

HOW TO COMPLETE YOUR POWER OF ATTORNEY

How to complete your Power of Attorney form

Note that by signing the Power of Attorney, grantor acknowledges Livingston's Service Terms and Conditions and Reasonable Care notice found on our website at www.livingstonintl.com. * Any alteration to the POA after signature must be initialed by the Grantor.

#	Description
1	Check appropriate box that best describes your business enterprise.
2	Federal Employer Identification Number (EIN number), Social Security Number or for Non-U.S. Resident Importers the U.S. Customs and Border Protection assigned number. <i>**Nonresident Importers should obtain the Customs-Assigned number prior to signing the POA.</i>
3	Full legal name of corporation, individual, partnership, etc. If a partnership, the full name of all partners and a copy of the partnership agreement must be provided (addendum may be used if necessary).
4	If operating under a name other than the name in field 3 above, indicate it here.
5	Complete name of state or province of incorporation (e.g., headquarters may be located in one state but company may be incorporated in another - check first).
6	Complete physical business address (for individual, may be a residential address) including state or province and zip/postal code.
7	Complete name as in field 3.
8	Signature of individual, or one partner in the case of partnerships. For corporations, an officer of the corporation should sign (President, Vice President, Treasurer, or Secretary of the corporation). Other titles are acceptable if accompanied by Articles of Incorporation, a resolution of the Board of Directors, or a letter from the Corporate Secretary authorizing the named officer to sign for the corporation.
9	Typed name and title of individual named in field 8.
10	Date signed.

Nonresident Individual or Partnership Certification

To be completed for Individuals or Partnerships residing outside of the U.S. only.

#	Description
11	Date signed.
12	Name of Individual who signed the Power of Attorney.
13	Complete physical address (may be a residential address) including state or province and zip/postal code.
14	Certification must be completed in accordance with the laws of the foreign country.

Nonresident Corporate Certification

To be completed for Corporations residing outside of the U.S. only.

#	Description
15	Name of a second corporate officer (President, Vice President, Treasurer, or Secretary, other than the individual who signed the Power of Attorney).
16	Second corporate officer's title.
17	Complete name, as in field 3.
18	Complete name of the state or province of incorporation.
19	Name of the first officer who signed the Power of Attorney.
20	Title of the first officer who signed the Power of Attorney.
21	City and Province where the Power of Attorney is being signed.
22	Date signed.
23	Signature of the second officer .
24	Sole signing officer checkbox. NOTE: For Nonresident corporations having only one person with authority to bind the corporation, a copy of a government document from the corporation's country of origin showing the incorporation and the signatory's title as an officer must be provided.

Power of Attorney Form

U.S. Power of Attorney (POA)



With Designation as Export Forwarding Agent and Acknowledging Terms and Conditions

The U.S. Power of Attorney ("POA") is a requirement of U.S. Customs and Border Protection ("CBP") Bureau for Livingston International, Inc. ("Livingston") to provide the customs brokerage services required by you. Livingston cannot act as your customs broker without a signed copy of this document. Please have an officer of your company with full authority sign this POA and return it to your Livingston account manager. For more information on how to complete the POA or an on-line form, please visit our website at www.livingstonintl.com.

Check appropriate box: 1 <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC
Federal I.D. / Social Security / Customs-Assigned #: 2 _____

Know all men by these presents: that, (full name of person, partnership, corporation, sole proprietorship, or LLC (**identify legal name**))

3 _____ ("Grantor"),

doing business as **4** _____ under the laws of the **State or Province** of **5** _____,

residing or having a principal place of business at (**address**) **6** _____.

hereby constitutes and appoints each of the following persons: Livingston, its subsidiaries, affiliates, successors and assigns, through any of their licensed officers and duly empowered employees, as a true and lawful agent and attorney of Grantor named above for and in the name, place, and stead of Grantor from this date and in all U.S. Customs and Border Protection ("Customs") districts in the United States (the "**territory**"), and in no other name either in writing, electronically or by other authorized means to:

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

Perform any act or condition that may be required for compliance with any law or regulation in connection with such merchandise to Grantor; to receive any merchandise;

Sign, seal, and deliver for and as the act of 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 Grantor, and any and all bonds that 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;

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 goods or 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;

If Grantor is a nonresident of the United States, to accept service of process on behalf of Grantor;

Receive, endorse and collect checks issued for Customs duty refunds in Grantor's name drawn on the Treasury of the United States;

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 that may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or affidavit or document is intended for filing in any customs district;

Transact Customs business in any district, including making, signing, and filing of claims or protests under section 514 of the Tariff Act of 1930, in which Grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Give 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 Grantor could do if present and acting, hereby ratifying and confirming all that said agent and attorney shall lawfully do by virtue of these presents.

In accordance with Customs directive 3530-002, Grantor warrants it is the owner or purchaser of the goods being imported and as the Importer of Record confirms it has the "right to make entry".

Power of Attorney Form - continued



Pursuant to section 111.24 of the Customs Regulations, information relating to the business of Grantor is to be considered "confidential". Grantor hereby grants authorization for Livingston, its subsidiaries and affiliates, to share the confidential information and records in their possession with their affiliates not otherwise empowered hereunder, their agents, or their representatives, as is necessary to fully perform all the services, all of them being bound by the confidentiality obligations to Grantor by which Livingston is bound.

Appointment as Forwarding Agent: Grantor authorizes Livingston to act within the territory as a true and lawful agent and to prepare, sign and endorse export documents (i.e., commercial invoices, bills of lading, insurance certificates, drafts and any other document) necessary for the completion of an export on Grantor's behalf as may be required under law and regulation in the territory;

To transmit Electronic Export Information in reliance on the accuracy of the information provided by Grantor;

To endorse or countersign weight certifications or tickets provided by Grantor or Grantor's designee, endorse or negotiate drafts or checks drawn to the order of Grantor or Grantor's designee; and

To appoint forwarding agents on Grantor's behalf.

Grantor hereby certifies that all statements and information contained in the documentation provided to Livingston and relating to exportation will be true and correct. Furthermore, Grantor understands that civil and criminal penalties may be imposed for making false and fraudulent statements or for the violation of any United States laws or regulations on exportation.

Grantor hereby agrees that this POA and all transactions hereunder shall be governed by Livingston's Service Terms and Conditions. By its signature hereto, Grantor acknowledges receipt of the Service Terms and Conditions and Reasonable Care Notice and it agrees to be bound by same, as may be amended from time to time by Livingston through general notice posted on the website: <https://www.livingstonintl.com/service-terms/>.

Grantor acknowledges that posting of notice of change on such website shall be sufficient notice of change to this POA and to the Service Terms and Conditions to bind Grantor.

This Power of Attorney is to remain in full force and effect until notice of revocation in writing is duly given by Grantor and received by Livingston. If Grantor is a partnership, the said power shall in no case have any force or effect after the expiration of two years from the date of its execution.

If you are Importer of Record, payment to broker will not relieve you of liability for customs charges (duties, taxes or other debts owed CBP) in the event the charges are not paid by broker. Therefore, if you pay by check, customs charges may be paid with a separate check payable to the "U.S. Customs and Border Protection", which will be delivered to CBP by broker. Importers of Record who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

In witness whereof, the said **(Grantor)**

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has caused these presents to be sealed and signed.

Signature:

8

Name and Title:

9

Date:

10

Nonresident Certification Form



Nonresident Individual or Partnership Certification U.S. Brokerage

Nonresident Grantors: This Certification is required for all foreign (non-resident) grantors, except corporations.

On this **11** day of _____, 20____, **12** _____ (name of signatory of Power of Attorney), residing at **13** _____, personally appeared before me and is personally known or sufficiently identified to me, certifies that the signatory is the individual who executed the Power of Attorney and acknowledges they signed of their own free will.

By: **14** _____ (certified)

Name: _____

Nonresident Corporate Certification U.S. Brokerage

Nonresident Grantors: This Certification is required for all foreign (non-resident) grantors, except individuals or partnerships. This Certification may be modified to conform to the laws of the City, State, Province, and/or Country in which the nonresident is authorized to conduct business.

This form is to be completed by an officer of the company other than the one who executed the Power of Attorney.

I **15** (name) _____ **16** (title) _____
of **17** (name of corporation) _____
organized under the laws of the **18** State, Province or Country of _____
that **19** (name of signatory of Power of Attorney) _____
who signed the Power of Attorney on behalf of the Grantor, is the **20** (title) _____
of said corporation; and that said Power of Attorney was duly signed, and attested for and on behalf of said corporation by authority of its governing body as the same appears in a resolution of its Board of Directors. I further certify that the resolution is in accordance with the internal bylaws of said corporation and was executed in accordance with the applicable laws of the State, Province or Country of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of **21** _____
this **22** _____ day of _____, 20____.

Signature: **23** _____

Sole signing officer: In the case of an SSO, please provide government document from the corporation's country of origin showing the incorporation and the signatory's title as an officer. **24**

Note

U.S. Customs accepts the noted titles as having signing authority for the corporation.

Titles other than noted require supporting documentation (Articles of Incorporation or Board of Directors resolution) to validate authority of signing officer.

- President
- Vice President
- Secretary
- Treasurer