



eezyimport

Bet you never thought logistics could be so eezy!

Support guide – Power of Attorney



# POA eezy guide

## What is it?

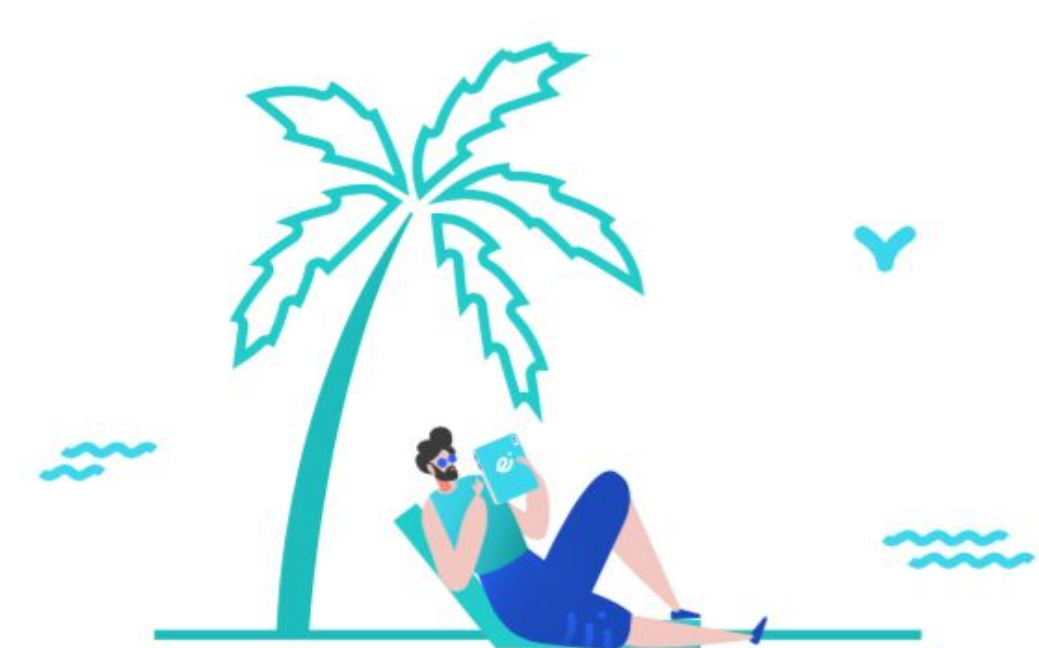
- By granting a Power of Attorney, the grantor authorizes the broker to transact with the CBP in their name.
- Power of Attorney is valid indefinitely until it is revoked. An exception to this rule is partnerships - a POA issued by a partnership is valid for two years only, after which time it must be renewed.
- A POA can be revoked by a letter of revocation.



# POA eezy guide

## Before you begin

- A Power of Attorney must be issued in the name of the importer.
- Please ensure that the name, EIN/SSN, and address of the importer on the POA are the same as you used when registering with us.
- Importers that are not corporations **must** notarize the Power of Attorney.
- Under certain conditions, corporations may use corporate certification instead – see [corporate certification page](#) for further instructions.



# POA eezy guide

1. The **type** the importer.
2. The **DBA** of the importer, if applicable only.
3. The **address** of the importer, as it appears on your registration with us.
4. The **EIN/SSN** of the importer.
5. The **name of the state** where the importer is located.
6. The **address** of the importer.

## CUSTOMS POWER OF ATTORNEY And DESIGNATION OF EXPORT FORWARDING AGENT

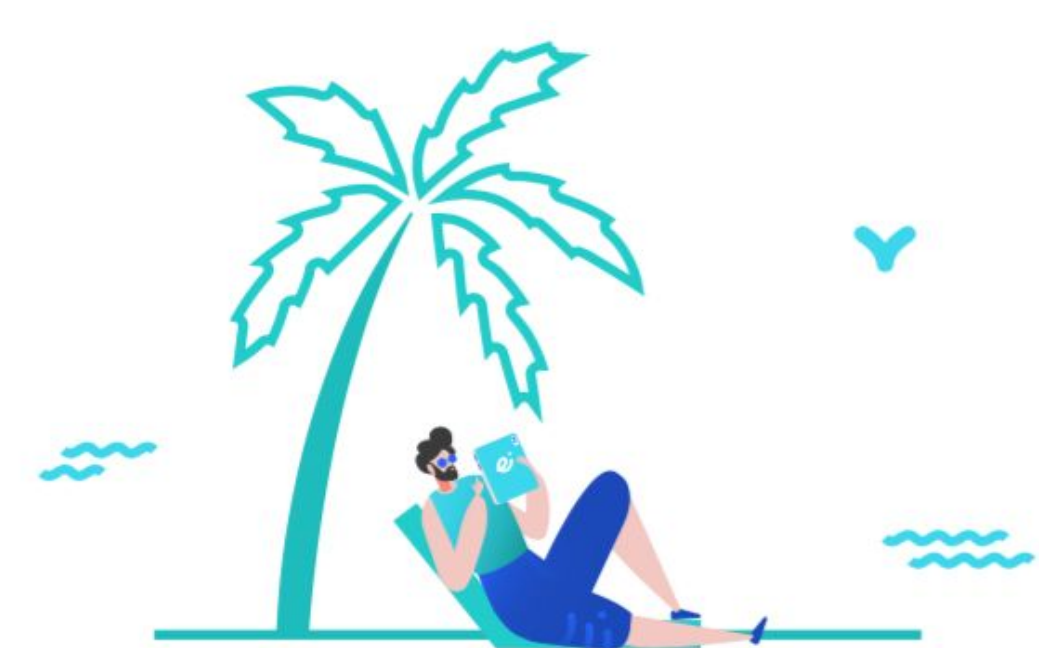
Check appropriate box:

Individual       Sole Proprietorship  
 Partnership       LLC  
 Corporation

KNOW ALL MEN BY THESE PRESENTS: That, 2 Doing  
(Full Name of person, partnership, corporation, sole proprietorship, or LLC)  
Business as a: 3 IRS or Social Security No.: 4

Under the laws of the State of: 5, residing or having a principal place of business at  
: 6

hereby constitutes and appoints  
**Galaxy Custom House Brokers 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, for this date, in the United States (the territory) either in writing, electronically, or by other authorized means to:



# POA eezy guide

Grantor hereby acknowledges receipt of  terms and conditions.

IN WITNESS WHEREOF, the   
(Full name of company)

Caused these presents to be sealed and signed: (Signature) :

(Capacity) :  . Date :

Witness :

1. Please leave this field **blank**.
2. The **name** of the importer.
3. Please **sign** the POA here.
4. Your **relationship** to the importer – e.g., self, owner, CEO, etc.
5. The **date** on which you sign the POA, and the **state** where the signing takes place.
6. Please have your **witness** sign here.

# POA eezy guide

## Notarization

### INDIVIDUAL OR PARTNERSHIP CERTIFICATION

City \_\_\_\_\_  
County \_\_\_\_\_  
State \_\_\_\_\_

} ss:

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 acknowledged it to be \_\_\_\_\_ free act and deed.

\_\_\_\_\_  
(Notary Public)

A POA granted by an individual, a sole proprietor, a partnership, or an LLC (or any other non-corporate entity) **must** be notarized.

This section is for the notarization – leave it blank. The **notary** will fill it out for you.



# POA eezy guide

## Corporate Certification

- The corporation must be incorporated – an LLC is not a corporation.
- Corporate certification may only be executed by an officer other than the one executing the POA. A corporation with only one corporate officer cannot execute a corporate certification.
- Corporation must have a corporate seal.
- If the corporation does not satisfy the above requirements, it must use notarization instead.



# POA eezy guide

## Corporate Certification

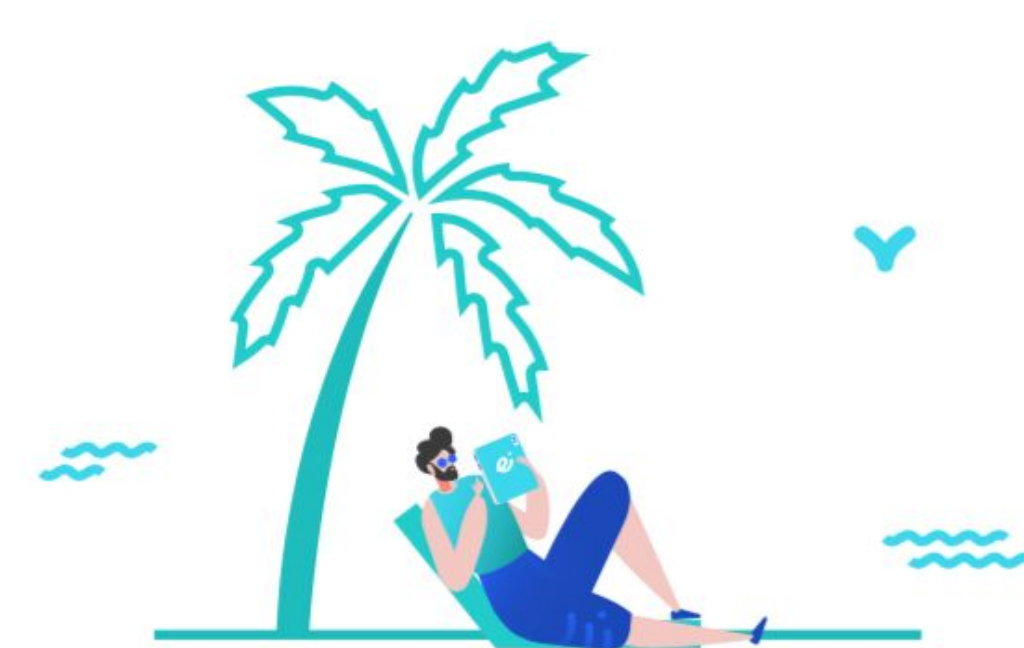
### CORPORATE CERTIFICATION

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

I, , certify that I am the   
Of  organized under the laws of   
That  who signed the 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

1. The certifying corporate officer.
2. The position of the certifying corporate officer.
3. The name of the corporation.
4. The state where the corporation is incorporated.
5. The name of the POA signatory.
6. The position of the signatory of the POA in the corporation.
7. Day when the POA was signed.
8. Month when the POA was signed.





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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)

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate place.

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 favor of a licensed customs broker may specifically state 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.

1. The name of the city where the Corporate Certification was signed.
2. The day when the Certification was signed.
3. The month and the year when the Certification was signed.
4. Signature of the certifying officer.
5. Date of signature.



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Join us. It's eezy!

Thank You