

**IFF, Inc. Headquarters**  
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Below are listed the instructions to properly complete the Customs Power of Attorney. The instructions are numbered as per the numbered blanks on the form. If you have any questions, please feel free to contact us.

In the event the POA cannot be signed in person, drivers' license or passport copy (legible) should be provided with POA for identification of signor of the POA.

## I. Instructions

1. Show the full name of the Corporation as on the Corporate Record or full name of each member of the Partnership and Partnership Name or the Individual's Name if a Sole Proprietorship and the Company Name.
2. If a corporation, indicate State of incorporation.
3. Other than a corporation, indicate whether an individual or a partnership.
  - Notarized certification is required for an individual or partnership / LLC / LP.
  - Partnership / LLC / LP companies are required to attach copy of partnership / operating agreement with Customs Power of Attorney.
4. Company name if other than Corporation.
5. Residence address if other than a Corporation.
6. Official Company Address, Complete (street/city/state/zip).
7. Type in Name of Corporation or Company.
8. Authorized signature (**Corporation – must be a licensed officer of the Corporation**).
9. Title of Party who signed.
10. Date Executed.
11. Witness to the Party who signed, if other than a Corporation.
12. Corporate seal if applicable (this is optional).

\*\*\*Please provide your company's Federal Tax Number or Social Security Number if an individual.\*\*\*

## II. Customs Power of Attorney Validation Requirements

Because the Power of Attorney authorizes the movement of conveyances and merchandise into the United States, it is critical that it be valid and prepared carefully. Proper validation ensures the importer/broker are joining with US Customs on verifying data on the national security frontlines. Validation additionally verifies the importer's and broker' professional business interests and demonstration of "reasonable care" and the importer/grantor identify and legal authority to enter into a POA. In our continuing guidelines for national security we would respectfully request the following measures for proper validation:

*Thank you very much for allowing IFF, Inc. to handle your transportation needs. We look forward to being of service to your company!*

*Kindest regards,  
IFF, INC.*



Check Appropriate Box:

Federal ID#: \_\_\_\_\_

Individual     Partnership     Corporation     Sole     Proprietorship



**CUSTOMS POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS:

That (1) \_\_\_\_\_ (Full name of person, partnership, or corporation, sole proprietorship (identify) a corporation doing business under the laws of the State of (2) \_\_\_\_\_ or an (3) \_\_\_\_\_ doing business as (4) \_\_\_\_\_ residing at (5) \_\_\_\_\_, having a place of business at (6) \_\_\_\_\_ hereby constitutes an appoints each of the following persons:

**IFF, INC., AND ANY OF ITS EMPLOYEES SPECIFICALLY AUTHORIZED TO ACT FOR SUCH CORPORATION BY POWER OF ATTORNEY FILED BY CORPORATION** as a true and lawful agent and attorney of the grantor named above for and in the name, place and stead of said grantor from this date and in all Customs Districts, and in no other name, to make, endorse, sign, declare, or swear to any entry, withdrawal, declaration, certificate, bill of lading, carnet or other document required by law or regulation in connection with importation, transportation, or exportation of any merchandise shipped or consigned by or to said grantor, to perform any act or condition which may be required by law or regulation in connection with such merchandise, to receive any merchandise deliverable to said grantor; To make endorsements on bills of lading conferring authority to transfer title, make entry or collect drawback, and to make, sign, declare, or swear to any statement, supplemental statement, schedule, supplemental schedule, certificate of delivery, certificate of manufacture and delivery, abstract of manufacturing records, declaration or proprietor on drawback entry, declaration of exporter on drawback entry, or any other affidavit or document which may be required by law or regulation for drawback purposes, regardless of whether such bill of lading, sworn statement, schedule, certificate, abstract, declaration, or other affidavit or document is intended for filing in any customs district; To 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 in connection with the entry of merchandise, To 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, or lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor; To authorize other Customs Brokers to act as grantor's agent, 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 the behalf of the grantor; And generally to transact at the customhouses in any district any and all customs business, including making, signing, and filing of protests under section 514 of the Tariff Act of 1930, 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 and 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, the forgoing power of attorney to remain in full force and effect until the \_\_\_\_\_ **REVOKED** \_\_\_\_\_ (month/day/year), or until notice of revocation in writing is duly given to and received by a District Director Customs. If the donor of this power of attorney is a partnership, the said power shall in no case have any force after the expiration of 2 (two) years from the date of execution.

IN WITNESS WHEREOF, THE SAID (7) \_\_\_\_\_

Has caused these presents to be sealed and signed: (Signature) (8) \_\_\_\_\_

(Capacity)(9): \_\_\_\_\_ (Date) (10) \_\_\_\_\_

WITNESS: (11): \_\_\_\_\_ (11): \_\_\_\_\_

(Corporate Seal) (12) (optional)  
Individual/Partnership/LLC/LP (Notarization required)

**Partnership/LLC/LP companies are required to attach copy of partnership/operating agreement with Customs Power of Attorney 19CFR141.39(2)**

Customs powers of attorney of resident(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 specify 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.

If you are the importer of record, payment to the broker will not relieve you of liability for Customs charges (duties, taxes or other debts owed Customs) in the event the charges 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 the procedure must contact our office in advance to arrange timely receipt of duty checks.