



UPDATE OF THE EMPLOYEE REGISTRATION PROOF (CIE)



► REQUIREMENTS FOR UPDATING THE RECORD OF EMPLOYER REGISTRATION APPLICABLE TO NATURAL AND LEGAL PERSONS

Employers, both natural and legal persons who wish to hire foreign personnel, have the obligation to keep the CIE information updated with each fiscal year, for which the only requirement that they must present to the INM's Office of Attention to Procedures is **their last tax return**.

On the other hand, it is important to consider that:



1. Only in cases in which the employer (natural or legal person) has changed its legal representative or attorney, must also submit to the INM's Office of Attention to Procedures:

- Public instrument stating the type of power or mandate and the powers conferred on legal representatives or proxies if the charter does not contain them.
- Current official identification of the representative or legal representative.



2. Only in the event that the employer has changed his address, he must also file with the INM Office of Attention to Procedures that corresponds to his tax address:

- Proof of address whose date of issue does not exceed 30 calendar days and that this document does not exceed thirty calendar days from which it was issued.



Important:

The information must be presented by the employers to the INM's Office of Attention to Procedures, within the first thirty calendar days to the changes of address, representative or legal representative.



In addition to the aforementioned requirements, the Employer Form must be completed, which you can obtain through the electronic page <https://www.inm.gob.mx/tramites/publi-co/empresa.html>

For more information contact the INM Immigration Assistance Center (CAM) at **800 00 46264**

