

# POA instructions

## How to fill out?

- 1- There is a box in the top left corner where you should input your **Social Security Number**.
- 2- Check the individual box in the top right corner.
- 3- **KNOW ALL MEN BY...** put in your first and last name in the 3rd box. In the 4th box where the "doing business as" is, put in your first and last name again.
- 4- Here in the **(4)** there is a drop down with the US states. Select yours.
- 5- In "**Place of business**" goes your US destination address.
- 6- Leave **(6)** blank, so we have time to use the POA until we receive the shipment.

Where the **(signature)** line is, please sign.

7- (capacity or title) select **SELF**.

8- Put in digital name on **(print name)**

9- In **(date)** put in the date when you signed the POA.

In the second page you can select **Option 3** for the US Customs Duty Payments.

Company name: **Your name**

Name of respondent: **Your name**

Phone: **phone number needed**

Email: **email address needed**

Signature of authorized company representative: **Signature**

Title: **SELF**

Date: **today's date**