



## Import Power of Attorney (POA) Instructions

Please read carefully and use the following instructions to complete the POA form:

1. Type or print your IRS #. (EIN - Employer ID # or SSN - Social Security # as applicable). If importing under a Customs assigned ID number that number must appear on the POA.
2. Check if your company is Nominal Consignee (Cargo Consolidators, Freight forwarders and Express Consignment Operators) If **YES**, please contact [DHLEXPRESSUSA.POA@dhl.com](mailto:DHLEXPRESSUSA.POA@dhl.com)
3. Check if your company claims Duty-Free entry for U.S. and foreign made goods returning to the U.S. If **YES**, please complete Authorization Letter.
4. Check the appropriate Importer Category
5. Type or print full name of the Individual, Partnership, Corporation ( as it appears on corporate records), Sole Proprietorship, or Limited Liability Company
6. Enter the appropriate category checked in numeral (4) above.
7. Type or print the state in which you reside or are incorporated; foreign companies or individuals provide the country of incorporation or residency.
  - a. Foreign entities must complete NON-Resident Certification
8. Type or print the complete address at which you conduct business, including: Building No., street, city, State and zip code
  - a. Individuals and Sole Proprietorships: Enter the legal residence of the person named in (5) above.
  - b. Corporations and Partnerships: Enter primary or corporate business address.
9. Type or print the name of the person duly authorized to execute the POA.
  - a. Corporation: Corporate officer empowered to grant POA on behalf of the corporation. If other than a corporate officer, a Delegation of Authority must accompany the POA (19 CFR141.37).
  - b. Partnership: Any partner authorized to execute the POA. POA's for Limited Partnerships must be accompanied by a copy of the partnership agreement [19 CFR 141.39(a)(2)].
  - c. Limited Liability Company: Designated Member, Managing Member or the Designated Person, a Delegation of Authority must accompany the POA.
  - d. Individual or Sole Proprietorship: The person named in (5) above.

ACCEPTABLE POA SIGNATORIES		
Owner	<b>OFFICERS</b>	Titles-Capacities that require additional supporting documentation: Trustee Empowered Delegated Any other signatory with delegated authority
President	CEO	
Vice President - Assistant VP	COO	
Corporate Secretary	CFO	
Assistant Corporate Secretary	CIO	
Treasurer - Assistant Treasurer	CCO	
General Counsel - Assistant General Counsel	CLO	
Chairman of the Board	CPO	
If an LLC: Managing Member Managing Partner	If an LLP/LP or Partnership = Partner Managing partner	
If an Individual: Individual Own Person	<b>NOTE: Director, Managers and Controller are not acceptable as signatories, but are common mistakes.</b>	

10. Sign the POA: Signature must belong to the individual in number 9 above.
  - Note: Signature must be: Handwritten, Certified digital Signature or Digital Ink signature.
11. Enter signatory's title.
12. Enter the signature date in the following format: month/day/year **Note:** This date is a confirmation of the effective date.

**NOTE: Per DHLE policy proof of IRS number (or SSN) is required unless the Importer of Record has a Continuous Bond on file with CBP.** Please refer to the attached list of acceptable documents for IRS number (SSN) proof.

Questions can be directed to your DHLEUSA sales representative



### **NON-Resident Entities Instructions**

This section provides the certification by a company official other than the one who executed the Power of Attorney. This section is required for all nonresident corporations. This section provided written proof of grantor's authority.

- 13.** Name of the company Official providing proof of grantor's authority.
- 14.** Name which appears on line (5)
- 15.** Name of person who signed on line (9)
- 16.** Date on line (12)
- 17.** Name of person who signed on line (9)
- 18.** Capacity as reported on line (10)
- 19.** Name which appears on line (5)
- 20.** Country of Company's Jurisdiction on line (7)
- 21.** Signature of the person on line (13)
- 22.** Signature date
- 23.** Printed name of person in line (13)
- 24.** Title or capacity of person on line (13)



## **IRS/EIN/TAXID PROOF OF IMPORTER NUMBERS**

### **Acceptable IRS proof:**

- Form 147C
- Form 1040
- Form 2363
- Form 941 / 941-V
- Form SS-4
  - o Must be a copy of the actual letters received from the IRS in Lieu of filing the SS-4 application
  - o **NOT** the application sent to the IRS
- Automatic Online Confirmation Page
- Form 1065
- Form 8109 / 8109-C
- Form 7004
- Form 355-ES
- Form 1096
- Form 1120 / 1120-S
- Form 8879
- W-2
- CBP Form 301 – Continuous Bond
- **Signed 5106 Form ONLY for CBP Assigned number**

### **NOTE: Acceptable forms for SS# proof**

- Legible copy: front and back of the Social Security Card
- Top portion of the front page of 1040 form
  - Financial information NOT needed.

### **THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE**

- **NO** ADP Filing Statements
- **NO** State Forms
- **NO** W-9, W-3, etc... Forms
- **NO** SS-4 Application (The copy you send to the IRS)

---

**IF YOU DO NOT HAVE ANY OF THE ABOVE DOCUMENTS, PLEASE ASK THE IRS TO SEARCH FOR YOUR EIN/IRS BY CALLING AT THE BUSINESS & SPECIALTY TAX LINE AT (800) 829-4933.**



# IMPORT CUSTOMS POWER OF ATTORNEY

## Designation as Forwarding Agent and Acknowledgement of Terms and Conditions of Carriage

(1) IRS#/IOR#/SS# \_\_\_\_\_

(2) Check if the company is Nominal Consignee

(Cargo consolidators, freight forwarders and express consignment operators-see instructions numeral 2)  
Yes No

(3) Check if the Importer claims Duty-Free entry for U.S. and foreign made goods returning to the U.S.

(If yes, please complete authorization letter)

Yes No

(4) Check appropriate category

- |  |  |
|--|--|
| <input type="checkbox"/> Individual                    | <input type="checkbox"/> Partnership               |
| <input type="checkbox"/> Limited Liability Partnership | <input type="checkbox"/> Corporation               |
| <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Limited Liability Company |

KNOW ALL MEN BY THESE PRESENTS: That, (5) \_\_\_\_\_ ("Grantor") doing business as a (n) \_\_\_\_\_  
(Full name of individual, partnership, corporation, sole proprietorship, or Limited Liability Company) (Identify)

(6) \_\_\_\_\_ under the laws of the State of (7) \_\_\_\_\_, residing or having a principle place of  
(Individual, partnership, corporation, sole proprietorship, or Limited Liability Company) (Insert one) (State or Country for foreign companies)

(8) \_\_\_\_\_, the U.S. principal party in interest ("USPPI") hereby constitutes and  
(Building #, Street, City, State and Zip Code and Country for foreign companies)

appoints **DHL EXPRESS (USA), INC.** and its heirs, assigns, officers, employees, affiliates and/or specifically authorized agents (collectively "Grantee") 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 Customs port of (all), United States (the "customs 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, exportation, transportation, of any merchandise in 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 to 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 of drawback, or in connection with the entry, clearance, lading, unlading 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, unlading, 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; release tariff classification data to DHL Express affiliates; to receive, endorse and collect checks issued for Customs duty refunds in Grantor's name drawn on the Treasurer of the United States; if the Grantor is a nonresident of the United States, to accept service of process on behalf of the Grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to 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 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 written notice of revocation is duly given to and received by **DHL Express USA Inc. International Trade Affairs and Compliance – ITAC department at DHLEXPRESSUSA.POA@dhl.com.** (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 the expiration 2 years from the dates of its execution);

Grantor acknowledges receipt of DHL's Terms and Conditions of Carriage governing all transactions between the Parties. Signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

IN WITNESS WHEREOF, the said (complete printed name of signer) (9) \_\_\_\_\_

caused these presents to be sealed and signed: (Signature) (10) \_\_\_\_\_

(Capacity) (11) \_\_\_\_\_ Date (12) \_\_\_\_\_

If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs and Border Protection charges (duties, taxes or other debts owed Customs and any additional Other Government Agencies) in the event the broker does not pay the charges. Therefore, if you pay by check, Customs and Border Protection and Other Government Agency charges may be paid with a separate check payable to the "U.S. Customs & Border Protection" which shall be delivered to Customs and Border Protection by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.



**CERTIFICATION (FOR NON-RESIDENT ENTITIES ONLY)**  
**19 CFR 141.37 WRITEN PROOF OF GRANTOR'S AUTHORITY**

(To be completed by a person other than the one who signed the Power of Attorney)

I certify that I am **(13)** \_\_\_\_\_ of **(14)** \_\_\_\_\_ and that this original  
Customs Power of Attorney executed by **(15)** \_\_\_\_\_ on **(16)** \_\_\_/\_\_\_/\_\_\_ and in favor  
(Grantor's Name) (Date)  
of **DHL EXPRESS (USA) Inc.** is valid. **(17)** \_\_\_\_\_ is known to me to be the **(18)** \_\_\_\_\_  
(Grantor's Name)  
of **(19)** \_\_\_\_\_, and to have been fully authorized to grant the subject Customs  
(Company Name)  
Power of Attorney under the laws, and according to the customs of **(20)** \_\_\_\_\_ .  
(Country of Jurisdiction)

Signature **(21)** \_\_\_\_\_

Date **(22)** \_\_\_\_\_

Print Name **(23)** \_\_\_\_\_

Title of Certifier **(24)** \_\_\_\_\_



**U.S. Customs Requirements for Duty-Free Claims for U.S. and Foreign Made Goods  
Returning to the U.S.  
(Authorization Letter)**

U.S. Customs and Border Protection (“CBP”) regulations and recent communications to the trade provide requirements for duty free entry of products of the United States when returned after having been exported or any other products when returned within 3 years after having been exported, without having been advanced in value or improved in condition by any process of manufacture or other means while abroad. The following documents must be filed in connection with the entry of such articles entered under Harmonized Tariff Schedule 9801.00.10.

1. A declaration by the shipper that the goods were previously exported from the U.S. and are being returned without having been advanced in value or improved in condition by any process of manufacture or other means.
2. A declaration by the importer that the goods were manufactured in the U.S. and were not exported under benefit of drawback. The declaration must be signed by an officer of the company or an employee that has been granted power of attorney to do so.
3. One or more of the following documents for foreign made goods proving export from the U. S.:
  - a. Copy of the entry into the foreign country;
  - b. U.S. export invoice or bill of lading/airway bill; or,
  - c. Electronic Export Information (EEI) or the Automated Export System (AES) filing exemption.
4. For aircraft and aircraft parts and equipment returned to the U. S. by an aircraft owner or operator and intended for use in his own aircraft operations, a properly executed CBP Form 3311.

CBP may require, in addition to the declarations above, additional documents to substantiate the claim for duty-free treatment including a statement from the U.S. manufacturer verifying that the articles were made in the United States.

I, \_\_\_\_\_ (individual’s name), on behalf of \_\_\_\_\_ (company name), with IRS# \_\_\_\_\_, hereby acknowledge that I understand my obligation to provide the above documents to DHL Express USA Inc. (“DHLE”) or to CBP directly hereby authorize DHLE to make entry under HTS 9801.00.10 when so indicated on commercial shipping documents.

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Capacity)

\_\_\_\_\_ (Date) \_\_\_\_\_ (Email contact info)