

Authorized Signature List for Power of Attorney's



Business Entity	List the following on the first line of the POA, as well as in the WITNESS WHEREOF line near the bottom of the form	Who may sign the POA and Acceptable Titles to list on Capacity line (last line on form)	Additional Forms Required
CORPORATION POA is valid until revoked	<p>The legal corporation name and DBA name if the corporation is doing business as (DBA) another company name</p> <p><u>Subsidiary</u> Defined - A wholly owned subsidiary corporation is considered a stand-alone legal entity. As such, a corporate officer of the subsidiary company must sign the POA.</p> <p>Example - ABC Inc. is a wholly owned subsidiary of Whole Foods Inc. A corporate officer of ABC Inc. must sign the POA. The POA is only binding for ABC Inc., not Whole Foods Inc.</p> <p><u>Division</u> Defined - A division of a corporation is not a stand-alone legal entity; it is considered part of the larger corporation. As such, a corporate officer of the parent corporation must sign the POA.</p> <p>Example - ABC Inc. is an unincorporated division of Whole Foods Inc. A corporate officer of Whole Foods must sign the POA. The POA is legally binding for all of Whole Foods Inc., however operationally Whole Foods may want to restrict clearance to a portion of the business. In these instances, the POA should only be set in Editrade for the IRS number / business as authorized operationally by Whole Foods.</p>	<p>President Vice President - authorized to bind the company I.E. - V.P. Finance, V.P. Customs, V.P. Logistics, Treasurer, Secretary - Secretary Treasurer - Assistant Secretary Treasurer CEO Chief Executive Officer COO Chief Operation Officer CFO Chief Financial Officer CAO Chief Administrative Officer Chairman (person) or Chairman (person) of the Board General Counsel</p> <p>All other titles should be elevated to the POA Team for review</p>	<p>Corporate Certification - Should someone other than a Corporate Officer sign the POA, a Corporate Officer must sign the Corporate Certification giving said power to the person signing the POA</p> <p>5106 - Additions or updates may be required and should not be performed until:</p> <ul style="list-style-type: none"> • An initial importer bond query is generated to review importer data on file in ACE • Letter of authorization from the client to update their importer record with Customs • EIN/IRS Numbers - Obtain acceptable proof from the importer to validate their EIN/IRS number. • This includes only direct communication from the U.S. Internal Revenue Service (IRS) on IRS letterhead or an official IRS form showing the company name and EIN/IRS number. Documentation from the IRS cannot be more than 1 year old. • Note: W-9s, state documents, and any documentation submitted to the IRS are not sufficient to substantiate an EIN/IRS. <p>Link to Customs web source for Importer of Record 5106 validations and FAQ's: http://www.cbp.gov/</p>
LIMITED LIABILITY COMPANY (LLC) POA is valid until revoked [LLC's are considered Associations and are subject to the retention rules pertaining to PoAs issued by persons other than partnerships]	<p>The legal name of the LLC as registered with the State and DBA name if the LLC is doing business as (DBA) another company name</p>	<p>Manager Director President Officer Member Managing Member</p> <p>All other titles should be elevated to the POA Team for review</p>	<p>Member list of those members that are authorized to execute the PoA on behalf of the LLC</p> <p>Corporate Certification is required if the signing party is not on the list of members - refer to a Corporation</p> <p>5106 - refer to a Corporation</p> <p>Reference to page 19 of the 2009 PoA Handbook regarding the member list requirement.</p>
PARTNERSHIP POA is valid for 2 years from date of execution	<p>Name of the Partnership - All the names of the partners in the partnership (if all names do not fit on the POA itself, please fill out Attachment Form listing all partners)</p>	<p>Partner</p> <p>All other titles should be elevated to POA Team for review</p> <p>Partner</p> <p>All other titles should be elevated to POA Team for review</p>	<p>Attachment Form listing all partners if there is not enough room to list on the POA itself</p> <p>5106 - refer to a Corporation</p>

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USA LIMITED PARTNERSHIP (LP) POA is valid for 2 years from date of execution	Name of the Limited Partnership - All the names of the general partners in the LP (if all names don't fit on the POA itself, please fill out Attachment Form listing all general partners of the LP).	General Partner All other titles should be elevated to POA Team for review	Attachment Form listing all general partners if there is not enough room to list on the POA. Partnership Agreement spelling out the individuals who may legally bind the LP. We must ask for authority that shows the person signing the POA is authorized to do so by the articles of the partnership, especially for partnerships between corporations. 5106 - refer to a Corporation
USA LIMITED LIABILITY PARTNERSHIP (LLP) POA is valid for 2 years from date of execution	The legal name of the LLP	General Partner or Manager All other titles should be elevated to POA Team for review	Partnership Agreement - refer to USA Limited Partnership 5106 - refer to a Corporation
SOLE PROPRIETORSHIP POA is valid until revoked	The Owner's name followed by the DBA name if the company is legally doing business as (DBA) another company name	Owner, Sole Proprietor or Individual	5106 - refer to a Corporation for an EIN/IRS or Individual for a SSN
INDIVIDUAL POA is valid until revoked	Your full name	Self or Individual	Existing importers with Customs - Federal Government issued picture ID - Passport, Resident Card 5106 - Additions or updates may be required and should not be performed until: • An initial importer bond query is generated to review importer data on file in ACE • New importers or updates to existing importers - A copy of the individuals Social Security Card Note: In cases where the importer of record is 1) foreign and 2) an individual and 3) the requesting party is not a brokerage branch - the PoA acceptance team requires a copy of the individual's passport prior to transmitting CF5106 data through ABI. Link to Customs web source for Importer of Record 5106 validations and FAQ's: http://www.cbp.gov/
FOREIGN POA'S OF ANY BUSINESS ENTITY/INDIVIDUAL POA is valid until revoked	The legal name of the company/Individuals name	Manager Assistant Manager Director Deputy Director All titles from the Corporate list All other titles should be elevated to POA Team for review.	Non-resident certification is required for corporations. The same person that has signed the POA may not sign the certification. A nonresident certification is not required for individuals. 5106 - refer to a Corporation Proof of the corporate entity or other tangible proof, I.E. - Current Corporate Website, Stock Ticker ID, or similar evidence Link to Customs web source for validating a POA: http://www.cbp.gov/

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<p>US GOVERNMENT ENTITIES (Civilian and Military) POA is valid until revoked</p>	<p>The name of the Department, Independent Establishment, or Government Corporation as the principle and followed by the Agency (if applicable) as the DBA.</p>	<p>Secretary - Assistant/Deputy Secretary Director - Deputy Director Associate Director Contract Officer Procurement Officer Counsel Chief Financial Officer Chief of Staff Military Base Commander Commissioned Officer or Senior Non-Commissioned Officer with materials procurement authority/ command. All other titles should be elevated to POA Team for review.</p>	<p>If the signatory's title/capacity is insufficient to establish legal authority, a letter from the agency director/officer must accompany the POA.</p>
<p>STATE, COUNTY OR MUNICIPALITIES POA is valid until revoked</p>	<p>The government name as the principal. Any subordinate State branch acting as the importer of record must be listed as the DBA.</p>	<p>Governor - Vice Governor Secretary - Asst /Deputy Secretary Treasurer - Asst/Deputy Treasurer Attorney - Asst/Deputy Attorney Counsel Director - Asst/Deputy Director County Manager - City Manager Mayor - Vice Mayor Procurement Officer Contract Officer Police Chief - Vice Chief Sheriff Comptroller All other titles should be elevated to POA Team for review.</p>	<p>If the signatory's title/capacity is insufficient to establish legal authority, a letter from the agency director/officer must accompany the POA.</p>
<p>INSTITUTIONS OR ORGANIZATIONS NOT COVERED BY ABOVE-MENTIONED ENTITIES POA is valid until revoked</p>	<p>Unincorporated institutions or organizations acting as a private or quasi-government entity shall state the principle name of the organization as stated on the formal charter, government decree, or articles of organization. The field office must exercise appropriate diligence and reasonable care in verifying the Principle as a formal entity.</p>	<p>Director Chairman - Vice Chairman President - Vice President Dean - Provost Chancellor - Vice Chancellor Comptroller - Pastor Counsel - Secretary Treasurer - Superintendent Asst Superintendent Principal All other titles should be elevated to POA Team for review.</p>	<p>If the signatory's title/capacity is insufficient to establish legal authority, a letter from the director/officer must accompany the POA.</p>