



*Designed with intelligence. Delivered with excellence.*

# Foreign Importer POA

INTERNATIONAL FREIGHT FORWARDING · CUSTOMS BROKERAGE · FMC · IATA

## SERVICES WE OFFER

Ocean Import & Export · Air Import & Export · Customs Brokerage  
Domestic Transportation · Warehousing & Distribution · Cargo Insurance

FMC #

**018094**

IATA #

**0112288 / 0010**

SCAC

**CFYH**

MC #

**813019**

DOT #

**2447069**

## HOW IT WORKS

**01**

Gather relevant documents listed on Section 1; send to [leslie@clnusa.com](mailto:leslie@clnusa.com)

**02**

Fill all information fields within document

**03**

Sign and Submit via Docusign

## QUESTIONS WHILE COMPLETING THIS PACKET?

New Client Onboarding · [clientsetup@clnusa.com](mailto:clientsetup@clnusa.com)

If additional space is needed to provide requested information or supporting documentation, please submit the information separately to [leslie@clnusa.com](mailto:leslie@clnusa.com) and reference your company name.



VISIT CLNUSA.COM

## SECTION 1 Foreign Importer Instructions

### Welcome

Thank you for choosing Cargo Logistics Network Company (CLN) as your customs broker. To establish customs brokerage representation and comply with CBP requirements, please complete the enclosed forms and provide the supporting documentation listed below.

### Forms Included in This Packet

- Customs Power of Attorney (All Importers)
- Corporate Certification (Foreign Corporations Only)
- LLC Agreement Certification (LLCs and Partnerships, as Applicable)
- Foreign Importer Due Diligence Questionnaire & Certification (All Foreign Importers)

### Business Verification Documents

Provide the documents applicable to your business to verify legal existence, ownership and signatory authority:

- Certificate of Incorporation or Formation
- Business Registration Certificate
- Certificate of Good Standing (if available)
- Government-Issued Photo Identification for Signatory
- Organizational Chart (if available)

### Supporting Verification Documents

Provide each of the following supporting documentation; or other evidence of authority:

- Certificate of Incumbency
- Secretary Certificate
- Board Resolution
- Commercial Registry Extract
- By-Law Extract

Additional information may be requested to verify ownership, business operations, financial responsibility, import activity, supply chain participants, and compliance history. Failure to provide requested information may delay onboarding or acceptance of representation.

### Submission Instructions

Email: [leslie@clnusa.com](mailto:leslie@clnusa.com)  
Phone #: +1 (704) 357-0474

### Important Notice to Importers of Record

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 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 this procedure must contact our office in advance to arrange timely receipt of duty checks.

## SECTION 2 Power of Attorney

### Section 1 - Importer Information

|                       |       |
|-----------------------|-------|
| Legal Company Name    | _____ |
| DBA / Trade Name      | _____ |
| EIN / Tax ID          | _____ |
| Contact Name          | _____ |
| Contact Phone Number  | _____ |
| Contact Email Address | _____ |

### Section 2 - Entity Type

☐ Individual
 ☐ Partnership
 ☐ Corporation
 ☐ Limited Liability Company

### Section 3 - Power of Attorney Authorization

KNOW ALL MEN BY THESE PRESENTS: That, \_\_\_\_\_ (Full name of individual, partnership, corporation, sole proprietorship, or Limited Liability Company) business as a \_\_\_\_\_ under the laws of the State (or country) of \_\_\_\_\_ residing or having a principal place of business at \_\_\_\_\_

\_\_\_\_\_ hereby constitutes and appoints Cargo Logistics Network Company its officers, employees, and/or specifically authorized agents, to act for and on 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 or through 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 bill of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or 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, 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 declarations and owner 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, unlading, 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 grantors agent; to receive, endorse and collect checks issued for Customs duty refunds in grantors 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 document also confirms the importers knowledge and consent that the associated freight forwarder will receive compensation for the arrangement of all past, present, and future transactions. This power of attorney to remain full force and effect until 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 of 2 years from the dates of its execution); Grantor acknowledges receipt of Cargo Logistics Network Company Terms and Conditions of Service governing all transactions between the Parties. If the Grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

### Section 4 - Signature Authorization

|                       |       |
|-----------------------|-------|
| Company Name          | _____ |
| Printed Name          | _____ |
| Title / Capacity      | _____ |
| Signature             | _____ |
| Date                  | _____ |
| Witness (if required) | _____ |

If Corporation, must be Corporate Officer - if Partnership, must be partner.

## SECTION 3 Corporate Certification

### For Foreign Corporations Granting a Customs Power of Attorney

|                             |  |
|-----------------------------|--|
| Name of Certifying Officer  |  |
| Title of Certifying Officer |  |
| Corporation Name            |  |
| Country of Incorporation    |  |

#### Certification Statement

I hereby certify that I am the duly elected and acting officer identified above of the corporation identified above, which is organized and existing under the laws of the country specified above.

|                                                                 |  |
|-----------------------------------------------------------------|--|
| Name of Individual Who Executed the Power of Attorney           |  |
| Official Title of Individual Who Executed the Power of Attorney |  |

I further certify that the individual identified above is a duly authorized officer or representative of the corporation and is authorized to execute and deliver the attached Power of Attorney on behalf of the corporation.

I further certify that the execution of the Power of Attorney is within the corporation's powers and has been duly authorized in accordance with the corporation's organizational documents, governing authority, and applicable laws. The Power of Attorney remains in full force and effect as of the date of this certification.

|                                 |  |
|---------------------------------|--|
| City                            |  |
| Date (DD/MM/YYYY)               |  |
| Signature of Certifying Officer |  |
| Printed Name                    |  |
| Title                           |  |

Corporate Seal (if available): \_\_\_\_\_

**Compliance Note:** For foreign corporations, documentation establishing the authority of the individual executing this Power of Attorney must be provided, such as a Certificate of Incumbency, Corporate Secretary Certificate, Board Resolution, by-law extract, commercial registry extract, or similar evidence of authority. Additional due diligence documentation may be requested to satisfy applicable customs and CBP requirements.

## SECTION 4 LLC Agreement

### Instructions

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

### Certifying Statement and Signatures

☐ **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 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:

☐ **Member Managed LLC** – 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:

☐ **Sole Manager LLC (OR)** ☐ **Sole Member 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 \_\_\_\_\_. (If you have selected this statement do not complete the body of this form)

| Name | Capacity |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |
|      |          |

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

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

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

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

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

**Notices:** 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). When a new firm is formed by a change in membership, no power of attorney filed by the antecedent firm shall thereafter be recognized for any Customs purposes. IOR has responsibility to inform Cargo Logistics Network of any change in ownership status at any time.

## SECTION 5 Foreign Importer Due Diligence Questionnaire

### Company Information

|                            |  |
|----------------------------|--|
| Legal Company Name         |  |
| Trade Name(s) / DBA(s)     |  |
| Physical Address           |  |
| Mailing Address            |  |
| Website                    |  |
| Tax Registration Number(s) |  |
| Ultimate Parent Company    |  |

### Ownership & Management

|                                      |  |
|--------------------------------------|--|
| Beneficial Owner(s) (25%+ Ownership) |  |
| Directors and Officers               |  |

### Contact Information

|                      |  |
|----------------------|--|
| Primary Contact Name |  |
| Title                |  |
| Email Address        |  |
| Telephone Number     |  |

### Import Activity

|                                |  |
|--------------------------------|--|
| Product Descriptions           |  |
| Countries of Origin            |  |
| Manufacturers and Suppliers    |  |
| Estimated Annual Import Volume |  |
| Existing CBP Activity          |  |
| CTPAT Participation Status     |  |

### Compliance History

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| Prior Customs Penalties, Seizures, Detentions, Disclosures, or Audits |  |
|-----------------------------------------------------------------------|--|

### Certification

I certify that the information provided in this questionnaire and all supporting documentation is true, accurate, and complete to the best of my knowledge. I agree to promptly notify Cargo Logistics Network (CLN) of any material changes to ownership, management, legal status, business address, or other information relevant to customs compliance and brokerage services.

|                                 |  |
|---------------------------------|--|
| Authorized Representative Name: |  |
| Title:                          |  |
| Signature:                      |  |
| Date:                           |  |