

**MXGA**  
MÉXICO GLOBAL ALLIANCE

CONTADORES PÚBLICOS Y CONSULTORES

Av. Roble N° 300 Suite L 608, Col. Valle del Campestre  
San Pedro Garza García, N.L., C.P. 66265  
México  
Tel: +52(81) 8100 9818  
Fax: +52(81) 8356 3300  
contacto.monterrey@mxga.mx

Xicotencatl N° 444, Fracc. Faros  
Veracruz, Veracruz, C.P. 91709  
México  
Tel: +52 (229) 9311 992  
Fax: +52 (229) 9315 412  
contacto.veracruz@mxga.mx

Sierra Grande N°, 110, Fracc. Lomas de Mazatlán  
Mazatlán, Sinaloa, C.P. 82110  
México  
Tel: +52 (669) 981 7966  
Fax: +52 (669) 982 2487  
contacto.mazatlan@mxga.mx

Blvd. Comisión Nal. de Irrigación N° 2211 Poniente  
Delicias, Chih., C.P. 3300  
México  
Tel: +52 (639) 472 8500  
Fax: +52 (639) 472 3500  
contacto.delicias@mxga.mx

WTC México Montecito 38, Piso 34 ofic. 34 Col. Nápoles  
México D.F. C.P. 03810  
México  
Tel celular: +52 (55) 9001 0461 al 63  
contacto.df@mxga.mx

Pino Suárez N° 458 Sur, Col. Centro  
Zamora, Mich., C.P. 59600  
México  
Tel: +52 (351) 512 1687  
Fax: +52 (351) 512 5007  
contacto.zamora@mxga.mx

Alcama N° 3070, Col. Prados Providencia  
Guadalajara, Jal., C.P. 44670  
México  
Tel: +52 (33) 3641 6504  
Fax: +52 (33) 3642 9808  
contacto.guadalajara@mxga.mx

Dinamarca N° 9131, Col. Fco. I. Madero  
Tijuana, B.C., C.P. 22040  
México  
Tel: +52 (66) 4684 8555  
Fax: (66) 4684 8562  
contacto.tijuana@mxga.mx

Av. Espinoza N° 447-A, Col. Obrera  
Ensenada, B.C., C.P. 22830  
México  
Tel: +52 (646) 1763 088  
Fax: +52 (646) 1760 209  
contacto.ensenada@mxga.mx

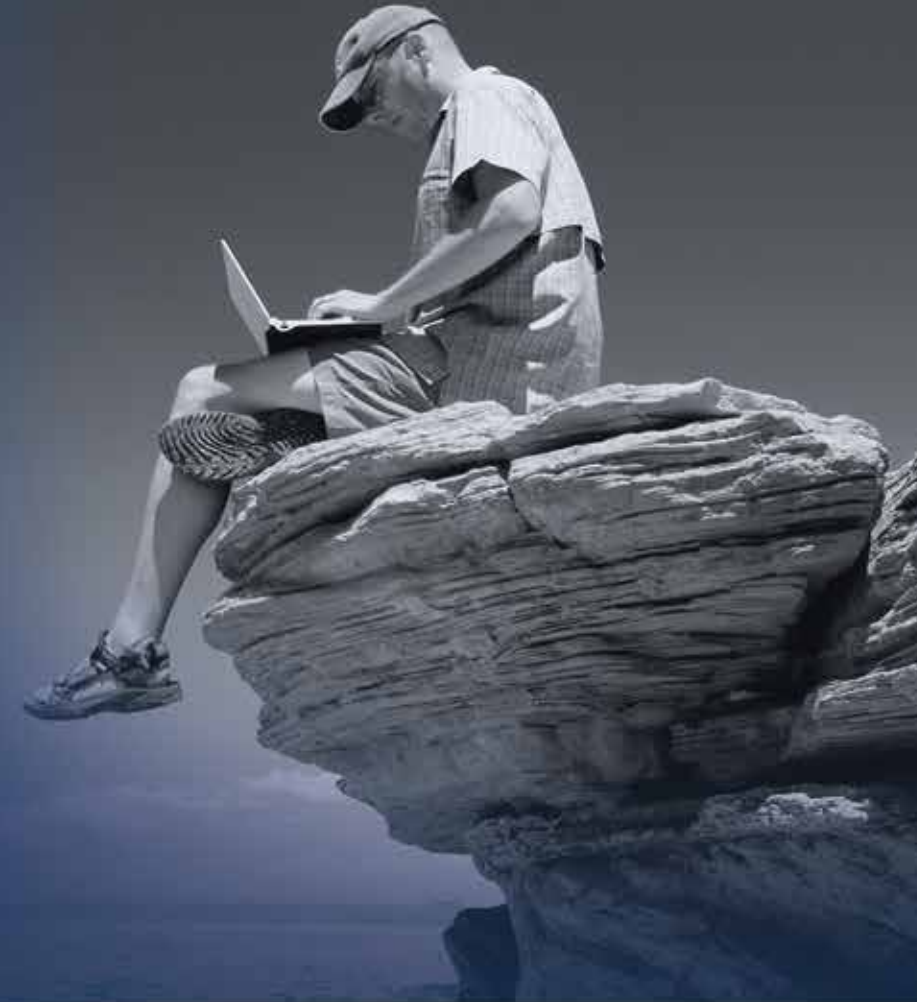
Calle 11 N° 914, Col. Centro  
Córdoba, Veracruz, C.P. 94500  
México  
Tel: +52 (271) 7121 777  
Fax: +52 (271) 7126 123  
contacto.cordova@mxga.mx

Deza y Ulloa 2902, Col. San Felipe  
Chihuahua, Chih., C.P. 31203  
México  
Tel: (614) 414 3311  
Fax: (614) 414 5136  
contacto.chihuahua@mxga.mx

Km. 5 Carretera Álvaro Obregón S/N  
Cuauhtémoc, Chih., C.P. 31500  
México  
Tel: (625) 587 7500  
Fax: (625) 587 7501  
contacto.cuahutemoc@mxga.mx

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**Outsourcing Services**  
Setup & Management Assistance

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An Independent Member of the

**plante moran**  
ALLIANCE

## ABOUT US

### Partners

Mexico Global Alliance, S. C. (MXGA) is a one hundred percent Mexican accounting and consulting firm, member of an International Organization and relying on over 30 years of experience on the market. We have all the human and technical resources required to answer any need or requiremen to four clients, in todays strictly regulated and highly competitive world.

### Alliances

The professional organization MXGA is a member of Plante Moran Alliance since 2010, and also part of the International Firm Plante Moran PLLC, with head quarters in the United States of America.

Plante Moran is the 13th largest certified public accounting and business advisory firmin the United States. They have been recognized for the past 16 years as one of the best 100 companies to work for, according to Fortune magazine. [www.plantemoran.com](http://www.plantemoran.com)



# Our Professional Services

## Company Setup



### Tax

- Mexican Tax Authority (SAT):
- Tax Registration. Federal Tax-payers' Registry with our fiscal address, TaxID (RFC), Electronic Advanced signature (FIEL) and Key of Electronic Confidential Identification (CIEC).

### Accounting

- Company's system configuration in order to generate accounting records.
- System configuration for electronic bills.



### Treasury

- Bank Account registration.

### Social Security

- Registration at the Mexican Social Security Institute, (IMSS) Pension Program (SAR) National Workers Housing Fund (INFONAVIT).



### Others

- Registration chambers of commerce or industry.

### Ministry of Economy

- Registration of foreign investment.



# OUTSOURCING MANAGEMENT ASSISTANCE

## Tax Activities

- Submit monthly tax payments to Mexican Tax Authority (SAT) and informative returns:
  - a) Income tax withheld from fees, freight, and rent.
  - b) Income tax withheld from payments to foreign companies or individuals.
  - c) Definitive Value-added Tax (VAT) monthly payment (payment, credit or offset balance).
  - d) Employee's withheld federal Income Tax.
  - e) Income Tax advanced monthly payment.
  - f) Informative report of third party operations (DIOT).
- Submit annual Income Tax return.

## Accounting Activities

- Accounting record of the transactions performed by Company, including the storage of such records for the correct compliance with the accounting guidelines, tax obligations and stock holders' report.
- Book keeping include those transactions related to sales and expenses (it doesn't include payroll nor import/export of goods).



## Payroll Activities

- Weekly and/or biweekly (in accordance to your salary payment policies) we will prepare the payroll of the employees and officers. We'll also perform the actual wiretransfer for the salary payments.

## Invoicing

- According to new Tax Reform in Mexico, it is mandatory for invoices to be digital; such invoices should include a unique digital stamp as signed by the tax authorities and should be validated by a certified software. We make sure that all invoices meet the tax requirements.
- We are always up to date of any new reforms or further requirements tax authorities could ask for.

## Treasury

- As the operation of the Company starts we will make the checks, execution transfers, payment schedule and preparation of cash flow.





## PROFESSIONAL TEAM

A frequent and open communication at an executive level between our Firm and your Mexican entity's staff members is encouraged, as our experience shows that constant communication will result in a higher level of certainty for the activities and services performed.

Draft reports and any other form of official communication prepared by our Firm would be discussed in depth, and to the extent required in each case, with staff members as signed by the Company.

Our engagement team will be made up of our Firm's Managing Partner, Outsourcing Manager, Tax Manager and Staff.

