



CUSTOMER DOCUMENT

# INSTRUCTIONS FOR CUSTOMS POWER OF ATTORNEY

## Step 1: Identify the type of Power of Attorney

- At the top of the form, check the appropriate box:
  - Individual, Partnership, Corporation, Sole Proprietorship or Limited Liability Company
- If the Grantor is an individual, please include the grantor's date of birth (DOB).

## Step 2: Provide certain Grantor information

- State the Employer Identification Number (EIN), also known as the Federal Tax Identification Number or Exporter Identification Number, of the Grantor.
  - If an individual, input the Social Security Number (SSN) or US Visa Number.
- Identify the DUNS # of the company, if available. The DUNS # cannot be provided in place of the company's EIN.
- Print (or type) the name of the Grantor. It must be the full legal name associated with the registered Employer Identification or Social Security Number.
- List any "Doing Business As" names that exist. If there is none, leave blank.
- Provide the complete address where the Grantor resides or has its principal place of business.
- List the state in which the Grantor is incorporated. If left blank, the state of incorporation will be indicated as the state of the address listed above.

## Step 3: State the duration of the Power of Attorney

- If a date is entered, the Power of Attorney will no longer be valid after that date.
  - Any date entered should be at least 60 business days from the date of execution.
- If no date is entered, the Power of Attorney is to remain in effect indefinitely until the Grantor provides notice of revocation in writing, or it will automatically expire five years after the cessation of business.
- If the Grantor is a Partnership, the Power of Attorney is automatically limited to a period not to exceed two years from the date of execution.



#### **Step 4: Sign and date the Power of Attorney**

- Repeat the name of the Granting entity (i.e., company, individual).
- The form must be signed by a duly authorized representative of the Grantor. The individual signing the POA must have the authority to bind the company to the terms herein.
  - If a Corporation, the President, Vice President, Secretary, CEO, CFO, CIO, or COO.
  - If another organization, the Partner, Member, Director, or Owner.
- Provide the Capacity/Title of the signatory (i.e., President, Treasurer, Vice President, Secretary, CEO, CIO, COO, Partner, Member, Director, Owner or other Duly Authorized Representative).
- Fill in the date the Power of Attorney was signed.

#### **Step 5: Complete additional certifications (required)**

- **U.S. Corporations:** If the Grantor is a corporation and the signatory is not the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO, the attached “Corporate Certification” page must be completed and returned attesting to the authority of the signatory to sign the Power of Attorney. If a “Corporate Certification” is not provided, a letter from a duly authorized officer of the corporation is required and must certify that the signatory is authorized to sign the Power of Attorney by resolution of the Board of Directors, consistent with the articles of incorporation and by laws of the corporation.
- **U.S. Partnerships, LLCs, and Sole Proprietorships:** If the Grantor is a general or limited Partnership or LLC, the Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have authority to execute the Power of Attorney on behalf of the Partnership or LLC. If the Grantor is a limited Partnership, the Grantor shall also provide a copy of the Limited Partnership Agreement with the Power of Attorney in order to certify the names of the Partners who are authorized to execute the Power of Attorney. If the signatory is not a Partner, Member, or Director of the Partnership or LLC, or an Owner of the Sole Proprietorship, a letter from the Partnership, LLC, or Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Partnership or LLC Agreement or the Sole Proprietorship.