

## GUIDELINE TO APPLY FOR THE WORK PERMIT VISA AT THE MEXICAN EMBASSY (FOR EMPLOYEES)

### 1) OBTAIN AN AUTHORIZATION TO APPLY FOR THE MEXICAN VISA TO ENTER MEXICO THROUGH A WORK PERMIT VISA (TEMPORARY RESIDENT VISA WITH NUT NUMBER) ISSUED BY A MEXICAN EMBASSY.

Residency in Mexico with a Work Permit authorization is a two-step process to be started by the applicants at any Mexican Consulate or Embassy abroad and to be completed in Mexico before the immigration authorities.

- A. Company must apply for a Work permit visa before the National Institute of Immigration (INM) in Mexico, upon the approval, you will receive an email from the Company with the official Authorization Letter issued by the INM with its corresponding authorization number (NUT), which will be valid only for a non-renewable 30 working days after the issuance date.
- B. Once the official Authorization Letter is received, you must book an appointment to participate in a personal consular interview at the nearest Mexican Embassy in your corresponding state (country of birth or legal residence) to obtain a single-entry visa to Mexico. Book the appointment through Mexitel at the official website of the corresponding Mexican Embassy.
- C. Make sure to apply for a “Temporary Resident Visa for Work with NUT”. Avoid asking for any other type of visa since it will be denied due to inconsistency with the Visa authorized by the INM.

### 2) DOCUMENTATION FOR THE CONSULAR INTERVIEW AT THE MEXICAN EMBASSY.

- A. The consular interview must be secured personally by you within the following 30 business days hereof and be prepared to attend and submit the complete the following supporting documentation on the appointment date:
  - Original passport valid for at least six (6) months prior to expiration date, which must be the same passport indicated in the Authorization Letter issued by the INM. Please make sure that the passport has at least one blank page to affix the visa;
  - One (1) photocopy of passport's personal information page;
  - Original and one (1) photocopy of another valid ID (Driver's License, ID card);
  - Original NUT Number issued by the INM for each applicant;
  - Original and one (1) photocopy of the Studies Certificate dully notarized and apostilled;
  - Original and one (1) photocopy of the Official Translation into Spanish of the Studies Certificate;
  - Original and one (1) photocopy of the Affidavit dully notarized and apostilled (if applicable);
  - Original and one (1) photocopy of the Official Translation into Spanish of the Affidavit (if applicable);
  - One (1) visa application form duly completed and signed. Please fill out the application form provided by the official website of the corresponding Mexican Embassy;
  - One (1) recent passport-size photo (size 1.5 x 1.3/4 inches), in color, with face clearly visible, without glasses and taken against a white background. *Instant-photo machine or digital home printed photos are not accepted;*

- Hard copy of the valid Authorization Letter issued by the INM;
- Hard copy of the Service Letter duly signed by the legal representative of the Company;
- Hard copy of the Confirmation page for the consular appointment;
- Any other information or documentation requested by the corresponding Embassy.
- Pay the visa application fee according to the instructions described by the corresponding Embassy for a **“Temporary Resident Visa for Work with NUT”**
- Keep in mind that Authority holds discretionary authority to request further information and documentation for the satisfaction of any given process.

Please note that all the documents should be in one plastic folder.

- B. The Embassy officers will verify that the information provided by you is consistent with the visa authorization issued by the INM and the Service Letter, please stay focused on these documents and statements, to avoid contradictions or misinforming the Embassy.

### 3) IMPORTANT CONSIDERATIONS AND SUGGESTIONS TO ATTEND THE CONSULAR INTERVIEW AT THE MEXICAN EMBASSY INCLUDING THE CURRENT POINT OF VIEW OF THE OFFICERS.

- A. Make sure that you are fully prepared before attending the visa interview at Mexican Embassy and be extra cautious while responding to the queries from the Officers.
- B. Please go through the Service letter, which is the document submitted before the INM to file the application, it contains the below details (including spelling of the employer’s name and work location) and respond to the questions accordingly.

During the interview you must clearly state that the visa application requested is under a **TEMPORARY RESIDENT WITH NUT NUMBER FOR WORK PERMIT VISA** under the following characteristics:

- **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.

***Note to this item \*\* (Confidential: not to be shared with the Embassy or 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.*

- C. Keep in mind that the Embassy will verify that the information provided by applicant is consistent with the visa authorization issued by the INM as well as the Service Letter and the Summary to provide the information contained therein to the officers, please stay focused on these documents and statements to avoid contradictions or misinforming the Embassy.
- D. When the officers ask the applicants to inform the job position to be performed in Mexico, indicate job position as well as the information contained in the Service Letter, avoid pointing out a different job position (even a similar one); otherwise, the Embassy will consider that you do not have knowledge of the reason for traveling to Mexico or any information related to the job offered, such as job position, salary, company for which they will work.
- E. When the officers ask you to prove your training or experience for the job offered in Mexico, do not be silent, answer and clearly explain in detail that you are qualified for the job position offered in Mexico and that you hold the studies certificate that proves as well as the experience required for the job position and clearly provide an explanation and description of all the activities you will carry out to develop the job position in Mexico, avoid repeating only the job position without detailing the activities to be carried out.
- F. Answer all the questions asked without providing different information or not related than the one questioned since in the event of any omission to answer the questions or in case you answer something different, the Embassy will consider that you do not have knowledge of the reason for traveling to Mexico or any information related to the job offered.
- G. Indicate to the Officer that you were selected to be transferred to Mexico due to come of the following important reasons:
  - Since the client for whom you are working or will work on their projects in HCL Technologies México, S. de R.L de C.V. are located in Mexico;
  - Since the HCL clients whose projects you are working or will work on are located in Mexico;
  - That your presence in Mexico is essential to supervise those projects;
  - That you will train local employees in Mexico in the development of the projects that you will supervise.
- H. DO NOT indicate that the salary will be received in India, otherwise, the Embassy will consider that you will not work in Mexico and as a consequence the Visa will be denied. Embassy must know that all funds to you will flow-through HCL Technologies México, S. de R.L de C.V.

- I. Do not indicate that the work will be done only digitally or remotely without providing any another sufficient reason to be transferred to Mexico as described above; otherwise, the Embassy will consider that there are not enough elements to issue a visa to reside in Mexico since currently there are millions of people working remotely, thus the work can be done locally without the need to be transferred to Mexico.
- J. Do not indicate that the only reason to be transferred to Mexico is only due to the time zone difference without providing any additional or sufficient reason to work in Mexico as described above, otherwise, the Embassy will consider that the change of residence to Mexico just because of the time zone difference is not justified or enough since currently there are millions of people working remotely, thus the work can be done locally without the need to be transferred to Mexico.
- K. Do not indicate that the only reason to work in Mexico is only to be closer to the clients in United States; otherwise, the Embassy will consider that instead of been transferred to Mexico, they must be transferred to United States since the change of residence to Mexico will not produce any benefit for the company.
- L. Do not indicate that you will work directly for the client instead of HCL TECHNOLOGIES MÉXICO; otherwise, the Embassy will consider that the applicant does not have knowledge of the reason for traveling to Mexico or any information related to the job offered indicated in the requested visa.

#### **4) ISSUANCE OF THE MEXICAN WORK PERMIT VISA ONCE AUTHORIZED BY THE MEXICAN EMBASSY.**

- A. Once the Visa has been authorized, the visa will be stamped by the Mexican Embassy in your valid passport, kindly verify all personal information is correct.
- B. After that, you must enter Mexico within the period indicated in the Mexican visa by following the provided "Guideline to travel Mexico with a work permit visa".
- C. Immediately inform to your team in India regarding your arrival to Mexico and provide all the requested documentation to start the process to obtain the Resident Card, for that kindly read carefully the "Guideline to travel Mexico with a work permit visa".

Thank you, the DÍAZIGAREDA team.