

**TOLL FREE: 888.667.0562**  
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We are in full compliance with all Local, State, and Federal laws in México. Registered with Servicio de Administración Tributaria (SAT): #HRM0905084J0

Version: 1.0

## Snapshot company overview

The objective of HUMAN RESOURCES MEXICO is to attract investors and businesses to México by presenting Mexico and its culture in the positive manner it deserves. We believe México has not been fairly represented in the foreign media in the past. We intend to change that perspective. (*The Truth About Mexico* - <http://yourhrcompany.com/content/view/41/107>)

Franklin Frith is our General Manager and Principal who was born and raised in the United States. He currently lives and works in Mexico. Franklin speaks Spanish fluently and has more than 20 years experience in business development and business process outsourcing (HR, Payroll, Finance, etc.) With our "hands on" approach we handle your Mexican business goals and needs full time, right here in México. You will find that our staff is "on the ground and in the trenches" to help you accomplish your business goals. Call Toll Free 888-667-0562 (From the USA & Canada.)

Human Resources México will setup your company / operations in México; manage all aspects of Human Resources; locate and identify distributors / reps; attend special meetings, and/or to handle your merger / acquisition needs.

Foreign companies who desire to employ people in México can place the employees under our employment umbrella. This reduces the financial /administrative burden and risk associated with having employees in a foreign country. We will help you focus on revenue and profits instead of spending energy and efforts on human resource administration. Instead, HRM will assume responsibility for and manage all of your employment related issues in México.

## Employees on our payroll

Do you want to hire employees in Mexico to service your clients or expand your market, but you do not want to establish a mexican corporate legal presence? Our team of English / Spanish speaking payroll, finance, human resources, and legal staff will handle the the employees in Mexico.

### Key points:

- We charge a one time setup fee and a modest administrative fee
- We accept groups of 1 to 500 employees for the 'Employees on our Payroll in Mexico Service'
- The employees are 100% our responsibility - This is not a co-employer relationship
- We are compliant with all current laws, regulations, and tax tables
- Our SAT (Hacienda) RFC number is: HRM0905084J0
- Our IMSS employer registration number is: Z3117200-10-8

**We treat all employees "like gold." In as much as the employees in Mexico will directly represent your company and your interest in Mexico...we do the following:**

- Pay all employees one day early
- Treat all employees with the utmost level of respect and dignity
- Respond to employee requests, comments or concerns in a timely manner
- Ensure that all employee rights and benefits are honored and adhered to
- Provide all employees with ongoing training and skill building opportunities
- Offer private, first class insurance benefit programs to the employees
- Connect employees with our government and private sector contacts throughout the republic if necessary, to assist them with successfully representing your business interest in Mexico (this is done on a case by case basis, under careful consideration)

## Mexico Employees on our Payroll - Details

- Weekly, biweekly, semi-monthly, and monthly payroll frequency
- Provide standard employment contract \*
- Vacation time and vacation bonus tracking / processing
- Christmas bonus processing
- Allowances, bonuses, commissions, and special payments processing
- Process special employee deductions (Private insurance, tools, etc.)
- Expense reimbursements
- Overtime pay and reporting
- Tracking of attendance, sick days, and maternity leave
- Payment of payroll directly deposited into the employee bank accounts
- Process and provide the employees with the annual mandated declaration of total compensation and income tax withholding
- We are responsible for and pay all employer tax obligations and employee tax withholding
- Responsible for the registration of new employees with IMSS / SUA and the deactivation of employees with IMSS / SUA
- Responsible for the monthly ISPT / Employment Subsidy employee retentions
- Responsible for the monthly IMSS employer tax obligations
- Responsible for the bi-monthly IMSS INFONAVIT / RCV tax obligations
- Responsible for the monthly state payroll tax obligations
- Responsible for the reporting to IMSS of injuries / risk assessment and implications
- Process and provide the employees with the annual declaration of total compensation and income tax withholding
- We are responsible for and pay the mandatory profit sharing based on the Human Resources Mexico, S de RL profits
- Provide all employees with all benefits / contributions mandated by the mexican constitution and federal labor law
- We can help with the recruitment, screening and testing of the employees \*\*

\* If standard contract needs modification to fit your business model / objectives..Additional fees apply

\*\* Additional fees apply

## Additional Employee Benefits (Available upon request):

- Private, Mexico medical, dental, vision, life insurance, and funeral expenses (over and above mandatory benefits in Mexico) through METLIFE - Nationwide throughout the republic of Mexico
- Private savings plan and employer match processing / administration
- Auto insurance
- Payroll deducted Nextel Radio and Cell phone plans
- Payroll deducted Telcel cellular phone plans

## Basic Requirements for this Service:

- You must have an active corporate entity based in either the USA, Canada, China, Japan, Germany, France, England, or Korea \*\*\*
- Employees must be mexican nationals with Federal Voters Card, Registered with IMSS, etc.
- All employees must be provided with an employment contract pursuant to mexican law (Permanent, temporary, or per project contract)
- All employees must have a detailed job description, offer letter, and detailed policies / procedures (if applicable)
- You must sign a one year service agreement with Human Resources Mexico, S de RL (Service agreement can be cancelled upon 30 days written notice - certain requirements / obligations apply)

**Contact us today for fast solutions. No obligation & No pressure.**