

# Description of all the legal procedures for the opening of the company

To legally establish a company in Mexico there are a series of procedures that must be carried out so that the company can be in operation. Below are described a series of requirements and the instances to which you have to go to carry out these procedures.

## Go to the Secretary of Foreign Affairs

(In the case of companies) The Secretary of Foreign Affairs determines if the business name is not already registered and authorizes or rejects the project.

## Go before a Notary Public / Registry of Commerce (in the case of companies)

The process of legally constituting a company advances when the contract of deed of incorporation is made where it is stipulated under what rules and what will be the requirements that must be met for the organization to function.

## Secretary of Finance and Public Credit

You must go to the Ministry of Finance and Public Credit (SHCP) one month after the company has been registered, to its constitution in the case of companies also called legal entities. Individuals with business activity and legal entities residing abroad, will be registered in the Federal Taxpayers Registry of the SHCP where they will be assigned a key that will identify them fiscally.

## Procedure before the Secretary of Health

The Secretary of Health issues a license for those companies with activities where health is involved, said license is valid for two years and must be renewed 30 days before it expires.

## Mexican Social Security Institute

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The procedure consists of registering both the employer and the workers within the first five days of starting the activities in the new company, being stipulated the amount of quotas that must be covered.

## You must go to a Banking Institution

The procedure will be carried out to open a checking account for the payment of services and where the declarations will be presented. Also the employer and the workers must be registered before a retirement savings system, the contributions will be made bimonthly in the bank.

## Mexican Business Information System

Here they will register and at the same time obtain information from suppliers and customers as well as information related to government tenders and procurement programs.

## Employers' Confederation of the Mexican Republic (Coparmex)

It is an option for the company if it decides to belong to said organization.

## Unions

It is optional to register workers in a union, the same workers can do so as long as they are more than twenty of them are active. There are unions at federal or local level to which they may belong.

## National Institute of Statistics, Geography and Informatics (INEGI)

Before this institute, the new company must give data, later each year it will report statistical data that are required.

## The Ministry of Economy (SE)

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It has the obligation to verify and give its authorization to the instruments that are in use such as scales, or other objects of measurement and with which commercial transactions are carried out. Also in charge are the Official Mexican Standards (NOM) and the registrations of trade names, patents, among others.

## Secretary of the Environment, Natural Resources and Fisheries (SEMARNAP)

This is for all companies that emit some type of substance into the environment, be it gases, particles and odors. Such emissions shall be within the permitted parameters.

## Secretary of Labor and Social Welfare

Companies must comply with all the rules issued by said agency, otherwise sanctions will be received.

## National Water Commission

The payment of fees must be made whether or not there is water and sewerage service, since if the case is that the service is not available, permission is requested for the extraction of water.

Other bodies to which you must go are: Federal Competition Commission, Federal Electricity Commission, among others, which do not represent legal procedures or on which the existence of the organization depends.

## Reference:

Instituto nacional del emprendedor. [Legal framework - licenses and permits to start operations. Retrieved on september 26, 2015, starting from](#)