



CUSTOMS CLEARANCE'S IMPORTATION REQUIREMENTS

Please find below all the proper documents you will need to send in order to make your importation customs clearance.

1. Packing List.
2. Commercial Invoice.
3. Instructions letter.
4. Importers' register (SAT (IRS) format)**
5. "Encargo conferido" (to register your broker at SAT's (IRS) internet portal) (Your application will be confirmed via internet) **
6. Company's current fiscal situation (Issued by SAT (IRS))**
7. R2 (address change if applicable)**
8. Legal representative's ID **
9. Company's Tax-ID**
10. Legal representative's Tax-ID**
11. Company's Incorporation papers **
12. Power of attorney (when applicable)**
13. Certificate of origin (when applicable)
14. Entrusts letter on letterhead sheet**
15. Proof of address (recent)
16. Bank account CLABE (to give back balance in favor)
17. ZIP files: .key, .cer. private key and encrypted key. **
18. Office's photographs. **

** One time requested documents for registration at Broker's system.

Sincerely

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