

## **Transcon Customs Services**

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### **To all Transcon Customs Services Customers**

Please fill out the attached power of attorney form following the instructions below. Upon completion fax a copy back to us at the above number and forward the original to us by mail. Thank you for your time in this matter and please do not hesitate to contact us if you have a question. Please read the entire sheet for there are a number of items that must be completed in order for you and Transcon Customs Services to be in compliance with U.S. Customs.

### **Instructions for completing a power of attorney**

#### **Individual or Partnership**

1. Partnership's IRS number or Individual's SS number.
2. Continuous Surety Bond number if known.
3. Please check appropriate space. If a limited partnership, it is required under U.S. Customs regulations that you provide a copy of the partnership agreement to accompany this power of attorney.
4. Full name of individual, or if a partnership full names of **all partners**. If a limited partnership the firm's name and names of **all the general partners**. (If needed you may attach an addendum's)
5. partnership's or individual's N/A.
6. Complete as individual, Partnership, Sole Proprietorship of Incorporated Association.
7. If a fictitious name, complete with trade name or fictitious business name you are operating under. Please note as D.B.A. you are also authorized under state law.
8. For individuals only enter your place of residence.
9. For all others enter your business address.
10. Enter the name of the grantor. 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 an individual use his or her name.
11. Signature of the person executing the power of attorney. For partnership any of the general partners can sign, please print your name after the signature.
12. Enter the capacity of person signing the power of attorney.
13. The date the power of attorney was issued.
14. Witnesses are not required.
15. If no corporate seal is available please write "no seal".

#### **Corporation**

1. Corporation's IRS number.
- 2-3 same as above.
4. Full name of the Corporation as it appears in the records.
5. The state, province, or foreign country of the incorporation.
- 6-8. N/A.
9. Corporation's address.
10. Same as on line 4.
11. Signature of the person executing the power of attorney. The signatory must be a corporate officer (president,

vice-president, secretary or treasurer of the said corporation). Please call us if you are unsure if you can properly sign this power of attorney. Please print your name after your signature  
12 – 15. Same as above.

IRS or S/S #: (1) \_\_\_\_\_ CHECK THE APPROPRIATE SPACE: (3)  
\_\_\_\_\_ INDIVIDUAL  
Bond #: (2) \_\_\_\_\_ PARTNERSHIP  
\_\_\_\_\_ CORPORATION  
\_\_\_\_\_ SOLE PROPRIETORSHIP

**CUSTOMS POWER OF ATTORNEY**

Know all men by these presents: That (4) \_\_\_\_\_  
(Full Name of Person, Partnership, or Corporation, or Sole Proprietorship (identify)

\_\_\_\_\_ a corporation doing business under the laws of the state of (5) \_\_\_\_\_ or a (6) \_\_\_\_\_  
doing business as (7) \_\_\_\_\_ residing at (8) \_\_\_\_\_  
having an office and place of business at (9) \_\_\_\_\_

hereby constitutes and appoints Transcon Customs Services which may act through any of its employees or agent 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 in all Customs Districts, to make, endorse, sign, declare, or swear to any entry or ISF only, withdrawal, declaration, certificate, bill of lading, carnet or other documents Required by law of regulation in connection with the ISF, 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 record, 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 filling 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, 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 give 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 an 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 or 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 requested 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 relocation, 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 after the expiration of two years from the date of its execution;

In witness whereof, the said (10) \_\_\_\_\_

has caused these presents to be sealed and signed:

Signature (11) \_\_\_\_\_

Capacity (12) \_\_\_\_\_ Date (13) \_\_\_\_\_

Witness: (14) \_\_\_\_\_

(Corporate Seal)

1. if you are the importer of record, payment to the broker will not relieve you of liability for customs charge (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 may be omitted, Customs does not require completion of a certification. The grantor has the option of executing the certification or omitting.
3. If a corporate officer (President, Vice-President, Secretary, Treasurer) must sign a corporation.