



### ***INSTRUCTIONS FOR COMPLETING A POWER OF ATTORNEY***

A. Please fill out the attached power of attorney form following the instructions below.

Pursuant to U.S. Customs Regulations, JSC cannot begin the Customs Brokerage process until correctly executed Power of Attorney is received.

**B. Upon completion, fax or email the completed document directly to John S. Connor contact person.**

Your account will be activated in our Customs ABI system. A POA faxed by the principal directly to John S. Connor qualifies as an original document and clients are no longer required to forward hard-copy documents (Customs Ruling HQ 115616).

C. Thank you for your time in this matter and please do not hesitate to contact us if there is a question.

- 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. ***Limited Liability Co – an entity, which is neither a corporation nor a Partnership, that is either managed by its members or, more likely, by a “manager” who is empowered to handle the affairs of the co. (John S. Connor requires a copy of the LLC resolution)***
- 2) If you have a Customs Automated Clearance House (ACH) Number, enter the number here. If you are not sure or do not know the number, leave blank.
- 3) Check appropriate space to indicate your C-TPAT status. If you are a C-TPAT member, please provide your SVI number here. Need information, contact [priscillar@jsconnor.com](mailto:priscillar@jsconnor.com).
- 4) Check appropriate space
- 5) Full name of individual, or if a partnership, full name of **partner**. Fictitious name, complete with trade name or fictitious business name you are operating under (DBA for Sole Proprietorship, trade name of incorporated division, etc.) ***If the principal is using a fictitious business or trade name to transact business (a “d/b/a” name) that name should also appear in this section. The principal must be authorized under state law to use such fictitious name.***  
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. ***Many firms are not incorporated in the state of their principal office. Therefore, confirm the state is where the principal office was incorporated.***
- 7) For individuals only, your place of residence. For all others, your business address.
- 8) 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.
- 9) Signature of the person executing the power of attorney. For partnerships, any of the general

partners can sign. For corporations, the signatory must be a corporate officer, either 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 officer or other proof demonstrating that the signatory has the authority to sign a power of attorney on the corporation's behalf. Call us if you are unsure if you can properly sign this power of attorney. Please print your name after your signature.

- 10) Capacity of person signing the power of attorney (Individual, Owner, Partner or Corporate Title)  
*Capacity of the Signature - President, Vice President, Secretary or Treasurer of the corporation is assumed to have authority to bind the corporation. If questioned by CBP, the burden remains on the officer signing and asserting his authority to provide evidence of his authority to bind the corporation. The certification must certify that the executor is authorized to sign the POA by resolution of the Board of Directors and JSC requires a copy of either the articles of incorporation and/or bylaws of the corporation.*
- 11) Date power of attorney was issued.
- 12) Witness (optional).