



**POWER OF ATTORNEY FORM  
POWER OF ATTORNEY CERTIFICATION PAGE  
POA INSTRUCTIONS**

All POA's should be returned to

[import@highdesertchb.com](mailto:import@highdesertchb.com)

[hgarza@highdesertchb.com](mailto:hgarza@highdesertchb.com)

[sjulio@highdesertchb.com](mailto:sjulio@highdesertchb.com)

**High Desert CHB Inc.  
Customs Power of Attorney**

EIN or SS# \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_

doing business as a(n) \_\_\_\_\_ under the laws of the State of \_\_\_\_\_ residing or having a principal place of business at: \_\_\_\_\_

hereby constitutes and appoints, **High Desert CHB Inc.** its officers, employees, and/or specifically authorized agents, 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, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, transportation, of any merchandise in or through the Customs territory, 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 deliverable to said grantor; to receive any merchandise;

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 or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs; 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 or drawback, or in connection with the entry, clearance, lading, unloading, 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 or statements 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, unloading, or operation of 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; Importer hereby provides express permission to release all confidential records, specifically including all billing and financial and brokerage account information to designated freight forwarder (s) . (19CFR111.24) Grantor waives requirements of 19CFR111.36 and approves billing through our duly appointed freight forwarder(s). We understand that indirect billing agreement in no way precludes us from contacting our Customs Broker directly. to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States or otherwise on behalf of grantor; if the grantor is a nonresident of the Territory, to accept service of process on behalf of the grantor;

Make, prepare, declare, transmit or file data relating to the Importer Security Filing for merchandise destined for transport to or through the United States as required by law or regulation which is shipped by or consigned to said grantor;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the transmission or filing of the Importer Security Filing;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to the other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and 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 revocation in writing is duly given to and received by 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 States after expiration 2 years from the date of its execution. If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor. Grantor agrees to terms and conditions of service governing all transactions between the Parties.

IN WITNESS WHEREOF, the said \_\_\_\_\_

has caused these presents to be sealed and signed: \_\_\_\_\_ date \_\_\_\_\_

Capacity : \_\_\_\_\_

**(Must be an officer: President, VP, Secretary, Treasurer, Managing Member or Sole Proprietor)**

**if you are an individual, we also require your date of birth \_\_\_\_\_**

If you are the Importer of Record, payment to the broker will not relieve you of liability for U.S. Customs & Border Protection 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 & Border Protection" 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.

**Please note: The below section is not required in most cases.**

**It is required only for non-residents, non-resident corporations, or when the party signing page one of this document is authorized by resolution.**

**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 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 on 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 \_\_\_\_\_ 20\_\_\_\_ 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.

\_\_\_\_\_ date \_\_\_\_\_ . (second  
officer's signature)

# POWER OF ATTORNEY INSTRUCTIONS

*(For US Customs clearance purposes)*

*Please email questions or completed/signed POA to [import@highdesertchb.com](mailto:import@highdesertchb.com)*

## **CORPORATION**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.

*Note: If this is for a **Foreign (non-US) entity** please fill in your previously assigned CBP Importer Number or if unknown, leave blank and we will request one for you*

- 2) Show the full legal name of the corporation. Please do not abbreviate words unless abbreviated in actual incorporation documents.
- 3) Show "Corporation."
- 4) Show the state, province, or other jurisdiction where incorporated.

*Note: If this is for a **Foreign (non-US) entity** please fill in the country in which you are located*

- 5) Show the complete street address of the corporation.
- 6) At the bottom of the form: "The said": Type or Print the name of the person signing
- 7) Signature of an officer of the corporation, or other person duly authorized by the corporation.

*Note: If signed by a person other than an officer, or if the corporation is **foreign (non-resident of the United States)**, please also complete the corporate certification on the 2<sup>nd</sup> page or back of the form.*

- 8) Show the capacity of the person who signed.
- 9) Show the date the Power of Attorney is signed.
- 10) It is generally not necessary to have a corporate witness unless the laws of the jurisdiction where signed or your corporate rules require one.

## POWER OF ATTORNEY INSTRUCTIONS (continued)

*(For US Customs clearance purposes)*

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### Sample for Foreign entities

#### Customs Power of Attorney

EIN or SS# Leave Blank

KNOW ALL MEN BY THESE PRESENTS: That (NAME OF COMPANY)

doing business as a(n) CORPORATION under the laws of the State of (Country) residing or having a principal place of business at: (FOREIGN ADDRESS)

IN WITNESS WHEREOF, the said (NAME OF PERSON SIGNING)

has caused these presents to be sealed and signed: (SIGNATURE) date (DATE)

Capacity : (TITLE OF PERSON SIGNING)

**(Must be an officer: President, VP, Secretary, Treasurer, Managing Member or Sole Proprietor)**

2<sup>nd</sup> page or back of form

#### Corporate Certification

(to be made by an officer OTHER than the one who executes the Power of Attorney)

I, (NAME OF SECOND PERSON SIGNING DIFFERENT FROM PAGE 1), certify that I am the (TITLE OF SECOND PERSON) of

(NAME OF COMPANY) organized under the laws of the State of (COUNTRY) that

(NAME OF PERSON WHO SIGNED PAGE 1) who signed this power of attorney on behalf of the donor, is

the (TITLE OF PERSON WHO SIGNED PAGE 1) 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 the Board of

Directors passed at a regular meeting held on the (DATE 2nd PERSON BECAME OFFICER) day of                      20                     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.

\_\_\_\_\_ date SECOND PERSONS SIGNATURE AND DATE  
(second officer's signature)

## ***POWER OF ATTORNEY INSTRUCTIONS (continued)***

*(For US Customs clearance purposes)*

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### **PARTNERSHIP**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.
- 2) Show the full name of the partnership and:
  - a) If “General Partnership,” identify all partners
  - b) If “Limited Partnership,” identify all general partners who have authority to bind the partnership unless the partnership agreement provides otherwise. A copy of the partnership agreement must accompany the power of attorney.
- 3) Show “General Partnership” or “Limited Partnership.”
- 4) Show the state, province, or other jurisdiction where incorporated.
- 5) Show the complete street address of the corporation.
- 6) At the bottom of the form: “The said”: Type or Print the name of the person signing
- 7) Signature of a partner with authority to bind the partnership. If the partner is a corporation, the power must have authority to sign for the corporation.
- 8) Show the capacity of the person who signed.
- 9) Show the date the Power of Attorney is signed.
- 10) It is generally not necessary to have a witness, unless the laws of the jurisdiction where signed or your partnership’s rules require one.

## ***POWER OF ATTORNEY INSTRUCTIONS (continued)***

*(For US Customs clearance purposes)*

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### **INDIVIDUAL, SOLE PROPRIETOR OR LIMITED LIABILITY COMPANY**

- 1) Show the U.S. Internal Revenue Service identification number, Social Security Number, or Customs assigned importer identification number.
- 2) Show the full name of the individual and the name under which you have registered to do business. (example: John Doe, dba Doe Traders)
- 3) Show as appropriate: "Individual", "Sole Proprietorship", or "Limited Liability Company".
- 4) For a Sole Proprietor and Limited Liability Company, show the state, province, or other jurisdictions where approved to do business.
- 5) Show the complete street address of the corporation
- 6) At the bottom of the form: "The said": Type or Print the name of the person signing
- 7) Signature of the Individual, Sole Proprietor, or fully authorized signatory for the Limited Liability Company.
- 8) Show the capacity of the person who signed.
- 9) Show the date the Power of Attorney is signed.
- 10) It is generally not necessary to have a witness, unless the laws of the jurisdiction where signed require one.