

The Internal Control Directorate and the Material Resources Directorate, in accordance with the provisions set forth in article 19 of Banco de México's Rules on real estate acquisition and leasing, and services; article 22 of Banco de México's Rules on real estate works and related services; article 13 of Banco de México's Rules on the transfer/disposal of real estate; articles 8, 10, 27 Bis, section I, and article 30 Bis, section II of Banco de México's Bylaws; and article 2 of the Entitlement Agreement of Banco de México's Administrative Units, have decided to issue the following:

GUIDELINES FOR FOREIGNERS THAT REQUIRE A DIGITAL CERTIFICATE TO PARTICIPATE IN BANCO DE MÉXICO'S PROCUREMENT PROCEDURES

General provisions

FIRST. These guidelines define the procedure that foreigners must follow, as required by the "Normas" (Rules), to obtain or cancel a "Digital Certificate" in order to participate in the procurement procedures provided in such "Normas" (Rules).

SECOND. All "Applicants", "Holders" and administrative units of Banco de México that participate in the issuance and cancellation of "Digital Certificates" are subject to these guidelines.

THIRD. For the purposes provided in these guidelines, the following words/phrases, regardless of their use in singular or plural, will mean:

- I. **"Agencia Certificadora" (Certifying Agency):** "Banco de México" Internal Control Directorate through the administrative unit responsible for issuing, registering, controlling and canceling "Digital Certificates."
- II. **"Banco":** Central Bank/ Banco de México.
- III. **"Certificado Digital" (Digital Certificate):** "Data Message" electronically signed by the issuing "Certifying Agency", that confirms the link between the "Holder" identity and the corresponding "Datos de Verificación de Firma Electrónica" (Electronic Signature Verification Data), and which is valid for a maximum period of four years.
- IV. **"Datos de Creación de Firma Electrónica" (Electronic Signature Creation Data):** Unique information made up by an asymmetric cryptography private key that the "Holder" generates under his own control and uses personally to create "Electronic Signatures" of "Data Messages."
- V. **"Datos de Verificación de Firma Electrónica" (Electronic Signature Verification Data):** Unique information made up by an asymmetric cryptography public key that the "Holder" generates under his own control, and which is mathematically related to the "Electronic Signature Creation Data" and used to verify "Data Messages" electronically signed.
- VI. **"Dispositivo de Creación de Firma Electrónica" (Electronic Signature Creation Device):** Computer software and equipment used to apply the "Electronic Signature Creation Data" to a "Data Message" and generate the "Electronic Signature" of the referred "Data Message."
- VII. **"Dispositivo de Verificación de Firma Electrónica" (Electronic Signature Verification Device):** Computer software and equipment used to apply the "Electronic Signature

Verification Data” to the “Electronic Signature” of a “Data Message” and verify its authenticity and integrity.

- VIII. **“DRM”**: “Banco de México” Material Resources Directorate.
- IX. **“Firma Electrónica” (Electronic Signature)**: Set of data generated from a “Data Message” to which they are logically associated with and which are attributable to the “Holder” after having used an “Electronic Signature Verification Device.” This signature is created through “Electronic Means” under the control of the signer and is therefore linked only to him/her and to the data it refers to. Since any later amendments to the data can be automatically detected, the electronic signature has the same legal effects of the autographic signature.
- X. **“Generador de Claves y Requerimientos” (Key and Requirement Generator)**: The application designed by “Banco de México” to generate the “Electronic Signature Creation Data” and “Electronic Signature Verification Data” necessary for issuing “Digital Certificates.”
- XI. **“Identificación Oficial” (Official ID)**: Passport or other official document that confirms the “Holders” identity, issued by a government institution, and which must include an affixed photograph and signature of the “Holder” as well as the name and official seal of the issuing institution.
- XII. **“IES” Infraestructura Extendida de Seguridad (Extended Security Infrastructure)**. A system designed by “Banco de México” that is used for managing “Digital Certificates.” This system allows users to utilize the “Digital Certificates” registered in it.
- XIII. **“Medios Electrónicos” (Electronic Means)**: All technological devices used in the procurement procedures, and which involve processing, printing, displaying, storing, transmitting, and receiving information, as well as modifying such information, when necessary.
- XIV. **“Mensaje de Datos” (Data Message)**: Information generated, sent, received, filed and/or communicated through “Electronic Means” or other technologies.
- XV. **“Normas” (Rules)**: Banco de México’s Rules on real estate acquisition and leasing, as well as services; Banco de México’s Rules on real estate works and related services, and Banco de México’s Rules on real estate transfer/disposal.
- XVI. **“Registro de Proveedores” (Supplier Registry)**: Catalogue of persons and companies interested in becoming suppliers, contractors, or bidders and that have accredited their legal personality, as well as their legal and economic capacity pursuant to the “Rules.”
- XVII. **“Solicitante” (Applicant)**: Foreign person or company that, on order to act on his behalf or on behalf of a foreigner, as provided by the “Normas” (Rules), requires a “Digital Certificate” issued by the “Certifying Agency” since he/she does not have the advanced electronic signature digital certificate used for fulfilling Mexican fiscal obligations. The advanced electronic signature digital certificate is issued by the Tax Administration Service (Servicio de Administración Tributaria, SAT), a decentralized agency of the Ministry of Finance and Public Credit.

XVIII. “Titular” (Holder): The “Applicant” that generates his/her “Electronic Signature Creation Data”, which are mathematically related to the “Electronic Signature Verification Data” that appear in his/her “Digital Certificate,” and uses them under his/her own control or to request the cancellation of the “Digital Certificate”, in accordance with the aforementioned guidelines.

FOURTH. Submitting an application for a “Digital Certificate” to the “Certifying Agency” implies full acceptance by the “Applicant” or “Holder” to abide to these guidelines.

FIFTH. Banking days are those on which credit institutions are not required to stop operating, in accordance with the general provisions that, to this effect, are issued by the National Banking and Securities Commission (Comisión Nacional Bancaria y de Valores, CNBV). Applications will be received by the “Certifying Agency” in banking days from 9:00 to 17:00 hours (Mexico’s central time / CST).

SIXTH. The personal data received by the “Central Bank” for issuing or canceling “Digital Certificates” will be handled according to the applicable provisions on personal data protection.

SEVENTH. The “Digital Certificates” will be used only for signing electronically documents originated by Banco de México’s procurement procedures.

Technological requirements

EIGHTH. “Applicants” and “Holders” should have the following technological requirements to use the “Key/Code and Requirement Generator”, and to download the “Digital Certificates”:

- a. Computer with Windows processor of the version specified by the electronic supplier portal of the “Central Bank”, and
- b. Computer administrator rights in the computer where the applications are installed for generating the certification requirements, and for downloading the “Digital Certificates.”

Procedure for issuing

NINTH. “Applicants” seeking to obtain a “Digital Certificate” should:

- I. Login to the public procurement website of Banco de México at <http://www.banxico.org.mx/servicios/informacion-general/contrataciones-publicas/contrataciones-publicas-insti.html>;
- II. Download the “Key/Code and Requirement Generator” application and user guide available at the website;
- III. Run the “Key/Code and Requirement Generator” application to create the private key files (*file with .cve extension*) and the certification requirement (*file with .req extension*) as instructed in the respective user guide;
- IV. Send the application for processing a “Digital Certificate” (**Annex 1**, which should be printed, autographically signed, and digitalized as PDF file) to the “DRM” through the e-mail proveedores@banxico.org.mx, attaching the following information:

INFORMATION
<p>a) Digitalized copy (<i>PDF file</i>) of an “Official ID.”</p>
<p>b) Application for certificate file (<i>file with .req extension</i>) generated as described in the previous paragraph.</p>

- V.** The “DRM” will review that the content of the application and attached information are correct and will send the corresponding request for generating the “Digital Certificate” to the “Certifying Agency” on the banking day following the application reception.

If there are inconsistencies in the information submitted, the “DRM” will inform this situation to the “Applicant” no later than the banking day following the information reception. The “Digital Certificate” issuing procedure will be suspended until the inconsistency is rectified. This information will be sent to the latest e-mail address used by the “Applicant” to send the application to obtain his/her “Digital Certificate.”

- VI.** Within two banking days after the “DRM” sends the e-mail referred to in paragraph IV, the “Certifying Agency” will generate the “Digital Certificate” and the corresponding Letter of Acceptance of Digital Certificate (**Annex 2**), which will be sent to the “DRM” for it to seek the “Holder’s” acceptance.
- VII.** The “DRM” will notify the “Holder” through an e-mail sent to the address indicated in the certification requirement (the e-mail address indicated in the file with *.req* extension) that his/her application has been authorized, attaching the Letter of Acceptance of Digital Certificate (**Annex 2**).
- VIII.** The “Holder” must print and sign the *Letter of Acceptance of the Digital Certificate* indicated in the previous paragraph and send the original copy to the “DRM” address Gante No. 20, colonia Centro, código postal 06000, Delegación Cuauhtémoc, Ciudad de México, México, to the attention of the Subgerencia de Programación de Contratación y Mejora Continua (Procurement Planning and Continuous Improvement Subdivision), from 9:00 to 17:00 hours.
- IX.** Once the signed *Letter of Acceptance of Digital Certificate* is received, the “DRM” will send it to the “Certifying Agency”, requesting it to register the “Digital Certificate” in the “IES” and send it to the “Holder’s” e-mail indicated in the certification requirement (the e-mail address indicated in the file with *.req* extension), no later than the second banking day following reception.

TENTH. If the “Holder” needs a new “Digital Certificate” because the current “Digital Certificate” date of expiry is near, he should generate a new application in accordance with these guidelines.

Procedure for Canceling

ELEVENTH. The “Digital Certificates” issued by the “Certifying Agency” will be canceled in any of the following circumstances:

- I. At the request of the “Holder” or the person that has the powers to act in this regard;
- II. When the “Holder” or the person acting on his/her behalf are no longer part of Banco de México’s “Supplier Registry”;
- III. When the “Holder” or person acting on his/her behalf obtains, from an entity other than the “Certifying Agency”, a digital certificate that can be used as an electronic ID to participate in the procurement procedures regulated by the “Rules”;
- IV. When the “Holder” considers that the confidentiality of his private key or safety phrase has been violated;
- V. When the “Holder” uses the “Digital Certificate” for purposes other than those it was issued, and
- VI. If so determined by the “DRM”.

TWELFTH. The application to cancel a “Digital Certificate” should be made by the “Holder” or person that has the powers to act in this regard. This application must include the following data:

- I. Name of “Holder”;
- II. Serial number of the “Digital Certificate” that is being canceled, and
- III. Reason for canceling the “Digital Certificate.”

The signed application should be sent to the “DRM” to the address indicated in guideline Ninth, section VIII, to the attention of the Subgerencia de Programación de Contratación y Mejora Continua (Procurement Planning and Continuous Improvement Subdivision), from 9:00 to 17:00 hours. **(Annex 3)**.

Exemptions to the requirements in these guidelines are valid in the case of information that can be corrected by the “DRM” or “Certifying Agency.”

If the application is correct, the “DRM” will send it to the “Certifying Agency” no later than the next banking day after the application has been received. In the case of incomplete or incorrect information that cannot be corrected, the “DRM” will notify this situation to the “Holder” or his/her representative, no later than the second banking day following the application reception, so he/she can complete or correct the information.

The “Certifying Agency” will cancel the “Digital Certificate” in the “IES” no later than the second banking day following the application reception, and will inform the “DRM”. The “DRM”, in turn, will notify the “Holder” or his/her representative in this regard.

Conditions of Use of the “Digital Certificate”

THIRTEENTH. “Applicants” and “Holders” must ensure that their “Digital Certificates” are valid for at least 6 months when they decide to participate in the acts that the “Rules” refer to; otherwise, they should request a new “Digital Certificate” in accordance with these guidelines.

FOURTEENTH. “Applicants” and “Holders” of “Digital Certificates” will be responsible for:

- I. Providing accurate and complete information in regards to the data and documents submitted to prove their identity;
- II. Using, exercising, and preserving the private key and safety phrase from the date they were assigned, in a personal and non-transferable manner;
- III. Immediately notifying the “DRM” of any circumstance that could make the private key or safety phrase vulnerable to attacks, in which case they must request the immediate cancellation of the “Digital Certificate, and
- IV. Compensating for the losses and damages caused, as the case may be, by negligence, bad faith, or willful default/fraud in using the “Digital Certificate”, in accordance with applicable provisions, without prejudice to all other obligations they may incur.

FIFTEENTH. The “Digital Certificates” issued by the “Certifying Agency” are of public nature and can be consulted or downloaded by their “Holders” or any other person interested at Banco de México’s website.

SIXTEENTH. The “Electronic Signature” of “Data Messages” should be created using the private key corresponding to the “Digital Certificate” issued by the “Certifying Agency.”

Interpretation

SEVENTEENTH. The application and interpretation of these guidelines, as well as the settlement of situations not expressly referred to, shall be the responsibility of the “Certifying Agency” and the “DRM”, in accordance with their respective functions.

TRANSITORY

FIRST. These guidelines will come into force the day following their publication in the Federal Official Gazette (Diario Oficial de la Federación).

SECOND. All administrative provisions of similar or lower hierarchy that may be in conflict with these guidelines will cease to have effect.

INTERNAL CONTROL DIRECTORATE**MATERIAL RESOURCES DIRECTORATE****JOSÉ LUIS PÉREZ ARREDONDO**

Director

IGNACIO JAVIER ESTÉVEZ GONZÁLEZ

Director

Mexico City, October 25th, 2017.

Annex 1

“To register as a supplier for Banco de México at the POC Banxico website you must sign and turn in this document in its original Spanish version. In the case of a controversial interpretation and/or application of the different versions, the Spanish version will prevail and govern for all legal purposes.”

Application for Digital Certificate

(Form for applicants acting on their own behalf)

To: proveedores@banxico.org.mx

CC: portalcontrataciones@banxico.org.mx; controllegalinterno@banxico.org.mx

(Place and date).

To the attention of: MATERIAL RESOURCES DIRECTORATE

The undersigned hereby requests the issuing of a digital certificate by the Certifying Agency of the Central Bank. I will use the digital certificate as electronic means of identification in the acts authorized by the rules on procurement referred to in article 46, section XII of the Law of Banco de México.

For such purposes, I state under penalty of perjury/under oath, that I know the “Guidelines for foreigners that need a digital certificate to participate in Banco de México’s procurement procedures” and, for that matter, that I will willingly abide to the rules and procedures that, for those purposes, are set out in them.

For the purposes provided in provision Ninth, section IV of such guidelines, I attach the following information:

- a) Digitalized copy (*PDF file*) of an “Official ID” of the undersigned.
- b) Application for certificate file (*file with .req extension*).

Sincerely,

(FULL NAME OF APPLICANT AS IT APPEARS ON HIS OFFICIAL ID)



(Form for applicants acting on behalf of a person or company)

To: proveedores@banxico.org.mx

CC: controllegalinterno@banxico.org.mx portalcontrataciones@banxico.org.mx

(Place and date).

To the attention of: MATERIAL RESOURCES DIRECTORATE

The undersigned hereby requests the issuing of a digital certificate by the Certifying Agency of the Central Bank. I will use the digital certificate as electronic means of identification in the acts authorized by the rules on procurement referred to in article 46, section XII of the Law of Banco de México.

For such purposes, I state under penalty of perjury/under oath:

That I have the powers to request the related digital certificate to act for and on behalf of (*NAME OR TITLE OF THE REPRESENTED PERSON OR COMPANY*) in all the acts he/she subscribes with Banco de México, and

That I know the “Guidelines to be followed by foreigners that need a digital certificate to participate in Banco de México’s procurement procedures” and, for that matter, that I willingly abide to the rules and procedures that, for those purposes, are set out in them.

For the purposes provided in provision Ninth, section IV of such guidelines, I attach the following information:

- c) Digitalized copy (*PDF file*) of an “Official ID” of the undersigned.
- d) Application for certificate file (*file with .req extension*).

Sincerely,

(*FULL NAME OF APPLICANT AS IT APPEARS ON HIS OFFICIAL ID*)

Annex 2

Letter of Acceptance of Digital Certificate

Mexico City, _____, _____

ACCEPTANCE OF DIGITAL CERTIFICATE

For all legal purposes, the undersigned (user) states that he/she has requested Banco de México, in its capacity of Certifying Agency, the issuing of a Digital Certificate including the Electronic Signature Verification Data (public key) associated with the Electronic Signature Creation Data (private key) and the safety phrase previously generated in absolute secrecy. The undersigned also states that he/she has expressed his agreement that the Certifying Agency will use the aforementioned procedure in its operating rules.

The User recognizes that, to issue the above-mentioned Digital Certificate, the Certifying Agency will only verify that the calligraphy in the official ID with photograph that the user submitted as proof of identification matches, at a glance, the back of this acceptance document. Consequently, the user assumes sole responsibility for the authenticity of the ID, as well as for the truthfulness of the other data that he has provided to the Certifying Agency during the identification process.

The User, in this act, accepts the Digital Certificate whose public key appears at the end of this document, and which serves as the broadest proof of reception proceeding by Law.

The User also acknowledges and accepts that the private key and safety phrase used to create such Digital Certificate, remains under his/her sole responsibility, and that the electronic documents that bear an associated electronic signature generated with such private key and safety phrase, verifiable with the public key that appears in the Digital Certificate printed in the document, are attributable to him/her and, therefore, he/she assumes the responsibility for the information and contents of such certificate. Consequently, the User undertakes to keep absolute confidentiality regarding the above mentioned private key and safety phrase, as well as to carry out the necessary formalities to request the cancellation of such Digital Certificate to the Certifying Agency, through the mechanisms and at the times that the Certifying Agency establishes, in the event that, for any reason whatsoever, the information is made public and, therefore, the integrity and/or confidentiality of said information is compromised.

Additionally, the User recognizes and accepts that the Certifying Agency and Registering Agency shall only be liable for the damages and losses to his/her detriment, arising from errors that, in their case, are due to negligence in the course of the Digital Certificate generation, registration, delivery, and cancellation processes. The User recognizes that the Certifying Agency and Registering Agency shall not be liable for the damages and losses in detriment of the User or other third parties when, by Acts of God or force majeure, it is impossible to register, verify, or process electronic documents with encrypted public or private keys related to such Digital Certificate.

The user also acknowledges and accepts that Banco de México, in its capacity of Central Registering Agency, shall not be liable for damages and/or losses that may arise, directly or indirectly, from the use or intended use of the IES, including those arising from the issue, registration and cancellation of Digital Certificates.

Certificate:

Version:
 Certificate number:
 Validity:
 From:
 To :
 Issuer:
 Country :
 State :
 Place :
 Name of organization :
 Name of Holder :
 Bank employee key :
 RFC :
 Postal code :
 Address :
 CURP :
 Passport of Voter Identification Card (INE) number :
 E-mail :

Additional information :
Holder :
Country :
Name of Holder :
Official ID card number :
E-mail :
Public key:
Algorithm:
Module
Exponent:
Signature:
Algorithm:

USER SIGNATURE

Annex 3

“In the case of a controversial interpretation and/or application of the different versions, the Spanish version will prevail and govern for all legal purposes.”

Application for Cancellation of Digital Certificates

(Form for applicants acting on their own behalf)

To: proveedores@banxico.org.mx
CC: portalcontrataciones@banxico.org.mx; controllegalinterno@banxico.org.mx

(Place and date).

To the attention of: MATERIAL RESOURCES DIRECTORATE

The undersigned hereby requests the cancellation of the digital certificate, serial number 0000010000030000____, issued by the Certifying Agency of this Central Bank, to be used as an electronic means of identification in the acts authorized by the rules on procurement referred to in article 46, section XII of the Law of Banco de México, due to_____.

Sincerely,

(FULL NAME OF APPLICANT AS IT APPEARS ON HIS OFFICIAL ID)

(Form for applicants acting on behalf of a person or company)

To: proveedores@banxico.org.mx
CC: portalcontrataciones@banxico.org.mx; controllegalinterno@banxico.org.mx

(Place and date).

To the attention of: MATERIAL RESOURCES DIRECTORATE

The undersigned hereby requests the cancellation of the digital certificate, serial number 0000010000030000____, issued by the Certifying Agency of this Central Bank, to be used as an electronic means of identification in the acts authorized by the rules on procurement referred to in article 46, section XII of the Law of Banco de México, due to_____.

I therefore state under penalty of perjury/under oath, that I have the powers to request the cancellation of the digital certificate on behalf of (*NAME OR TITLE OF THE REPRESENTED PERSON OR COMPANY*).

Sincerely,

(*FULL NAME OF APPLICANT AS IT APPEARS ON HIS OFFICIAL ID*)