

## Instructions for Customs Power of Attorney and Acceptance of Terms & Conditions

Packet includes Power of Attorney, Corporate Certification, Instruction on how to complete the Power of Attorney, and list of acceptable proof of IRS/EIN documents. As a client requesting the services of Radius International to act on your behalf as a broker/forwarder you must:

- 1) Complete the Power of Attorney, which authorizes Radius International to handle both Import and Export transactions;
- 2) Sign the Power of Attorney agreeing to Radius International Terms & Conditions.;
- 3) Return the signed documents along with valid proof of IRS/EIN by email to your Radius International Client Representative.

### INSTRUCTIONS FOR COMPLETING A CUSTOMS POWER OF ATTORNEY (below numbers referenced 1-11 POA form)

- 1) If grantor is a partnership, corporation, LLC, or LLP, the Federal IRS number must be entered. For a sole proprietorship, this will be either a Federal IRS number or Social Security Number. An individual should provide their Social Security Number. If grantor is a non-U.S. company, leave this number blank.
- 2) Check the box which is most appropriate:
  - Individual** - a person acting in a non-business capacity
  - Partnership** - two or more individuals operating a business
  - Corporation** - a business authorized by state statute with limited liability
  - Sole Proprietorship** - a business owned by an individual
  - Limited Liability Company** - an entity, which is neither a corporation nor a partnership, that is managed by its members or a manager who is empowered to handle the affairs of the company
- 3) Full name:
  - Corporations, Limited Liability Companies** - full legal name
  - General Partnerships** - full names of all partners
  - Limited Partnership** - full names of general partners
  - Individuals, Sole Proprietorships** - full personal name
- 4) Insert the same as chosen in 2).
- 5) Name the State or Province under whose Laws the business is conducted (for example, a corporation should enter the state or province in which it is incorporated).
- 6) Insert the grantor's complete address (including zip/postal code) where conducting business.
- 7) Insert the same as shown in 3).
- 8) Must be signed as follows:
  - Corporation** - MUST BE SIGNED BY AN OFFICER SUCH AS THE PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, ETC. Any other person signing must be authorized by resolution of the Board of Directors and the POA must include a Letter from the corporate secretary certifying to that effect. If additional signatures are required you must complete the Corporate Certification form included in this packet.
  - Partnership** - any of the general partners may execute the POA
  - Individual and Sole Proprietorship** - must be signed by individual
  - Limited Liability Company** - if grantor is an LLC, the signatory certifies that he/she has full authority to execute
- 9) Title of person signing (must be an officer if signing for a corporation). (Accompanied by letterhead verifying officer's name and title by any other officer).
- 10) Effective date
- 11) Witness is not required unless specifically requested.



CUSTOMS POWER OF ATTORNEY
and
Acknowledgement of Terms and Conditions of Service

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(Revised 07/04)

- appropriate box: [ ] Individual
[ ] Partnership
[ ] Corporation
[ ] Sole Proprietorship
[ ] Limited Liability Company

IRS / E.I.N.# \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That, [ ] \_\_\_\_\_ doing
business as a \_\_\_\_\_ under the laws of the State of \_\_\_\_\_
residing or having a principal place of business at \_\_\_\_\_, hereby constitutes and
appoints Radius International Inc, its officers, employees, and/or specifically authorized agents, to act for and

on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the United States (the "territory") either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate; bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in or through the customs territory, shipped or consigned by or to said grantor;

Perform any act or condition, which maybe required by law or regulation in connection with such merchandise deliverable to said grantor; to receive any merchandise;

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 or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

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 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 or statements in connection with the entry of merchandise;

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;

Authorize other Customs Brokers duly licensed within the territory 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;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, 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 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;

This power of attorney to remain full force and effect until revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Grantor acknowledges receipt of \_\_\_\_\_ Terms and Conditions of Service governing all transactions between the Parties.

if the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

IN WITNESS WHEREOF, the said \_\_\_\_\_

caused these presents to be sealed and signed: (Signature) \_\_\_\_\_
(Capacity) \_\_\_\_\_ Date: \_\_\_\_\_

Witness: (if required) \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection (CBP) charges (duties, taxes or other debts owed CBP) in the event the charges are not paid by the broker. Therefore, if you pay by check, CBP 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. 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 .  
residing at \_\_\_\_\_, personally known 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.

\_\_\_\_\_  
(Notary Public).

**CORPORATE CERTIFICATION**

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

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ of  
\_\_\_\_\_, organized under the laws of the State of \_\_\_\_\_ that  
\_\_\_\_\_, who signed this power of attorney on behalf of the donor, is-the \_\_\_\_\_  
\_\_\_\_\_ of said corporation; and 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  
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 Country of Incorporation.

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

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

\_\_\_\_\_  
(Date)

## **IRS PROOF OF IMPORTER NUMBERS:**

Must be a current document dated within the last year

Acceptable forms of IRS Proof:

Form 147C

Form 1040

Form 2363

Form 941/941V

Form SS4 – Must be a copy that was received from the IRS not the copy sent to the IRS

Form 1065

Form 8109/8109C

Form 7004

Form 355-ES

Form 1096

Form 1120/1120S

Form 11234 – IRS Proof

\*Note – Acceptable forms for SS# proof

Front and back copy of your Social Security Card

Front page of your 1040 form

**The Following documents are NOT acceptable:**

No State forms

W-9

SS4 – Application (the copy you send the IRS)

**If you do not have any of the above documents you can go to the IRS website and request proof of your IRS Number**