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## INSCRIPTION AT THE PUBLIC REGISTRY OF COMMERCE

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The Public Registry of Commerce aims to enhance legal certainty by publicizing commercial acts that, according to the law, are only valid against third parties if they are registered.

The Secretariat of Economy and State authorities are responsible of the operation of the Registry<sup>1</sup>, and the Integrated System for the Management of the Registry (SIGER, in Spanish) is an electronic program for data collection, storage, custody, security, consultation, reproduction, verification, management and transmission of information of the Registry.

### **Where to apply for registration?**

Personally, at the registry office of the domicile of the individual or legal entity. There is the possibility to do it online, but this option is currently available only for public notaries.

### **Which documents are needed?**

1. Form M-11 (Registration and/or modification of foreign company) to register foreign legal entities. Form M-4 (Constitution of a company) to register Mexican companies<sup>2</sup>.
2. Documents to be registered, along with electronic copies of all documents submitted, signed electronically.
3. Payment of applicable fees.

### **What is the procedure for applying personally?**

1. Interested parties must submit the documents to the registry office that corresponds to the address of the company, along with electronic copies of all the documents submitted.  
The registry will generate a ticket if the corresponding fees have been paid. This ticket is necessary to determine the priority between rights on two or more acts or goods relating to the same folio.
2. The registry will begin the analysis of the form, the verification of the existence or absence of registration records and, if applicable, data collection and pre-registration in the database located in the state.
3. After the analysis is finished, the registry officer will receive through the SIGER the act to process, identifying it by the number of internal control, its date and time, and will review the data collected in the previous phase. If the data is right and registration is appropriate, the registry officer shall authorize its final registration in the database.

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<sup>1</sup> [Directory of the Public Registry of Commerce](#)

<sup>2</sup> Both forms are available at Annex II of the [Acuerdo por el que se establecen las formas para llevar a cabo las inscripciones y anotaciones en el Registro Público de Comercio y en el Registro Único de Garantías Mobiliarias](#).

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Once the act is electronically signed and registered in the database, the registry office, through the SIGER, shall issue a ballot of registration, which will be given to the interested party, upon submission of the ticket generated at the beginning of the procedure.

**Authority's response time**  
Ten business days if applying personally.