

IMPORTANT

International customers of calibration services

In addition to the cost of the service, the quotation will include a USD \$25.00 charge in an item identified as "Complementary cost for foreign customers." This charge is applied to offset additional costs involved in importation procedures and bank commissions. Upon your acceptance of the quotation and service schedule ("programación"), we invite you to send the following information about your equipment to our Department of Industrial Services:

- Brand name, model and serial number
- Declared value (for insurance purposes)
- Handling instructions
- Name of company transporting the equipment

This information may be sent by e-mail dsiservtec@cenam.mx or fax 52 (442) 211-0528 or +52 (442) 211-0500 extension 3691.

Shipping Recommendations

It is extremely important that you follow these recommendations to speed up the customs process and avoid additional storage charges.

- Give CENAM a two-week advance notice of your intentions to ship your equipment, indicating planned shipping and arrival dates. If the equipment is hand-carried, the customer is solely responsible of declaring and processing the equipment through customs on his/her arrival in Mexico, as well as the proper notifications on his/her departure.
- It is the customer's responsibility to contact the customs agent selected from the list suggested by CENAM before shipping the equipment, in order to be aware of the requirements and documents needed to go through the customs process. It is advisable that the required documents are shipped along with the equipment.
- The customer needs to agree on financial and payment arrangements with the customs agent previous to the shipment.
- All communications with CENAM will be through the assigned agent in the Department of Industrial Services. If necessary, a traffic specialist will contact the customer to provide advice on shipping and customs procedures.
- The equipment should be imported with a **BA** code, indicating a temporary importation. After calibration, the equipment shall be exported using code **H1**.
- All shipments should be made using INCOTERM: DDP, meaning all shipping and taxes paid up to CENAM facilities.
- If the equipment comes in a wooden crate, it must be sprayed for pests and germs according to Mexican standard NOM 144 SEMARNAT 2004, available on line at <http://www.semarnat.gob.mx/otroleyes/normas/Documents/NOM144/DOF-NOM-144-definitiva.pdf>

For your information

- The calibration certificate will only be released to the customer after the export documents are received in CENAM.
- All storage, tax, customs agent fees and related expenses are the exclusive responsibility of the customer. Under no circumstance will CENAM pay any of these fees and include them in our invoice.
- Consequently, CENAM will not be responsible for charges incurred by customers who do not follow these recommendations.

Customs Agents

CENAM recommends the following customs agents whose patent has been duly registered by our Center. Customers have the right to select a different agent. However, if they chose to do so, it is very important to advise CENAM several weeks in advance in order to allow us to register the agent's patent. Failure to do so may result in delays during customs processing and additional storage charges. In any case it is very important to select your customs agent and contact CENAM to make the necessary arrangements before shipping the equipment.

Mexico City Internationa Airport

1. Comercio Internacional Salas y Rodriguez (COINSAR)

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

2. Estrategia Internacional GANE

Agent: Maria Isela Nogueira García

Patent: 3920

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

Contact: Christian Alcocer

Phone: +52 (55) 5133 0198

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

Toluca International Airport

1. Estrategia Internacional GANE

Agent: María Isela Nogueira García

Patent: 3920

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

Contact: Juan Rivas Ramirez

Phone: +52 (722) 273 5451 to 53

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

For more information on customs procedures contact:

Jonathan Luevano Sánchez

Traffic agent, CENAM

E-mail: jluevano@cenam.mx

Phone: +52 (442) 211 0500 Extension 3068

Fax: +52 (442) 211 0597