

Step Description for the Establishment of an Industrial Company in the State of Querétaro

Activity Number	Description of the Activity / Procedure	Authority	Authority Translation
	Allocation of the company in the category of an industrial sector	Ministry of Sustainable Development of the State of Queretaro/ Municipality Counter	Secretaría de Desarrollo Sustentable (SEDESU) /Ventanilla Municipal
1	Creation of a new company and public registration in case of wanting fiscal recognition as a legal entity	Notary's office / Public Property and Commerce Registration Office	Notaría/ Registro Público de la Propiedad y del Comercio
2	Change of migratory status of foreign members	National Institute of Migration	Instituto Nacional de Migración
3	Registration at the Federal Taxpayers Registry	Federal Taxpayers Office	Secretaría de Hacienda y Crédito Público SHCP-SAT
4	Employee registration at the Mexican Social Security Institute (IMSS)	Mexican Social Security Institute (IMSS)	IMSS – Instituto Mexicano del Seguro Social
4a	Employee registration at INFONAVIT which is simultaneous to the employee registration at IMSS.	National Institute for the Workers' Housing Fund	INFONAVIT - Instituto del Fondo Nacional de la Vivienda para los Trabajadores
5	Registration at the State Taxpayers' Roll	Revenue Department	Dirección de Ingresos
5a	Payment of the Payroll Tax within the next month of the Company's salary payment to employees.	Revenue Department	Dirección de Ingresos
6	Approval of Industrial Establishments (Induction Form)	SEDESU/Municipalities	SEDESU/Municipios
	In case of Construction:		
7	Property Purchase	Notary's office	Notaría
8	Land merger/subdivision	Customer Municipality Counter	Ventanilla Municipal
9	Cadastral number	Municipality / State	Municipio/Estado
10	Registration of the Property Title	Public Property and Commerce Registration Office	Registro Público de la Propiedad y del Comercio
11	Payment of the Property Transfer Tax	Municipality	Municipio
12	Payment of the Real State Property Tax	Municipality	Municipio
13	Land use resolution	Customer Municipality Counter	Ventanilla Municipal
14	Official number (Document with the company's official address)	Customer Municipality Counter	Ventanilla Municipal
15	Project Review	Municipality's Urban Development	Desarrollo Urbano Municipal
16	Construction License	Municipality's Urban Development	Desarrollo Urbano Municipal
17	Project conclusion notice	Municipality's Urban Development	Desarrollo Urbano Municipal
18	Civil Protection's approval of the building	Municipality	Secretaría de Gobierno Municipal



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19	Amendment to the land use resolution	Customer Municipality Counter	Ventanilla Municipal
20	Civil Protection's approval of the project	Municipality Government Ministry	Secretaría de Gobierno Municipal
21	Feasibility of the company	Customer Municipality Counter	Ventanilla Municipal
22	Municipality Operation License	Ministry of Finance and/or Municipality Treasury Office	Secretaría de Finanzas y /o Tesorería Municipal
23	Announcement Permit	Customer Municipality Counter	Ventanilla Municipal