



To: Specialty Freight Services International Clients:

Please fill out the attached power of attorney form following the instructions below. Pursuant to U.S. Customs Regulations, Specialty Freight Services, Inc. cannot process Import or Export documents, forms or electronic entries until correctly executed Power of Attorney is received in our office.

Upon completion, fax or email the properly executed documents directly to Specialty Freight Services, Inc.

A POA faxed by the principal directly to our fax or emailed to your representative qualifies as an original document and clients are no longer required to forward hard-copy documents by post or courier (Customs Ruling HQ 115616).

Thank you for your time in this matter and please do not hesitate to contact us if there is a question.

INSTRUCTIONS FOR COMPLETING A POWER OF ATTORNEY

Attached POA Form is not locked or restricted, you may type in the form directly.

- 1) **EIN#** Partnerships, Corporations and Sole Proprietorships enter their IRS Tax I.D. number/ Export Identification Number. Individuals or Sole Proprietors without a tax I.D. number enter their Social Security number.
- 2) **Type of Company:** Check appropriate space. If a limited partnership, Customs Regulations require that you provide a copy of the partnership agreement as an addendum to this power of attorney.
- 3) **Company name.** Full name of individual, or if a partnership, full name of **all partners**. If a limited partnership, the firm name and names of **all general partners**. *Attach as addendum, if necessary.* For corporations, the full name as it appears on corporate records. Unincorporated divisions of a corporation should enter the name of the incorporated parent here.
- 4) **State** Enter the State your company is registered or Incorporated in. For individuals, enter the state you reside in.
- 5) **Address:** Enter your full business address including street, city, state and zip code. For individuals your place of residence.
- 6) Print name legibly for person signing as indicated below.
- 7) **Signature** of the person executing the power of attorney. **IMPORTANT**

To be valid, The POA form must be signed by a duly authorized representative of the grantor (e.g., If a Corporation, the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, or Owner).

U.S. Corporations: If the Grantor is a Corporation and the signatory is not the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO, the attached "**Corporate Certification**" must be completed and returned attesting to the authority of the signatory to sign the Power of Attorney. If a "Corporate Certification" is not provided, a letter from a duly authorized officer of the corporation is required and the letter must certify that the signatory is authorized to sign the Power of Attorney by resolution of the Board of Directors, consistent with the articles of incorporation and bylaws of the Corporation.

U.S. Partnerships, LLCs, and Sole Proprietorships: If the Grantor is a general or limited Partnership or LLC, the **Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have authority to execute the Power of Attorney** on behalf of the Partnership or LLC. If the signatory is not a Partner, Member, or Director of the Partnership or LLC, or an Owner of the Sole Proprietorship, a letter from the Partnership, LLC, or Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Partnership or LLC Agreement, or the Sole Proprietorship

- 8) Capacity of person signing the power of attorney (Individual, Owner, Partner or Corporate Title)
- 9) Date of signature/ Issuance day of Power of Attorney.
- 10) Witness (optional).

INSTRUCTIONS FOR COMPLETING CORPORATE CERTIFICATION

(only for Corporations if required based on #7 above.)

- 1) Name of Person completing the corporate certification; this must be an officer of the corporation different from the officer of the corporation that signed the Power of Attorney.
- 2) Title of Person making the corporate certification.
- 3) Name of Corporation.
- 4) Enter the name of the state, province or foreign country of incorporation.
- 5) Name of person who signed Power of Attorney.
- 6) Title person who signed Power of Attorney.
- 7) The date of the meeting of the Board of Directors of the corporation where the persons that signed the Power of Attorney and the corporate certification were appointed officers of the corporation.
- 8) City where corporate certification signed and date when corporate certification signed.

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 _____
(1) (name of officer executing the corporate certification) (2)(Title of Officer)

of _____, organized under the laws of the State of _____
(3)(name of corporation) (4) (Indicate State)

that _____ who signed the Power of Attorney on behalf of the donor, is the
(5)(name of person signing the Power of Attorney)

_____ of said corporation; and that said Power of Attorney was duly signed, sealed,
(6) (Title of person signing the Power of Attorney)

and attest 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 _____ in the year _____ now in my possession or custody.
(7) (Date the corporation recognized granting power of attorney)

I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation.

In Witness Whereof, I have hereunto set my hand and affixed the seal of said corporation, at the City of

_____ this _____ Day of _____ 20____.
(8)

Signature

Dated