



Documents for setting up a foreign company in Mexico

CHECKLIST · PRACTICAL GUIDE

1. Choose the route

- ☐ Mexican company with foreign shareholders
- ☐ Branch of the foreign company (notice or authorization from the Ministry of Economy)
- ☐ Representative office

2. Documents of the foreign company

- ☐ Certificate of Incorporation or Formation
- ☐ Current bylaws with all amendments
- ☐ Board or shareholder resolution approving operations in Mexico
- ☐ Power of attorney for the representative in Mexico, with sufficient authority
- ☐ Certificate of Good Standing, if requested
- ☐ Foreign tax ID document, if requested by the SAT
- ☐ Financial statements and bank statements, if requested

3. Documents of the individuals

- ☐ Passports of shareholders, directors and attorneys-in-fact
- ☐ Valid Mexican immigration document of the legal representative
- ☐ Proof of address, if requested by the notary

4. Authentication in the country of origin

- ☐ Private documents certified by a notary public or registry, where applicable
- ☐ Apostille in the country of origin, or consular legalization if the country is not a party to the Hague Convention
- ☐ Check that each document is complete before it is apostilled

5. Translation in Mexico

- ☐ Spanish translation by a perito, including apostille, seals and signatures
- ☐ Identical company name, personal names and figures in every document
- ☐ Document list confirmed with your notary
- ☐ Translations ready before the signing appointment

6. Procedures in Mexico (typical order)

- ☐ Company name approval (MUA), or branch notice or authorization
- ☐ Incorporation or formalization before a notary
- ☐ Registration with the Public Registry of Commerce
- ☐ Company RFC (tax ID) and e.firma
- ☐ National Foreign Investment Registry, within 40 business days
- ☐ SIEM registration
- ☐ INM Employer Registration Certificate, if hiring foreign staff

Common reasons for rejection

- Missing apostille, or apostille issued by the wrong authority
- Translation leaves out the apostille, seals or certificates
- Translation made outside Mexico or not by a perito
- Company name written differently across documents
- Powers of attorney without sufficient authority or not formalized
- Outdated proof of address
- Late RNIE registration

Traducciones Del Campo · Certified English-Spanish translation of corporate documents by Dr. Refugio Alberto Del Campo, court-appointed translator (perito traductor), license GES-PD-0641, San Luis Potosí. Online service for companies throughout Mexico. More than 10 years as a perito traductor without a single translation rejected or corrected.

Written quote on the same business day: traduccionesdelcampo.mx/en/quote · WhatsApp +52 444 208 1211 · contacto@traduccionesdelcampo.mx

Full guide and official sources: traduccionesdelcampo.mx/en/documents-foreign-company-mexico