

PRACTICAL GUIDE TO REPSE REGISTRATION

Registry of Specialized Service or Work Providers – STPS

REPSE is the mandatory registration before the Ministry of Labor and Social Welfare for individuals or legal entities that provide specialized services or specialized works. Proper registration and maintenance is a condition for the contracting company to deduct and support the expense, and to avoid labor and tax contingencies.

1. Who must register?

All individuals or legal entities that provide specialized services or specialized works and place workers at the disposal of another company (beneficiary), provided that the activities are different from the corporate purpose of the contracting party.

2. Main steps of the process

- Have corporate and tax documentation in order (articles of incorporation, power of attorney, tax status certificate, compliance opinions).
- Precisely identify the specialized activity(ies) to be registered, aligned with the corporate purpose.
- Prepare and upload the required documentation on the STPS platform.
- Answer the questionnaires for each specialized activity.
- Obtain the registration acknowledgment and keep the information and compliance opinions up to date.

3. Main documents required

- Tax Status Certificate (Constancia de Situación Fiscal)
- Positive compliance opinions (SAT, IMSS and INFONAVIT)
- Complete articles of incorporation and power of attorney of the legal representative
- Corporate purpose with the activities to be registered highlighted
- e.Signature (FIEL) of the individual or legal entity
- Employer Identification Card (TIP)
- Official identification of the legal representative
- Proof of tax domicile
- Payroll receipt and SUA proof

All files must not exceed 2 MB. In the case of security companies, the corresponding licenses are also required.

4. Frequent errors that generate observations or rejection

- Registering activities that do not match the corporate purpose.
- Uploading incomplete, illegible or oversized documents.
- Not having current and positive compliance opinions.
- Answering the questionnaires for each activity in a generic or inconsistent manner.
- Failing to update the registration when activities or corporate information change.

5. Recommendation

REPSE registration is not merely an administrative formality. Incorrect classification of activities or deficient documentation can generate observations from the STPS, prevent the contracting company from deducting the expense, and create labor contingencies.

If you are about to start the registration, have pending observations, or need to review the scope of the activities to be registered, it is advisable to do so with specialized support.

Guidance document. It does not replace analysis of the specific case or support in the registration process.

Maillard Abogados Laborales — Working document