

***INSTRUCTIONS AND REQUIREMENTS FOR COMPLETING A
POWER OF ATTORNEY***

Individual / Partnership or Corporate Certification

Top Right Side, Indicate type of business - (individual, partnership, corporation, sole-proprietorship, LLC).

- (1) IRS# or EIN# or if an individual SS# or Customs Assigned #.
- (2) Legal name of the principal or name of individual, avoid abbreviations. If the named principal is using a fictitious business or trade name to transact its Customs business that name should also appear as a "d/b/a." The principal must be authorized under state law to use such fictitious name.
- (3) This section must be completed to show the State in which the principal received authority to conduct business or the state of incorporation of the principal.
- (4) If **not** a corporation enter the type of business. (EX: LLC, Partnership, etc)
- (5) Enter name of business or individual. (SKIP IF ENTERED IN (2))
- (6) Insert principal's business address or if an individual the resident address if **not** corporation.
- (7) Insert principal's business address
- (8) Printed name of person executing Power of Attorney.
- (9) Signature of person executing Power of Attorney. In the case of a corporation, the Power of Attorney must be signed by the (president, vice-president, secretary or treasurer). In the case of a partnership, any one of the general partners may execute the Power of Attorney. In the case of a partnership the POA must be accompanied by a partnership certification or a copy of the Articles of Organization. In the case of a Non-Resident the POA must be accompanied by a Non-Resident Corporation Certification completed by an officer other than the one who executed to POA.
- (10) Capacity of the person signing the POA. (President, Vice-President, Secretary, Treasurer) any other person signing for a corporation must be authorized to do so by resolution of the Board of Directors and the Power should contain a letter from the corporate secretary certifying to that effect.
- (11) Date signed.
- (12) Place corporate seal. If there is no seal, write "NO SEAL"