



ventanilla única

Frequently asked questions

1. When will the process on the website of Ventanilla Única legal representative?

November 17, 2015

2. What is a legal representative as provided for in Article 40 of the Customs Law?

It is the individual, accredited by an importer or exporter, to perform on its behalf the customs clearance of goods using the authorization number is assigned (the importer - exporter) for transmitting motions through the customs electronic system.

3. What is an Auxiliary pursuant to the Customs Act?

It is the natural person accredited by the importer or exporter, that will help in the acts of the office and the customs inspection.

4. Who can apply for authorization number (patent) and the badge of legal and assistant representative?

Those who promote the customs clearance of goods without the intervention of a broker , may be natural or legal persons.

5. How long does it take to give the approval number to the company?

60 calendar days after that all legal requirements are met.

6. The authorization number will have any effect?

The authorization number does not apply , the same is valid until while not revoked.

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7. What will happen with customs agents, customs agents and leaders?

The accreditation of the legal representative shall not be an impediment to the importer or exporter simultaneously conduct its foreign trade through customs agent or representative

8. How many Customs may have authorized an individual or moral import / export for their representatives and assistants?

There is limited number of authorized to operate customs.

9. What should Customs Rolling and auxiliary legal representatives?

They can choose any customs that were authorized them.

10. For how many companies you can work the legal representative and assistants?

For each of the companies that prove, regardless of the number

11. How many legal representatives may have a business?

The number needed to operate the importer or exporter.

12. How many assistants may have a business?

The number needed to assist the importer or exporter in the acts of office and the customs inspection

13. Can there be an auxiliary without any legal representative?

There must always be a legal representative there an auxiliary

14. What kind of legal representatives may have a physical or moral person importing / exporting?

It may accredit individuals also have the character of officials (for official entities) or external to hire for that purpose.

15. What type of auxiliary can have an individual or moral import / export?

You can accredit foreign individuals or Mexican nationality

16. If I come to miss any requirement in the application how long I have to integrate it ?

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A requirement which will establish the deadline for compliance is issued.

17. How long has the badge effective legal and assistant representative?

The badge of the legal representative will be valid for two years and the auxiliary can not have a greater effect at the badge of the legal representative who is in office

18. What will be the cost of the badge and legal assistant representative?

They will not charge

19. The number of authorization to transmit motions , granted to the importing / exporting company , will be the same for all representatives?

The number will be provided only to the importing / exporting company , and will utilize the same as the legal representatives of each company

20. Who will capture the demand for legal and assistant representative in the Ventanilla Única?

Physical or moral importer or exporter , is the person responsible for capturing data on the application of the Ventanilla Única Portal.

21. The approval number may be inherited or transferred?

No, the approval number of the individual or entity importing or exporting , which is transferable is granted.

22. be assigned the same number , in case of a subsidiary or subsidiary?

The number of authorization is granted individually to each physical or moral person importing or exporting , regardless of their belonging to the same corporation.

23. How I can know if I need any requirement of my application?

When lacking any requirement a requirement be issued by the authority.

24. Once I get my authorization number I can start operations?

No, you will need to complete the formalities relating to obtaining the badge at the office of enrollment.

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25. What are the requirements to appoint me the authorization number for the company and the badge of legal and assistant representative?

Those under the Customs Act and its regulations, as well as the General Rules of Foreign Trade for 2015

26. Where will be located the direct release procedure - Application for Authorization Number , Designation and Auxiliary Legal Representatives and Expedition Unique ID badge?

On the website of the Ventanilla Única for Foreign Trade,
<https://www.ventanillaunica.gob.mx/vucem/index.htm>

27. What should be done first to register my legal representatives or data to issue authorization for my number?

The initial application integrates the joint acquisition, the approval number and the appointment of Legal Assistants and Representatives as well as the issuance of Unique Identification Badge

28. Is it mandatory to place an address to hear and receive notifications?

You can point it out , but the email address is indispensable for receiving notifications.

29. Should I apply for a badge for each office where the work requires?

No, only a badge with which you can access all required customs in the application will be submitted

30. If a legal representative or assistant has high more than one company , I have a badge per company?

Not only will a badge , regardless of the number of companies they work , corresponding to each business information is stored in the security chip so therefore when the person is given a badge to operate , and will not receive a badge in other companies that request because it is a unique badge.

31. If the aid is already operating and has no badge Legal Representative Badge operating, what happens?

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The Assistant can not operate because the badge is conditional on at least one legal representative is duly authorized and accredited by the customs office

32. *If I do not give my authorization number about my legal and assistant representatives, to record in my application?*

You need to start a new process , since the initial application integrates the joint acquisition, the approval number and the appointment of Legal and Assistant Representatives

33. *What if my office first opinion states that are already enrolled and my Legal Assistant Representative?*

If the job shows that the Legal Representative and Assistant are already stateful " Enrolled " and already have their Unique Identification Badge , it means that such persons can already start operations to the importer / exporter that certified

34. *Where you come my notifications?*

The application is a field to indicate address to hear and receive notifications , there must put the corresponding addresses , located within the territorial jurisdiction of the customs offices in which they are located , so that notifications to be sent ; if not point home , the system will automatically send notifications to the tax domicile of the importer / exporter.

35. *How to prove the certificate issued by a company?*

The records shall be signed by an officer, director or person with analogous position, contain the functions performed , the time worked for the company, and the location data of the undersigned constancy as phone number and email.

36. *If you resign to the Legal Representatives auxiliary deleted automatically?*

Yes, but prior to the floor, you will be able to accredit a new Legal Representative of the auxiliary customs not want to lose, and then you can proceed with the removal of legal representative no longer required.

37. *Who issues the evidence of no criminal record as a requirement that the legal representatives are required?*

Within the common order the Attorney General of the institution where the applicant filed or the area of prevention and social rehabilitation; and within the federal order the Ministry of Public Security; shall be filed both records

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38. Is it necessary to enter an address for hearing and receiving notifications within the application?

If either the address of the (s) Customs (s) Authorized (s) should have an address within the jurisdiction of the (s) Customs (s) , otherwise it is necessary to capture the full legal address Business Importer / Exporter

39. Any individual can process an authorization number?

No, only natural persons engaged in business activities , as stated in the terms of Title II , Chapter VIII , Title IV , Chapter II , Section I and II of the Income Tax Law

40. Delivered - Running means the acknowledgment of badges column Badge State?

The Legal Representative and Assistant feature Single Badge physically and can operate in Customs requested by the Company

41. What should manifest in the Public Data written and who shall sign it?

The authorized importer or exporter and its legal representative manifest their agreement that their data are published on the website www.sat.gob.mx.

42. Is it a mandatory requirement Public Data written?

It is a requirement that should be attached to the application

43. What requirements and manifest need to meet in order to get my authorization number and badges?

You must comply with the requirements established in manifestos and guidelines relating to Direct Office " to handle authorization number, designation and Auxiliary Legal Representatives and Expedition Unique ID badge ."

44. Selecting an item in the application, you can only work under this?

It can work under any of the items listed in the application, is not limited to, registration only

45. How should deliver the documentation for the benefits of direct release procedure?

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The documentation must be submitted electronically through the Ventanilla Única and fitness Av. Hidalgo # 77 col . Guerrero , Del. Cuauhtémoc , CP. Mexico DF 06300 in the Central Administration of Customs Legal Support.

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