



ICAIDO

Institute for Training, Research and  
Organizational Development.





1. **Incorporation of commercial companies.**
2. **Normative compliance.**
3. **Negotiation, review and drafting of contracts.**
4. **Drafting of shareholders' or partners' meetings, internal agreements and board meetings.**



# INCORPORATION *of commercial companies*



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1. **Preparation of special powers** of attorney duly apostilled or legalized in the place of origin of the client.
  2. **Preparation of bylaws** that will govern the company in Mexico according to the client's needs.
  3. **Application for naming authorization** to the Ministry of Economy.
  4. **Protocolization and registration** in the PUBLIC REGISTRY OF COMMERCE.
  5. **Obtaining the Federal Taxpayer** Registration and Electronic Signature.

# NEGOTIATION

*review and drafting of contracts*



**Negotiation, review and drafting of civil and commercial contracts required by the company from time to time in order to protect the client's interests against any third party.**



# DRAFTING

*of Shareholders' or Partners' Meetings,  
internal agreements and Board meetings*



**Legal advice** regarding the agreements made by the shareholders or partners of the company from time to time in order to agree on the internal rules that will govern them, complying at all times with Mexican legislation and ensuring that such agreements are executed.

# NORMATIVE *Compliance*



**1.**

**Obtaining the necessary licenses** and permissions for your operation in Mexico.

**2.**

**Corporate internal compliance.**

**3.**

**Registration and submission** of reports in the National Registry of Foreign Investment.

1

IMSS /  
INFONAVIT



2

Individual  
employment  
contracts



3

Collective  
work  
agreements



4

Compliance  
with social  
security  
obligations





**1. Proof of employer.**

**2. Visa by job offer.**

**3. Exchange of visa for temporary resident card.**

**4. Family unity visas.**

**5. Temporary resident or permanent resident card redemption.**



# INTELLECTUAL *Property*



ICAIDO

1.

**Registration  
of trademarks  
and trade  
names.**

2.

**Utility model  
registration.**

3.

**Patent  
registration.**



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B2B Pharmaceutical Networking

# ACCOUNTING *Services*



1.

**Control of  
accounting books.**

2.

**Monthly & annual  
tax return.**

3.

**Payroll  
administration.**



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Mexico city 2024  
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