

## Customs Power of Attorney Instructions



1535B Rollins Road, Burlingame, CA 94010

**To: JSI Shipping Import Client**

- I. Please fill out the attached power of attorney form following the instructions below. Pursuant to U.S. Customs Regulations, JSI Shipping cannot begin the Customs Brokerage process until correctly executed Power of Attorney is received in our office.
- II. **Upon completion, fax the document directly to JSI Shipping Corporate Office at (650) 697-3831 or email a scanned copy to [yfazzino@jsishipping.com](mailto:yfazzino@jsishipping.com).** JSI Shipping will activate your account in our Customs ABI system within 24 hours of receipt. A POA faxed by the principal directly to this fax number or emailed to [yfazzino@jsishipping.com](mailto:yfazzino@jsishipping.com) qualifies as an original document and clients are no longer required to forward hard-copy documents by post or courier (Customs Ruling HQ115616).
- III. Thank you for your time in this matter and please do not hesitate to contact us if you have further questions.

### INSTRUCTIONS FOR COMPLETING A POWER OF ATTORNEY

*(The numbers below correspond to the field numbers of the attached Sample Power of Attorney)*

1. Partnerships, Corporations and Sole Proprietorships enter their IRS Tax I.D. number. Individuals or Sole Proprietors without a tax I.D. number enter their Social Security number (a photocopy of S.S. card is kept on confidential file by JSI).
2. If you have a Continuous Surety Bond with Customs, enter the number here. If you are not sure or do not know the number, leave blank.
3. Check appropriate space. If a limited partnership, Customs Regulations require that you provide a copy of the partnership agreement as an addendum to this power of attorney.
4. Check appropriate space to indicate your C-TPAT status. If you are a C-TPAT member, please provide your SVI number here.
5. Full name of individual, or if a 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. Unincorporated divisions of a corporation should enter the name of the incorporated parent here.
6. Partnerships and individuals leave blank. Corporations enter the name of state, province or foreign country of incorporation.
7. Complete as Individual, Partnership, Sole Proprietorship or Unincorporated Association. Corporations should leave blank.
8. Fictitious name, complete with trade name or fictitious business name you are operating under (DBA for Sole Proprietorship, trade name or incorporated division, etc.).
9. For individuals only, your place of residence and a copy of your Social Security card.
10. For all others, your business address.
11. The name of the grantor(s). For a partnership, either the names of each of the general partners or the partnership name, if registered to do business under that name with the state. For individuals, enter your name.
12. Signature of the person executing the power of attorney. For partnerships, at least two of the general partners must sign. For corporations, the signatory must be a corporate officer; president, vice-president, secretary or treasurer of said corporation. Individuals signing in any other capacity must provide a copy of the applicable pages from the articles of incorporation, power of attorney issued by a corporate or other proof demonstrating that the signatory has the authority to sign power of attorney on the corporation's behalf. Call us if you are unsure you can properly sign this power of attorney. Please print your name after your signature.
13. Capacity of person signing the power of attorney (Individual, Owner, Partner(s) or Corporate Officer Title).
14. Printed name of item#13.
15. Date power of attorney was issued.
16. Witness.
17. Corporate Seal can be imprinted here if seal is used on all documents, or write no seal (optional). All others leave blank.

CUSTOMS POWER OF ATTORNEY



CHECK APPROPRIATE BOX:

- INDIVIDUAL
- PARTNERSHIP
- CORPORATION/LLC
- SOLE PROPRIETORSHIP

C-TPAT STATUS

- Yes, I am a C-TPAT member  
SVI No. \_\_\_\_\_
- No, I am not a C-TPAT member

IRS or S/S#: \_\_\_\_\_

Customs Bond No.: \_\_\_\_\_

Know all men by these presents: That,

\_\_\_\_\_  
(Full Name of Person, Partnership, or Corporation, or Sole Proprietorship [identify])

a corporation doing business under the laws of the state of \_\_\_\_\_ or a \_\_\_\_\_  
doing business as \_\_\_\_\_ residing at \_\_\_\_\_  
having an office and place of business at \_\_\_\_\_

hereby constitutes and appoints **J.S. International Shipping Corp. dba as JSI Shipping**, which may act through any of its licensed officers and employees duly authorized to sign documents by power of attorney.

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 ins 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 any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading 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, consignees 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, unlading, 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 non-resident of the United States, to accept service of process on behalf of the grantor;

And generally to transact at the Customs Houses in any district, any and all Customs business, including making, signing, and filing of protest 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 \_\_\_\_\_, or until notice of revocation in writing is duly given 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 affect the expiration of two years from the date of its execution;

In witness whereof, the said (Company Name) \_\_\_\_\_

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

Capacity \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Witness: \_\_\_\_\_ (Corporate Seal)

- Please Note
1. If you are the importer or 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. Payments are due and payable to Customs not later than the 10<sup>th</sup> day following entry.
  2. The corporate seal is optional and may be omitted.
  3. For corporations, this form must be signed by a Corporate Officer.