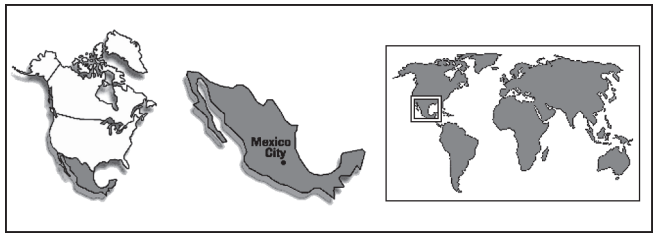
Mexico (MX)
Amounts shown are expressed in Pesos (MXP)



0. General Information

- IATA Area : 1
- Capital : Mexico City (MEX)
- Local Time : GMT - 6 / - 8
- Daylight Saving Time : GMT - 5 / - 7: Starts on the 1st Sunday in April and ends on the last Sunday in October except for Sonora where DST is not observed.
- ☎ Country Code : + 52
- Local Currency : Pesos (MXP)
- Bank Information : Closed on Saturday and Sunday.
- Public Holidays :

Date
01 Jan 2015
02 Feb 2015
16 Mar 2015
02 Apr 2015
03 Apr 2015
05 Apr 2015
01 May 2015
10 May 2015
16 Sep 2015
02 Nov 2015
16 Nov 2015
12 Dec 2015
24 Dec 2015
25 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)
  3. Montreal Convention MC99 (1999)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

- **E-freight and e-AWB status of airports**
  For e-freight and e-AWB implementation status of airports please refer to chapter 6.4.

- **Security**
  Secure Freight status: pilot in progress.
  For further details and background on Secure Freight see paragraph 2.11. (General Rules).

- **E-Customs**
  Advance Electronic Information (AEI) requirements
  - Status: Live
  - System name: Mexico Advanced Manifest System (SAM)
  - Scope: Import, Transit, Transhipment cargo, FROB (Freight Remaining on Board)
  - Party responsible for filing: For imports, the incoming carrier and Freight forwarder.
  - Deadline - shorthaul (imports): For flights less than four hours, the deadline is before take-off from foreign airport
  - Deadline - longhaul (imports): At least four hours prior to arrival
  - How to submit information: The parties required to do so must transmit the required information through a message in XML format or through such other means as this Federal Administration may authorize for such purpose.
  - Further information: X

  E-Customs information and Advance Electronic Information requirements are subject to change. Readers should check for the latest information available from relevant country authorities.

  For additional information on E-Customs and Advance Electronic Information, please refer to chapter 6.5.

1. Airport Information

1.1. Customs Airports
- **Acapulco - ACA, Gro.**
- **Aguascalientes - AGU, Ags**
- **Cancun - CUN, Q.R.**
- **Chihuahua - CUU, Chih.**
- **Ciudad del Carmen - CME, Camp.**
- **Guadalajara - GDL, Jal.**
  - Guadalajara International Airport
  - Contact details for WTC Confianza (air cargo terminal managers):
    José Medina Blanc
    Corporate Business Development & Market Director
    Mail: Jose.medina@wtcconfianza.com
    Tel.: +52 (33) 3884 1470

    AGWTC
    Cuauhtémoc Castro
    Mail: cuauhtemoc.castro@wtcconfianza.com
    Tel.: + (33) 3284 2770

    CLA-GDL
    César Ivan de la Torre
    Mail: cesar.delatorre@cla-gdl.com
    Tel.: + (33) 3003 1530
  - Ground Handling Services
    Menzies Aviation
    Ing. Luis Manuel Buen Rostro
    Mail: luis.buenrostro@menziesaviation.com
    Tel.: + (33) 3688 5636

    SEAT / Aeromexico Servicios
    Lic. José de Jesús Treviño
    Mail: gerencia_seat_gdl@seat.com.mx
    Tel.: + (33) 3688 5252

    AGN Aviation Services
    Ing. Luis Rodolfo Ibarra
    Mail: luisibarra@agnaviation.com
    Tel.: + (33) 3688 8113

    Aerocharter
    Joel Hernandez
    Mail: acm-gdl@aerocharter.com.mx
    Tel: + 045 (555) 435 3289

    Avexpress
    Simón Aguilera Sánchez
- **Huatulco - HUX, Oax.**
- **La Paz - LAP, B.C.S.**
- **Leon - BJX, Gto**
- **Mérida - MID, Yuc.**
- **Mexico City - MEX**
- **Monterrey - MTY, N.L.**
- **Puerto Vallarta - PVR, Jal.**
- **San José del Cabo - SJD, B.C.S.**
- **Veracruz - VER, Ver.**
- **Villahermosa - VSA, Tab**
- **Zihuatanejo - ZIH, Gro.**

1.2. Airport Facilities
1.2.1. Loading/Unloading equipment
Guadalajara
Up to Main Deck 747-800 loader and general equipment for all cargo wide body aircrafts (tugs, forklifts, conveyors, belts, dollies, cold storage containers, power plants, aluminum containers/pallets and any specialized equipment for live animals, hazardous materials, etc.)
Mexico City
Forklift; Conveyor belts; Pallet loader.

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1.2.2. Storage

Guadalajara

- **General**
  Potential handling capacity 350,000 ton annual.
- **Cargo Instalations**
  Total fiscal area 20,790 m²
  Warehouse area 7.500 m²
  Airside receiving area 2,759 m²
  Docks 36
  - For prepacked cargo 9
  - For perishable cargo 2
  - For general cargo 25
- **Special Handling**
  Refrigerated cargo center 82 m²
  High value center 23 m²
  Dangerous goods center 15 m²
  Live animals center 15 m²
  Labeling area 24 m²
  Previous Inspection Area
  Zona de Light Assembly

Mexico City

At Customs Airport Warehouse.
Uncleared goods will be deemed to be abandoned in favour of the Mexican fiscal authorities as follows:

- Import goods: after 60 days.
- Export goods: after 90 days.
- Dangerous goods, Explosives; Inflammables; Contaminant, radio-active or corrosive goods: after 3 days.
- Goods belonging to foreign Embassies or Consulates or to International organizations of which Mexico is a member or for personal effects belonging to officials and employees from above mentioned entities: after 120 days for import and 180 days for export.
- Perishables and live animals will be sold by Customs authorities 3 days after arrival in Customs Warehouse.
- Goods destined to Mexican Government agencies: No time limit.

Cold storage: Available.
Safe for valuables: Available.

1.2.3. Clearance

Guadalajara

Free trade zone services for repair, manufacturing and add value services, transshipments and 24 hours services for international cargo. Customs Clearance regular hours are 9 am to 6 pm Monday to Saturday with extra hours upon and Sunday service upon request (no extra fee from the government).

Mexico City

There are two different Customs clearance procedures, namely one for individual shipments and one for consolidations:

1. Individual shipments:
   a. AWB with Mexico City (MEX) as airport of destination: shipment to be cleared by consignee.
   b. AWB with a Mexican customs airport other than MEX: shipment will be transferred by airline to Aerovías de México (AM) and Aerolíneas Regionales (d/b/a Regional Cargo).
2. Consolidations with final destination Mexico City (MEX):
   a. All House Air Waybills (HAWBs) with final destination MEX are delivered by MAWB consignee to each HAWB consignee for clearance in MEX.
   b. All HAWBs with final destination other than MEX must be handled by MAWB consignee in order to fix customs transit procedure in MEX and local transportation from MEX to final Mexican destination where shipment will be cleared by customs.

1.2.4. Customs hours

Guadalajara

Monday - Friday: 8:00 am to 8:00 pm
Saturday: 12:00 pm to 4:00 pm

Mexico City

Monday through Friday 09.00 - 18.00 hrs.

1.2.5. Delivery

Guadalajara

Airport to Airport and door to door service available.

1.2.6. (Re)-Forwarding

Guadalajara

Main and Major International and National Forwarders, Cargo Agents, Consolidators, Integrators and intermodal operators offices inside the CLAGDL facilities.

2. Import

2.1. General

2.1.1. Packing

Hay or straw from countries where foot-and- mouth disease exists is prohibited. No restrictions for sawdust. When jute sacks are used, a special Permit is required. Wood packing should meet NIMF 15 specification.

2.1.2. Marking

Shipping marks and numbers must appear on all packages, which must be numbered consecutively whenever possible; there should be no repetition of numbers except on packages of the same size, weight and shape and containing the same material. The package containing the fifth copy of the Commercial Invoice should be marked “Factura Commercial Incluida” or “Invoice enclosed”.

2.1.3. Routing

Via cities specified under 2.1.5.

2.1.4. Language on Documents

Spanish or English.

2.1.5. Other requirements

AWB: If one of the following places is final destination, it must also be shown as airport of destination.
Acapulco[1)]; Cancun[1)2)]; Chihuahua; Ciudad Juarez[2)]; Ciudad Obregon; Cozumel[1)2)]; Culiacan; Durango; Guadalajara[2)]; Hermosillo[2)];La Paz[1)2)]; Leon; Matamoros[2)]; Mazatlan[2)] (Mazatlan Customs Service does not have import and export facilities); Merida[2)]; Mexicali[1)2)]; Minatitlan, via Veracruz; Monterrey[2)]; Nuevo Laredo[2)]; Oaxaca[2)]; Puerto Vallarta[2)]; San José del Cabo[2)]; Tampico[2)]; Tapachula; Torreon[1)];Tuxtla Gutierrez; Veracruz[2)]; Villahermosa; Zihuatanejo.

1) Free Zone territories. Consignments to these places are exempted from import duties.
2) Customs bonded service from Mexico City to final destination.

Exceptions

For consignments to Ensenada airport of destination must read: Tijuana (for Ensenada). For consignments to Santa Rosalia airport of destination must read: La Paz (for Santa Rosalia).

2.2. Documentary Requirements

2.2.1. Commercial consignments

- Original and 3 copies of Commercial Invoices.
  The Commercial Invoice should bear seller’s or shipper’s signature (no facsimile stamp). One signed copy of the Invoice must be packed inside the package. Where more than one package, AWB must show which package contains invoice. The remaining copies must be attached to AWB. If not in Spanish the Invoice must be accompanied with a signed translation in Spanish. Heavy fines will be imposed if:
  - the Commercial Invoice cannot be presented upon arrival;
  - signed copy of Invoice is not enclosed in the package;
  - the seller’s or shipper’s signature in ink is omitted on the invoice.
- Packing List when the invoice does not show the required details.
- SGS Inspection Certificate.

2.2.2. Sample consignments

Original and 3 copies of Pro Forma Invoice.
Samples without commercial value: duty-free, only when unused.
Samples with commercial value: dutiable as for commercial consignments.

Note:

With prior approval from the Director General of Customs, samples can be made unusable before clearance, thus qualifying for duty-free entry. Samples of complete items will be considered unusable only if containing flashes or perforations rendering them useless and unsaleable.

Restrictions: Textile samples should not exceed 20 cms in any dimension, or if over 20 cms must be mutilated or perforated; paper or similar material in sheets must not exceed 50 cms in any dimension; fibres not over 500 grams per type. Complete units, i.e. single shoes, buttons, buckles, nails, etc. are not acceptable as samples, this applies also to samples of foodstuffs, beverages, drugs, soaps, perfume, jewellery. Samples of commercial value, except jewellery, can be imported temporarily under bond for applicable duties plus 10%, upon application by consignee or his broker to the chief of the Customs house concerned. Such samples must be re-exported within the period specified by the Director General of Customs.

2.2.3. Gift consignments

See 2.2.2.

2.2.4. Unaccompanied baggage

Only passenger’s passport required for clearance.

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7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

2.3. Restrictions

Oaxaca:

Import of shipments with a value of more than USD 1000.00 not possible.

To the following destinations:

Aguascalientes (AGU)
Ciudad Obregon (CEN)
Ciudad del Carmen (CME)
Durango (DGO)
La Paz (LAP)
Matamoros (MAM)
Minatitlan (MTT)
Mazatlan (MZT)
Nuevo Laredo (NLD)
Reynosa (REX)
San Luis Potosi (SLP)
Tampico (TAM)
Tapachula (TAP)
Zihuatanejo(ZIH)

- The sender must check the maximum authorized dimensions in the compartment of the aircraft for shipment.
- The sender must verify the maximum transport of live animals in the compartment of the aircraft.
- It is not possible to transport Dangerous Goods.

2.3.1. General

Consignments to inland destinations weighing more than 250 kg. will not be accepted on domestic stretches.

2.3.2. Live animals

Pet Dogs

An original health certificate and certified copy should be provided. This should state that the dog has been immunized against rabies and indicate the date of vaccination and its validity period. Pet dogs under the age of three months are exempt from this requirement.
The health certificate should state that prior from departure from country of origin, the animal was clinically healthy and free of ectoparasites.
On inspection, dogs that show signs of injuries or skin infections such as scabies, ringworm, dermatophilosis, alopecia and others will be rejected.

2.3.3. Plants and plant material

Health Certificate must accompany consignment. Prior Import Licence from “Secretaria de Agricultura, Ganadería, Desarrollo Rural, Pesca y Alimentación (SAGARPA)”. Inspection upon arrival.
Quarantine of the following products: Alfalfa, Amygdalus Persica, nectareans and almonds, bananas, citrus, corn, grapevine, all products infected with the Mediterranean fly, except subterranean fruits, potatoes, rice, seeds infected with the Kapra Weevil.
Prohibited: Cafetto, cotton and seed, sugar cane.

2.3.4. Arms, ammunition and explosives

Import Licences from “Secretaria de Economia” and “Secretaria de la Defensa”.
Shipments of firearms that are destined for Mexico or make transit in Mexico should be notified to the Customs Authority of Mexico prior to shipment transportation. Otherwise Customs Authority of Mexico may issue monetary penalties.

2.3.6. Human remains

It is imperative that all human remains shipments to Mexico be accompanied by the following documentation:

- Original Death Certificate in English and Spanish;
- Original Embalming Certificate in English and Spanish;
- Original Burial Transit Permission in English and Spanish.
  If the body is not embalmed, it must be shipped in a hermetically sealed container and a non-embalming document must accompany the remains.
  In addition, the original Death and Embalming Certificate must be accompanied by an apostle which replaces the certification from the Mexican consulate. However, the Mexican authorities still require that the Burial Transit Permit be legalised by the Mexican consulate. This legalization is called ‘a visa’.

2.3.7. Pharmaceutical and chemical products

Medicinal products, pharmaceuticals, cosmetics and toilet preparations must be previously registered. Their use and to sell must be authorised by the Public Health Dept. The product must also bear the formula in Spanish. Accompanying documents must show registration number. Shipments weighing more than 100 kg. will not be accepted for a private consignee. Prior Import Licence from “Secretaria de Comercio”. Director General of Customs and Laboratory address to whom it will be consigned.

Note:
As an agreement made by government authorities, medicines containing ephedrine or pseudoephedrine are not allowed for transport.

2.3.8. Medicines and vaccines

See 2.3.7.

2.3.15. Others

Cosmetics and toilet preparations: See 2.3.7.
Textile samples: see 2.2.2.

2.4. Prohibitions

Too extensive to list. Shipper should contact Consulate or consignee. See also 2.3.3.

2.5. Charges

Mexico City

2.5.2. Handling

Handling charge, per AWB:

0 - 100 kg.	24.00
101 - 200 kg.	45.00
201 - 300 kg.	50.00
301 - 400 kg.	65.00
401 - 500 kg.	70.00
501 - 1000 kg	80.00
1001 - 2000 kg.	115.00
2001 - 3000 kg.	135.00
3001 - 5000 kg., per kg.	0.42
5001 - 10000 kg., per kg.	0.33
10001 - 20000 kg., per kg.	0.29
20001 - onwards, per kg.	0.27

Exceptions
The following goods are exempted:
a. Periodicals and magazines
b. Cadavers
c. Diplomatic shipments (ie. pouches)

2.5.6. Storage

Storage charges will apply 4 working days after the date of notification to the consignee and/or agent after which the following charges will take effect per each calendar day:

a. From the 5th day to the 10th day:

0 - 200 kg.:	MXP 0.19 × kg. × number of days
201 - 400 kg.:	MXP 0.14 × kg. × number of days
401 - 1000 kg.:	MXP 0.09 × kg. × number of days
1001 - 2000 kg.:	MXP 0.08 × kg. × number of days
2001 - 3000 kg.:	MXP 0.05 × kg. × number of days
3001 - onwards:	MXP 0.03 × kg. × number of days

Note:
Day 5 will be considered 1 day for calculating the charge. Day 6 will be 2 days and so on.

b. From the 11th day to the 25th day:

0 - 200 kg.:	MXP 0.30 × kg. × number of days
201 - 400 kg.:	MXP 0.22 × kg. × number of days
401 - 1000 kg.:	MXP 0.15 × kg. × number of days
1001 - 2000 kg.:	MXP 0.10 × kg. × number of days
2001 - 3000 kg.:	MXP 0.06 × kg. × number of days
3001 - onwards:	MXP 0.04 × kg. × number of days

Note:
Day 11 will be considered 7 days for calculating the charge. Day 12 will be 8 days and so on.

c. From the 26th day and onwards:

0 - 200 kg.:	MXP 0.35 × kg. × number of days
201 - 400 kg.:	MXP 0.29 × kg. × number of days
401 - 1000 kg.:	MXP 0.20 × kg. × number of days
1001 - 2000 kg.:	MXP 0.13 × kg. × number of days
2001 - 3000 kg.:	MXP 0.08 × kg. × number of days
3001 - onwards:	MXP 0.04 × kg. × number of days

Note:
Day 26 will be considered 24 days for calculating the charge. Day 27 will be 25 days and so on.

Exceptions
The following goods are exempted:
a. Periodicals and magazines
b. Cadavers
c. Diplomatic shipments (ie. pouches)

2.5.7. Disassembly

Break bulk fee for incoming consolidated shipments per HAWB ..... USD 10.00

The fee can not be prepaid and must be paid at destination.

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2.5.10. Others

1. Dangerous goods fee, per AWB ..... USD 50.00
2. Custody charge (Custodia)
   This charge refers to the cost of taking custody of the cargo prior to the retrieval of it by the consignee or agent. The cost is per AWB as per the commercial invoice and is the same regardless of amount of time shipment is in warehouse.
   The following charge applies:

Value of cargo (in MXP)	
	50.00
0 - 5,000.00	25.00
5,000.01 - 10,000.00	45.00
10,000.01 - 20,000.00	60.00
20,000.01 - 50,000.00	90.00
50,000.01 - 150,000.00	120.00
150,000.00 - onwards	130.00

Exceptions
The following goods are exempted:
a. Periodicals and magazines
b. Cadavers
c. Diplomatic shipments (ie. pouches)

3. Terminal transfer charge
   A terminal transfer charge will apply in Mexico City should a shipment be transferred to a bonded warehouse other than
   a. The transporting carrier's bonded facility
   b. The transporting carrier's designated - contracted - bonded facility.

Rate per kg.	USD	0.10
Minimum charge	USD	30.00

Notes
The following goods are exempted:
1. Transfer can only be made upon request from the consignee mentioned on the AWB.
2. The charge can not be prepaid and must be paid at destination.
3. Charges as shown in 2.5. shall apply.

3. Transhipment/Transit

3.3. Restrictions
3.3.1. General
The Admission of transfers are subject to acceptance by the Warehouses in MEX in accordance with Interlinear Agreements existing and / or depending on the gender of the goods, for this reason, we reserve the right of admission.

3.5. Charges
3.5.5. Transhipment
Mexico City

Consignments from Central America to Europe, per Consignment	4.00
Other consignments	None

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