

Instructions for Completing Power of Attorney

1. Check the appropriate block which best identifies the type of importer you or your company will be.
2. State full name of individual, partnership, corporation, sole proprietorship or LLC as outlined below:
 - **Corporation or LLC:** State the complete legal name of the corporation, as shown in the Articles of Incorporation – no abbreviations.
 - **Partnership or LP:** Give the full name of each partner, and the business name of the partnership. Use an additional sheet if necessary.
 - **Sole Proprietorship:** State the full name of the individual operating as a Sole Proprietorship and the business name under which business is transacted.
 - **Individual:** Give full name (including middle name) of the individual.
3. State the type of business of the Grantor, i.e. Corporation, Partnership, LLC, LLP, etc.
4. Indicate the State of Incorporation. If not a corporation, the state in which the company or individual is registered to transact business.
5. The physical address of the company or individual. **Post Office Boxes are not permitted.**
6. Insert the name of the corporation, LLC, individual or proprietorship, *exactly as it appears on line 2*. In the case of a partnership, use the names of each of the general partners or the partnership name.
7. **Signature of the person executing the Power of Attorney.**
 - Be sure to type or print the full name immediately next to the signature.
 - In the case of a corporation, the Power of Attorney **MUST** be signed by a Corporate Officer authorized to do so by a resolution of the Board of Directors, usually the President, Vice President, Secretary or Treasurer. A manager, general manager or supervisor **IS NOT ACCEPTABLE** by LAW.
 - In case of an LLC, an authorized official must sign the Power of Attorney, and by doing so, is certifying that they have been given such authority under the Articles or Bylaws of the company. In case of a partnership or LLP, any one of the “general partners” may execute the Power of Attorney.
8. Title (capacity) of the officer or authorized person who has signed.
9. Date the Power of Attorney is executed.
10. Provide the company’s Federal Tax ID number or, if an individual, your Social Security Number.
 - **For businesses:** A copy of your business license or registration must be provided.
 - **For individuals:** your personal ID (driver’s license or passport) must be provided.

Instructions for Completing Corporate Certification

1. Name of Person completing the corporate certification; this must be an officer of the corporation different from the officer of the corporation that signed the Power of Attorney.
2. Title of Person making the corporate certification.
3. Name of Corporation.
4. Enter the name of the state, province or foreign country of incorporation.
5. Name of person who signed Power of Attorney.
6. Title person who signed Power of Attorney.
7. The date of the meeting of the Board of Directors of the corporation where the persons that signed the Power of Attorney and the corporate certification were appointed officers of the corporation.
8. City where corporate certification signed and date when corporate certification signed.

Individual or Partnership Certification

CITY _____

COUNTY _____

STATE _____

On this ____ day of _____, 20____, personally appeared before me, residing at _____, personally knows 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.

Corporate Certification

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

I, (1) _____ certify that I am the
 (2) _____ of (3) _____, organized
 under the laws of the State of (4) _____ that
 (5) _____, who signed this power of attorney on behalf of the donor, is
 the (6) _____ of said corporation 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 a resolution of the Board of Directors passed at a regular meeting held on (7) the
 ____ day of _____, 20____, 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 and was executed in
 accordance with the laws of the State or County of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation at the (8)
 City of _____ this ____ day of _____, 20____.

 (signature)

 (date)

One Officer Certification

(to be completed only if there is only one officer of Non-Resident Corporation)

I, (name) _____, certify that I am the sole officer and/or shareholder
of (company name) _____.

(signature)

(date)