

Completing The
Customs Power of Attorney
And
Designation of Export Forwarding Agent

Follow the directions corresponding to the identified lines on the sample sheet.

U.S. Customs Permits no erasures, cross-outs or mistakes!

- 0).** Fill in Tax Identification number.
- 1).** Check the appropriate box in upper right corner of the Power of Attorney.
- 2).** Show the full legal name of the Corporation. If a Partnership, show the full name of each member of the Partnership, and the Partnership Name; or the Individual's Name if a Sole Proprietorship and the Company Name.
- 3).** Company Name if other than **2).**
- 4).** If a Corporation, the State of Incorporation
- 5).** Official Company Address
- 6).** Same as Item **2).**
- 7).** Type in name of party who signs the Power of Attorney;
 - a).** **Individual Name** if a Sole Proprietorship, then Notarized with seal.
 - b).** **Partnerships** – Must be signed by a Partner, then Notarized with seal.
 - c).** **Corporation** – Elective officer such as President, Vice-President, Treasurer, or Secretary, and the signature of the Elective Officer who's name was typed (must be different!) . Affix a corporate seal, if avail. If no corporate seal, write "There is no Corporate Seal"
- 8).** Title of Party who signed on Line **7).**
- 9).** Date Executed.
- 10).** TWO witnesses to party who signed, signature and date of witness

Affix Corporate Seal over Line **7).** If there is no Seal, state "There is no corporate seal".