

Complete Mexican Paint Import Permit Checklist

Company Information

- ☐ Company name and address (importer of record)
- ☐ Mexican tax ID (RFC) number
- ☐ Importer registration number
- ☐ Contact person name and information

Product Information

- ☐ Complete description of paint products
- ☐ Detailed chemical composition of each paint product
- ☐ Manufacturing date and expiration date (if applicable)
- ☐ Batch/lot numbers
- ☐ Packaging specifications and quantities

Step 1: NOM Certification Verification

- ☐ Determine if your paint requires NOM certification
- ☐ For architectural paints: NOM-003-SSA1 verification
- ☐ For industrial paints with VOCs: Environmental certification
- ☐ For consumer paints: Lead-free certification (if applicable)
- ☐ For specialty coatings: Applicable safety certifications
- ☐ NOM certification documentation obtained and ready

Step 2: Standard Import Documentation

Commercial Invoice (Factura Comercial)

- ☐ Complete product descriptions with values
- ☐ Quantities clearly listed
- ☐ Seller and buyer addresses included

- ☐ Spanish translation (if original is not in Spanish)
- ☐ Signed by authorized representative

Packing List (Lista de Empaque)

- ☐ Contents of each package detailed
- ☐ Weights and dimensions specified
- ☐ Packaging type specified
- ☐ Information matches commercial invoice

USMCA Certificate of Origin (if applicable)

- ☐ Properly completed with all required fields
- ☐ Signed by exporter
- ☐ Within validity period (one year from signature)
- ☐ Product-specific rules of origin verified

Material Safety Data Sheet (MSDS / FDS)

- ☐ Provided in Spanish
- ☐ Chemical composition included
- ☐ Hazard identification clearly marked
- ☐ Handling instructions included
- ☐ Emergency procedures listed

Step 3: Special Permits (if applicable)

COFEPRIS Authorization

- ☐ Application submitted for restricted chemicals
- ☐ Authorization certificate received
- ☐ Valid for import date

SADER Permit

- ☐ Application for agricultural/industrial applications
- ☐ Technical specifications provided
- ☐ Environmental impact information included
- ☐ Permit certificate received

Step 4: Customs Classification

HS Code Identification

- ☐ HS Code identified for each paint product
 - ☐ 3208: Synthetic polymers in non-aqueous medium
 - ☐ 3209: Synthetic polymers in aqueous medium
 - ☐ 3210: Other paints (enamels, lacquers, etc.)
 - ☐ 3212: Pigments for paint manufacturing
 - ☐ 3213: Artists'/specialty paints
- ☐ Classification verified by customs expert

Step 5: Duty and Tax Calculation

Customs Value Components

- ☐ Transaction value
- ☐ Transportation costs
- ☐ Insurance costs
- ☐ Handling costs

Import Duties

- ☐ HS Code rates identified
- ☐ Country of origin benefits (USMCA) calculated

Tax Calculations

- ☐ Value Added Tax (IVA) - typically 16%
- ☐ Customs Processing Fee (DTA) - approximately 0.8%
- ☐ Special taxes for specific chemicals (if applicable)

Step 6: Customs Broker Engagement

- ☐ Licensed customs broker selected with paint import experience
- ☐ Complete documentation provided to broker
- ☐ Power of attorney granted to broker (if required)
- ☐ Import declaration (pedimento) prepared by broker

- ☐ All fees and duties paid
- ☐ Customs broker contact information accessible during import process

Pre-Shipment Final Verification

- ☐ All documents properly signed and authenticated
 - ☐ Copies of all documents saved electronically
 - ☐ All permits and certificates valid for import date
 - ☐ All labeling requirements met
 - ☐ Contact information for customs officials documented
 - ☐ Contingency plan for customs delays or issues
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Important Contact Information

Customs Authority:

Servicio de Administración Tributaria (SAT)

Website: www.sat.gob.mx

Phone: [Insert relevant contact number]

Health Regulatory Authority:

Comisión Federal para la Protección contra Riesgos Sanitarios (COFEPRIS)

Website: www.gob.mx/cofepris

Phone: [Insert relevant contact number]

Your Customs Broker:

Name: _____

License Number: _____

Phone: _____

Email: _____

This checklist is provided as a guideline for importing paint into Mexico. Regulations may change, and certain paint products may require additional documentation. We recommend consulting with a qualified customs broker or legal advisor for your specific situation.

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