

## OECD – Mexico Multilateral Tax Centre

### GENERAL INFORMATION

#### ABOUT MEXICO CITY

**Weather Conditions:** Mexico City is located in the high central plateau of Mexico and because of its height (7000 feet) the city enjoys a relatively mild climate throughout the year. Summer and winter are generally mild. Throughout the year, evenings can be cold enough to need a light jacket or sweater, so be prepared. During the summer we have rainy afternoons, however, rain lasts a couple of hours after which the sun comes out and the air is much cleaner.

**Electricity:** In Mexico, the electrical voltage is generally 110 volts and of 60 cycles with American-type outlets.

#### **Money Exchange**

Our official currency is the Mexican peso. There are bills of twenty, fifty, one hundred, two hundred, five hundred and one thousand pesos.

As a reference we inform that the exchange rate for **January 23, 2020** is:

U.S. 1 =	Buy \$ 18.18 Mexican pesos
	Sale \$ 19.07 Mexican pesos
Euro 1 =	Buy \$ 20.73 Mexican pesos
	Sale \$ 20.74 Mexican pesos

Further, the use of credit cards is widespread, i.e., Visa, MasterCard, American Express. Inside the Multilateral Tax Centre facilities you will find the bank HSBC (no currency exchange), as well as ATM machines which are also available in most public places.

Finally, it is important to mention that due to official regulations the maximum amount of USD that it is allowed to change per day in Mexico is \$300 USD, such amount must not exceed \$1500 USD per month. Since the daily restriction applies to each bank branch individually, we suggest you to get pesos in the airport, from different branches, or pay as much as you can with your debit or credit card.

**Tips:** In Mexico, tips are never included in restaurant. It is customary to leave a 10% or 15% as tip (depending on the quality of the service received). We do not usually tip taxi drivers.

**Taxes:** All purchases and services are subject to VAT at a 16% rate. The tax on the provision of accommodation services is 3%. The airport duty is approximately \$466.53 Mexican pesos for each domestic flight and the international duty is approximately USD\$35.35. In some domestic flights an "insurance cost" must be paid directly amounting around USD\$6.50.

**VAT Refund:** Foreign tourists leaving Mexico through air or sea have the possibility of obtaining a VAT refund of merchandise acquired in national territory before authorized offices which may be found in Mexico's City International Airport and certain ports. In order to obtain such refund they should file (1) the duly completed refund form, (2) the invoice proving the acquisition of the merchandise, (3) the entry immigration form duly stamped, (4) the relevant merchandise, (5) original passport, and (6) the boarding pass or document that proves the departure of the foreign tourist from national territory.

**Time Schedule:** During summer and winter we should consider a 7 hr. difference with Spain and of 6 hrs. with Portugal. In Central and South America an extra hour should be added during winter, e.g.: Venezuela 1 hr. in summer and 2 in winter; Argentina and Chile, 2 hrs in summer and 3 in winter; Brazil, 3 hrs. in Summer and 4 in winter; with Colombia we have the same schedule during summer and 1 hr. in winter.

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### ABOUT THE SEMINAR

#### Venue and Schedule of the meeting:

The conference will be offered in **English and Spanish** in the facilities of the Multilateral Tax Centre (MTC) located at:

*Av. San Lorenzo No. 252, First Floor, Col. Bosque Residencial del Sur, Delegación Xochimilco, C.P. 16010. Phone number: +(5255)53-34-18-01 / +(5255)53-34-18-19.  
(Administración Local del Sur del SAT).*

#### Hotel Accommodation

**Hotel RADISSON PARAISO (PEDREGAL)** is a Five Star Class Hotel located 15 minutes away (by car) from the MTC's facilities. It offers a reduced rate including taxes of **\$1,598.50<sup>1</sup>** Mexican Pesos (single or double occupancy) for participants attending this Seminar.<sup>2</sup>

Please note that since the official currency is pesos, the Hotel is not obliged to accept US dollars or any other currency instead of pesos.

Hotel Radisson Paraíso details are as follows:

*Cúspide, No. 53, Col. Parques del Pedregal, C.P. 14020, Deleg. Tlalpan  
Mexico City  
Phone number: + (5255) 56-06-42-11 Fax: (5255) 55-28-16-33  
www.radisson.com*

**Important notice:** To obtain the benefit of the reduced rate, the reservation must be made through our MTC staff or by calling the Hotel directly with Ms. Rocio Guzman, mentioning you are attending the OECD event. The hotel will not apply the indicated rate if the reservation is made online or through any other reservation service provider (booking, despegar, expedia, etc.).

Due to its location, each day of the Seminar, the MTC transportation service will pick you up at 8:30 a.m. at the lobby of the Hotel to take you to our facilities and, at the end of every-day activities, such transportation will take you back to the Hotel and/or to any recreational/cultural activity the MTC has prepared for participants.

**Please note that the transportation service will leave the hotel exactly at 8:30 a.m.** therefore, your punctuality will be highly appreciated. We apologize in advance for not being able to wait for participants that are delayed, and suggest keeping at hand the address of the MTC, in case you need to get to our facilities by your own means. In such case, an id will be required for your entrance to our facilities.

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<sup>1</sup> Such rate is comprised by the following concepts: \$1,300.00 + 16% VAT + 3.5% tax on the provision of accommodation services + \$20.00 (Mexican pesos) additionally, a unique charge per stay and per person will be charged as a tip to the bell boy + \$25.00 (per night per room as a tip for the chambermaid).

<sup>2</sup> Breakfast is not included. However, the hotel offers a daily breakfast buffet at a cost of \$254.14 MX pesos per person. Also it offers "a la carte" menu with an approximate consumption of \$300.00 MX pesos.

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**We recommend all participants to stay at the designated Hotel.** However, participants are *free to stay at any other hotel* of their convenience and we apologize in advance for said participants having to *arrange their daily transportation on their own*.

**Medical Services:** The Mexico – OECD Multilateral Tax Centre **does not provide medical insurance for participants.** Hence, participants should take this in consideration while making the appropriate arrangements for their trip. Please notice that Mexico has high-quality private medical services, however, they are usually expensive.

**Registration to the Seminar:** We are attaching a Registration Form that has to be sent directly to the MTC in due course to: [ocde@hacienda.gob.mx](mailto:ocde@hacienda.gob.mx) and [maribel\\_sanchez@hacienda.gob.mx](mailto:maribel_sanchez@hacienda.gob.mx)

Upon reception of the **duly completed** Registration Form, we will confirm your participation to the Seminar and will send the correspondent material, if applicable.

### **Social programme**

As part of the Registration Form we have included a Social Section with activities that the MTC has prepared in an attempt to make your stay as pleasant and enjoyable as possible. Such section is divided in two parts, the first refers to activities that will take place in the MTC gardens and the second (self-paying recreational activities) looks forward that all participants jointly discover and enjoy part of Mexico City.

In order to be able to make the proper logistic arrangements (reservations, transportation, tickets, etc.), we would appreciate to also **duly complete** this Section before you send your Registration Form.

**It is important to notice that all social activities will departure directly from the MTC facilities and at the end of such activities, transportation service will take participants to the designated hotel.** Therefore, we encourage participants to use comfortable shoes and carry a light jacket or sweater because the temperature can drop a little during the evening. Participants can leave things they do not use for the rest of the day in the Meeting Room of the MTC if they wish.

Finally, for those participants who choose not to join social activities, the MTC transportation service will take you back to the hotel designated.

### **Transport from the Airport to the Hotel**

**Participants must take the appropriate measures to arrive to the Hotel.** It is important to mention that both Terminal 1 and Terminal 2 of the Airport 3 companies provide a Safe Taxi service, authorized by the Ministry of Communications and Transport (SCT) of the Federal Government. Those companies operate 24 hours a day, 365 days per year offering two types of services: the ordinary one (small vehicle for up to 4 passengers plus de driver) and the executive one (van for up to 8 passengers plus de driver).

The boarding zones for such services in Terminal 1 are located in doors 1 and 10 and, in Terminal **2**, in doors **3** and **4**. Their tariffs are registered before SCT and include travel insurance, civil responsibility and medical expenses for the passengers. In order to contract their services, you should previously acquire the corresponding ticket sold at authorized stands distributed inside the Airport.

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The aforementioned companies and their respective tariffs are:

Company	Sitio 300		Nueva Imagen		Porto Taxi Ejecutivo
<b>Tel</b>	+(5255) 5571-9344		+(5255) 57 16 16 16		+(5255) 5786-8187 /57868212
<b>Web Site</b>	<a href="http://www.taxistasagremiados.com.mx">www.taxistasagremiados.com.mx</a>		<a href="http://www.taxisdelaeropuerto.com.mx">www.taxisdelaeropuerto.com.mx</a>		<a href="http://www.portotaxi.com.mx">www.portotaxi.com.mx</a>
<b>Tariff</b>	From 1 to 4 passengers (ordinary service) <b>\$320 pesos</b>	More than 4 passengers (executive service) <b>\$465 pesos</b>	From 1 to 4 passengers (ordinary service) <b>\$325 pesos</b>	More than 4 passengers (executive service) <b>\$495 pesos</b>	From 1 to 7 passengers (executive service) <b>\$660 pesos</b>

**Passport and Visa Requirements:** If you require verifying the entrance steps to Mexico, see the page of the representations of the Embassy of Mexico around the World, <https://www.gob.mx/gobierno/mexico-en-el-mundo> where you will find the electronic address, telephones and nearer geographical location in their country of the diplomatic and consular missions of Mexico. If you have an US visa, you will not be required to process a Mexican Visa. However, please contact our Embassy / Consulate in your country to ask the requirements needed to make use of this benefit.

### Official Contact Persons in Mexico

**Maribel Sanchez Arriaga.** - Head of the MTC. - e-mail: [maribel\\_sanchez@hacienda.gob.mx](mailto:maribel_sanchez@hacienda.gob.mx) and [ocde@hacienda.gob.mx](mailto:ocde@hacienda.gob.mx)

Telephone Number. - + (5255)51-48-77-07; + (5255)53-34-18-19

**Adriana M. Jiménez Caballero.**- Head of Department.-e-mail: [magdalena\\_jimenez@hacienda.gob.mx](mailto:magdalena_jimenez@hacienda.gob.mx)

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**Veronica Ayala Barajas.** - Head of Department. - e-mail: [veronica\\_ayala@hacienda.gob.mx](mailto:veronica_ayala@hacienda.gob.mx)

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