



Designed with intelligence. Delivered with excellence.

US 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

02

Fill all information fields within document

03

Sign and Submit via Docusign

QUESTIONS WHILE COMPLETING THIS PACKET?

New Client Onboarding · clientsetup@clnusa.com

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



VISIT CLNUSA.COM

SECTION 1 US 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)
- LLC Agreement Certification (LLCs and Partnerships, as Applicable)
- US Importer Due Diligence Questionnaire & Certification (All Importers)

Business Verification Documents

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

- IRS EIN Confirmation Letter (CP-575 or 147C preferred)
- Articles of Incorporation, Certificate of Formation or equivalent state filing
- State Business registration or Secretary of State Record
- Certificate of Good standing, if available

Supporting Verification Documents

Provide each of the following:

- Government-Issued Photo Identification of the individual executing the Power of Attorney
- Evidence of Signatory Authority (if authority is not evident from public records or provided documentation; examples:
 - Articles of Incorporation
 - Corporate Officer Listing
 - Operating Agreement or Partnership Agreement
 - Member / Manager Resolution or Corporate Resolution

Important Notice of Compliance

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

Complete forms - if additional space is required, please provide by email and reference your company name.
Email: 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 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 4 US Importer Due Diligence Questionnaire

Company Information

Legal Company Name	
Trade Name(s) / DBA(s)	
Physical Address	
Mailing Address	
Website	
Ultimate Parent Company, if applicable	
Parent Company EIN/Tax ID	

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	
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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:	