



## INSTRUCTIONS TO COMPLETE POWER OF ATTORNEY FORM

If you are:

- A) **AN INDIVIDUAL OR SOLE PROPRIETORSHIP:** Complete items 1, 2, and 5 through 12
- B) **A U.S. RESIDENT CORPORATION:** Complete items 1, 2, 3, 4 and 6 through 12
- C) **A NON-RESIDENT ENTITIES:** Complete items 1, 2, 3, 4 and 6 through 21
- D) **A PARTNERSHIP/LLC:** Complete items 1 through 12 <sup>1</sup>Copy of the partnership agreement must accompany the POA

### DESCRIPTION OF FIELDS ON THE POWER OF ATTORNEY FORM

- 1) Fill in the IRS #/SS # associated with the company name listed in #2.
- 2) Full legal name of Individual, Partners, Corporation or Owner (of Sole Proprietorship). If the Power of Attorney is for a Partnership, fill in the full legal names of each Partner.
- 3) Indicate the State/Province in which your Corporation is incorporated. (Example – located in New York but incorporated in the State of Delaware).
- 4) Enter your Business address (no P.O. Boxes). EIN must list Headquarters address.
- 5) Indicate if Individual, Partnership, or Sole Proprietor (if Corporation, leave blank).
- 6) Enter the name under which you are doing business (if applicable, otherwise leave blank).
- 7) Enter the residence address for the Individual, each Partner, or the Owner of a Sole Proprietorship.
- 8) Enter the city in which the Power of Attorney is being completed.
- 9) Enter the Date the document is signed.
- 10) Signature of Authorized Individual:
  - For Individual (him/herself)
  - For Partnership (one Partner)
  - For Sole Proprietorship (the owner)
  - For Corporation (an officer of the Corporation, i.e., President, VP, Secretary/Treasurer, CFO or <sup>2</sup>**duly authorized employee**)
- 11) Enter the Title of the Signer.
- 12) Print the name of the Signer from line 9.

The Certification by Nonresident Corporation **MUST** be completed by all Nonresident Entities located **outside** of the United States.

- 13) Enter the name of a 2nd Officer of the company or duly authorized employee (different than line 9).
- 14) Enter the title of the Officer listed on line 13
- 15) Enter the name of the Corporation.
- 16) Enter the Province of Incorporation.
- 17) Enter the name of the Officer in line 12
- 18) Enter the title from line 11
- 19) Enter the City in which the Power of Attorney is being completed.
- 20) Enter the Date the document is signed.
- 21) Signature of:
  - For Partnership: 2<sup>nd</sup> Partner as shown on line 13
  - For Corporation: 2nd Officer, (i.e., President, VP, Secretary/Treasurer, CFO or 1duly authorized employee) as shown on line 13

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<sup>1</sup> A copy of the partnership agreement must accompany the power of attorney (19 CFR 141.39 (a)(2)). A copy of LLC papers must accompany the power of attorney for proper validation

<sup>2</sup> **DULY AUTHORIZED EMPLOYEE;** i.e. empowered by the employer to execute a Power of Attorney and so certified by copies of the Empowering Charter of Incorporation or a copy of the minutes of a meeting of the Board of Directors listing individuals with authority to sign on behalf of the Corporation.



CHECK ONE

- Individual
- Sole Proprietorship
- U. S. Corporation
- Non-Resident Corporation
- Partnership
- Limited Liability Corporation (LLC)

### POWER OF ATTORNEY

**(1) IRS #/SS #:**

KNOW ALL MEN BY THESE PRESENTS, That, **(2)** \_\_\_\_\_  
(Full name of individual, partnership, corporation, sole proprietorship, or Limited Liability Company) (Identity)

\_\_\_\_\_, Grantor, a corporation doing business

under the laws of the State or Province of **(3)** \_\_\_\_\_, having a principal place of business at

**(4)** \_\_\_\_\_

or a **(5)** \_\_\_\_\_ doing business as **(6)** \_\_\_\_\_  
(Individual, Partnership or sole proprietorship)

and located or residing at **(7)** \_\_\_\_\_  
(Residential address of signer, not applicable for corporation)

hereby constitutes and appoints each of the following: DSV Air & Sea Inc., its licensed officers & authorized employees, its divisions, subsidiaries & other affiliate companies 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, 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, 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 the 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 accept and/or endorse (for deposit only) any Government draft, check or warrant drawn to the order of 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.

Grantor hereby waives its right to receive invoice for Customs brokerage charges directly from Grantee and agrees to accept these charges on the invoices received from DSV Air & Sea Inc. Grantor acknowledges that such arrangements are for the convenience of the grantor and shipment continuity.

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 notice of revocation in writing is duly given. If the grantor 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 its execution. If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power of attorney on behalf of the Grantor.

IN WITNESS WHEREOF, I have hereunto set my hand at the City of **(8)** \_\_\_\_\_

(Date) **(9)** \_\_\_\_\_ **(10)** \_\_\_\_\_  
(Signature)

(Title) **(11)** \_\_\_\_\_ **(12)** \_\_\_\_\_  
(Name Printed)

#### CERTIFICATION BY NON RESIDENT CORPORATION

*(To be made by an officer other than the one who executed the Power of Attorney. If only one signing authority, notate "Sole Signing Officer" next to above signature)*

I, **(13)** \_\_\_\_\_, certify that I am the **(14)** \_\_\_\_\_  
(Title)

Of **(15)** \_\_\_\_\_, organized under the laws of the Province of **(16)** \_\_\_\_\_  
(Name of Corporation)

That **(17)** \_\_\_\_\_, who signed the Power of Attorney on behalf of the corporation, is  
(Name of Signer of Power of Attorney)

the **(18)** \_\_\_\_\_ of said corporation, and that the signer was given the authority to sign powers of Attorney on behalf of the corporation.  
(Title)

In witness whereof, I have hereunto set my hand at the city of **(19)** \_\_\_\_\_

(Date) **(20)** \_\_\_\_\_ **(21)** \_\_\_\_\_  
(Signature)

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 and Border Protection" which shall be delivered to CBP by the broker.