



## **NOTICE TO ALL ENTITIES ACTING AS IMPORTER OF RECORD**

US Customs and Border Protection (CBP) issued a Final Rule on Modernization of the Customs Broker Regulations that became effective December 19, 2022. As a result of the update to federal regulation 19 CFR 111.36(c)(3), US Customs Brokers executing a Power of Attorney (POA) with an importer must comply with the following requirements:

- Brokers must directly execute a POA with an importer of record or drawback claimant (client) and not through a freight forwarder or other third party in order to transact customs business for the client
- An agent or third-party cannot serve as a barrier to communications between brokers and the client; however, the client may have an agent or third-party assist in executing the POA, for example by providing translation services; providing counsel in reviewing the POA terms; or providing courier services to relay a written POA

Please ensure there is direct communication between Green Worldwide Shipping and the importer completing the Power of Attorney.



# Customs Power of Attorney

**greenworldwide**  
SHIPPING®

619 E. College Ave, Suite F  
Decatur, GA 30030 US  
[greenworldwide.com](http://greenworldwide.com)

## FORM INSTRUCTIONS

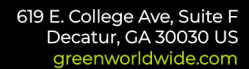
1. Boxes at top of form: check the box, which is most appropriate for the importer.
  - Individual – a person not acting in a business capacity
  - Partnership – two or more individuals owning and operating a business
  - Corporation – a business organized by state statute as a single entity owned by shareholders with liability falling to the company, not individuals
  - Sole Proprietorship – a business owned by an individual
  - Limited Liability Company – a business organized by state statute as a single entity with liability falling to the Members or Managers
2. IRS/SSN/CAN #: Enter the appropriate identification number:
  - If the importer a U.S. corporation or partnership, fill in your firms E.I.N. Tax Identification number assigned by the IRS. (format = ##-##### or ##-#####)
  - If the importer is acting as an individual or sole proprietorship doing business under another name without an E.I.N., then fill in your social security number. (format = ###-##-####)
  - If the importer is a foreign entity, fill in your Customs-assigned I.D. number (CAN), usually issued by a US Customs Broker. (format = #####-#####); If the importer does not have a CAN, it must complete a CBP form 5106.
3. Fill in the full name of the entity who will be the importer of record. If the company does business under an alias or "dba", include that here as part of the full entity name.
4. List the type of entity acting as importer of record (should match type in #1).
5. If importing entity is a corporation, LLC or partnership, then indicate here the state in which it is organized.
6. Add the complete principal street address of the importer here.
7. If the importer wishes to limit the length of validity of this POA, enter an appropriate date here. It is recommended that a POA should allow at least six months to a year to allow for any updates or revisions required of previously filed entries. If you do not wish to limit the time frame, either put "UNTIL REVOKED" in this field or merely leave it blank.
8. The name of the entity granting power of attorney – importing company or individual.
9. The person authorized to sign on behalf of the importer should:
  - Print his/her name
  - Sign

*Note: The signature must be an actual signature or a certified electronic signature. The name typed in a cursive font is not acceptable.*
10. State the Title or Capacity of the person signing Line #9b. Note: For LLC's only a Member or Manager is an acceptable capacity.
11. Date Power of Attorney form has been signed.
12. Not normally required by US Customs and Border Protection
- NOTARY PUBLIC – Only required if the importer is an individual

## CORPORATE CERTIFICATION

(Required for all foreign-based importers)

1. Name of officer of corporation - this must be an officer other than the person signing the power of attorney
2. Officer's position within the corporation
3. Full name of corporation
4. State or country of incorporation
5. Name of individual signing the Power of Attorney (on page 1)
6. Title of person signing on behalf of grantor on page 1
7. Date/Month (meeting where the name found on line #5 appears in a resolution of the Board of Directors)
8. City where documents is Certified
9. Date of Certification
10. Signature of Officer completing the Corporate Certificate
11. Date of Signature
12. Printed name of Officer who signed line
13. Title of Officer who signed line 10



Corporation



# Customs Power of Attorney

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City \_\_\_\_\_

County \_\_\_\_\_ SS: \_\_\_\_\_

State \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 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 authorized person other than the one who executes the power of attorney)

I, (1) \_\_\_\_\_, certify that I am the (2) \_\_\_\_\_ of  
(3) \_\_\_\_\_, organized under the laws of the State of (4) \_\_\_\_\_  
that (5) \_\_\_\_\_, who signed this power of attorney on behalf of the donor, is the  
(6) \_\_\_\_\_ 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 (7) \_\_\_\_\_ day of \_\_\_\_\_, now in my possession or custody. I further certify that the resolution is  
in accordance with the articles 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 (8) \_\_\_\_\_  
this (9) \_\_\_\_\_ day of \_\_\_\_\_.

(10) \_\_\_\_\_ (11) \_\_\_\_\_  
Signature Date

(12) \_\_\_\_\_  
Name (Printed)

(13) \_\_\_\_\_  
Title