

GUIDELINE FOR TRAVEL TO MEXICO WITH A WORK PERMIT VISA (FOR EMPLOYEES)

1) TRAVEL TO MEXICO WITH A MEXICAN WORK PERMIT VISA STAMPED ON THE PASSPORT

- A. Once the visa is stamped by the Mexican Embassy, you must enter Mexico within the period indicated in the Mexican visa.
- B. The documents needed to travel to Mexico ("mandatory documents to travel Mexico") are the following:
- Flight reservations/tickets;
 - Original passport with the stamped Mexican Visa;
 - Hard copy of the Authorization Letter issued by the INM;
 - Hard copy of the Service Letter duly signed by the legal representative of the company;
 - Original and dully signed Letter addressed to the INM officers at the airport;
 - Original NUT Number issued by the INM for each applicant;
 - Original Studies Certificate dully notarized and apostilled;
 - Original Official Translation into Spanish of the Studies Certificate;
 - Original Affidavit dully notarized and apostilled (if applicable);
 - Original Official Translation into Spanish of the Affidavit (if applicable);
 - Bring a note indicating the address where you will reside in Mexico.
- C. Please note that Mexican Immigration Authorities holds authority to grant or deny entry to the country. Officers can request information regarding the purpose and length of the trip, as well as the means to cover the expenses while staying in the country, also officers will verify the authenticity of all documents presented and the truthfulness of the information provided, they will also confirm that no outright restriction exists to enter the country.
- D. Once you arrive to the elected Airline, clearly inform them that the travel purpose is: to reside in Mexico with work permit related as demonstrated with the Mexican Visa (work permit) stamped in the passport by the Mexican Embassy.
- E. During the flight to Mexico, in the area line or at the first point of entry at the airport, you will receive a Multiple Migratory Form (initials as "FMM").

The FMM is the document that certifies entry and the legal stay of foreigners therefore, all foreigners are legally required to obtain a FMM to enter Mexico regardless of the reason for entering the country, destination or length of stay.

2) STEPS AND REQUIREMENTS TO COMPLETE THE FMM, WHEN THE YOU ARRIVE AT THE FIRST POINT OF ENTRY TO MEXICO (AIRPORT):

- A. You will receive and personally fill out properly the FMM according to the following requirements and example:
- Section "*1. Nombre / First name*": handwrite first name
 - Section "*2. Apellido(s) / Last name*": handwrite last name
 - Section "*3. Nacionalidad / Nationality*": handwrite nationality

- Section “4. Fecha de Nacimiento / Date of birth”: handwrite the date of birth with only two digits (day, month, year)
- Section “5. Sexo / sex”: select the sex: “Mujer / Female” or “Hombre / Male”
- Section “6. No. Pasaporte / Passport No”: handwrite passport number
- Section “7. Tipo de viaje / Purpose of trip”: Mark the box “Otro / Other”.
- Section “8. Vía de internación / Entering by”: Mark the box “Aéreo/ air”
- Section “9. Nombre de la aerolínea o embarcación / Airline or vessel name”: handwrite the airline or vessel name.
- Section “10. Vuelo o matrícula de la aerolínea o embarcación / Flight No. Or vessel registration”: handwrite the flight number or vessel registration.
- Section “Uso oficial” The information of this section must be filled out by the Immigration Authorities, please do not add anything in this section

ESTADOS UNIDOS MEXICANOS
FORMA MIGRATORIA MÚLTIPLE (FMM)

ESTA FORMA DEBE SER LLENADA DE MANERA INDIVIDUAL POR TODO EXTRANJERO QUE SE INTERNE A MÉXICO, INCLUIDO EL PERSONAL DIPLOMÁTICO/
This form must be completed individually by all foreigners entering Mexico, including diplomatic personnel

REGISTRO DE SALIDA/DEPARTURE REGISTRATION

Datos como aparecen en el pasaporte/Personal information as it appears on the passport.

1. Nombre/First name	2. Apellido (s)/Last name	3. Nacionalidad/Nationality
4. Fecha de Nacimiento/Date of birth	5. Sexo/Sex <input type="checkbox"/> Mujer/Female <input type="checkbox"/> Hombre/Male	6. No. Pasaporte/Passport No.
7. Tipo de Viaje/Purpose of trip <input type="checkbox"/> Turismo <input type="checkbox"/> Business <input checked="" type="checkbox"/> Otro/Other		8. Vía de internación/Entering By <input type="checkbox"/> Aéreo/Air <input type="checkbox"/> Marítimo/Sea <input type="checkbox"/> Terrestre/Land
9. Nombre de la Aerolínea o embarcación/Airline or vessel name		10. Vuelo o matrícula de la aerolínea o embarcación/Flight No. or vessel registration

USO OFICIAL

ESTANCIA MÁXIMA HASTA 180 DÍAS

☐ Visitante Actividad NO Remunerada ☐ Visitante Actividad Remunerada ☐ Visitante Razones Humanitarias

ESTANCIA MÁXIMA 30 DÍAS

☒ CANJE ☐ REPOSICIÓN

ÚNICAMENTE PARA EFECTOS ESTADÍSTICOS

☐ Pasaporte No Ordinario ☐ Tarjeta de Residente Permanente, FMIN o FM2 de INMIGRADO ☐ Tarjeta de Residente Temporal o FMMI o FMI ☐ Tarjeta de Visitante Razones Humanitarias o Con Fines de Adopción

Temporalidad 30 días/days

Ampliación de estancia días/days

SELO DE ENTRADA

01 06 6 5 5 7 3 4

- B. It is very important to keep the **ORIGINAL** FMM since once you land in Mexico and after picking up your luggage you must perform an interview with Mexican Immigration Officers holding the FMM.

3) INTERVIEW WITH FEDERAL IMMIGRATION OFFICERS (MEXICAN AIRPORT):

- A. When reaching the first point of entry with Mexican Immigrations Authorities, you must show the Immigration officer the FMM (duly filled in the airplane) and the Immigration Authorities will complete and stamp the section named “Uso oficial”.
- B. The Immigration officer will require original passport, kindly provide it as well as the “mandatory documents to travel Mexico” described above, also, the officers will ask several questions related to the stay in Mexico.

The most probable questions are the following:

- What is the purpose of your trip?
- Are you in the country for tourism?

- For how long will you stay in the country?
 - When will you return to your country of origin?
 - Do you know anyone in Mexico?
 - Do you have relatives in Mexico?
 - Where are you going to work?
 - Which is the contact information of the company for which you will work?
 - Where will you stay in Mexico (hotel or residence)?
 - How much money you have at this moment?
- C. In this interview employees must clearly state that the travel purpose **is NOT for tourism or business** and must specify that they are in Mexico under a **WORK PERMIT VISA TO APPLY FOR A TEMPORARY RESIDENT CARD WITH WORK PERMIT** and show the Mexican visa to the Immigration Officer, as well as the “mandatory documents to travel Mexico” described above. Please stay focused on these documents and statements, there is no need to fall into contradictions.
- D. Inform the officer that the FMM is for Exchange for a Residence Card, in Spanish **“La FMM es para Canje por Tarjeta de Residencia”**.
- E. Please go through the **Service letter**, which is the document submitted before the INM to file the application, it contains the below details (including spellings of the employer’s name and work location) and respond to the questions accordingly.
- **Description of activities:** the activities described in the English Version Summary provided, specifically the information contained in section “Classification and description according to the national system of classification of occupations”, which are the same as the activities described in Spanish in the Service letter on section *“Clasificación y descripción conforme al sistema nacional de clasificación de ocupaciones”*
 - **Job position:** the one indicated in the English Version Summary provided which is the same as the job position described in Spanish in the Service letter on section *“Puesto en México”*
 - **Temporality:** 12 months which is the same as the temporality described in Spanish in the Service letter on section *“Temporalidad”*
 - **Employer company where the services will be provided:** **Company:** HCL TECHNOLOGIES MÉXICO, S. DE R.L. DE C.V. **Address:** Avenida Empresarios Número 135, Piso 2, Fraccionamiento Puerta de Hierro, Zapopan, Jalisco, C.P. 45116, México. Which are the same as the information described in Spanish in the Service letter on section *“Lugar de Prestación de Servicios”*
 - **Monthly salary in Mexico:** the amount in Mexican pesos indicated in the English Version Summary provided, which is the same salary as indicated the Service Letter provided specifically the indicated in section *“Remuneración mensual”*
 - **Company that will pay the monthly salary and expenses in Mexico:** HCL TECHNOLOGIES MÉXICO, S. DE R.L. DE C.V.
- F. **Note to this item ** (Confidential: not to be shared with the immigration authorities)** Per company’s instructions, please note that this will not change the fact that you will not be engaged in the Mexican payroll, and for labor purposes, it will continue to be subject to the Indian payroll vis-a-vis existing employment contracts. The above

statement is required to provide assurance to the Embassy and Mexican immigration authorities that you will have sufficient means to take care of yourself while in Mexico.

DO NOT indicate that the salary will be received in India, otherwise, the Immigration Authorities will consider that you will not work in Mexico and as a consequence the Visa will be denied. Officers must know that all funds to you will flow-through HCL Technologies México, S. de R.L de C.V.

- G. Once the interview is over, the Immigration Officer will take your photographs and fingerprints, after that, the officer will stamp the Mexican visa and the FMM, kindly read carefully the stamped section named “*Uso oficial*” to ensure that INM officer completes properly the sections that refers to the stay, according to the following requirements and example:

- Section named: “*ESTANCIA MAXIMA 30 DIAS*”: make sure that the officer marks the box **Canje**.
- Section named: “*TEMPORALIDAD*”: make sure that the officer marks the box **30** days.

****IMPORTANT:**

Make sure the FMM indicates 30 days temporality and that it is for **CANJE**.

In case the FMM indicates that “the stay in Mexico is like a visitor with 180-day temporality” that **will be a problem for the following application to obtain the Temporary Residence Card**, since the FMM will be sent back to Mexico City to regularize the entry stamp, therefore, the issuance of the application will be extended for a long time.

- H. Afterwards the INM officers will allow you the access to the country.
- I. You must keep your original documents (FMM, Mexican Visa and Passport) since they will be the basis for our firm to apply for the **Temporary Residence Card with Work Permit**, which is the last phase of the immigration process once you arrive to the Country.
- J. **Both documents: Mexican visa and FMM must be valid**, in order to submit the application before the INM **at least fifteen (15) days before the FMM expires** and at least three (3) days before the expiration date of the Mexican visa.
- K. For the above, as soon as entering Mexico, kindly inform to the team in India regarding the arrival and provide all mandatory requirements to process the Temporary Residence in order to submit the application before the INM on time.

Thank you, the DIAZ-IGAREDA team.