

## Instructions for Completing Customs Power of Attorney

<b>STEP ONE:</b>	<b>Provide certain Grantor information:</b>
(1)	State the Employer Identification Number, also known as the federal tax number, of the Grantor. If an individual, state the Social Security Number.
(2)	In the upper right hand corner, check (or click on) the appropriate box: LLC, Individual, General Partnership, Limited Partnership, Corporation, or Sole Proprietorship. If none of those apply, please contact your Cargo Services, Inc. representative.
(3)	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.
(4)	List the state or, if a foreign Grantor, the country and province in which the Grantor is doing business.
(5)	If other than a Corporation, list either LLC, Individual, General Partnership, Limited Partnership, or Sole Proprietorship.
(6)	If other than a Corporation, list any "Doing Business As" names that exist. If none leave blank.
(7)	Provide complete business address where the Grantor resides or has its principal place of business.
<b>STEP TWO:</b>	<b>State the duration of the Power of Attorney. If you wish for the Power of Attorney to stay on file indefinitely, until "revoked" is used.</b>
(8)	In the middle portion of the form, please state the amount of time that the Power of Attorney will remain in effect. If the Grantor is a Partnership or LLC, the Power of Attorney is automatically limited to a period not to exceed 2 years from the date of execution.  <b>Note: If a date is entered, the Power of Attorney will no longer be valid after that date. Any date entered should be at least 30 business days from the date of execution.</b>
<b>STEP THREE:</b>	<b>Sign and date the Power of Attorney.</b>
(9)	Signature of a duly authorized person of the company.  <b>Note: The form must be signed by a duly authorized representative of the Grantor (e.g., if a Corporation, the President, Vice President, Treasurer, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, or Owner.)</b>  <b>U.S. Corporations:</b> If the Grantor is a Corporation and the signatory is not the President, Vice President, Treasurer, Secretary, CEO, CFO, CIO, or COO, the attached "Corporate Certification" 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 the letter 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 bylaws of the Corporation.  <b>U.S. Partnerships, LLCs and Sole Proprietorships:</b> 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.  <b>Foreign Grantors:</b> Except for foreign grantors that are individuals, all foreign Grantors that are not qualified to conduct business in the United States must complete the attached "Corporate Certification" or provide other written evidence establishing the authority of the signatory to execute the Power of Attorney on behalf of the Grantor. Such written evidence must be consistent with the laws of the foreign country (and any applicable province).
(10)	The capacity of the signatory (title). (President, Vice President, Treasurer, Secretary, CEO, CFO, CIO, COO, Partner, Member, Director, Owner or other Duly Authorized Representative).
(11)	Write the date on which the signatory signed the Power of Attorney.
<b>STEP FIVE:</b>	<b>Read the METHOD OF PAYMENT ADVISORY STATEMENT</b>  <b>Note: You must notify CARGO SERVICES, Inc. In advance if you elect to make payment with a check made payable to the U.S. Customs and Border Protection.</b>