

Instruction for Customs Power of Attorney and Acceptance of Terms & Conditions

Packet includes Power of Attorney, Terms and Conditions and Reasonable Care Checklist. As a client requesting the services of Gateway International LLC to act on your behalf as Custom Broker you must:

1. Complete the Power of Attorney, which authorizes Gateway International LLC to handle both Import and Export transactions;
2. Sign the Power of Attorney agreeing to Gateway International LLC Terms and conditions and receipt of CBP "Reasonable care checklist"
3. Sign the ISF Acknowledgment and Release form, indicating either agreement or decline of ISF filing services by Gateway International LLC on your behalf (required only for Import transactions)
4. Return the signed documents by email to your Gateway International LLC client representative.

INSTRUCTIONS FOR COMPLETING A CUSTOMS POWER OF ATTORNEY (below numbers referenced on POA form)

1. If grantor is a partnership, corporation, LLC, or LLP, the Federal IRS number must be entered. For sole proprietorship, this will be either a Federal IRS number of Social security number. An individual should provide their Social security number. If grantor is a non-US company, leave this number blank.
2. Check the box which is most appropriate:
 - Individual – a person acting in a non-business capacity
 - Partnership – two or more individuals operating a business
 - Corporation – a business authorized by state statute with limited liability
 - LLC – an entity, which is neither a corporation nor a partnership, that is managed by its member or a manager who is empowered to handle the affairs of the company
3. Full name:
 - Corporation, LLC companies – full legal name
 - General Partnerships – full names of all partners
 - Limited Partnership – full name of general partners
 - Individuals, Sole Proprietorships – full personal name
4. Insert the same as chosen in 2.
5. Name the State or province under whose laws the business is conducted
6. Insert the grantor's complete address where conducting the business
7. Insert the same as shown in column 3
8. Must be signed as follows:
 - Corporation – Must be signed by an Officer such as the President, Vice President, Secretary, Treasurer, etc. Any other person signing must be authorized by resolutions of the Board of Directors and the POA must include a letter from the corporate secretary certifying to that effect. If additional signatures are required, you must complete the Corporate certification form included in this packet.
 - Partnership – Any of the general partners may execute the POA
 - Individual and Sole Proprietorship – must be signed by individual
 - LLC – if grantor is an LLC the signatory certifies that he/she has full authority to execute.
9. Title of person signing must be an officer if signing for a corporation and accompanied by letterhead verifying officer's name and title by any other officer.
10. Effective date
11. Witness is not required unless specifically requested.



US CUSTOMS POWER OF ATTORNEY

1. SSN/ E.I.N.# _____

2. Check appropriate box:

- Individual/Sole Proprietor/Single- Member LLC
- Trust/Estate
- Partnership
- C Corporation
- S Corporation

KNOW ALL MEN BY THESE PRESENTS: That, (3) _____

(Full Name of corporation)

doing business as a (4) _____ under the laws of the State or Province of (5) _____ having an office and place of business at (6) _____,

(Grantor) hereby constitutes and appoints **Gateway International LLC ., its officers, employees and/or specifically authorized agent to act for and on its behalf** as a true and lawful agent and attorney of the grantor for and in the name, place, and stead of said grantor from this date in the United States (“the territory”) either in writing, electronically or by other authorized means to:

Make, file, endorse, sign, declare or swear to: U.S Customs and Border Protection (CBP) customs entry, withdrawal, AMS/ISF/AES filing, declaration, certificate, bill of lading, carnet or any 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; 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; and from this day forward to act also as its forwarding agent for export control purposes;

Make endorsements to bills of lading conferring authority to make entry and 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 said district or in any other 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 receive, endorse and collect checks issued for Customs duty refunds in grantor’s name drawn on the Treasurer of the United States;

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 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 or 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;

This Power of attorney to remain in full force and effect until notice of revocation in writing is duly given to and received by the grantee. If the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United State after the expiration of two (2) years from the date of execution.

Appointment as Forwarding Agent, grantor authorizes the above grantee to act within the territory as lawful agent and sign or endorse export documents (i.e., commercial invoices, bill of lading, insurance certificates, drafts and any other documents) necessary for the completion of an export on grantor's behalf as may be required under law and regulation in the territory and to appoint forwarding agents on grantor's behalf;

Grantor's acknowledges receipt and agrees to **Gateway International LLC's** "Terms and Conditions of Services" governing all transactions between the Parties.

Grantor acknowledge receipts of U.S Customs and Border Protection "Reasonable Care Checklist", An Informed Compliance Publication.

If the Grantor is a Limited Liability Company, the signatory certifies that he/she has fully authorized to execute this power on behalf of the grantor.

IN WITNESS WHEREOF, the said (7) _____ **(full name of company)** has caused these presents to be sealed and signed:

(Signature)(8) _____

(Capacity) (9) _____ (Date) (10) _____

Witness (if required) (11) _____

If you are the importer of record, payment to broker will not relieve you of liability of U.S Customs charges (duties, taxes, or other debts owed to Customs) if the charges are not paid by the brokers. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "US Customs Service", which shall be delivered to Customs by broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

CITY _____

COUNTY _____ SS _____

STATE _____

On this _____ day of _____ 20____, personally appeared before me

Residing at _____, personally known or sufficiently

identified to me, who certifies that _____ (is) (are) the individual (s) who

executed the foregoing instrument and acknowledge it to be _____ free act and deed.

(Notary Public)

CORPORATE CERTIFICATION

(To be made by an officer other than the one who executes the power of attorney)

I, _____, certify that I am the _____ of _____ organized under the laws of the State or Province of _____ that _____, who signed this power of attorney on behalf of the donor, is the _____ of said corporation; and that said power of attorney was duly signed, and attested 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 _____, now in my possession or custody. I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation and was executed in accordance with the laws of the State or County of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the City of _____

this _____ day of _____ 20 _____

(Signature)

(Date)

Customs powers of attorney of residents (including resident corporations) shall be without power of substitution except for the purpose of executing shipper's export declarations. However, a power of attorney executed in favour of a licensed customs broker may specify that the power of attorney is granted to the customs broker to act through any of its licensed officers or any employee specifically authorized to act for such customs broker by power of attorney.

If you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes or other debts owed Customs) 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.

Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

THIRD PARTY WAIVER. Grantor hereby waives receipt of the customs entry and invoices from the Grantee and directs that copies of your bills for services and copies of customs entries be transmitted to



www.gatewaylogistics.us