

Import/Export Power of Attorney (POA) Instructions

Please read carefully and use the following instructions to complete the POA form:

1. Type or print your IRS #. (EIN - Employer ID # or SSN - Social Security # as applicable). If importing under a Customs assigned ID number, that number must appear on the POA.
2. Check the appropriate category of business.
3. Type or print the full name of the individual, partnership, corporation (as it appears on corporate records), sole proprietorship, or Limited Liability Company.
4. Enter the appropriate category checked in (2) above.
5. Type or print the state in which you reside or are incorporated.
6. Type or print the complete address at which you conduct business, including city and state.
 - a. Individuals and Sole Proprietorships: Enter the legal residence of the person named in (3) above.
 - b. Corporations and Partnerships: Enter primary or corporate business address.
7. Enter the date until which the POA is to remain valid. If you do not enter a date, the authorization will remain valid until you revoke it in writing. **Note:** The expiration date must be at least 15 days after the signature date.
8. Type or print the name of the person duly authorized to execute the POA.
 - a. Corporation: Corporate officer empowered to grant POA on behalf of the corporation. If other than a corporate officer, a Delegation of Authority must accompany the POA (19 CFR 141.37).
 - b. Partnership: Any partner authorized to execute the POA. POA's for Partnerships and Limited Partnerships or LLP's must be accompanied by a copy of the partnership agreement [19 CFR 141.39(a)(2)].
 - c. Individual or Sole Proprietorship: The person named in (3) above.
9. Sign the POA: Signature must belong to the individual in number 8 above.
10. Enter signatory's title.
11. Enter the signature date in the following format: month/day/year **Note:** This date is a confirmation of the effective date.

Questions can be directed to your Compass Logistics Marine Representative