

## Import Power of Attorney (POA) Instructions

Please read carefully and use the following instructions to complete the POA form:

1. **Partnerships, Corporations** and **Sole Proprietorships** enter your IRS Tax I.D. Number aka (EIN- Employer ID#). **Individuals** or **Sole Proprietors** enter your SSN- Social Security Number.
2. Check the appropriate importer category. If a **limited partnership**, Customs Regulations require that you provide a copy of the partnership agreement as an addendum to this power of attorney.
3. Full name of individual, or if partnership, full name of **all partners**. If a **limited partnership**, the firm name and names of all general partners. Attach as addendum, if necessary. For **corporations**, the full name as it appears on corporate records.
4. Partnerships and individuals leave blank. **Corporations** enter the name of state, province or foreign country of incorporation.
5. **Complete** as **Individual, Partnership, Sole Proprietorship**. Corporations should leave blank.
6. Fictitious name, complete with trade name or fictitious business name you are operating under (**DBA** Doing Business As).
7. For **Individuals only**, your place of residence
8. Business address
9. Name of the grantor(s). For a **partnership**, either the names of the general partners or the partnership name. If registered to do business under that name with the state. For **individuals** enter your name.
10. Signature. **Partnerships**: any of the general partners can sign. Limited Partnerships or LLP's must forward a copy of partnership agreement [19 CFR 141.39(a) (2)].  
**Corporations** the signatory **MUST BE** a corporate officer ex. President, vice-president, secretary or treasurer. (19 CFR 141.37)  
**Individuals** power of attorney issued by a corporate or other proof demonstrating that the authority to sign a POA on the corporation's behalf.
11. Capacity of person signing the POA (Individual, Owner, In case of a LLC or LLP Partner or Member)
12. Date that the power of attorney was issued.
13. Witness/ corporate seal can be imprinted (optional)
14. Company Name (Individual) date & signature required when you authorize H.W.St. John & Company to file ISF (Importer Security Filing) on your behalf.
15. Check appropriate space to indicate your C-TPAT status. If you are a C-TPAT member, please provide your SVI# that was issued by U.S. Customs. (Customs-Trade Partnership Against Terrorism)

**Thank you for your business!**

# CUSTOMS POWER OF ATTORNEY

(1) IRS# \_\_\_\_\_  
(EIN Employer Identification Number)

(2) Check appropriate category

- |  |  |
|--|--|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Corporation               |
| <input type="checkbox"/> Partnership                   | <input type="checkbox"/> Sole Proprietor           |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Limited Liability Company |

KNOW ALL MEN BY THE PRESENTS: That, (3) \_\_\_\_\_  
(Full Name of person, partnership, or corporation, or sole proprietorship (Identify))

a corporation doing business under the laws of the States of (4) \_\_\_\_\_ or a (5) \_\_\_\_\_  
doing business as (6) \_\_\_\_\_ residing at (7) \_\_\_\_\_

having an office and place of business at (8) \_\_\_\_\_, herby constitutes and appoints **H.W.St. John & Company**, 292 North Central Ave., Valley Stream, NY 11580, a licensed custom house broker, which may act through its licensed officers and designated employees,

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, certification, 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 and 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 us and as the act of said grantor and bond required by law or regulation in connection with the entry or withdrawal of imported 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 all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owners 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 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 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 whatsoever requisite and necessary to be done in the premises as fully as said grantor could do if present and acting, herby 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 force until revoked, 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 shall in no case have any force or effect after the expiration of 2 years

IN WITNESS WHEREOF, the said (9) \_\_\_\_\_

Has caused these presents to be sealed and signed: (Signature) (10) \_\_\_\_\_

(Capacity) (11) \_\_\_\_\_ (12) Date \_\_\_\_\_ (13) Witness: \_\_\_\_\_

(Corporate Seal)

(14) \_\_\_\_\_ Authorizes H.W. St. John & Co. to file their Importer Security Filing.  
(Company Name) \_\_\_\_\_ (Date) \_\_\_\_\_ Signature

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection charges (duties, taxes or other debts owed Customs and any additional other Government Agencies) in the event the broker does not pay the charges. Therefore, if you pay by check, Customs and Border Protection and other Government Agency charges may be paid with separate check payable to the "US Customs Service" which shall be delivered to Customs and Border Protection by the broker. Payments are due and payable to Customs no later than the 10<sup>th</sup> day following entry.

(15) C-TPAT STATUS YES \_\_\_\_\_ SVI# \_\_\_\_\_ NO \_\_\_\_\_

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

CITY \_\_\_\_\_  
COUNTY \_\_\_\_\_  
STATE \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before  
me \_\_\_\_\_

Residing at \_\_\_\_\_, personally known or sufficiently  
identified to me, who certifies that \_\_\_\_\_(is) (are) the individual(s) who executed the  
foregoing instrument and acknowledge it to be \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
\_\_\_\_\_  
(Notary Public)

CORPORATE CERTIFICATION

(To be made by an officer other than the one who executes the power of attorney)

I, \_\_\_\_\_, certify that I am  
the \_\_\_\_\_

of \_\_\_\_\_, organized under the laws of the States  
of \_\_\_\_\_

that \_\_\_\_\_, who signed this power of attorney on behalf of the donor, is  
the \_\_\_\_\_  
of said corporation; and that said power of attorney was duly signed, and attested for and in behalf of said corporation by  
authority of its governing body as the same appears in the resolution of the Board of Directors passed at a regular meeting held  
on the \_\_\_\_ day of \_\_\_\_\_, now in my possession or custody. I further certify that the resolution is in accordance with the  
articles of incorporation and bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of  
\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(Signature)

(Date)

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate,  
designated place.

Customs powers of attorney of residents (including resident corporations) shall be without power of substitution except for the  
purpose of executing shipper's export declarations. However, a power of attorney executed in favor of a licensed customs broker may  
specify that the power of attorney is granted to the customs broker to act through any of its licensed officers or any employee  
specifically authorized to act for such customs broker by power of attorney.

If you are the importer of record, payment to the broker will not relieve you of liability for 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 the "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.