

COMMERCIAL MISSION

Canada – Mexico

For the Oil & Gas Industry

2010



### INFORMATION INPUT

Before starting to register, make sure all documentation required is at hand. All documentation must be physical and in Electronic format (both .pdf and jpg. In case one might be too large to upload)

### DOCUMENTATION FOR THE REGISTRATION OF FOREIGN SUPPLIERS OR CONTRACTORS

At the end of your registration, physical documentation will not be necessary unless otherwise requested by the purchaser. The information you must enter to be registered and the documents you must upload in the Institutional Directory are:

1. Proof of Corporate Registration, Corporate Certificate, License certificate and Registration, or legal document that proves the legal existence of the foreign company, with the appropriate “Apostille Certificate” .
2. Legal Document signaling the Representatives appointed by the Foreign Company for the purpose of conducting all dealings, negotiations and disputes with PEMEX. This document must be Certified by Notary Public and with “Apostille Certificate” .
3. Legal proof and/or Record of Modification in the character of the incorporation. (fusions, joint ventures, corporate separations, increases of capital or shareholders, etc), with “Apostille Certificate” if applicable.
4. Last income tax return of the year previous to current calendar year.
5. Financial Statements of the year previous to current calendar year, prepared according to the International Financial Reporting Standards and International Accounting Standards named IFRSs.
6. Quality Standard Certificates and/or documents proving your compliance with regulated standards applicable to your product.
7. Photographs of different aspects of your company.
8. Previous contracts between your company and: PEMEX, other government entity, or another private company. (at least 2)

*Source: Operations Manual for National and Foreign Suppliers and Contractors, Updated January 2009. PEMEX.*

