



186A Lee Burbank Highway, REVERE, MA 02151 - Phone 781- 286-2700 - Fax 781-286-3095 – [www.oceanair.net](http://www.oceanair.net)

### Power of Attorney Guide Lines

In order to transact Customs business on your behalf regarding either Import or Export transactions we must have in our possession a valid Power of Attorney executed by you in our favor.

To avoid costly delays in the clearance or exportation of your merchandise, please read the following instructions carefully before completing the form. Once completed please fax a copy to 781-286-3095 and follow up with the original via mail.

- 1) Check box for which type of enterprise is applicable.
- 2) Complete legal name of your company.
- 3) Enter type of enterprise (as indicated in block 1)
- 4) Name of state where incorporated.
- 5) Your corporate address.
- 6) Complete name of your company (should be the same as block 2)
- 7) Signature of executing officer,
- 8) Title of signatory. The POA must be signed in capacity by an officer of the corporation.
- 9) Date of granting POA
- 10) Witness (optional)
- 11) Corporate Certification (optional) page 2.

**IMPORTANT NOTE:** Please note the POA must include your company IRS number or Social Security number, if not incorporated.

Note: If the power of attorney is being executed by a principal who is other than a corporation the following may apply:

Partnership: Power of attorney can be signed by anyone of the general partners; however, block 5 should state the names of each of the general partners or the partnership name, if registered to do business under that name with the State.

Sole Proprietorship: Individual name should appear in block 2 and the "doing business as" line needs to be completed with trade name. Residence and business address needs to be completed where indicated.

Individual: Social security number needs to be completed where indicated.

If you have any questions please contact either of the undersigned:

Bill Connolly, Director of Imports  
Bruce Peschier, Import Manager

Direct 781 560 1130  
Direct 781 560 1106