

COMPLETING A POWER OF ATTORNEY (POA)

A Power of Attorney (POA) is a legal document which allows a Customs Broker to conduct business with US Customs and Border Protection (CBP) on behalf of an importer.

The POA outlines the Terms & Conditions of Service and ensures both parties are clear on the terms of doing business together. A Customs Broker cannot legally act on behalf of an importer without a properly completed POA.

Top Tips for Completing a POA:



Correct signing officers: The signing officer must be authorized within the company, and is usually the President, Owner, Vice President, CEO, CFO etc. In Mexico, this can be the director or legal representative provided that they have authority to sign on behalf of the company.



Multiple locations, multiple POAs: Each location requires its own POA since each address will have a different IRS / customs assigned number.



Complete the "Doing Business as a" line correctly: This field should match the box that was checked off at the top of page one. i.e. Individual, Corporation, Partnership, Sole Partnership, Limited Liability Company. This is **NOT** your business name.



Complete page two: It is important that page two of the POA is correctly filled out based on the box checked on page one indicating if the company is an individual, corporation, partnership, sole proprietorship, or limited liability company.



The grantor and the Corporate officer must be different people: The corporate certification on page two must be completed by a signing officer, other than the signing officer completing the POA, when this section is required to be completed.



Initial where required: It is important that the signing officer completing the POA initials all noted location indicating they have read and understand each portion of the POA.

The image shows a sample of a Buckland Power of Attorney form. It includes sections for:

- Check appropriate box:** Individual, Corporation, Partnership, Sole Partnership, Limited Liability Company.
- Doing Business as a:** A line for the business name.
- Grantor and Corporate Officer:** A section for the signature and name of the signing officer, with a note that they must be different people.
- Initials:** A section for the signing officer to initial each location.