

INSTRUCTIONS OF COMPLETING A  
CUSTOMS POWER OF ATTORNEY

1. U.S. Internal Revenue Service (IRS) number or Social Security Number. If a non-U.S. company, leave blank.
  2. NGJ Account number, if known.
  3. Full name:
    - a. Corporations, Limited Liability Companies: full legal name.
    - b. General Partnerships: full names of all partners.
    - c. Limited Partnership: full names of general partners
    - d. Individuals, Sole Proprietorships: full personal name
  4. Enter the business structure (corporation, limited liability company, general partnership, limited partnership, sole proprietorship or individual),
  5. Name the State of Province under whose laws the business is conducted (for example, a corporations should enter the state or province in which it is incorporated).
  6. Business address.
  7. Company name followed by the printed or typed name of person who is signing.
  8. Signature of corporate officer (see \*\*\* below), partner or sole proprietor.
  9. Title of person signing (see \*\*\* below of corporations).
  10. Effective date.
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CORPORATE CERTIFICATION SECTION  
(To be completed only by non-U.S. corporations)

11. Second corporate officer's printed name.
  12. Title of second corporate officer.
  13. Company name (must be the same as #3 above).
  14. State of Province of Incorporation (must be the same as #5 above).
  15. Name of corporate officer who signed on line #8.
  16. Title of corporate officer who signed on line #8.
  17. Date of the corporate resolution appointing the first corporate officer.
  18. Second corporate officer's signature.
  19. Effective date.
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THIRD PARTY BILLING WAIVER  
(To be completed only by parties conducting business with NGJ via a third party)

20. If conducting business with NGJ via a third party to whom you wish billing and customs records to be sent, enter the third party's full legal name. If conducting business directly with NGJ, leave blank.

**\*\*\*A corporate office is considered either a president, vice-president, corporate secretary or treasurer.**  
If the person signing the power of attorney holds an office or position other than president, vice-president, corporate secretary or treasurer, the U.S. Customs Service requires the following supporting documentation be attached to the power of attorney: The first page of the company's meeting minutes OR articles of incorporation ( or "Company Act" for some Canadian corporations), the page which shows the individual is authorized to sign on behalf of the corporation, and the page which shows the signature of a member of company's board of directors. If you are the importer of record, payment to the broker will not relieve you of liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event the changes are not paid by the broker. Therefore, if you pay by check, (Customs charges may be paid with a separate check payable to the "U.S. Customs Service" which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.