

**Power of Attorney Instructions:**

Please refer to the numbered POA for location of the key fields:

1. **TAX ID / EIN #** - Show the Principal's Employer Identification Number (Tax ID) if a Corporation, LLC, Partnership or Sole Proprietorship. If you are an Individual, please list a Social Security Number. If a foreign corporation, leave this blank, as we will have to apply for a Customs Assigned Number (CAN.)
2. **CHECK APPROPRIATE BOX** – Check the box that is most appropriate for you, the Principal.
3. **NAME OF PRINCIPAL** – Show the Principal's (importer) full legal name. If applicable, please list the doing business as (dba) name on this line.
4. **TYPE OF BUSINESS** – Show whether an INDIVIDUAL, PARTNERSHIP, CORPORATION, SOLE PROPRIETORSHIP, or LLC. This should match the box checked in item "2".
5. **STATE OF INCORPORATION** – Complete only if a Corporation, LLC, or Partnership.
6. **BUSINESS ADDRESS** – Show the Principal's street address, city, state, zip.
7. **NAME OF GRANTOR** – Show the Principal's name, same as in item "3". If a partnership, show either the names of each general partner or the partnership name.
8. **PRINT NAME** – This is the name of the authorized person who will sign this document. **In the case of a corporation;** the President, Vice President, Secretary, or Treasurer is assumed to have the authority to sign. Any other person signing for a corporation must be authorized to do so by resolution of the Board of Directors and the POA should include a letter from the corporate secretary certifying this fact. **In the case of a partnership,** any one of the general partners may execute this document, but must include a copy of the Partnership Agreement. **In the case of an LLC,** a corporate officer or Managing Member is assumed to have authority to sign.
9. **CAPACITY** – Show the title of the person who is signing this document. Acceptable titles for Corporations are: President, Vice President, Secretary, Treasurer; i.e. must be a corporate officer. LLC - Managing Member or corporate officer title.
10. **DATE** – Show today's date.

If you are a U.S. Principal, the POA is ready for signature. If you are a foreign Principal, please complete the Corporate Certification part of the POA in accordance with the laws of your country using the guidelines/instructions below.

INSTRUCTIONS for CORPORATE CERTIFICATION

11. **CERTIFYING OFFICER** – The name of the person who will sign the Corporate Certification. This person must be duly authorized to sign legal documents on behalf of the company and is, in fact, endorsing the authority of the person who signed the Power of Attorney.
12. **CAPACITY** – Title of the person in "11".
13. **NAME OF PRINCIPAL** – Show the Principal's full legal name, same as in "7".
14. **STATE / COUNTRY OF INCORPORATION** – Show the country of incorporation.
15. **EXECUTOR** – Show the name of the person executing the POA, same as in "8".
16. **TITLE OF EXECUTOR** – Show the title of the person executing the POA, same as in "9".
17. **RESOLUTION DAY** – Day of the month in which the resolution of the Boards of Directors (or equivalent in your country) was passed whereby the person executing the POA was granted to do so.
18. **RESOLUTION MONTH/YEAR** - Month and year in which the above resolution was passed.
19. **CERTIFICATION AREA** – The certifying officer must sign and date the Corporate Certification. The notary seal is optional.