

## EMPLOYER REGISTRATION STATEMENT

**Article 64.** Procedure form about the work permit in the obtention mode of employer registration statement.

**Applicable to:** The individuals and entities that issue job offer to a foreign person.

### Requirements:

1	<p>Entities:</p> <ul style="list-style-type: none"> <li>a) Articles of incorporation or the public deed in which the entity's legal existence is proved, as well as its modifications.</li> <li>b) Public deed in which it is stated the type of power or mandate and the faculties conferred to the legal representatives or attorneys-in-fact if the articles of incorporation don't contain those.</li> <li>c) Representative or attorney-in-fact's current official identification.</li> <li>d) Proof of residency with date of issue no greater than thirty days.</li> <li>e) Proof of registration in the Federal Registry of Taxpayers and proof issued by the competent authority, about the last tax return presentation, and</li> <li>f) List of employees and their nationality.</li> </ul>
2	<p>Individuals:</p> <ul style="list-style-type: none"> <li>a) Current official identification</li> <li>b) Proof of residency with date of issue no greater than thirty days, and</li> <li>c) Proof of registration in the Federal Registry of Taxpayers and proof issued by the competent authority, about the last tax return presentation.</li> </ul>

### Validity of authorization:

- Not applicable

### Resolution Criteria:

I. The employers should register the company's tax address. In case of having various branches or offices, those addresses where foreign people are working should be registered and, where appropriate, the data of the representative for each of those branches or offices.

### Important:

- ✓ The employer's proof of registration allows the person employed, to prove his/her legal personality and faculties, as well as that the company is operating normally, in such a way that in subsequent processes, it will only be necessary to present the updated proof for the purposes of proving the legal representative's legal personality and faculties.
- ✓ The proof of employer's registration should be updated within thirty calendar days after the modification takes place.
- ✓ The Institute will consider valid the information provided by the employer, so that the employer will be responsible for keeping the record information updated.