

International service users for Instrument Calibration and Measurement Standards

In addition to the price of the service, the price will include a item with the concept "Management fee for complementary services abroad", for an amount of U.S. \$ 25, which correspond to the banking commission paid by CENAM to receive dollar deposits.

Upon acceptance of the quote and the calibration schedule, we request to send the following information about your equipment to CENAM Subdirectorate of Industry Services:

- Brand, model, and serial number.
- Declared value for insurance purposes.
- Special Instructions.
- Name of carrier (shipper).

Email dsiservtec@cenam.mx.

Recommendations for sending your equipment

In order to expedite the processing of customs clearance of equipment to be sent to CENAM for calibration, it is extremely important to take into account the following recommendations:

- You must notify CENAM with two weeks notice of the intention of shipment device, indicating the date on which it was sent and, tentatively, the date of arrival in Mexico. If the equipment is transported personally, is the sole responsibility of the customer to make temporary import formalities on arrival and departure from Mexico City airport or appropriate.
- It is essential to contact the broker that has been suggested by CENAM in due time and selected by the customer, so that sufficient time (preferably before shipment), meet and integrate documents detail the requirements and you must have for the operation of customs clearance (it is recommended that these documents properly completed, must accompany the equipment submitted).
- You should negotiate with the selected broker, well in advance, approximate conditions and payment of customs clearance operation.
- The communication, if any required to establish by CENAM to complete this process, will invariably be established through the Executive assigned from the CENAM Subdirectorate of Services Industry. If it is required, the CENAM Area Traffic may advise the customer prior to shipment of the equipment.
- You have to request a temporary service to Mexico with the key import BA. By the end of service, you have to perform the equipment exportation by using the petition key H1.
- The shipment of the equipment should be conducted by the Incoterms DDP, i.e., indicating transfer to CENAM including import fees and taxes paid destination.
- If using wooden packaging, they must be sprayed and be stamped according to NOM 144 SEMARNAT 2004, which is available at the following link: www.semarnat.gob.mx/otroleyes/normas/Documents/NOM144/DOF-NOM-144-definitiva.pdf

Considerations

- The calibration certificate issued by the CENAM will be delivered to the customer until CENAM has received a copy of the motion for return of the equipment.
- The custom clearances of the onboard equipment, storage costs, custody, taxes, broker fees, etc., are for expense and risk of the customer.
- The prevention and follow up on recommendations established herein will allow you to expedite the process of customs clearance and thus avoid additional costs for delays or delay in operation, making it clear that, in case of additional costs in this process, the same should invariably be covered by the customer.
- **For delivery and return of their equipment, it is a customer responsibility to carry out all customs clearance that applies.**
- The temporary import permit in Mexico is 6 months and its equipment must be returned to their country of origin prior to the expiration of this permit.
- **In the event of no return of the equipment confirmed 15 days prior to the expiration date of the temporary import permit, CENAM make the appropriate arrangements for return of equipment to its country of origin and all the expenses incurred must be covered by the customer.**
- According to the above clause, there is no shipping calibration certificate to the customer, it will be sent when payments are made both shipping cost equipment and calibration.

Customs Agents

Here we present information regarding customs agents currently working with CENAM. We suggest contacting them to carry out their process of customs clearance. Importantly, if the customer designating a customs agent other than those suggested by CENAM. The customer must notify such designation to CENAM in order to record the new patent customs agent; this will represent a corresponding delay in customs clearance.

For Customs Intercontinental Airport of Queretaro:

- **Organización Aduanal Siglo XXI S.C.**

Customs Agent: Carlos Alejandro Torres Frías

Patente: 3010

Domicilio: Cerro del Mesontepec N° 81-a-, 81-B., Colinas del Cimatarío, Querétaro.

Contactos: Julio Cesar Martínez Romero / Oscar García Palacios.

Teléfono: +52(442) 2235704 ext. 103, 106.

E-mail: jromero_qro@carlos-torres.com.mx / oscarg_qro@carlos-torres.com.mx

For Customs International Airport Mexico City:

1. **Organización Aduanal De México, S.C.**

Customs Agent: Carlos Alejandro Torres Frías

Patent: 3010

Address: Aguascalientes N° 8, int. 201, Col. Peñón de los Baños, México, D.F.

Contacts: Marco A. Victorino Domínguez / Juan Carlos Balderrama Agis

Phone: +52(555) 7629493 ext. 111/108.

E-mail: mvictorino-mx@carlos-torres.com.mx / jbalderrama_mx@carlos-torres.com.mx

2. **Comercio Internacional Salas y Rodriguez (COINSAR)**

Customs Agent: José Julio Pérez Pérez

Patent: 3574

Address: Norte 17, N° 135, Colonia Moctezuma, sección 29. México D.F.

Contact: Sujey Alcibar Díaz.

Phone: +52(55) 5784 6165.

E-mail: gerente.operativo@coinsar.com

3. **Estrategía Internacional GANE**

Customs Agent: María Isela Nogueira García

Patent: 3920

Address: Matamoros 104, 2o. Piso, Ofc. "C", Col. Peñón de los Baños. Código Postal 15520 México, D.F.

Contacto: Christian Alcocer

Phone: +52(55) 5133 0198.

E-mail: christian.alcocer@ei-gane.com

For custom International Airport Toluca:

Estrategía Internacional GANE

Customs Agent: María Isela Nogueira García

Patent: 3920

Address: Blvd. Miguel Alemán No.4 Int. 11, San Pedro Totoltepec, Toluca, Estado de México

Contacto: Juan Rivas RÁmirez

Phone: +52(722) 2 73 54 51 to 53.

E-mail: alejandro.lopez@ei-gane.com

For more information

Lic. Jannet Hernández Pascual

Traffic Officer CENAM

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Fax: +52 (442) 211 05 97