

## TECHNICAL INFORMATION

### Strategic Trade Missions (Buyers)

Assistance	Description
<b>What does it consist of?</b>	<p>To help promote the sale of Mexican products and services, ProMéxico grants foreign buyers reimbursable financial assistance so they can take part in trade missions to Mexico.</p> <p>The maximum amount of financial assistance per region is as follows:</p> <ul style="list-style-type: none"> <li>• *Region 1: up to \$20,000.00 (twenty thousand Mexican pesos), exempt from VAT.</li> <li>• *Region 2: up to \$30,000.00 (thirty thousand Mexican pesos), exempt from VAT.</li> <li>• *Region 3: up to \$35,000.00 (thirty-five thousand Mexican pesos), exempt from VAT.</li> <li>• *Region 4: up to \$50,000.00 (fifty thousand Mexican pesos), exempt from VAT.</li> </ul> <p>* <u>Please consult the country catalogue on the ProMéxico website.</u></p>
<b>Who can apply for it?</b>	Buyers (foreign corporations and individuals)
<b>Financial assistance criteria</b>	<ul style="list-style-type: none"> <li>• Only three applications for assistance will be authorized per year per applicant.</li> <li>• Subject to budget restrictions.</li> <li>• The amount reimbursed in USD will be equivalent to the amount authorized in Mexican pesos, converted using the exchange rate on the day ProMéxico transfers the funds.</li> </ul>
<b>General criteria</b>	<ul style="list-style-type: none"> <li>• Applicants must comply with ProMéxico's <u>Operating Guidelines for Assistance and Services</u>.</li> <li>• Applies only to activities that have not yet commenced.</li> <li>• All documents and forms should be signed. Digital (scanned) signatures will not be accepted.</li> <li>• Assistance should be applied for no more than 90 and no less than three business days before the activity in question commences.</li> <li>• Applicants shall have 30 business days (<u>please consult the verification and reimbursement schedule posted on the ProMéxico website</u>) as of the business day immediately after the date on which the activity in question ends to complete the verification process via the ProMéxico information system and/or Office for the Control and Follow-up of Assistance and Services (DCSAS), and should furnish all the information requested in the forms and documents section.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Once all the required documents have been submitted via the ProMéxico information system and/or DCSAS, applicants shall be required to fill out the questionnaire to assess the standard of the services rendered.</li> <li>• Applicants who submit false and/or doctored information or who omit information during any phase in the process shall be banned from applying for assistance again for anywhere between one and five years, depending on the seriousness and circumstances of the offense, in keeping with the <i>Administration and Control Rules for the Evaluation and Enforcement of Bans on Applicants who Submit False and/or Doctored Information</i> (available for consultation on the ProMéxico website).</li> <li>• In the event the applicant fails to comply with any of the requirements described herein or any applicable regulations, the assistance will be withdrawn, pursuant to article 33 of ProMéxico’s Operating Guidelines for Assistance and Services.</li> </ul>
<b>Forms and documents</b>	<p><b>DOCUMENTS REQUIRED TO APPLY FOR ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• Signed application form for foreigners (available in Spanish and English).</li> <li>• Proof that the company is legally established in its country of origin.</li> </ul> <p><b>DOCUMENTOS REQUIRED FOR THE AUTHORIZATION OF ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• <u>Form authorizing assistance</u>, signed by the agencies listed in article 20* of ProMéxico’s Operating Guidelines for Assistance and Services. The form should be dated and submitted via ProMéxico’s information system and/or DCSAS at least one business day before the activity in question commences.</li> </ul> <p><b>DOCUMENTS REQUIRED TO APPLY FOR REIMBURSEMENTS<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>• <u>Signed reimbursement application form.</u></li> <li>• Tax invoice issued by the applicant, made out to ProMéxico.</li> <li>• Evaluation and satisfaction questionnaire duly filled out on line.</li> <li>• <u>Letter of Confirmation of the Strategic Trade Mission.**</u></li> </ul> <p><sup>1</sup> Receipts should be validated by the applicant’s promotor prior to submission.  * OMEX or OREX sectorial or regional coordination office, as applies.  **When deemed necessary, the Executive Office for Business Events and Services (DEESE) may request other documents as proof of the business trip.</p>