



Power of Attorney: Non-Resident and U.S.A. Individual,  
Partnership, Corporation, and Sole Proprietorship  
Electronic Form Package

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## Power of Attorney: Non-Resident and U.S.A. Individual, Partnership, Corporation, and Sole Proprietorship Electronic Form Package

### INTRODUCTION AND HELPFUL TIPS

Thank you for downloading BCB's Power of Attorney Electronic Form Package.

Some helpful Tips:

- (1) When completing the Power of Attorney form (Page 8), use the TAB key to move from one field to another within the form.
- (2) Please follow the instructions (Pages 3-5) for completing the Power of Attorney form; the blank form is page 8. PLEASE DO NOT use the numbered form on Page 6 (this form is only for reference, to be used in conjunction with the Instructions.)
- (3) When printing, if you click on the Printer icon, you might print all eight pages; to print a specific page, use the FILE - PRINT - CURRENT PAGE sequence. (NOTE: You likely only need to print Page 8, the actual Power of Attorney form, after completion.)
- (4) An original signature is required on the Power of Attorney form. The form may be completed on your computer, then printed, signed, and faxed back to BCB International, Inc. at (716) 884-5703.
- (5) U.S. Customs and Border Protection is frequently requiring customs brokers to complete a vetting process which proves that the person signing the Power of Attorney form has the legal right to do so; to this point, expect to provide this proof by means of a business card, or an excerpt from corporate records or minutes of meeting(s), or providing other documentation establishing proof of identity and corporate title.
- (6) Questions? Please contact our Customer Service Department: (716) 884-1554 (Press "2").



Power of Attorney: Non-Resident and U.S.A. Individual,  
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**INSTRUCTIONS FOR COMPLETION**

(Sections [A], [B], or [C], and Numbers refer to blank form, Page 6)

**SECTION A**

In the upper right corner of form, indicate with an 'X' whether Importer is: Individual, Partnership, Corporation, or Sole Proprietorship.

If the Importer is a **CORPORATION**, complete as follows:

- (1) Full legal name of corporation, as it appears in corporate records
- (2) Indicate the State (if U.S.) or Province (if Canada) of incorporation
- (3) Complete corporate address
- (4) Leave blank (this does not apply to corporations)
- (5) Complete only if corporation conducts business under a name other than the name indicated in field (1), above
- (6) Leave blank (this does not apply to corporations)
- (7) Indicate the city in which the corporation is located
- (8) Date signed
- (9) Signature of Corporate Officer (i.e. President, Vice President, Corporate Secretary, or Treasurer)
- (10) Title of the Officer signing the form
- (11) Printed name of Officer signing the form



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**INSTRUCTIONS FOR COMPLETION**

(Sections [A], [B], or [C], and Numbers refer to blank form, Page 6)

**SECTION A**

In the upper right corner of form, indicate with an 'X' whether Importer is: Individual, Partnership, Corporation, or Sole Proprietorship.

If the Importer is an **INDIVIDUAL or PARTNERSHIP**, complete as follows:

- (1) Full legal name of Individual, or, if Partnership, full legal names of all Partners
- (2) Leave blank (this is for Corporations)
- (3) Complete business address
- (4) Indicate whether an Individual or Partnership
- (5) Full name under which business is being conducted
- (6) Residential address, if for an Individual
- (7) Indicate the city in which Individual or Partnership is located
- (8) Date signed
- (9) Signature of Individual or Partner
- (10) Title of the person signing the form (i.e. Self, or Partner)
- (11) Printed name of person signing the form



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### INSTRUCTIONS FOR COMPLETION

(Sections [A], [B], or [C], and Numbers refer to blank form, Page 6)

#### **SECTION B:** Certification by Non-resident Corporation

This Section is only to be completed when the Importer is a non-U.S.A. Corporation. The purpose of this certification is to verify that the signature on the Power of Attorney is that of a bona-fide Officer of the Corporation.

This certification must be signed by an Officer (President, Vice President, Corporate Secretary or Treasurer) *other than the Officer who signed the Power of Attorney* (SECTION A).

- (1) Printed name of (second) Officer who will sign this Certification
- (2) Title of (second) Officer (President, Vice President, Corporate Secretary, or Treasurer)
- (3) Same as field (1) in Section A: Full legal name of Corporation
- (4) Indicate Province in which Corporation is incorporated
- (5) Name of (first) Officer signing the Power of Attorney (SECTION A)
- (6) Title of (first) Officer signing the Power of Attorney (SECTION A)
- (7) Indicate the city in which the Corporation is located
- (8) Date signed
- (9) Signature of (second) Officer who is making this certification

#### **SECTION C:** One-Officer, Non-Resident Corporation

To be completed if the Corporation is non-U.S., and has only one Officer

- (1) Printed name of Officer signing the Power of Attorney (SECTION A)
- (2) Full legal name of Corporation
- (3) Date signed
- (4) Signature of the (sole) Officer of the Corporation

SECTION A

KNOW ALL MEN BY THESE PRESENTS: That, (1) Grantor, (Full Name of person, partnership, or corporation, or sole proprietorship (identify))

a corporation doing business under the laws of the State or Province of (2) having a principal place of business at (3), or a (4) doing business as (5) and located or residing at (6)

hereby constitutes and appoints each of the following persons BCB INTERNATIONAL, INC. 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, 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 the 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 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 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 in connection with the entry of merchandise: To 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, 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 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 notice of revocation in writing is duly given. If the grantor 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 execution.

IN WITNESS WHEREOF, I have hereunto set my hand at the City of (7)

(8) /20 (9) (Signature)

TITLE: (10) (11) (Name Printed)

SECTION B

CERTIFICATION BY NONRESIDENT CORPORATION (TO BE MADE BY AN OFFICER OTHER THAN THE ONE WHO EXECUTED THE POWER OF ATTORNEY)

I, (1) (NAME), CERTIFY THAT I AM THE (2) (TITLE) OF (3) (NAME OF CORPORATION), ORGANIZED UNDER THE LAWS OF THE PROVINCE OF (4) THAT (5) (NAME OF SIGNER OF POWER OF ATTORNEY) WHO SIGNED THE POWER OF ATTORNEY ON BEHALF OF THE CORPORATION, IS THE (6) (TITLE) OF SAID CORPORATION, AND THAT THE SIGNER WAS GIVEN THE AUTHORITY TO SIGN POWERS OF ATTORNEY ON BEHALF OF THE CORPORATION.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AT THE CITY OF (7) (DATE) (8) /20 (9) (SIGNATURE)

SECTION C

TO BE COMPLETED ONLY IF THERE IS ONLY ONE OFFICER OF NON-RESIDENT CORPORATION

I, (1) (NAME), CERTIFY THAT I AM THE SOLE OFFICER AND/OR SHAREHOLDER OF (2) (DATE) (3) /20 (4) (Signature)

IF YOU ARE THE IMPORTER OF RECORD, PAYMENT TO THE BROKER WILL NOT RELIEVE YOU OF LIABILITY FOR CUSTOMS CHARGES 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



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### FREQUENTLY ASKED QUESTIONS

#### Who can sign a Power of Attorney form?

An officer of the Corporation must sign the Power of Attorney form. U.S. Customs and Border Protection only recognizes the titles 'President', 'Vice President', 'Secretary', and 'Treasurer' as officers of a Corporation.

#### Are there any special requirements for Canadian corporations?

Yes. Canadian corporations must complete **SECTION B: Certification by Non-resident Corporation**. Take note that this certification must be made by a different officer than the officer who signed the Power of Attorney form.

#### Do you have only one Corporate Officer?

If there is only one officer of a Non-resident Corporation, **SECTION C** must be completed by the sole officer who signs the Power of Attorney form.

#### Will proof be required?

Yes. U.S. Customs and Border Protection frequently requires customs brokers to complete a vetting process which proves that the person signing the Power of Attorney form has the legal right to do so; to this point, expect to provide this proof by means of a business card, or an excerpt from corporate records or minutes of meeting(s), or providing other documentation establishing proof of identity and corporate title.

CUSTOMS POWER OF ATTORNEY

Check appropriate box:
Individual Partnership Corporation Sole Proprietorship

KNOW ALL MEN BY THESE PRESENTS: That, \_\_\_\_\_ Grantor,
(Full Name of person, partnership, or corporation, or sole proprietorship (identify))

a corporation doing business under the laws of the State or Province of \_\_\_\_\_ having a principal place of business at
\_\_\_\_\_, or a \_\_\_\_\_
doing business as \_\_\_\_\_ and located or residing at \_\_\_\_\_

hereby constitutes and appoints each of the following persons BCB INTERNATIONAL, INC.
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, 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 the 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 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 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 in connection with the entry of merchandise:
To 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, 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 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 notice of revocation in writing is duly given. If the grantor 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 execution.

IN WITNESS WHEREOF, I have hereunto set my hand at the City of \_\_\_\_\_

\_\_\_\_\_/20\_\_\_\_\_, \_\_\_\_\_
(Signature)

TITLE: \_\_\_\_\_
(Name Printed)

CERTIFICATION BY NONRESIDENT CORPORATION
(TO BE MADE BY AN OFFICER OTHER THAN THE ONE WHO EXECUTED THE POWER OF ATTORNEY)

I, \_\_\_\_\_, CERTIFY THAT I AM THE \_\_\_\_\_
(NAME) (TITLE)
OF \_\_\_\_\_ ORGANIZED UNDER THE LAWS OF THE PROVINCE OF \_\_\_\_\_
(NAME OF CORPORATION)

THAT \_\_\_\_\_ WHO SIGNED THE POWER OF ATTORNEY ON BEHALF OF THE CORPORATION, IS
(NAME OF SIGNER OF POWER OF ATTORNEY)
THE \_\_\_\_\_ OF SAID CORPORATION, AND THAT THE SIGNER WAS GIVEN THE AUTHORITY TO SIGN
(TITLE)
POWERS OF ATTORNEY ON BEHALF OF THE CORPORATION.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AT THE CITY OF \_\_\_\_\_

(DATE) \_\_\_\_/20\_\_\_\_\_, \_\_\_\_\_
(SIGNATURE)

TO BE COMPLETED ONLY IF THERE IS ONLY ONE OFFICER OF NON-RESIDENT CORPORATION

I, \_\_\_\_\_ CERTIFY THAT I AM THE SOLE OFFICER AND/OR
(NAME)
SHAREHOLDER OF \_\_\_\_\_

(DATE) \_\_\_\_/20\_\_\_\_\_, \_\_\_\_\_
(Signature)

IF YOU ARE THE IMPORTER OF RECORD, PAYMENT TO THE BROKER WILL NOT RELIEVE YOU OF LIABILITY FOR CUSTOMS CHARGES 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