

INSTRUCTIONS FOR COMPLETING A U.S. CUSTOMS POWER OF ATTORNEY

1. Internal revenue service (IRS) number (A number will be applied for by the Customs Broker if company is Canadian and a new importer/exporter to the USA)
2. Checked
3. Full legal name of corporation
4. State or Province of incorporation
5. Business address
6. Company name and printed name of corporate officer who is signing
7. Signature of corporate officer (US Customs requires a President, VP, Secretary or Treasurer only)
8. Corporate title of above signatory
9. Effective date
10. Second corporate officer's printed name (if only one signing officer, indicate name, title and state "Sole signing officer")
11. Title of second corporate officer
12. Company name
13. The State or Province of incorporation.
14. Printed name of corporate officer that signed on line #8
15. Title of corporate officer that signed on line #8
16. Date of the corporate resolution appointing the first corporate officer (year-end date)
17. Second corporate officer's signature.
18. Effective date.
19. This grants the US Broker authority to send invoicing and entry information to Courtney Agencies Ltd on your behalf as importer of record.

A corporate officer is considered either a president, vice, secretary, or treasurer. If you hold an office of the corporation other than those listed you must include the following: The first page of your Articles of Incorporation (Company's act) and the page showing your appointment as an officer.