



**LARRY GERME, INC.**

Licensed U.S. Customhouse Brokers  
U.S. Customs License No. 21616

## **INSTRUCTIONS TO COMPLETE A POWER OF ATTORNEY**

### **1. IRS Number:**

- **Corporations, LLCs, Partnerships** – Indicate your Federal Tax ID Number.
- **Individuals, Sole Proprietorships** – Indicate your Social Security Number (Some sole proprietorships may have an EIN# ).
- **Foreign Companies** – If available, indicate your Customs Assigned Number.

### **2. Check the Appropriate Box:**

Check the box that describes your status: Individual, Partnership, Corporation, LLC, or sole Proprietorship. Foreign Companies please mark "Corporation" box.

### **3. Name:**

- **Corporations, LLCs, Foreign Companies** – Indicate the full legal name of your company.
- **Individuals, Sole Proprietorships** – Indicate the owner's full legal name.
- **Partnership** – indicate the full legal name of the partnership, along with the full legal name of all partners. For Limited Partnerships or Limited Liability Partnerships, indicate the full legal name of the partnership, along with the full legal name of the General Partner.

### **4. Doing business as a:**

**- For unregistered trade names (i.e.: DBA, AKA, assumed names and aliases):**

- **Corporations, LLCs, Individuals, Sole Proprietorships** – Indicate the unregistered trade name that business is transacted under.
- **If this is a division of a corporation** – the division name should be on line 1 after the corporate name.

### **5. State of:**

**- U.S. State or Country**

- **Corporations, LLCs** – Indicate the US state of incorporation /organization.
- **Foreign Companies** – Indicate the country of registration of your company.
- **Individuals, Sole Proprietorships, Partnerships** – Leave blank.

### **6. Address:**

- **For Corporations, LLCs, and Partnerships** – Indicate the full street address of the Business.
- **For Individuals, Sole Proprietorships** – Indicate your primary residential address.
- **For Sole Proprietorships** – Indicate the full street address of the business, if different from residential address.

### **7. Same as Line 3 above:**

- **Corporation** – Indicate the full legal name of your company.
- **Sole Proprietorship/Individual** – The owner's full legal name.
- **Partnerships** – The name of the partner signing the Power of Attorney.  
- *If the General Partner is a Corporation, Indicate the full legal name of the company, along with the signatory's name*

- 8. Print Name:** This is the name of the authorized person who will sign this document.
- **In the case of a corporation** – the President, Vice President, Secretary, or Treasurer is assumed to have the authority to sign. Any other person signing for a corporation must be authorized to do so by resolution of the Board of Directors and the POA should include a letter from the corporate secretary certifying this fact.
  - **In the case of a partnership** – Any one of the general partners may execute this document, but must include a copy of the Partnership Agreement.
  - **In the case of an LLC** – A corporate officer or Managing Member is assumed to have authority to sign.
- 9. Capacity:** Show the title of the person who is signing this document. Acceptable titles for Corporations are: President, Vice President, Secretary, Treasurer; i.e. must be a corporate officer. LLC - Managing Member or corporate officer title.
- 10. Date:** Show today's date.

***If you are a U.S. Principal, the POA is ready for signature. If you are a foreign Principal, please complete the Corporate Certification part of the POA in accordance with the laws of your country using the guidelines/instructions below.***

#### **INSTRUCTIONS FOR CORPORATE CERTIFICATION**

- 11. Certifying Officer:** The name of the person who will sign the Corporate Certification. This person must be duly authorized to sign legal documents on behalf of the company and is, in fact, endorsing the authority of the person who signed the Power of Attorney.
- 12. Capacity:** Title of the person in line 11.
- 13. Name Of Principal:** Show the Principal's full legal name, same as in line 7.
- 14. State / Country Of Incorporation:** Show the country of incorporation.
- 15. Executor:** Show the name of the person executing the POA, same as in line 8.
- 16. Title Of Executor:** Show the title of the person executing the POA, same as in line 9.
- 17. Resolution Day:** Day of the month in which the resolution of the Boards of Directors (or equivalent in your country) was passed whereby the person executing the POA was granted to do so.
- 18. Resolution Month/year:** Month and year in which the above resolution was passed.
- 19. Certification Area:** The certifying officer must sign and date the Corporate Certification. The notary seal is optional.