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Labor, Social Security and Immigration Practice Group Newsletter



The Labor Ministry publishes the general guidelines for the registration of specialized services providers.

Due to the recent reform regarding subcontracted services, the Labor Ministry published on May 24, 2021 the Labor Ministry Published in the Official Federal Gazette an agreement establishing a series of general provisions for the mandatory registration of individuals or legal entities that perform specialized services or perform specialized works. Such registration will also be mandatory for those companies that provide complementary or shared services in the same business group.

In order to register, the company must access the platform <http://repse.stps.gob.mx>, where the registration will be requested and will have to comply with the following requirements and requisites:

1. Provide the following information on the computer platform:
 - a. Current electronic signature;
 - b. Name, denomination or corporate name in the case of legal entities, or paternal and maternal surname and first name(s) in the case of individuals;
 - c. Commercial name;
 - d. State;
 - e. Federal Taxpayers Registration;
 - f. Address: street or avenue, exterior number, interior number, neighborhood or subdivision, zip code, locality, and municipality or city hall;
 - g. Geolocation;
 - h. Telephone number(s), cell phone number(s) and email address(es);
 - i. Number of the company's Articles of Incorporation, identification data of the notary or public broker who issued it, date of its notarization and corporate purpose (in the case of a legal entity);
 - j. Employer's Registration before the Mexican Social Security Institute;
 - k. Information on the legal representative of the specialized services or specialized works execution company - first surname, second surname, and first name(s), landline and cell phone number, current official identification (voting card, passport or professional license), CURP and e-mail address (for individuals and legal entities);

- I. Affiliation with the INFONACOT.
 - m. Total number of workers at the time of the registration request, including number of women and number of men.
 - n. Specialized Economic Activity according to the "Catalog of activities for the classification of the companies in the labor risks insurance" of the Mexican Institute of Social Security contained in the Regulation of the Social Security Law in Matters of Affiliation, Classification of Companies, Collection and Inspection;
 - o. Activity or activities to be registered; and
 - p. Predominant Economic Activity.
 2. They must be up to date with their tax and social security obligations with the SAT, IMSS and INFONAVIT on the date on which the request for registration is executed.
 3. Individuals or legal entities wishing to join the Registry and obtain registration must establish the specific service they wish to provide or the type of work they wish to perform. For each of said activities they must justify the specialized nature of the same and describe the elements or factors that support this exceptional nature.
 4. Individuals or legal entities that register in the Registry through the electronic platform must submit the following documents in PDF or XML format:
 - a. Valid official identification (Voting Card, Valid Passport or Professional License) of the individual or of the legal representative of the company (PDF).
 - b. Power of Attorney (PDF).
 - c. Payroll voucher (XML).
 - d. Articles of Incorporation and current corporate purpose (PDF).
 - e. Proof of registration in the Federal Taxpayers Registry (PDF).
 - f. Employer Registration(s) with the Mexican Social Security Institute (PDF).
 - g. Proof of Address (electricity, property tax, telephone) (PDF).

registration will be made in the Register and will be valid for three years.

Registration may be denied in the event of failure to satisfy the aforementioned requisites and requirements. Likewise, the Secretary may cancel the registration for failure to comply with the requisites or requirements that served as a basis for the granting of the registration and/or for non-compliance with the provisions of the Federal Labor Law on subcontracting.

The renewal of the registration must be processed every three years through the electronic platform. It must be initiated three months prior to the date on which the registration expires.

The individual or legal entity that has the registration must fully identify its workers by using the image, name, badge or identity code that links such workers with the company that provides the specialized services during the performance of their work in the facilities of the company that hires the services.

That the company providing the specialized service has the registration, and its validity, may be verified through the platform.

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The documents must be uploaded in the established format and must be completely legible.

The Labor Ministry, through the Platform, must approve the registration request within 20 working days after receiving it through the Platform. Subsequently, the

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Labor, Social Security and Immigration Practice Group

This practice advises clients on compliance with labor and social security laws, and in the design and implementation of labor structures to avoid risk. We assist in processing immigration documentation for top-level executives and their families, with employment agreements, terminations, and fringe benefit planning, and represent clients in employment litigation.

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