





# Instructions

## How to Properly Complete a U.S. Customs Limited Power of Attorney

### U.S. CUSTOMS LIMITED POWER OF ATTORNEY

IRS Number, or, Social Security Number:

[1] \_\_\_\_\_

[2] Check appropriate box:     Individual             Sole Proprietorship  
     Partnership             LLC  
     Corporation           

#### KNOW ALL MEN BY THESE PRESENTS:

That [3] \_\_\_\_\_, a corporation doing business under the laws of the State of [4] \_\_\_\_\_ or a [5] \_\_\_\_\_ doing business as [6] \_\_\_\_\_ residing or having a principal place of business at [7] \_\_\_\_\_

Hereby constitutes and appoints \_\_\_\_\_; its officers, duly authorized employees, and/or specifically authorized agents, as true and lawful 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 exportation 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.

To sign, seal, and deliver for and as the act of said grantor and bond required by law or regulation in connection with the entry of 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 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 customhouses in any district any 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 and effect until the [8] \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or 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 execution.

IN WITNESS WHEREOF, the said [9] \_\_\_\_\_ has caused these presents to be sealed and signed:

Signature [10] \_\_\_\_\_ Capacity [11] \_\_\_\_\_ Date [12] \_\_\_\_\_

WITNESS SIGNATURE [13] \_\_\_\_\_ WITNESS NAME [14] \_\_\_\_\_

AFFIX CORPORATE SEAL, optional [15]

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

1. Indicate the corporate IRS Number or Social Security Number, whichever is applicable.
2. Check appropriate box to indicate company type.
3. If Individual, state person's name; if Partnership, indicate full name of each partner and partnership name; if Sole Proprietorship, full name of individual and company; if Corporation, full legal corporate name; if LLC, full legal name of legal liability company.
4. If a Corporation or LLC, indicate the state, province or country under whose laws the corporation or LLC operates in.
5. Indicate Status of the company if other choices in number 3, otherwise leave blank.
6. Company name if other than as stated in number 3.
7. Physical address of the place of business or home residence if an individual.
8. Date this Power of Attorney is limited to. Recommend that you Leave blank so as to allow Customs Power of Attorney to be valid for future customs clearances as necessary.
9. Printed name of individual signing this Customs Power of Attorney. For a Corporation, the individual must be a corporate officer.
10. Signature of individual indicated in number 9.
11. Title of Individual indicated in number 9.
12. Date this Customs Power of Attorney is granted.
13. Name and signature of witness if required by the organization's rules.
14. Affix corporate seal if required by the organization's rules.

