

## CUSTOMS POWER OF ATTORNEY INSTRUCTIONS

1. Boxes at top of form: Use drop down menu, which is most appropriate for the principal.
  - a. Individual – a person not acting in a business capacity.
  - b. Partnership – two or more individuals operating a business.
  - c. Corporation – a business authorized by state statute with limited liability.
  - d. Sole Proprietorship – a business owned by an individual.
2. IRS/SS#: Enter the appropriate identification number:
  - a. If you are a U.S. corporation or partnership, fill in your firm's E.I.N. Tax Identification number assigned by the IRS.
  - b. If you are a foreign corporation, fill in your customs assigned I.D. number, usually issued by a US Customs Broker.
  - c. If you are acting as an individual or sole proprietorship doing business under another name without an E.I.N., then fill in your social security number.
3. Fill in the name of the corporation, partnership or person who will be the importer-of-record.
4. If company name is under a DBA then enter that name on this line.
5. If importing entity is a corporation or partnership, then indicate here the state in which it is incorporated.
6. Corporations, Partnerships and individuals fill in your principal business street address here.
7. If you wish to limit the length of validity of this POA, then enter an appropriate date, but keeping in mind that it should allow us at least six months to a year to allow for any updates or revisions required of previously file entries. If you do not wish to limit the time frame, either put "UNTIL REVOKED" in this field or merely leave it blank. Note that POAs for partnerships and LLCs automatically expire after two years.
8. The name of the company or the individual signing this form on behalf of the importer should be put here.
9. The person **duly** authorized to sign on behalf of the importer should print their name (9).
  - For corporations, the signor **must be an officer of the company** (eg. president, vice president, corporate secretary or corporate treasurer of the corporation or another employee specifically designated by the articles of incorporation to sign power of attorney for that corporation). For LLCs, managing member is acceptable.
10. Sign the POA: Signature must belong to the individual in (9) above.
11. Capacity: Title of person signing the POA. Refer to (9) and the acceptable titles.
12. Date when Power of Attorney form was signed.
13. Not normally required by US Customs and Border Protection.

## CORPORATE CERTIFICATION INSTRUCTIONS

Form is to be completed in the case of a "non-resident corporate Power of Attorney" common to Foreign Based Importers of Record. Or for an individual in a US based corporation that has been designated by the articles of incorporation to sign power of attorney for the corporation.

1. Name of officer of corporation, **must be an officer other than the one executing the power of attorney.**
2. Officer's position within the corporation
3. Full name of corporation.
4. State or country of incorporation
5. Name of individual signing the Power of Attorney (on page 1)
6. Title of person signing on behalf of grantor on page 1
7. Date of meeting where the name found on line #5 appears in a resolution of the Board of Directors.
8. City where documents are Certified.
9. Date of Certification.
10. Signature of Officer completing the Corporate Certificate.
11. Date of Signature.
12. Name.
13. Title in the corporation.

# CUSTOMS POWER OF ATTORNEY / DESIGNATION AS EXPORT FORWARDING AGENT



Please choose type of INC from drop menu (1): \_\_\_\_\_

IRS#/CUSTOMS ASSIGNED #/SS# (2) \_\_\_\_\_

KNOWN BY ALL MEN BY THESE PRESENTS: That, (3) \_\_\_\_\_ doing  
(Full name of individual, partnership, corporation, sole proprietorship, or limited liability company) (Identify)

business as a (4) \_\_\_\_\_ under the laws of the state of (5) \_\_\_\_\_  
incorporation status

Residing or having a principle place of business at (6)

\_\_\_\_\_  
\_\_\_\_\_, hereby

constitutes and appoints TRANCO GLOBAL, LLC, its officers, employees, and/or specifically authorized agents, to act for on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, for this date, in the United States (the "territory") either in writing, electronically, or by other authorized means to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet, shipper's export declaration, import security filing or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in or through the customs territory shipped or consigned by or to said grantor;

Perform any act or condition which may be required by law or regulation in connection with such merchandise deliverable so said grantor: to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to sign, declare, or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with US Customs and Border Protection;

Sign, seal, and deliver for and act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading unloading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tarriff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise; grantor also waves the requirement that a true copy of the brokerage charges be provided by or through another forwarder.

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, or operation of any vessel or other means of conveyance owned and operated by said grantor;

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for CBP duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tarriff Act of 1930, or pursuant to the laws of the Territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by and agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite necessary to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents;

Giving to said attorney to remain in full force and in effect until revoked in writing is duly given to and received by grantee (if the donor of the power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the date of its execution) (7) \_\_\_\_\_

Grantor acknowledges receipt of Tranco Global, LLC Shipping terms and Conditions of Service governing all transactions between the Parties

If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of Grantor.

IN WITNESS WHEREOF, the said (8) \_\_\_\_\_  
Full Name of Company

Caused these presents to be sealed and signed: Name (Printed) (9) \_\_\_\_\_

(10) Signature \_\_\_\_\_

(Capacity) (11) \_\_\_\_\_ Date: (12) \_\_\_\_\_

Witness (if required): (13) \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of the liability for CBP charges (duties, taxes or other debts owed CBP) in the event the charges are not paid by the broker. Therefore, if you pay by check, CBP charges may be paid with a separate check payable to "U.S. Customs and Border Protection" which shall be delivered to CBP by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks

**CERTIFICATION for INDIVIDUALS or PARTNERSHIPS**

(if a Foreign Corporation, please complete the Certification at the bottom of this page)

Please note that this Certification is to be completed by a Notary Public.

City \_\_\_\_\_

County \_\_\_\_\_

State \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared before me \_\_\_\_\_

residing at \_\_\_\_\_, personally known or sufficiently identified to me, who

certifies that \_\_\_\_\_ (is)(are) the individual(s) who executed the foregoing instrument and

acknowledge it to be \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
(Notary Public)

**Corporate Certification**

(To be made by an officer of other than the one who executes the power of attorney)

I, (1) \_\_\_\_\_, certify that I am the (2) \_\_\_\_\_ of

(3) \_\_\_\_\_, organized under the laws of the State of (4) \_\_\_\_\_

that (5) \_\_\_\_\_, who signed this power of attorney on behalf of the donor, is the

(6) \_\_\_\_\_ of said corporation; and that said power of attorney was duly signed, and attested for and in

behalf of said corporation by authority of its governing body as the same appears in a resolution of the Board of Directors passed at a regular

meeting held on the (7) \_\_\_\_\_ day of \_\_\_\_\_, now in my possession or custody. I further certify that the resolution is

in accordance with the articles and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of (8) \_\_\_\_\_

this (9) \_\_\_\_\_ day of \_\_\_\_\_.

(10) \_\_\_\_\_

Signature

(11) \_\_\_\_\_

Date

(12) \_\_\_\_\_

Name (Printed)

(13) \_\_\_\_\_

Title