



## POWER OF ATTORNEY INSTRUCTIONS

US Customs & Border Protection Regulations US Code of Federal Regulations Title 19 Section 141.46 states, “*Before transacting Customs business in the name of his principal, a customs broker is required to obtain a valid power of attorney to do so*”. Therefore, in order to legally and effectively handle importations through US Customs in your name, we must have Power of Attorney on file. This Power of Attorney is limited to US Customs matters only.

**IRS #:** Importer of record’s **IRS** or **EIN** Number, or for individuals **Social Security** number.  
Please enter it in the space provided.

### UPPER HEADER OF FORM

1. Full, legal name of Individual, Partners, Corporation, LLC, Unincorporated Association or Owner (of sole proprietorship).
2. If the Power of Attorney is for:
  - Partnership; fill in the full, legal names of each partner (if more space is required, attach a rider listing the names).
  - Corporation or LLC; fill in the full legal name of the corporation or LLC.
  - Sole Proprietorships; fill in the full, legal name of the owner.
  - Individual, fill in the full name of the person as it appears on the person’s social security card
3. Indicate the name of the State (or country) under whose laws the company was incorporated.
4. Enter business address.

If the POA is not specified for a limited time frame, the document is valid until revoked by written notification to the District Director of Customs in the district where it is filed. Partnership powers of attorney automatically expire 2 years from date of issue.

### LOWER PORTION OF FORM

- Signature - US Customs (USCBP) mandates that the Power of Attorney can only be signed by the following:
  - For individuals: him/herself.
  - For Partnerships: one of the partners.
  - For Corporations: any officer of the corporation.
    - (Note: For corporations, if the person signing is NOT an officer of the corporation, additional documentation evidencing said person has been granted legal authority to bind the corporation is required)
  - For Sole Proprietorships: the owner.
  - For LLC (Limited Liability Company): any MEMBER of the LLC
- Enter name and title or capacity of the signor.
- Enter date the document is signed
- WITNESS and/or CORPORATE SEAL are optional.
- Please **SCAN** the signed document to : [import@vortexwl.com](mailto:import@vortexwl.com) or send via FAX to 305.715.9083 .
- The original signed document must be sent via regular mail to:

**VORTEX WORLDWIDE LOGISTICS - 3301 North West 97<sup>th</sup> Avenue – Doral FL 33172-1105 U.S.A.**

**[www.vortexwl.com](http://www.vortexwl.com)**