



HEIZWERTHY®

HOW TO COMPLETE YOUR

U.S. CUSTOMS POWER

OF ATTORNEY

How to complete your U.S. Customs Power of Attorney

Note that by signing the Power of Attorney, customer acknowledges Heizwerthy's Terms and Conditions of Service and Reasonable Care notice found on our website at www.heizwerthy.com.

| Step | Instructions |
|------|--|
| 1 | Check appropriate box that best describes your business enterprise. If individual, check individual. |
| 2 | Federal ID number (IRS number), U.S. Customs-assigned number or Social Security number. |
| 3 | Full legal name of corporation, individual, partnership, etc. If a partnership, the full name of all partners and a copy of the partnership agreement must be provided (addendum may be used if necessary). |
| 4 | If operating under a name other than the name in field 3 above, indicate it here. |
| 5 | Complete name of state or province of incorporation (e.g., headquarters may be located in one state but company may be incorporated in another - check first). |
| 6 | Complete business address (for individual, may be a residential address) including state or province and zip/postal code. |
| 7 | Complete name as in field 3. |
| 8 | Signature of individual, or one partner in the case of partnerships. For corporations, an officer of the corporation should sign (President, Vice President, Treasurer, or Secretary of the corporation). Other titles are acceptable if accompanied by Articles of Incorporation, a resolution of the Board of Directors, or a letter from the Corporate Secretary authorizing the named officer to sign for the corporation. |
| 9 | Typed name and title of individual named in field 8. |
| 10 | Date signed. |
| 11 | Sole signing officer checkbox. |

Certificate by Nonresident Corporation

To be completed for corporations residing outside of the U.S. only.

| Step | Instructions |
|------|--|
| 12 | Name of a second corporate officer (President, Vice President, Treasurer, or Secretary, other than the individual who signed the face of the Power of Attorney). |
| 13 | Second corporate officer's title. |
| 14 | Complete name, as in field 3. |
| 15 | Complete name of the state or province of incorporation. |
| 16 | Name of the first officer who signed the Power of Attorney. |
| 17 | Title of the first officer who signed the Power of Attorney. |
| 18 | City where the Power of Attorney is being signed. |
| 19 | Province where the Power of Attorney is being signed. |
| 20 | Date signed. |
| 21 | Signature of the second officer. |

NOTE: For companies residing outside the U.S. that only have a sole signing officer (only one person can legally sign for the company), must check the box labeled "Sole Signing Officer" on the first page of the power of attorney. Under this situation, the third page does not need to be completed.