# Extension of time

***Procedure for the extension of time of the stay of the merchandise temporarily imported with ATA Carnet into Mexican territory.***

If the importer requires to extend the stay of its merchandise in Mexico for up to one year, in accordance with Rule 3.6 of the General Foreign Trade Rules, and Art. 106 III a), e) of the Customs Law, according to the categories and agreements for which the merchandise was imported temporarily, the customs authority by means of the official letter filed by the National Chamber of Commerce of Mexico City may authorize the extension for six months more (It is only allowed if the ATA Carnet is still valid and available for a further 6 months, otherwise the extension will only be given for the remaining period of the validity).

## Requirements

* **Original of the extension request letter**, (See attached "Carta Solicitud").
* **Original of the Letter of Reasons**, this document helps the Authority to determine the viability of the extension (See attached "Carta Motivos").
* **Original of the Letter of Guarantee**, issued by the Guarantee Association of the country of origin of the goods and the same that issued the ATA Carnet abroad (See attached "Carta Fianza”)
* **Spanish translation of the ATA Carnet** in case it is different from Spanish, by the Association issuing the ATA Carnet at origin, with stamp and signature of the holder of the Chamber of Commerce or Association that issued the foreign ATA Carnet or by a certified expert translator, specifically:
* Green cover of the ATA Carnet
* General list of goods
* Text of the white Import Stub with signature and stamp of the Mexican authority when the merchandise entered the country.
* **Original ATA Carnet or Certified Copy**;
* The original ATA Carnet is sent to our facilities and after presenting it to the authority it is returned to them. For this point, you would have to cover the shipping costs of the ATA Carnet;
* The certified copy of the entire ATA Carnet is requested in Mexico, through a Notary Public. This request can be made by your ATA representative in Mexico. For this, they must present the original ATA Carnet to the Notary Public where the operation is being carried out and pay the service of the certified copy of the entire ATA Carnet. For this point, they would have to cover the shipping costs of the certified copy.

Note 1: The original documents must be delivered and/or sent to DONATO GUERRA 23 COL. JUAREZ, CP 06600, CUAUHTEMOC, CDMX, to the attention of LIC. DAVID CONTRERAS with reception hours from Monday to Friday from 09:00 am to 17:00 pm.

Note 2: All requested documents must be submitted in Spanish.

Note 3: The extension must be processed at least 35 working days before the expiration of the 6 months allowed stay in the country. The Chamber of Commerce is not responsible for failure to submit the documents in due time and form. On the other hand, if additional information is required to justify the extension or any other request by the authority, it must be taken into account that the final resolution could be extended beyond the 35 days. The response time by the authority will be taken from the moment the physical documents are received at our facilities in Mexico City. We are not responsible if the extension request is denied, all this process depends on the customs authority criteria.

## Fines for extra temporary re-exportation of the merchandise

***Rule 3.6.10. of the General Rules of Foreign Trade***

When it is proven that the temporarily imported goods were re-exported outside of the term established for their temporary importation, the payment of the fine referred to in article 183, section II, first paragraph of the Law may be requested from the guaranteeing association within the term referred to in the preceding paragraph.

What proceeds is that the merchandise is re-exported paying the corresponding fines, in accordance with the Customs Law:

The following penalties shall be applied to whoever commits the infractions related to the destination of the merchandise, foreseen in Article 182 of this Law:

II. If the infraction consisted of exceeding the terms granted for the return of the import or internment merchandise, as the case may be, a fine of $2,310.00 to $3,480.00 mexican pesos if the return is verified spontaneously, for each period of fifteen days or fraction thereof that elapses from the date of expiration of the term until the return is made. The amount of the fine shall not exceed the value of the goods.