

POWER OF ATTORNEY COMPLETION INSTRUCTIONS

A valid Power of Attorney must be on file in our office before we can take any action regarding customs clearance of your goods. Please complete the attached Power of Attorney (typed or legibly written in ink) as per the appropriate instructions below. We may agree to begin work upon receipt of a fax of your POA, but you will need to mail the original to us. Please follow the instructions (individual, dba, sole proprietorship, partnership or corporation) very carefully. **Leave blank any space that is not listed in your category. Do not use white-out – if any changes or corrections must be made, draw a line through the incorrect information and write in the correction. The person signing the POA must initial any changes.**

The line number of the instruction matches the line number on the POA form

Please insert your IRS Employer I.D. Number or Social Security Number in the box indicated. If you have a Customs assigned number please write it in either box and note that it is an assigned number.

INDIVIDUALS, DBA & SOLE PROPRIETORSHIPS

1. Show your full name
3. Insert "individual" or "sole proprietorship" – see the corporation instructions for corporate DBA's
4. If authorized to do business under an assumed name (DBA) insert that name
5. Insert residence address for the person signing on line(9)
6. Insert business address if any – if business address is the same as residence address insert "same"
7. Insert "UNTIL REVOKED" *or* the revocation date
8. Same as (1) *or* if (4) is different than (1) insert the name shown on line (4)
9. Usual signature of the person signing POA, type or print the signers name next to signature
11. Date of execution

***Witnesses are optional
Individual Certification is optional – may be completed in the presence of a Notary Public if you so choose***

DBA

When should a DBA (doing business as) be used?

When the principal (named on line one) is authorized under state law to use a fictitious business or trade name to transact business.

PARTNERSHIP ONLY

1. List the full names of all of the general partners – use an attachment if necessary
3. Insert "partnership"
4. Business name of partnership – if applicable
5. Insert residence addresses for all of the general partners – use an attachment if necessary
6. Insert business address
7. Insert "UNTIL REVOKED" or the revocation date – partnership POA's expire automatically in 2 years
8. Same as (4) if registered with the state to do business under the partnership name, otherwise same as (1)
9. Usual signature of partner (must be signed by at least one partner)
10. Insert "partner"
11. Date of execution

***Witnesses are optional
Partnership Certification is optional – may be completed in the presence of a Notary Public if you so choose***

LIMITED LIABILITY CORPORATIONS (LLC's)

LLC requirements vary from state to state. They can appear to be fairly simple partnerships or close corporations but the specifics are entirely dependent upon individual states.

For that reason additional documentation is needed for LLC's. A copy of the articles of organization and bylaws should be provided, in order to confirm that the power of attorney is signed by an authorized member of the LLC.

CORPORATIONS ONLY

1. Full name of the corporation
 2. State or country (if foreign) of incorporation
 4. If the corporation does business under an assumed name insert that name on line (4) – if no DBA is used leave blank
 6. Insert business address
 7. Insert "UNTIL REVOKED" or the revocation date
 8. Same as (1) or if (4) is different than (1) insert the name shown on line (4)
 9. Usual signature of person signing (must be signed by an officer of the corporation or "authorized individual")
 10. Corporate title of person signing
 11. Date of execution
- Witnesses are optional
Corporate certification is optional for U.S. corporations but is required for foreign corporations. If corporate certification is NOT required (unless it is being done due to your own choice) DO NOT PROCEED BEYOND THIS POINT.***
15. Name of officer signing the certification (must be other than the one who signed the power of attorney)
 16. Title of officer signing certification
 17. Same as (1)
 18. Same as (2)
 19. Name of the person who signed on line (9)
 20. Title of the person who signed on line (9)
 21. Date the resolution was passed by the Board of Directors
 22. Complete "In Witness Whereof" statement
 23. Usual Signature of (15) followed by the date of execution

