

## **U.S. Customs Foreign Power of Attorney Instructions**

In order to handle importations through U.S. Customs in your name, Folgueras Customs Broker Corp. must have on file your foreign (Customs) power of attorney. This power of attorney is limited to U.S. Customs matters only.

### **INSTRUCTIONS FOR COMPLETING FOREIGN POWER OF ATTORNEY (The number below correspond to the field numbers of the attached Power of Attorney)**

- 1) Name of partnership, LLC, corporations, or individual.
- 2) Corporations enter the name of the state, province or foreign country of incorporation. Partnerships, individuals, and LLCs leave blank.
- 3) Complete as individual, partnership, LLC or sole proprietorship. Corporations should leave blank.
- 4) Business name you are operating under (DBA or AKA), if applicable. Corporations should leave blank.
- 5) For individuals, your place of residence. For partnership or LLC, your business address. Corporations should leave blank.
- 6) Partnerships, individuals, and LLCs leave blank. Corporations enter business address.
- 7) Same as section 1.
- 8) Signature of the person executing the power of attorney. This signature must be witnessed by person signing in section 11.. For partnerships, any general partner can sign. For LLC, any member can 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 corporation, or other proof demonstrating that the signatory has the authority to sign power of attorney on the corporation's behalf.
- 9) Print name & title/position of person signing the power of attorney (Individual, owner, partner, member, or corporate title).
- 10) Date power of attorney was issued.
- 11) Printed name and signature of person who witnessed signature in section 8.
- 12) Corporate Seal can be imprinted here, or write no seal (optional). All others leave blank.

### **INSTRUCTIONS FOR COMPLETING CORPORATE CERTIFICATION (only for Corporations) (The number below correspond to the field numbers of the attached 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 foreign power of attorney.
- 6) Title person who signed foreign power of attorney.
- 7) The date of the meeting of the board of directors of the corporation where the persons that signed the foreign power of attorney and the corporate certification were appointed officers of the corporation.
- 8) City where corporate certification was signed, and date when corporate certification was signed.
- 9) Signature of person who's name appears on line 1.

# U. S. Master Customs Foreign Power of Attorney

Check the appropriate box:

- Individual
- Partnership
- Corporation
- Sole Proprietorship

NOW ALL MEN BY THESE PRESENTS: That, (1) \_\_\_\_\_

a corporation doing business under the laws of the State of (2) \_\_\_\_\_ or a (3) \_\_\_\_\_

doing business as (4) \_\_\_\_\_ residing at (5) \_\_\_\_\_

\_\_\_\_\_, having an office and place of business at (6) \_\_\_\_\_,

hereby constitutes and appoints each of the following persons FOLGUERAS CUSTOMS BROKER CORP., POWER TO BE EXERCISED THROUGH IT'S LICENSED OFFICERS, SPECIFICALLY AUTHORIZED EMPLOYEES AND DULY APPOINTED AGENTS.

As true and lawful agent and attorney of the grantor named above 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 importation, transportation, or exportation of any merchandise shipped or cosigned by or 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 titles, make entry or collect drawback, create Importer Security Filings, 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 all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignees and owner's declaration provided for section 485, Tariff Act of 1930, as amended, or in connection with the entry of merchandise; To sign and to 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 nonresident 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 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 revoked, and notice of revocation in writing is duly given to and received by the District Director of Customs and Folgueras Customs Broker Corp. of the district aforesaid. If the donor 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 this receipt in the office of the district of customs of the said district. If the donor 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 receipt in the office of the district director of customs of the said district. If you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes of 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 separated check payable to the "U.S. Customs Service" which shall be delivered to Customs by the broker.

IN WITNESS WHEREOF, the said (7) \_\_\_\_\_

Has caused these presents to be sealed and signed: (8) \_\_\_\_\_

(9) \_\_\_\_\_ Date (10) \_\_\_\_\_

WITNESS: (11) \_\_\_\_\_

- Corporate seal affixed (12)
- Corporation has no corporate seal

**NOTE: The Power of Attorney must be signed by an officer or employee duly authorized by the company that the individual represents.**

# U. S. Master Customs Foreign Power of Attorney

## CORPORATE CERTIFICATION

(To be made by an officer 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; and that said power of attorney was duly signed, sealed 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 the (7) \_\_\_\_\_ 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.

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

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

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.

## Individual or Partnership Certification

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_ } ss:

STATE \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, personally known or sufficiently identified to me that \_\_\_\_\_ (is) (are) the individual(s) who executed the foregoing instrument and acknowledged it to be \_\_\_\_\_ free act and deed.

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