Address: City: Country: R.F.C. Id.: Telephone: Fax: Contact Person:	Name of the Manufacturer: (4) Address: City: Country: R.F.C. Id.: Telephone: Fax: Contact Person:	
Shipment Date: (5) Place of Shipment: (6)		
Attached commercial document: (7) Invoice Proforma Purchase Order Other		
Item	Custom fee classification	Description
(8)	(9)	(10)

Item	Quantity	Measurement Unit	Country of Origin
	(11)	(12)	(13)

REMARKS: (14)

FOR INTERTEKS EXCLUSIVE USE
SCO: MEX - (15)
DATE: ____ / ____ / ____

## SCO Application Form Guidelines

The importer or his representative is responsible to providing all required information on the SCO application form. Failure to correctly complete the form and provide a valid signature/date will lead to the rejection of the application and delay the origin certification process

The instructions below provide detailed guidance on how to complete the form.

SCO's fields to be filled out by the importer or his representative:

- FIELD 1: Indicate full name or company's name of the importer, as well as address (including city), taxpayer federal registry identification number, telephone and fax numbers and the name of the contact person.
- FIELD 2: Indicate full name or company's name of the exporter, as well as address (including city and country) taxpayer federal registry identification number, telephone and fax numbers and the name of the contact person. This field refers to the person exporting merchandise into the territory of the Mexican Republic.
- FIELD 3: Indicate full name or company's name of the shipper, as well as address (including city and country) taxpayer federal registry identification number, telephone and fax numbers and the name of the contact person. This field refers to the individual or company who will carry out shipment of merchandise into the territory of the Mexican Republic.
- FIELD 4: Indicate the full name, company's name, of the producer (manufacturer) as well as address (including city and country) taxpayer federal registry identification number, telephone and fax numbers and the name of the contact person of the producer who executed the last production process, different to a minor processing. If the SCO covers merchandize from more than one producer, it is necessary to obtain the list of additional producer, indicating for each one of them, the above-mentioned data and making direct reference to merchandize produced by said producer.
- FIELD 5: Indicate the probable shipment date.
- FIELD 6: Indicate the shipment place (city and country).
- FIELD 7: Indicate the commercial document attached to the SCO. If this is a document different to a commercial invoice, proforma invoice, purchase order or contract, please note under the remarks section of SCO.
- FIELD 8: Indicate the item correlative number requiring certification of origin.
- FIELD 9: Indicate the corresponding custom tariff classification of six digits according to the Standardized System for each merchandise described in field 10.
- FIELD 10: Indicate the description of merchandises requiring certification of origin. This description shall be ample and sufficient in order to clearly identify merchandize described under the documents attached to the SCO.
- FIELD 11: Indicate the quantity, in accordance to the measurement unit mentioned under field 12. The measuring unit shall be consistent with the commercial documents attached to the SCO.
- FIELD 12: Indicate the measurement unit through which the products have been sold. This measurement unit shall be consistent with commercial documents attached to the SCO.