User Guide

Shipping greases, lubricants and petroleum-based products to LEGO in Mexico

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# User Guide Coverage

## Purpose

The purpose of this user guide is to clarify the information and documents needed for customs clearance when shipping greases, lubricants and petroleum-based products to LEGO in Mexico.

## Scope

The scope of this user guide is limited to greases, lubricants and petroleum-based products shipped to LEGO in Mexico, as defined below:

Lubricants classified under the Headings 2710.19 of the HS Code, such as

* Mineral oils.
* Lubricant greases.
* Petroleum based oils and oils obtained from bituminous minerals.
* Preparations containing by weight 70% or more of petroleum oils or of oils obtained from bituminous minerals.

This user guide applies for shipments to LEGO Group entities in Mexico.

# Terms and Abbreviations

**HS Code:** Harmonized Code, a multipurpose international product nomenclature developed by the World Customs Organization (WCO), used to classify foreign trade goods for customs purposes.

([World Customs Organization (wcoomd.org)](https://www.wcoomd.org/en/topics/nomenclature/instrument-and-tools/hs-nomenclature-2022-edition/hs-nomenclature-2022-edition.aspx)

**C1:** Import permit for hydrocarbons and petroleum-based products, issued by the Mexican Ministry of Energy.

**DOF:** Official Newsletter of Mexican Government.

**PPE:** Personal Protection Equipment.

# Importing hydrocarbons and petroleum based products – Context

According to the Mexican regulation “*ACUERDO QUE ESTABLECE LAS MERCANCÍAS CUYA IMPORTACIÓN Y EXPORTACIÓN ESTÁ SUJETA A REGULACIÓN POR PARTE DE LA SECRETARÍA DE ENERGÍA*”, (As reference purpose only, since is a Mexican Law and cannot be translate it without an approved Jury ) of the published in the DOF on December 26th, 2020, the import of commodities classified under some HS Codes require to obtain an import permit (C1 permit), issued by the Mexican Ministry of Energy prior to the customs clearance of the merchandise.

This regulation affects us directly, due to its last modification on November 06th, 2023 ([DOF - Diario Oficial de la Federación](https://dof.gob.mx/nota_detalle.php?codigo=5707811&fecha=06/11/2023#gsc.tab=0)), when some other HS Codes, imported by the LEGO Group, were included. These added HS Codes refer to some of the most common presentation of industrial hydrocarbons and petroleum-based products.

## Information required for customs clearance (check list).

The following is the information and document that the LEGO México Import/Export team require to know/have to obtain the C1 permit.

1. Technical data sheet: Document, issued by the manufacturer, that provides detailed technical information about a specific product, material, or component (in this case the grease, lubricant or petroleum-based product to be imported); this document must, at least, contain the following information:
2. Commercial and chemical name and composition of the product.
3. General description of the product, its use and functionality.
4. Physical and chemical properties: odor, color, condition, pH, density, etc.
5. Stability conditions: freezing/boiling/freezing points, solubility, compatibility, etc.
6. Form of presentation of the product (gel, liquid, gas, etc.)
7. Instructions for use: where and how to apply it, safety period, application incompatibilities, application doses, recommended PPE, etc.
8. Date of revision of the Technical Data Sheet.
9. The components of the materials must be within the ranges established in the parameters of the following file: [Appendix II Shipment of greases, lubricants and petroleum-based products to LEGO in Mexico](https://legogroup-my.sharepoint.com/personal/ruben_quevedo_lego_com/Documents/Desktop/Mis%20archivos/2024/Work%20plan%20to%20stabilize%20spare%20parts%20operation/Shipping%20instructions%20(special%20permits)/Appendix%20II%20Shipment%20of%20greases,%20lubricants%20and%20petroleum-based%20products%20to%20LEGO%20in%20Mexico.docx?web=1)
10. Certificate of Composition and Physicochemical Properties: the document that certifies the composition and physicochemical properties and is issued by the Manufacturer or Producer with respect to the lot or series produced, including date and place of issuance.

***If you have any questions regarding the requirements in 3.1 above, please contact the LEGO import team:*** [*LOMImportSupportCenter@o365.corp.LEGO.com*](mailto:LOMImportSupportCenter@o365.corp.LEGO.com)

1. A complimentary declaration issued by the producer/manufacturer (see clarification below).

The complimentary declaration must include any mandatory information not included in the Technical data sheet, and must be made on a company’s letterheaded letter, and have the producer’s/manufacturer’s company logo, date and hand stamped signature.

\* In the case of these materials, it is necessary to know all the chemical components of the product, if we don’t have enough information, we will not be able to import the material.

**Note: You can’t ship until you receive the approval from our import department, which will happen once the Mexican Ministry of Energy issues the import permit, therefore, it’s very important that we have all the documents and information in advance, so as not to delay the departure of the shipment.** **If your shipment doesn’t have preview approvement from us, then it takes the risk of being returned or abandoned and would be charge it to the supplier account.**

**The information requested above is the information that the Mexican authority requires from us in order to obtain the permit. Once the information has been sent to the authority, it takes approximately 60 business days to receive a response. The response can be in our favour (accepted) or not (rejected). If it is rejected, the process starts again from the beginning.**

# Tips & Tricks

* For products included in Chapters 27, 29 and 38 of the Harmonized System, a C1 permit will most likely be required.

# References

This document contains references to the following documents:

|  |  |  |
| --- | --- | --- |
| **Document** | **Comment** | **Where to find** |
| Example technical sheet | Contains information relevant to the chemical composition of the product. |  |
| Appendix II Shipment of greases, lubricants and petroleum-based products to LEGO in Mexico | Contains the HS code for products requiring a C1 permit. |  |
|  |  |  |
|  |  |  |

Appendix

1. Example technical sheet.

