

Import Power of Attorney Instructions

Please read carefully and use the following instructions to fill out the POA form.

1. Type or print your IRS # (EIN - EmployerID # or SSN - Social Security # as applicable) in the section marked (1) on the POA form.
2. Check the appropriate Importer Category in the upper right hand corner.
3. Type or print the full name of the Individual, Partnership, Corporation (as it appears on corporate records), Sole Proprietorship, or Limited Liability Company in the section marked (2).
4. Type or print the state in which you reside or are incorporated.
5. Type or print the complete address at which you conduct business, including: Building No., street, city, State and zip code.
 - a. Individuals and Sole Proprietorships: Enter the legal residence of the person named in step 3 above.
 - b. Corporations and Partnerships: Enter primary or corporate business address.
6. In the section marked (5) type or print the full name of the Individual, Partnership, Corporation (as it appears on corporate records), Sole Proprietorship, or Limited Liability Company the same as it appears in the section marked (2).
7. Type or print the name of the person duly authorized to execute the POA.
 - a. Corporation: Corporate officer empowered to grant POA on behalf of the corporation. If other than a corporate officer, a Delegation of Authority must accompany the POA (19 CFR141.37).
 - b. Partnership: Any partner authorized to execute the POA. POA's for Partnerships and Limited Partnerships or LLP's must be accompanied by a copy of the partnership agreement[19 CFR 141.39(a)(2)].
 - c. Individual or Sole Proprietorship: The person named in (2) above.

| ACCEPTABLE POA SIGNATORIES | | |
|--|--|--|
| Owner | OFFICERS | Titles-Capacities that require additional supporting documentation: Trustee Empowered Delegated Any other signatory with delegated authority |
| President | CEO | |
| Vice President - Assistant VP | COO | |
| Corporate Secretary | CFO | |
| Assistant Corporate Secretary | CIO | |
| Treasurer - Assistant Treasurer | CCO | |
| General Counsel - Assistant General Counsel | CLO | |
| Chairman of the Board | CPO | |
| If an LLC: Managing Member Managing Partner | If an LLP/LP or Partnership = Partner Managing partner | |
| If an Individual: Individual Own Person | NOTE: Director, Managers and Controller are not acceptable as signatories, but are common mistakes. | |

8. Sign the POA and print the name of the aforementioned signature in the section designated (6).
9. Type or print signatory's title in the section marked(7).
10. Enter the date in month/day/year format in the section marked (8).

NOTE: Per DHLE policy proof of IRS number (or SSN) is required unless the Importer of Record has a Continuous Bond on file with CBP. Please refer to the attached list of acceptable documents for IRS number (SSN) proof.

IRS/EIN/TAX ID PROOF OF IMPORTER NUMBERS

Acceptable IRS Proof:

- Form 147C
- Form 1040
- Form 2363
- Form 941 / 941-V
- Form SS-4
 - Must be a copy of the actual letters received from the IRS in Lieu of filing the SS-4 application
 - **NOT** the application sent to the IRS
- Automatic Online Confirmation Page
- Form 1065
- Form 8109 / 8109-C
- Form 7004
- Form 355-ES
- Form 1096
- Form 1120 / 1120-S
- Form 8879
- W-2
- CBP Form 301 – Continuous Bond
- Signed 5106 Form ONLY for CBP Assigned number

Acceptable forms for SS# proof:

- Legible copy: front and back of the Social Security Card
- Top portion of the front page of 1040 form(Financial information NOT needed).
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The Following Documents are NOT Acceptable:

- NO ADP Filing Statements
- No State Forms
- NO W-9, W-3, etc... Forms
- NO SS-4 Application (The copy you send to the IRS)

IF YOU DO NOT HAVE ANY OF THE ABOVE DOCUMENTS, PLEASE ASK THE IRS TO SEARCH FOR YOUR EIN/IRS BY CALLING AT THE BUSINESS & SPECIALTY TAX LINE AT (800) 829-4933.

IRS Employer #: (1) _____

Social Security #: _____

- Individual
- Partnership
- Corporation
- Sole Proprietorship
- Limited Liability Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS

THAT (2) _____

A corporation doing business under the laws of the State of _____ or a _____

Doing business as (3) _____ residing at _____

Having an office and place of business at (4) _____

Hereby constitutes and appoints: **PFC INTERNATIONAL INC** & It's Employees which may act through any of its licensed officers or any employees with power of attorney on file with this licensed broker, as required by the Regional Commission of Customs as a true and lawful agent and attorney of the grantor named above for and in the name, place, and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet, or other document required by law or regulation in connection with the importation, transportation, or exploration of any merchandise shipped or consigned by or to said grantor; to perform any act or condition which may be required by law or regulation in connection with such merchandise; to receive any merchandise deliverable to said grantor;

To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture, certificate of manufacture and delivery, abstract of manufacturing records, declaration of proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district; and to authorize other Customs Brokers to act as guarantor agent.

To sign seal and deliver for and as the 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 the 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 and 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, Tariff Act of 1930, as amended, or affidavits in connection with the entry of merchandise;

To 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 or operated by said grantor;

To authorize other Customs Brokers to act as grantor's agent; to receive, endorse and collect checks issued for Customs 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 at the customshouses in any district and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney, giving to said agent and attorney full power and authority to do anything whatever requisite and 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; the foregoing power of attorney to remain in full force until **notice of revocation** in writing is duly given to and received by a District Director of Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution. **The undersigned hereby waives the right to have the original customs entry fee invoice sent to them and will be billed by the freight forwarder for the customs entry fee.**

IN WITNESS WHEREOF, the said (5) _____

Has caused these presents to be sealed and signed: (Signature) (6) _____ (Print) _____

Capacity (7) _____ (Date) (8) _____

WITNESS: _____

(Corporate seal)