

## SALES REPRESENTATIVE INSTRUCTIONS

1. To minimize DHL's liabilities under our Customs bond, U.S. Gateways shall attempt to obtain POA from all regular customers who imports frequently and shipments clearance require a formal entry.
2. See the Imports Power of Attorney/IRS policy and procedures for the circumstances and shipment types that require a consignee/importer power of attorney.  
<http://web.us.dhl.com/gw-svcs/import/poairs.htm>
3. Download the following Import POA form and instruction and submit to customers for completion.
4. Verify if the customer has an existing Import Customer Master account with us
5. Submit the POA online using the Client Master File Update request form on the Gateway Solution website <http://web.us.dhl.com/gw-svcs/GSS/CMF.htm>  
**Note:** If a shipment is on hold at a U.S Gateway pending a customer's POA for clearance, immediately contact the importing gateway requesting the completion of the POA and forward a copy of the POA with the shipment air waybill information.
6. See the U.S. Gateways Profile for contact information  
<http://web.us.dhl.com/gw-svcs/corpinfo./GatewayProfile.pdf>

## Power of Attorney (POA) Instructions

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Use the following instructions to complete the POA form:

1. Type or print your IRS #. (EIN - Employer ID # or SSN - Social Security # as applicable). If importing under a Customs assigned ID number, that number must appear on the POA.
2. Check the appropriate category of business.
3. Type or print the full name of the individual, partnership, corporation (as it appears on corporate records), sole proprietorship, or Limited Liability Company. A partnership must include the full names of all partners.
4. Enter the appropriate category checked in (2) above.
5. Type or print the state in which you reside or are incorporated.
6. Type or print the full address at which you conduct business.
  - a. Individuals and Sole Proprietorships: Enter the legal residence of the person named in (3) above.
  - b. Corporations and Partnerships: Enter primary or corporate business address.
7. Enter the date until which the POA is to remain valid. If you do not enter a date, the authorization will remain valid until you revoke it in writing. **Note:** The expiration date cannot be the same as the signature date.
8. Type or print the name of the person duly authorized to execute the POA.
  - a. Corporation: Corporate officer empowered to grant POA on behalf of the corporation. *If other than a corporate officer, a Delegation of Authority must accompany the POA (19 CFR 141.37).*
  - b. Partnership: Any partner authorized to execute the POA. *POA's for Limited Partnerships or LLP's must be accompanied by a copy of the partnership agreement [19 CFR 141.39(a)(2)].*
  - c. Individual or Sole Proprietorship: The person named in (3) above.
9. Sign the POA: Signature must belong to the individual in number 8 above.
10. Enter your Title
11. Enter the day, month and year in which you signed the POA. **Note:** This date is a confirmation of the effective date.

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Questions can be directed to DHL Customer Service at 859-817-8990

# CUSTOMS POWER OF ATTORNEY



## Designation as Forwarding Agent and Acknowledgement of Terms and Conditions of Carriage

(1) IRS# \_\_\_\_\_

- (2) Check appropriate category:  Individual  
 Partnership  
 Limited Liability Partnership  
 Corporation  
 Sole Proprietorship  
 Limited Liability Company

KNOW ALL MEN BY THESE PRESENTS: That, (3) \_\_\_\_\_ ("Grantor") doing  
business as a (4) \_\_\_\_\_ under the laws of the State of (5) \_\_\_\_\_,  
(Full name of individual, partnership, corporation, sole proprietorship, or limited liability company) (Identify)  
(individual, partnership, corporation, sole proprietorship, or limited liability company) (insert one)

residing or having a principle place of business at (6) \_\_\_\_\_, and the U.S. principal party in interest ("USPPI") hereby constitutes and appoints **DHL EXPRESS (USA), INC.** and its heirs, assigns, officers, employees, and/or specifically authorized agents (collectively "Grantee") to act for and on its behalf as a true and lawful agent and attorney of the Grantor for and in the name, place and stead of said Grantor, from this date, in the United States (the "territory"), either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate, bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in the customs territory, shipped or consigned by or to said Grantor;

Perform any act or condition, which may be required by law or regulation in connection with such merchandise deliverable to said Grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or to swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

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, unloading 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 or statements in connection with the entry of merchandise;

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 said Grantor;

Authorize other Customs Brokers duly licensed within the territory 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 behalf of the Grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, 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 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;

This power of attorney to remain in full force and effect until the (7) \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, or until notice of revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Appointment of Forwarding Agent: Grantor appoints and authorizes Grantee to act within the territory as lawful forwarding agent and to sign or endorse export documents and transmit (manually or electronically) export information (i.e., commercial invoices, bill of lading, insurance certificates, drafts and any other document) necessary for the completion of an export on Grantor's behalf as may be required under law or regulation relating to export or export controls in the territory and to appoint forwarding agents on Grantor's behalf;

Grantor acknowledges receipt of DHL's Terms and Conditions of Carriage governing all transactions between the Parties. Signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

IN WITNESS WHEREOF, the said (8) \_\_\_\_\_

caused these presents to be sealed and signed: (Signature) (9) \_\_\_\_\_

(Capacity) (10) \_\_\_\_\_ Date (11) \_\_\_\_\_

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 broker does not pay the charges. 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.