

Oriox Customs Broker Inc.

139 Mitchell Ave., Ste 223

South San Francisco, CA 94080

Tel: 650-866-3680* Fax: 650-866-3679* Email: oriox@att.net

Listed below are the instructions to properly complete the Customs Power of Attorney. The instructions are numbered as per the numbered blanks on the form. If you have any questions regarding this form or how to fill out this form, please feel free to contact us.

Instructions:

1. Company's Federal Tax ID
 - a. EIN for Corporation, LLC, Partnership, or Sole Proprietorship.
 - b. Social Security Number for Individual and Sole Proprietor without an EIN.
2. Check appropriate box to indicate business type.
3. Full Legal Name
 - a. Full legal business name for Corporation and LLC.
 - b. Legal name for Individual and Sole Proprietor, or each partners for Partnership.
4. Indicate the State of incorporation, skip this if other than a corporation or LLC.
5. Indicate whether an Individual, Partnership or a Sole Proprietorship if other than a Corporation.
6. Business name for Partnership and Sole Proprietorship, DBA/AKA for a Corporation if have one.
7. Residence address for Individual/Partnership/Sole Proprietor or the official physical address of the company's office or place of business.
8. Full legal name of business or individual
9. Signature, must be signed by the owner or a corporate officer.
10. Print name of the signatory.
11. Title of the signatory (must be Owner; Partner; for Corporation, must be President, Vice President, Corporate Secretary, Treasure, CEO, CFO; for LLC, must be an Officer or Member with legal right to bind the LLC)
12. Enter the date of signature

Proof of ID Requirements:

Individuals and Sole Proprietors using SSN to do business

Need: A copy of the Social Security Card (both sides)

A copy of one other form of identification (driver's license, passport, etc.) that contains a picture and the birth date

Partnership

Need: A copy of the Social Security Card of a partner

A copy of one other form of identification (driver's license, passport, etc.) that contains a picture and the birth date

A copy of partnership agreement

Corporation, LLC, and Sole Proprietors with EIN

Need: A copy of IRS SS-4 EIN assignment letter, or any letter/form from IRS to the business showing that EIN belongs to the business

A copy of identification (driver's license, passport, etc.) that contains a picture and the birth date of the person signed the Power of Attorney.