

# CUSTOMS POWER OF ATTORNEY



(1) Check appropriate box:  
Individual  
Corporation

LLC  
General Partnership

Limited Partnership  
Sole Proprietorship

(2) EIN / SS Number: \_\_\_\_\_ (3) Importer Account Number(s): \_\_\_\_\_

(4) Know all persons by these presents that, \_\_\_\_\_ (Grantor)  
Full Name (as registered with the EIN/SS#) of Corporation, Individual, LLC, Partnership, or Sole Proprietorship

(5) a corporation doing business under the laws of the State or Country and Province of \_\_\_\_\_

(6) or a \_\_\_\_\_ (LLC, Individual, General/Limited Partnership, Sole Proprietorship)

(7) doing business as \_\_\_\_\_

(8) residing or having a principal place of business at \_\_\_\_\_

Hereby constitutes and appoints: J.O. Alvarez, Inc. (Grantee)

and its successors or assigns, through their officers, employees, and/or specifically authorized agents to act for such corporation by power of attorney, 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 day and in all Customs Districts and in no other name, whether as customs broker, forwarding agent or for any other relate activity, to make (either in writing, electronically, or by other authorized means), endorse, sign, declare, or swear to an entry, withdrawal, declaration, certificate, bill of lading, shipper's export declaration, automated export system ("AES") record, manifest, carnet, or any other document required by law, regulation or commercial practice in connection with the importation, transportation, or exportation of any act or condition which may be required by law, regulation or commercial practice in connection with the importation, transportation, or exportation of any merchandise shipped or consigned by or to Grantor; to perform any act or condition which may be required by law, regulation, or commercial practice in connection with such merchandise; to receive any merchandise deliverable to Grantor;

To make endorsements on bills of lading conferring authority to transfer title, to 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, certificate of manufacture and delivery, abstract of manufacturing records, declaration of 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 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, unloading or navigation of any vessel or other means of conveyance owned or operated by 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, lading, unloading, or operation of any vessel or other means of conveyance owned or operated by 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 Grantor is a nonresident of the United States, to accept service of process on behalf of Grantor;

And generally to transact customs business at the customhouses in any district, including, pursuant to grantor's request, making, signing, and filing of protests under section 514 of the Tariff Act of 1930, in which 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 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 foregoing power of attorney to remain in full force and effect until revocation notice in writing is duly given to and received by Grantee and the District Director of Customs of the district aforesaid. If Grantor is a partnership or limited liability company, the said power shall in no case have any force or effect after the expiration of 2 years from the date of its execution.

If Grantor is a Principal Party in Interest ("PPI") in an export transaction then the Grantor/PPI hereby certifies that all statements and information contained in the documentation provided to Grantee relating to exportation are true and correct. Furthermore, Grantor/PPI understands that civil and criminal penalties may be imposed for making false or fraudulent statements or for the violation of any United States laws or regulation on exportation. Grantor/PPI undertakes to determine any export license requirements and to obtain, for export purposes, an export License or other official authorization.

In the execution of this document, it is expressly understood that Grantee limits its liability to the extent provided for under law and in accordance with J.O. Alvarez, Inc. Terms and Conditions of Service, a written copy which Grantor hereby acknowledges having received.

If Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this instrument on behalf of Grantor and shall state the names of all members and/or directors on a separate addendum to this document.

If Grantor is a General Partnership, the signatory certifies that he/she has full authority to execute this instrument on behalf of Grantor and shall state the names of all members of the partnership on a separate addendum to this document.

If Grantor is a Limited Partnership, the signatory certifies that he/she has full authority to execute this instrument on behalf of Grantor and shall state the names of the general partners who have authority to execute this instrument on behalf of Grantor on a separate addendum to this document. The signatory shall also provide a copy of the limited partnership agreement with this instrument.

IN WITNESS WHEREOF, Grantor has caused these presents to be signed by:

(9) Signature \_\_\_\_\_  
(Refer to the instructions on the back with respect to persons authorized to sign this Power of Attorney.)

Name typed or printed \_\_\_\_\_

(10) Capacity \_\_\_\_\_ (11) Date \_\_\_\_\_  
(President, Treasurer, Vice president, Secretary, CEO, CFO, CIO, COO, Partner, Member, Director, Owner or other Duly Authorized Representative) (month/day/year)

## METHOD OF PAYMENT ADVISORY STATEMENT

In accordance with 19 CFR 111.29, the following paragraph explains your rights regarding method of payment of Customs charges:

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 to 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 and Border Protection" which shall be delivered to Customs by the broker. **If you elect to make payment with a check made payable to the U.S. Customs and Border Protection, J.O. Alvarez, Inc. must be notified in advance.**

## THIRD PARTY BILLING WAIVER

Grantor hereby waives receipt of the customs entry and invoices from the grantee and directs that copies of your bills for services and copies

of customs entries be transmitted to: \_\_\_\_\_

# CORPORATE CERTIFICATION

(To be completed by a corporate officer other than the one who executes the Power of Attorney)

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
(Name) (President, Treasurer, Vice president, Corporate Secretary, CEO, CFO, CIO or COO)

of \_\_\_\_\_  
(Name as registered with EIN/SS #)

organized under the laws of the State or Country and Province of \_\_\_\_\_;

that \_\_\_\_\_, who signed this *Power of Attorney* on behalf of Grantor,  
(Name of signatory of Power of Attorney)

is the \_\_\_\_\_ of said corporation; and that said Power of Attorney was

duly signed, and attested for and in behalf of said corporation by authority of its governing body as the same appears in a resolution of the Board of Directors. I further certify that the resolution is in accordance with the articles of incorporation and bylaws of said corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date  
(month/day/year)

# J.O. Alvarez, Inc.

## Addendum

**Instructions:** Check the applicable box. Complete only the applicable corresponding statement. **(Only one statement will apply.)** For all management structures other than Sole Member, complete the body of this form to list all other partners, members, managers, and/or directors with authority to bind the firm.

**General Partnership** – I, \_\_\_\_\_(name) hereby certify that the following persons and/or companies are the general partners with full authority to execute this instrument of Customs Power of Attorney on behalf of said \_\_\_\_\_(company), a General Partnership organized within the State or Country and Province of \_\_\_\_\_, as follows;

**Manager Managed LLC** – I, \_\_\_\_\_(name) hereby certify that the following persons/entities are all of the managers and/or directors with full authority to execute this instrument of Customs Power of Attorney on behalf of said \_\_\_\_\_(company), a Limited Liability Company organized within the State or Country and Province of \_\_\_\_\_, as follows;

**Member Managed LLC** – I, \_\_\_\_\_(name) hereby certify that the following persons/entities are all of the members and/or partners with full authority to execute this instrument of Customs Power of Attorney on behalf of said \_\_\_\_\_(company), a Limited Liability Company organized within the State or Country and Province of \_\_\_\_\_, as follows;

**Sole Manager LLC (OR) Sole Member LLC** – I, \_\_\_\_\_(name) hereby certify that I am the sole manager/member with full authority to execute this instrument of Customs Power of Attorney on behalf of said \_\_\_\_\_(company), a Limited Liability Company organized within the State or Country and Province of \_\_\_\_\_, as follows;

Name

Capacity

Name	Capacity

(You may list additional partners, members, managers, and/or directors on a separate sheet)

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Capacity: \_\_\_\_\_

Date: \_\_\_\_\_

**Notice:** This document is not valid to certify a Limited Partnership Customs Power of Attorney (POA). A copy of the partnership agreement is required to be filed with the POA to certify it valid pursuant to 19 CFR 141.39(a)(2).

## J.O. ALVAREZ, INC. TERMS AND CONDITIONS OF SERVICE

Based on the model terms and conditions of service promulgated by the NATIONAL CUSTOMS BROKERS AND FORWARDERS ASSOCIATION OF AMERICA, INC.

These terms and conditions of service constitute a legally binding contract between the "Company" and the "Customer". In the event the Company renders services and issues a document containing Terms and Conditions governing such services, the Terms and Conditions set forth in such other document(s) shall govern those services.

- 1. Definitions.** (a) "Company" shall mean J.O. Alvarez, Inc., its subsidiaries, successors or assigns, related companies, agents and/or representatives. (b) "Customer" shall mean the person for which the Company is rendering service, as well as its agents and/or representatives, including, but not limited to, shippers, importers, exporters, carriers, secured parties, warehousemen, buyers and/or sellers, shipper's agents, insurers and underwriters, break-bulk agents, consignees, etc. It is the responsibility of the Customer to provide notice and copy(s) of these terms and conditions of service to all such agents or representatives; (c) "Documentation" shall mean all information received directly or indirectly from Customer, whether in paper or electronic form; (d) Ocean Transportation Intermediaries' ("OTI") shall include an "ocean freight forwarder" and a "non-vessel operating common carrier;" (e) "Third parties" shall include, but not be limited to, the following: "carriers, truckmen, cartmen, lightermen, forwarders, OTI's, customs brokers, agents, warehousemen and others to which the goods are entrusted for transportation, cartage, handling and/or delivery and/or storage or otherwise."
- 2. Company As Agent.** The Company acts as the "agent" of the Customer for the purpose of performing duties in connection with importer security filing services, the entry and release of goods, post entry services, the securing of export licenses, the filing of export documentation on behalf of the Customer and other dealings with Government Agencies; as to all other services, Company acts as an independent contractor.
- 3. Limitation of Actions.** (a) Unless subject to a specific statute or international convention, all claims against the Company for a potential or actual loss, must be made in writing and received by the Company, within ninety (90) days of the event giving rise to claim; the failure to give the Company timely notice shall be a complete defense to any suit or action commenced by Customer. (b) All suits against Company must be filed and properly served on Company as follows: (i) For claims arising out of ocean transportation, within one (1) year from the date of the loss; (ii) For those claims arising from air transportation, within two (2) years from the date of the loss; (iii) For claims arising out of the preparation and/or submission of an import entry(s), within seventy five (75) days from the date of liquidation of the entry(s); (iv) For claims arising out of the preparation and/or submission of an importer security filing, within one (1) year from the date of loss; (v) For any and all other claims of any other type, within two (2) years from the date of the loss.
- 4. No Liability For The Selection or Services of Third Parties and/or Routes.** Unless services are performed by persons or firms engaged pursuant to express written instructions from the Customer, Company shall use reasonable care in its selection of third parties, or in selecting the means, route and procedure to be followed in the handling, transportation, clearance and delivery of the shipment; advice by the Company that a particular person or firm has been selected to render services with respect to the goods, shall not be construed to mean that the Company warrants or represents that such person or firm will render such services nor does Company assume responsibility or liability for any action(s) and/or inaction(s) of such third parties and/or its agents, and shall not be liable for any delay or loss of any kind, which occurs while a shipment is in the custody or control of a third party or the agent of a third party; all claims in connection with the Act of a third party shall be brought solely against such party and/or its agents; in connection with any such claim, the Company shall reasonably cooperate with the Customer, which shall be liable for any charges or costs incurred by the Company.
- 5. Quotations Not Binding.** Quotations as to fees, rates of duty, freight charges, insurance premiums or other charges given by the Company to the Customer are for informational purposes only and are subject to change without notice; no quotation shall be binding upon the Company unless the Company in writing agrees to undertake the handling or transportation of the shipment at a specific rate or amount set forth in the quotation and payment arrangements are agreed to between the Company and the Customer.
- 6. Reliance On Information Furnished.** (a) Customer acknowledges that it is required to review all documents and declarations prepared and/or filed with U.S. Customs and Border Protection, other Government Agency and/or third parties, and will immediately advise the Company of any errors, discrepancies, incorrect statements, or omissions on any declaration filed on Customers behalf; (b) In preparing and submitting importer security filings, Customs entries, export declarations, applications, documentation and/or export data to the United States and/or a third party, the Company relies on the correctness and completeness of all documentation, whether in written or electronic format, and all information furnished by Customer; Customer shall use reasonable care to insure the correctness and completeness of all such information and shall indemnify and hold the Company harmless from any and all claims asserted and/or liability or losses suffered by reason of any incorrect, incomplete or false statement upon which the Company reasonably relied. The Customer agrees that the Customer has an affirmative non-delegable duty to disclose any and all information required to submit an importer security filing, import, export or enter the goods.
- 7. Declaring Higher Value To Third Parties.** Third parties to whom the goods are entrusted may limit liability for loss or damage; the Company will request excess valuation coverage only upon specific written instructions from the Customer, which must agree to pay any charges therefore; in the absence of written instructions or the refusal of the third party to agree to a higher declared value, at Company's discretion, the goods may be tendered to the third party, subject to the terms of the third party's limitations of liability and/or terms and conditions of service.
- 8. Insurance.** Unless requested to do so in writing in sufficient time prior to shipment from point of origin and confirmed to Customer in writing, Company is under no obligation to procure insurance on Customer's behalf. The Company does not undertake or warrant that such insurance can or will be placed. Unless the Customer has its own open marine policy and instructs the Company to effect insurance under such policy, insurance is to be effected with one or more insurance companies or other underwriters to be selected by the Company. Any insurance placed shall be governed by the certificate or policy issues and will only be effective when accepted by such insurance companies or underwriters. In all cases, Customer shall pay all premiums and costs in connection with procuring requested insurance. Should an insurer dispute its liability for any reason, the insured shall have recourse against the insurer only and the Company shall not be under any responsibility or liability in relation thereto, notwithstanding that the premium upon the policy may not be at the same rates as that charged or paid to the Company by the Customer or that the shipment was insured under a policy in the name of the Company. If for any reason the goods are held in warehouse, or elsewhere, the same will not be covered by insurance, unless the Company receives specific written instructions from the Customer and the Company confirms in writing. Unless specifically agreed in writing, the Company assumes no responsibility to effect insurance on any export or import shipment that it does not handle.
- 9. Disclaimers; Limitation of Liability.** (a) Except as specifically set forth herein, Company makes no express or implied warranties in connection with its services; (b) Subject to (d) below, Customer agrees that in connection with any and all services performed by the Company, the Company shall only be liable for its negligent acts, which are the direct and proximate cause of any injury to Customer, including loss or damage to Customer's goods, and the Company shall in no event be liable for the acts of third parties; (c) In connection with all services performed by the Company, Customer may obtain additional liability coverage, up to the actual or declared value of the shipment or transaction, by requesting such coverage and agreeing to make payment therefore, which request must be confirmed in writing by the Company prior to rendering services for the covered transaction(s). (d) In the absence of additional coverage under (c) above, the Company's liability shall be limited to the following: (i) where the claim arises from importer security filing services or other activities that do not relate to "Customs business," and except as set forth in paragraph 9(d)(ii), \$50.00 per importer security filing, shipment, or transaction, or the amount of fees paid to the Company for the importer security filing, shipment, or transaction, whichever is less; (ii) where the claim arises from the Company's warehousing, fulfillment, and/or consolidation services occurring in the Company's facilities or premises, including owned or leased property, .50 per pound of goods lost or damaged; or (iii) where the claim arises from activities relating to "Customs business," \$50.00 per entry or the amount of brokerage fees paid to Company for the entry, whichever is less; (e) In no event shall Company be liable or responsible for consequential, indirect, incidental, statutory or punitive damages even if it has been put on notice of the possibility of such damages, including any and all loss or damages arising from delay of services.
- 10. Advancing Money.** All charges must be paid by Customer in advance unless the Company agrees in writing to extend credit to customer; the granting of credit to a Customer in connection with a particular transaction shall not be considered a waiver of this provision by the Company.
- 11. Indemnification/Hold Harmless.** The Customer agrees to indemnify, defend, and hold the Company harmless from any claims and/or liability arising from importer security filing services, the importation or exportation of Customer's merchandise and/or any conduct of the Customer, which violates any Federal, State and/or other laws, and further agrees to indemnify and hold the Company harmless against any and all liability, loss, damages, costs, claims and/or expenses, including but not limited to reasonable attorney's fees, which the Company may hereafter incur, suffer or be required to pay by reason of such claims, including any claims by any Third party for freight or other charges, duties, fines, penalties, liquidated damages or other money due arising from services provided to or on behalf of the Customer. The confiscation or detention of the goods by any governmental authority shall not affect or diminish the liability of the Customer to the Company to pay all charges or other money due promptly on demand. In the event that any claim, suit or proceeding is brought against the Company, it shall give notice in writing to the Customer by mail at its address on file with the Company.
- 12. C.O.D. or Cash Collect Shipments.** Company shall use reasonable care regarding written instructions relating to "Cash/Collect" or "Deliver (C.O.D.);" shipments, bank drafts, cashier's and/or certified checks, letter(s) of credit and other similar payment documents and/or instructions regarding collection of monies but shall have no liability if the bank or consignee or other recipient refuses to pay for the shipment. All payment documents tendered in payment of C.O.D.s will be accepted based solely upon the Customer's assuming all risk relating thereto including, but not limited to, risk of non-payment, insufficient funds, and forgery, and the Company shall not be liable upon any such instrument. The Company will not be responsible for any delay in remittance lost in exchange, or during transmission or while in the course of collection.
- 13. Costs of Collection.** In any dispute involving monies owed to Company, the Company shall be entitled to all costs of collection, including reasonable attorney's fees and a late payment fee of 1.5% per month of the outstanding balance due, or the highest rate permitted by applicable law.
- 14. General Lien And Right To Sell Customer's Property.** (a) Company shall have a general and continuing lien on any and all property of Customer coming into Company's actual or constructive possession or control for monies owed to Company with regard to the shipment on which the lien is claimed, a prior shipment(s) and/or both; (b) Company shall provide written notice to Customer of its intent to exercise such lien, the exact amount of monies due and owing, as well as any on-going storage or other charges; Customer shall notify all parties having an interest in its shipment(s) of Company's rights and/or the exercise of such lien. (c) Unless, within thirty days of receiving notice of lien, Customer posts cash or letter of credit at sight, or, if the amount due is in dispute, an acceptable bond equal to 110% of the value of the total amount due, in favor of Company, guaranteeing payment of the monies owed, plus all storage charges accrued or to be accrued, Company shall have the right to sell such shipment(s) at public or private sale or auction and any net proceeds remaining thereafter shall be refunded to Customer.
- 15. No Duty To Maintain Records For Customer.** Customer acknowledges that pursuant to Sections 508 and 509 of the Tariff Act, as amended, (19 USC §1508 and §1509) it has the duty and is solely liable for maintaining all records required under the Customs and/or other Laws and Regulations of the United States; unless otherwise agreed to in writing, the Company shall only keep such records that it is required to maintain by Statute(s) and/or Regulation(s), but not act as a "recordkeeper" or "recordkeeping agent" for Customer.
- 16. Obtaining Binding Rulings, Filing Protests, etc.** Unless requested by Customer in writing and agreed to by Company in writing, Company shall be under no obligation to undertake any pre- or post- importer security filing service or Customs release action, including, but not limited to, obtaining binding rulings, advising of liquidations, filing of petition(s) and/or protests, etc.
- 17. Preparation and Issuance of Bills of Lading.** Where Company prepares and/or issues a bill of lading, Company shall be under no obligation to specify thereon the number of pieces, packages and/or cartons, etc.; unless specifically requested to do so in writing by Customer or its agent and Customer agrees to pay for same, Company shall use the weight supplied by Customer.
- 18. No Modification or Amendment Unless Written.** These terms and conditions of service may only be modified, altered or amended in writing signed by both Customer and Company; any attempt to unilaterally modify, alter or amend same shall be null and void.
- 19. Compensation of Company.** The compensation of the Company for its services shall be included with and is in addition to the rates and charges of all carriers and other agencies selected by the Company to transport and deal with the goods and such compensation shall be exclusive of any brokerage, commissions, dividends, or other revenue received by the Company from carriers, insurers and other in connection with the shipment. On ocean exports, and upon request, the Company shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. In any referral for collection or action against the Customer for the monies due the Company, upon recovery by the Company, the Customer shall pay the expenses of collection and/or litigation, including a reasonable attorney fee.
- 20. Severability.** In the event any Paragraph(s) and/or portion(s) hereof is found to be invalid and/or unenforceable, then in such event the remainder hereof shall remain in full force and effect.
- 21. Governing Law; Consent to Jurisdiction and Venue.** These terms and conditions of service and the relationship of the parties shall be construed according to the laws of the State of Texas, without giving consideration to principals of conflict of law. Customer and Company (a) irrevocably consent to the jurisdiction of the United States District Court and the State courts of Texas; (b) agree that any action relating to the services performed by Company, shall only be brought in said courts; (c) consent to the exercise of in personam jurisdiction by said courts over it, and (d) further agree that any action to enforce a judgment may be instituted in any jurisdiction.

# Instructions for Completing Customs Power of Attorney

## **Step One: Identify the type of Power of Attorney.**

- (1) In the upper mid section, check (or click on) the appropriate box: Individual, Corporation, LLC, General Partnership, Limited Partnership, or Sole Proprietorship. If none of those apply, please contact your J.O. Alvarez, Inc. representative.

## **Step Two: Provide certain Grantor information.**

- (2) State the Employer Identification Number, also known as the federal tax identification number, of the Grantor. If an individual, state the Social Security Number.
- (3) Provide the Importer Account Number(s) as issued by J.O. Alvarez, Inc. If not known, please leave blank.
- (4) Print (or type) the name of the Grantor. It must be the full legal name associated with the registered Employer Identification of Social Security number.
- (5) List the state or, if foreign Grantor, the country and province in which the Grantor is doing business.
- (6) If other than a Corporation, list either LLC, Individual, General Partnership, Limited Partnership, or Sole Proprietorship. If none of those apply, please contact your J.O. Alvarez, Inc. representative.
- (7) If other than a Corporation, list any "Doing Business As" names that exist. If none, leave blank.
- (8) Provide complete business address where the Grantor resides or has its principal place of business.

## **Step Three: Sign and date the Power of Attorney**

- (9) Signature of a duly authorized person of the company.

**Note:** The form must be signed by a duly authorized representative of the grantor (e.g., If a Corporation, the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO or, if another organization, the Partner, Member, Director, of Owner).

**U.S. Corporations:** If the Grantor is a Corporation and the signatory is not the President, Treasurer, Vice President, Secretary, CEO, CFO, CIO, or COO, the attached "Corporate Certification" must be completed and returned attesting to the authority of the signatory to sign the Power of Attorney. If a "Corporate Certification" is not provided, a letter from a duly authorized officer of the corporation is required and the letter must certify that the signatory is authorized to sign Power of Attorney by resolution of the Board of Directors, consistent with the articles of incorporation and bylaws of the Corporation.

**U.S. Partnerships, LLCs, and Sole Proprietorships:** If the Grantor is a General or Limited Partnership or LLC, the Grantor shall state on a separate addendum the names of all Partners, Members, or Directors who have authority to execute the Power of Attorney on behalf of the Partnership or LLC. If the Grantor is a Limited Partnership, the Grantor shall also provide a copy of the Limited Partnership Agreement with the Power of Attorney in order to certify the names of the Partners who are authorized to execute the Power of Attorney.

If the signatory is not a Partner, Member, or Director of the Partnership or LLC, or an Owner of the Sole Proprietorship, a letter from the Partnership, LLC, or Owner must be provided certifying that the signatory is authorized to sign the Power of Attorney under the terms of the Partnership or LLC Agreement, or the Sole Proprietorship.

**Foreign Grantors:** Except for foreign Grantors that are Individuals, all foreign Grantors that are not qualified to conduct business in the United States must complete the attached "Corporate Certification" or provide other written evidence establishing the authority of the signatory to execute the Power of Attorney on behalf of the Grantor. Such written evidence must be consistent with the laws of the foreign country (and any applicable province).

- (10) The capacity of the signatory (title). (President, Treasurer, Vice President, Secretary, CEO, CIO, COO, Partner, Member, Director, Owner, or other Duly Authorized Representative).
- (11) Write the date on which the signatory signed the Power of Attorney.

## **Step Four: Read the Method of Payment Advisory Statement and complete the Third Party Billing Waiver**

**Note:** You must notify J.O. Alvarez, Inc. in advance if you elect to make payment with a check made payable to the Bureau of Customs and Border Protection.