

# Who can sign a Customs Power of Attorney?

What you need to know, who can sign, and what is required.



See the guidelines below based on your entity type.

Business Entity Type / Timeframe POA Is Valid	Who can sign the POA on behalf of the Business Entity? Print Title on the POA	List the following on the first line of the POA as well as on the WITNESS THEREOF line near the bottom of the form	Additional Form Requirements	What documentation may be requested to allow Heizwerthy to fulfill its obligation to Validate the POA information?
<p><b>CORPORATION</b></p> <p>POA is valid until revoked</p>	<p>President                      Vice President (authorized to bind the company)                      Corporate Secretary                      CEO - Chief Executive Officer                      CIO - Chief Information Officer                      COO - Chief Operations Officer                      CFO - Chief Financial Officer                      CAO - Chief Administrative Officer                      Chairman or Chairman of the Board                      General Counsel                      Treasurer                      Corporate Secretary</p>	<p>The legal name of the corporation, including the DBA, if your corporation is doing business as another name.</p>	<p>Registered tradename can be confirmed with a DBA certificate or Master Business License. If records cannot be provided, then POA should only reflect the proper corporate name only.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>Acceptable Documents to confirm include: Articles of Incorporation, Director or Shareholder Resolutions, Officer Certificate, Certificate of Incumbency, Notarized Affidavit, 3rd Party Credit Report or Duns Report.</p> <p>Or a Key Officer may also delegate their authority to sign the POA to another individual by signing a letter on the entities letterhead officially appointing such other individual to be the POA Grantor.</p>
<p><b>LLC</b></p> <p>POA is valid until revoked</p>	<p>Managing Member                      President                      Officer                      Manager                      Director</p>	<p>The legal name of the of the LLC as registered with the State authority and the DBA name if the LLC is doing business as another name</p>	<p>We may request the pages of the LLC Operating Agreement that specifies the names and titles of the members of the LLC, listing those who are empowered to legally bind the LLC.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>A managing partner or member providing certification that the POA Grantor is authorized by providing a signed letter on the entity's letterhead</p>
<p><b>GENERAL PARTNERSHIP</b></p> <p>POA is valid for 2 years from the date of execution</p>	<p>Any General Partner</p>	<p>All names of the partners in the partnership. Partners full name must be listed on page one and two of the POA. Use an addendum if all names will not fit on the POA. Please make sure the addendum is signed and dated, same as the POA.</p>	<p>Use an addendum if all names will not fit on the POA. Please make sure the addendum is signed and dated, same as the POA.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>In the case of multiple partners, the POA should be completed with the entity name first, followed by each full partner name that forms the partnership. This must be listed on page one and two of the POA.</p> <p><i>[IMPORTANT - In a general partnership all the partners have the ability to actively manage or control the business. This means that every owner has authority to make decisions about how the business is run as well as the authority to make legally binding decisions.]</i></p>

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<p><b>LIMITED PARTNERSHIP (LP/LLP)</b></p> <p>POA is valid for 2 years from the date of execution</p>	<p>Any General Partner or Managing Partner</p>	<p>The name of the LP/LLP and the names of just the general partners or managing partners who have authority to bind the firm.</p>	<p>An operating agreement that explains the individuals who may legally bind the LP/LLP. In the case of multiple partners, the POA should be completed with the entity name first, followed by each general or managing partner name that forms the partnership. This must be listed on pages one and two of the POA.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>Requires a copy of the partnership agreement and any amendments to the agreement under 19 CFR 141.39. The POA should reflect only the names of the general partners who have authority to bind the firm unless the partnership agreement provides otherwise. The general partners to be listed on the government registry. If the registry does not list the partners, a copy of the agreement or supporting evidence would be required.</p> <p>A general partnership Power of Attorney granted by a partnership shall state the names of all members of the partnership. Obtain authorization from a general partner or obtain a certification letter on the entity's letterhead from a general partner approving the POA Grantor.</p> <p><i>[IMPORTANT - In a general partnership all the partners have the ability to actively manage or control the business. This means that every owner has the authority to make decisions about how the business is run as well as the authority to make legally binding decisions.]</i></p>
<p><b>SOLE PROPRIETORSHIP</b></p> <p>POA is valid until revoked</p>	<p>Owner Sole Proprietor Or Individual</p>	<p>The owners name, followed by the DBA name if the company is legally doing business as another company</p>	<p>Requires a copy of the State registry listing the officers of the company. If not available or accessible, a copy of the DBA registration may be obtained. If the DBA is not legally registered it must be removed from the POA.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>Evidence of authorization would consist of a certification letter signed by the Individual or Sole Proprietor stating that the grantor was authorized to sign on their behalf (this only applies if the sole proprietor or individual is not the party signing the POA)</p>
<p><b>INDIVIDUAL</b></p> <p>POA is valid until revoked</p>	<p>Self or Individual</p>	<p>Your full name</p>	<p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>Evidence of authorization would consist of a certification letter signed by the Individual or Sole Proprietor stating that the grantor was authorized to sign on their behalf (this only applies if the sole proprietor or individual is not the party signing the POA)</p>

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<p><b>FOREIGN POA'S OF ANY BUSINESS ENTITY OR INDIVIDUAL</b></p> <p>POA is valid until revoked</p>	<p>Any title from the corporation list above is acceptable. If a title not referenced above, requires a review of the laws in the local jurisdiction will be required to confirm authority.</p>	<p>The legal name of the company or individuals name</p>	<p>Requires a copy of the Canadian registry listing the officers of the company. If not available or accessible, a copy of the DBA registration may be obtained. If the DBA is not legally registered it must be removed from the POA.</p> <p>Must also complete the Non-Resident Importer (NRI) Cert Page.</p> <p>Include the full address, the facility's street name and number; suite/unit number, as appropriate; city; Province or State as appropriate; mail code as appropriate; and country.</p>	<p>Evidence of authorization would consist of a certification letter signed by the Individual or Sole Proprietor stating that the grantor was authorized to sign on their behalf (this only applies if the sole proprietor or individual is not the party signing the POA)</p>