

INSTRUCTIONS FOR COMPLETING CUSTOMS POWER OF ATTORNEY

STEP 1 Identify the type of Power of Attorney

- (1) Check (or click on) the appropriate box: LLC, Individual, General Partnership, Limited Partnership, Corporation or Sole Proprietorship. If none of these apply, please contact your Supply Chain Shipping, LLC representative.

STEP 2 Provide certain Grantor information

- (2) State the Employer Identification Number, also known as the federal tax identification number, of the Grantor. If an individual, state the Social Security Number.
- (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 any "Doing Business As" names that exist in which the Grantor is doing business.
- (5) List the state in which the Grantor is doing business.
- (6) Provide complete business address where the Grantor resides or has its principal place of business.

STEP 3 Sign and date the Power of Attorney

- (7) Print the name of the Grantor. This is the full legal name associated with the registered Employer Identification or Social Security number.
- (8) Signature of a duly authorized person of the company.

NOTE: The form must be signed by a duly authorized representative of the grantor (e.g., If a Corporation, the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, or Owner). 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" 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. **U.S. Partnerships, LLCs, and Sole Proprietorships:** If the Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have the 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. **Foreign Grantors:** 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).

- (9) The capacity of the signatory (title). (President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, Owner, or Duly Authorized Representative).
- (10) Write (or type) the date on which the signatory signed the Power of Attorney.

Please send the original Power of Attorney to the address at the bottom of this form. Or turn in to the local Supply Chain Shipping office closest to you.