



CUSTOMER DOCUMENT

INSTRUCTIONS FOR FOREIGN CUSTOMS POWER OF ATTORNEY

Step 1: Provide certain Grantor information

- State the identifying business/individual number (in the entity's home country). This **will not** be a U.S.-assigned number.
- 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.
- Indicate the name of the company representative completing the Power of Attorney.

Step 2: 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 POA 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 3: Sign and date the Power of Attorney

- Repeat the name of the Granting entity (i.e., company, individual).
- Indicate the name (printed) of the individual signing the Power of Attorney on behalf of the entity.
- 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).
- Provide the email address and phone number of the signatory.
- Fill in the date the Power of Attorney was signed.



Step 4: Complete additional certifications (required)

- **Companies:** 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.
- **Individuals or Sole Proprietorships:** If the signatory is not an Owner of the Sole Proprietorship, a letter from the Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Sole Proprietorship.