Instructions for Customs Power of Attorney and Acceptance of Terms & Conditions

Packet includes Power of Attorney, Terms and Conditions, and Reasonable Care Checklist. As a client to act on your behalf as a broker/forwarder you must:
1) Complete the Power of Attorney, which authorizes to handle both Import and Export transactions;
2) Sign the Power of Attorney agreeing to Checklist";
3) Sign the ISF Acknowledgement and Release form, indicating either agreement or decline of ISF filing services by on your behalf (required for Import transactions only);

4) Return the signed documents by email to your Client Representative.

INSTRUCTIONS FOR COMPLETING A CUSTOMS POWER OF ATTORNEY (below numbers referenced on POA form)

- 1) If grantor is a partnership, corporation, LLC, or LLP, the Federal IRS number must be entered. For a sole proprietorship, this will be either a Federal IRS number or Social Security Number. An individual should provide their Social Security Number. If grantor is a non-U.S. company, leave this number blank.
- 2) Check the box which is most appropriate:
 - *Individual* a person acting in a non-business capacity

Partnership – two or more individuals operating a business

Corporation - a business authorized by state statute with limited liability

Sole Proprietorship – a business owned by an individual

Limited Liability Company – an entity, which is neither a corporation nor a partnership, that is managed by its members or a manager who is empowered to handle the affairs of the company

3) Full name:

Corporations, Limited Liability Companies – full legal name General Partnerships – full names of all partners Limited Partnership – full names of general partners Individuals, Sole Proprietorships – full personal name

- 4) Insert the same as chosen in 2).
- 5) Name the State or Province under whose laws the business is conducted (for example, a corporation should enter the state or province in which it is incorporated).
- 6) Insert the grantor's complete address (including zip/postal code) where conducting business.
- 7) Insert the same as shown in 3).
- 8) Must be signed as follows:

Corporation – <u>MUST BE SIGNED BY AN OFFICER SUCH AS THE PRESIDENT, VICE PRESIDENT, SECRETARY,</u>

<u>TREASURER, ETC</u>. Any other person signing must be authorized by resolution of the Board of Directors and the POA must include a letter from the corporate secretary certifying to that effect. If additional signatures are required you must complete the Corporate Certification form included in this packet.

Partnership – any of the general partners may execute the POA

Individual and Sole Proprietorship - must be signed by individual

Limited Liability Company - if grantor is an LLC, the signatory certifies that he/she has full authority to execute

- 9) Title of person signing (*must be an officer if signing for a corporation*). (Accompanied by letterhead verifying officer's name and title by any other officer).
- 10) Effective date
- 11) Witness is not required unless specifically requested.

CUSTOMS POWER OF ATTORNEY / DESIGNATION AS FORWARDING AGENT and Acknowledgement of Terms of Conditions

		5	
(1)	#		Individual Partnership Corporation Proprietorship company
KNOW ALL MEN	BY THESE PRESENTS: That (3))	, doing business
as a (4)		under the laws of the State of (5) residing of	or having an office and place
	fficers, employees and/or specifica	("Grantor") hereby ("Ily authorized agents to act for and on its behalf as a true and lawful agent and attor te in the United states ("the territory") either in writing, electronically, or by other aut	
		try, withdrawal, declaration, certificate, bill of lading, carnet or any other document ortation of any merchandise in or though the customs territory, shipped or consigned	
Perform any act or o	condition which may be required by	y law or regulation in connection with Merchandise deliverable to said grantor; to rec	eive any merchandise;
supplemental stater manufacturing recor- law or regulation for	nent, schedule, supplemental sch rds, declarations of proprietor on d	prity to transfer title, make or collect drawback; and to make, sign, declare, or swear t edule, certificate of delivery, certificate of manufacture, certificate of manufactur rawback entry, declaration of exporter on drawback, or any other affidavit or docume of whether such bill of lading, sworn statement, schedule, certificate, abstract, dec	re and delivery, abstract of ent which may be required by
merchandise export conveyance owned	ed with or without benefit of draw and operated by said grantor, and	or any bond required by law or regulation in connection with the entry or withdrawa vback, or in connection with the entry, clearance, lading, unlading or navigation of any and all bonds which may be voluntary given and accepted under applicable law <i>Tariff Act of 1930</i> , as amended, or affidavits in connection with entry of merchandise.	any vessel or other means of s and regulation, consignee's
		y act that may be necessary or required by law or regulation in connection with the conveyance owned or operated by said grantor;	he entering, clearing, lading,
		agent; to receive, endorse and collect checks issued for Customs duty refunds in a resident of the United States, to accept service of process on behalf of the grantor;	grantor's name drawn on the
		g filing of claims or protests under section 514 of the <i>Tariff Act of 1930</i> , or pursuan sted and which may properly be transacted or performed by an agent and attorney;	t to other laws of the territories,
		prity to do anything whatever requisite and necessary to be done in the premises as fu that the said agent and attorney shall lawfully do by virtue of these presents;	lly as said grantor could do if
This power of attorn a partnership, the sa	ney to remain in full force and effe id power shall in no case have any	ect until revocation in writing is duly given to and received by the grantee (if the done force or effect in the United States after the expiration of 2 years from the dates of it:	or of this power of attorney is s execution);
commercial invoice	es, bill of lading, insurance certific	tes the above grantee to act within the territory as lawful agent and sign or end cates, drafts and any other documents) necessary for the completion of an export of to appoint forwarding agents on grantor's behalf;	
Grantor acknowledg	ges receipt and agrees to	"Terms and Conditions of Service" governing all transactions between the	e Parties.
Grantor acknowledg	ges receipt of U.S. Customs and Bo	rder Protection "Reasonable Care Checklist", An Informed Compliance Publication.	
If the Grantor is a L	imited Liability Company, the sign	natory certifies that he/she has fully authorized to execute this power on behalf of the	grantor.
IN WITNESS WHE	EREOF, the said (7)		_(full name of company)
has caused these pro	esents to be sealed and signed: (Si	ignature) (8)	
(Capacity) (9)		Date: (10)	
Witness (if required	l) (11)		

If you are the importer of record, payment to broker will not relieve you of liability of U.S. Customs charges (duties, taxes, or other debts owed Customs) if the charges are not paid by the broker. Therefore, if you pay by check, Customs charges may be paid with a separate check payable to the "US Customs Service", which shall be delivered to Customs by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

CITY					
COUNTY	SS				
STATE					
On this day of _	, 20	_, personally	appeared before 1	ne	
residing at		, personal	lly known or suff	iciently identified to me, who	
certifies that	nd acknowledge		(is) (are) the i	ndividual (s) who executed	
it to be			free act and	deed.	
		, 	(Notary	Public).	
I,		at I am the			
of	, organized under the laws of the State of				
	_that			, who	
signed this power of attorn corporation; and that said p corporation by authority of Directors passed at a regula	its governing body	v as the same a			
day ofday of		, 20 , nov	w in my possessio	on or custody. I further	
certify that the resolution is corporation and was execu					
IN WITNESS WHEREOF	, I have hereunto se	et my hand and	l affixed the seal	of said corporation, at the	
City of		this	_day of	, 20	
(Signature)			date)		

Terms and Conditions of Service

These terms and conditions of service constitute a legally binding contract between the "Company" and the "Customer". In the event the Company renders services and issues a document containing Terms and Conditions governing such services, the Terms and Conditions set forth in such other document(s) shall govern those services.

1. Definitions

- (a) "Company" shall mean , its subsidiaries, related companies, agents and/or representatives;
- (b) "Customer" shall mean the person for which the Company is rendering service, as well as its principals, agents and/or representatives, including, but not limited to, shippers, importers, exporters, carriers, secured parties, warehousemen, buyers and/or sellers, shipper's agents, insurers and underwriters, break-bulk agents, consignees, etc. It is the responsibility of the Customer to provide notice and copy(s) of these terms and conditions of service to all such agents or representatives;
- (c) "Documentation" shall mean all information received directly or indirectly from Customer, whether in paper or electronic form;
- (d) "Ocean Transportation Intermediaries" ("OTI") shall include an "ocean freight forwarder" and a "non-vessel operating carrier";
- (e) "Third parties" shall include, but not be limited to, the following: "carriers, truckmen, cartmen, lightermen, forwarders, OTIs, customs brokers, agents, warehousemen and others to which the goods are entrusted for transportation, cartage, handling and/or delivery and/or storage or otherwise".

2. Company as agent. The Company acts as the "agent" of the Customer for the purpose of performing duties in connection with the entry and release of goods, post entry services, the securing of export licenses, the filing of export and security documentation on behalf of the Customer and other dealings with Government Agencies: as to all other services, Company acts as an independent contractor.

3. Limitation of Actions.

(a) Unless subject to a specific statute or international convention, all claims against the Company for a potential or actual loss, must be made in writing and received by the Company, within forty-five (45) days of the event giving rise to claim; the failure to give the Company timely notice

shall be a complete defense to any suit or action commenced by Customer.

- (b) All suits against Company must be filed and properly served on Company as follows:
 - (i) For claims arising out of ocean transportation, within one (1) year from the date of the loss;
 - (ii) For claims arising out of air transportation, within two (2) years from the date of the loss;
 - (iii) For claims arising out of the preparation and/or submission of an import entry(s), within thirty (30) days from the date of liquidation of the entry(s);
 - (iv) For any and all other claims of any other type, within two (2) years from the date of the loss or damage.

4. No Liability For The Selection or Services of Third Parties and/or Routes. Unless services are performed by persons or firms engaged pursuant to express written instructions from the Customer, Company shall use reasonable care in its selection of third parties, or in selecting the means, route and procedure to be followed in the handling, transportation, clearance and delivery of the shipment; advice by the Company that a particular person or firm has been selected to render services with respect to the goods, shall not be construed to mean that the Company warrants or represents that such person or firm will render such services nor does Company assume responsibility or liability for any actions(s) and/or inaction(s) of such third parties and/or its agents, and shall not be liable for any delay or loss of any kind, which occurs while a shipment is in the custody or control of a third party or the agent of a third party; all claims in connection with the Act of a third party shall be brought solely against such party and/or its agents; in connection with any such claim, the Company shall reasonably cooperate with the Customer, which shall be liable for any charges or costs incurred by the Company.

5. Quotations Not Binding. Quotations as to fees, rates of duty, freight charges, insurance premiums or other charges given by the Company to the Customer are for informational purposes only and are subject to change without notice; no quotation shall be binding upon the Company unless the Company in writing agrees to undertake the handling or transportation of the shipment at a specific rate or amount set forth in the quotation and payment arrangements are agreed to between the Company and the Customer.

6. Reliance On Information Furnished.

- (a) Customer acknowledges that it is required to review all documents and declarations prepared and/or filed with U.S. Customs & Border Protection, other Government Agency and/or third parties, and will immediately advise the Company of any errors, discrepancies, incorrect statements, or omissions on any declaration or other submission filed on Customers behalf;
- (b) In preparing and submitting customs entries, export declarations, applications, security filings, documentation and/or other required data, the Company relies on the correctness of all documentation, whether in written or electronic format, and all information furnished by Customer; Customer shall use reasonable care to ensure the correctness of all such information and shall indemnify and hold the Company harmless from any and all claims asserted and/or liability or losses suffered by reason of the Customer's failure to disclose information or any incorrect, incomplete or false statement by the Customer or its agent, representative or contractor upon which the Company reasonably relied. The Customer agrees that the Customer has an affirmative non-delegable duty to disclose any and all information required to import, export or enter the goods.

7. Declaring Higher Value To Third Parties. Third parties to whom the goods are entrusted may limit liability for loss or damage; the Company will request excess valuation coverage only upon specific written instructions from the Customer, which must agree to pay any charges therefore; in the absence of written instructions or the refusal of the third party to agree to a higher declared value, at Company's discretion, the goods may be tendered to the third party, subject to the terms of the third party's limitations of liability and/or terms and conditions of service.

8. Insurance. Unless requested to do so in writing and confirmed to Customer in writing, Company is under no obligation to procure insurance on Customer's behalf; in all cases, Customer shall pay all premiums and costs in connection with procuring requested insurance.

9. Disclaimers; Limitation of Liability.

- (a) Except as specifically set forth herein, Company makes no express or implied warranties in connection with its services;
- (b) In connection with all services performed by the Company, Customer may obtain additional liability coverage, up to the actual or declared value of the shipment or transaction, by requesting such coverage and agreeing to make payment therefor, which request must be confirmed in writing by the Company prior to rendering services for the covered transaction(s).

- (c) In the absence of additional coverage under (b) above, the Company's liability shall be limited to the following:
 - (i) Where the claim arises from activities other than those relating to customs business, \$50.00 USD per shipment or transaction, or
 (ii) Where the claim arises from activities relating to "Customs business," \$50.00 USD per entry or the amount of brokerage fees paid to Company for the entry, whichever is less;
- (d) In no event shall Company be liable or responsible for consequential, indirect, incidental, statutory or punitive damages, even if it has been put on notice of the possibility of such damages, or for the acts of third parties.

10. Advancing Money. All charges must be paid by Customer in advance unless the Company agrees in writing to extend credit to customer; the granting of credit to a Customer in connection with a particular transaction shall not be considered a waiver of this provision by the Company. **11.** Indemnification/Hold Harmless. The Customer agrees to indemnify, defend, and hold the Company harmless from any claims and/or liability, fines, penalties and/or attorneys' fees arising from the importation or exportation of customer or its agent or representative, which violates any Federal, State and/or other laws, and further agrees to indemnify and hold the Company harmless against any and all liability, loss, damages, costs, claims, penalties, fines and/or expenses, including but not limited to reasonable attorney's fees, which the Company may hereafter incur, suffer or be required to pay by reason of such claims; in the event that any claim, suit or proceeding is brought against the Company, it shall give notice in writing to the Customer by mail at its address on file with the Company.

12. C.O.D. or Cash Collect Shipments. Company shall use reasonable care regarding written instructions relating to "Cash/Collect on Deliver (C.O.D.)" shipments, bank drafts, cashier's and/or certified checks, letter(s) of credit and other similar payment documents and/or instructions regarding collection of monies but shall not have liability if the bank or consignee refuses to pay for the shipment.

13. Costs of Collection. In any dispute involving monies owed to Company, the Company shall be entitled to all costs of collection, including reasonable attorney's fees and interest at 15% per annum or the highest rate allowed by law, whichever is less unless a lower amount is agreed to by Company.

14. General Lien and Right To Sell Customer's Property.

- (a) Company shall have a general and continuing lien on any and all property of Customer coming into Company's actual or constructive possession or control for monies owed to Company with regard to the shipment on which the lien is claimed, a prior shipment(s) and/or both;
- (b) Company shall provide written notice to Customer of its intent to exercise such lien, the exact amount of monies due and owing, as well as any on-going storage or other charges; Customer shall notify all parties having an interest in its shipment(s) of Company's rights and/or the exercise of such lien.
- (c) Unless, within thirty (30) days of receiving notice of lien, Customer posts cash or letter of credit at sight, or, if the amount due is in dispute, an acceptable bond equal to 110% of the value of the total amount due, in favor of Company, guaranteeing payment of the monies owed, plus all storage charges accrued or to be accrued, Company shall have the right to sell such shipment(s) at public or private sale or auction and any net proceeds remaining thereafter shall be refunded to Customer.

15. No Duty To Maintain Records For Customer. Customer acknowledges that pursuant to Sections 508 and 509 of the Tariff Act, as amended, (19 USC §1508 and 1509) it has the duty and is solely liable for maintaining all records required under the Customs and/or other Laws and Regulations of the United States; unless otherwise agreed to in writing, the Company shall only keep such records that it is required to maintain by Statute(s) and/or Regulation(s), but not act as a "recordkeeper" or "recordkeeping agent" for Customer.

16. Obtaining Binding Rulings, Filing Protests, etc. Unless requested by Customer in writing and agreed to by Company in writing, Company shall be under no obligation to undertake any pre- or post Customs release action, including, but not limited to, obtaining binding rulings, advising of liquidations, filing of petition(s) and/or protests, etc.

17. Preparation and Issuance of Bills of Lading. Where Company prepares and/or issues a bill of lading, Company shall be under no obligation to specify thereon the number of pieces, packages and/or cartons, etc.; unless specifically requested to do so in writing by Customer or its agent and Customer agrees to pay for same, Company shall rely upon and use the cargo weight supplied by Customer.

18. No Modification or Amendment Unless Written. These terms and conditions of service may only be modified, altered or amended in writing and signed by both Customer and Company; any attempt to unilaterally modify, alter or amend same shall be null and void.

19. Compensation of Company. The compensation of the Company for its services shall be included with and is in addition to the rates and charges of all carriers and other agencies selected by the Company to transport and deal with the goods and such compensation shall be exclusive of any brokerage, commissions, dividends, or other revenue received by the Company from carriers, insurers and others in connection with the shipment. On ocean exports, upon request, the Company shall provide a detailed breakout of the components of all charges assessed and a true copy of each pertinent document relating to these charges. In any referral for collection or action against the Customer for monies due the Company, upon recovery by the Company, the Customer shall pay the expenses of collection and/or litigation, including a reasonable attorney fee.

20. Severability. In the event any Paragraph(s) and/or portion(s) hereof is found to be invalid and/or unenforceable, then in such event the remainder hereof shall remain in Full force and effect. Company's decision to waive any provision herein, either by conduct or otherwise, shall not be deemed to be a further or continuing waiver of such provision or to otherwise waive or invalidate any other provision herein.

21. Governing Law; Consent to Jurisdiction and Venue. These terms and conditions of service and the relationship of the parties shall be

construed according to the laws of the State of Alabama without giving consideration to principals of conflict of law. Customer and Company (a) irrevocably consent to the jurisdiction of the United States District Court and the State courts of Alabama;

(b) agree that any action relating to the services performed by Company, shall only be brought in said courts;

- (c) consent to the exercise of in *personam* jurisdiction by said courts over it, and,
- (d) further agree that any action to enforce a judgment may be instituted in any jurisdiction.

©Approved by the National Customs Brokers and Forwarders Association of America, Inc. (Revised 07/09)

Arbitration Clause. Any controversy or claim arising out of or relating to the business transactions between Company and Customer, including any contractual provisions, or breach thereof, shall be settled by arbitration conducted in the County of Mobile, State of Alabama, in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration decision shall be binding on the parties hereto, and a judgment upon the award rendered by such arbitrators may be entered in any court having jurisdiction of the controversy of claims.

IMPORTER SECURITY FILING ACKNOWLEDGMENT AND RELEASE

provides services as agent for importers and other international traders to facilitate their Importer Security Filing (ISF services).

to provide these ISF services Monday – Friday from 06:30 to 17:30 Time Zone and requires complete and accurate information at least four (4) working days prior to vessel sailing.

By signing where indicated below, Customer agrees to Terms and Conditions of Services and also authorizes to perform ISF filing services on its behalf.

"Company" shall mean its subsidiaries, related companies, agents, and/or representatives. In addition to the terms and conditions stated below, usage of these ISF services shall be subject to the NCBFAA terms and conditions of service, including its provisions regarding jurisdiction, venue and limits of liability.

"Customer" shall mean all users of these ISF services along with all their customers, as well as Customer's subsidiaries, related companies, agents and/or representatives.

Company will make commercially reasonable efforts to accurately transmit, or to cause a third party to accurately transmit, the information received from or on behalf of Customer in a timely manner, consistent with industry standards and subject to (i) delays related to force majeure events as customarily defined in the United States customs brokerage/freight forwarding and United States shipping/transportation industries and (ii) any and all technological failures or constraints that may occur or arise.

Company will rely on the accuracy of all information received from or on behalf of Customer, and shall not be responsible for verifying the accuracy of any such information. Company assumes no responsibility to file corrections to any data previously filed except upon the express instructions of Customer. Customer shall ensure the accuracy of all such information, and shall indemnify, defend, and hold Company harmless from any and all claims asserted and all liabilities and/or losses suffered by Company, including without limitation any and all costs, penalties, fines, fees, expenses and/or damages, including attorneys fees and costs, as well as punitive, indirect, incidental, special, statutory, consequential or exemplary damages, including without limitation damages for loss of profits, goodwill, or other intangible losses.

Company, in its absolute discretion, may elect to provide Customer with reports, which may be submitted daily, weekly, or on any other schedule as Company selects. It is up to Customer to inspect each such filing for accuracy and completeness and to promptly notify in the event an amendment is necessary and further to provide the correct and complete details for any such amendment. Further, it is Company's responsibility to insure that ISF has been filed for each of its shipments and finding any shipments which have been dispatched without a complete and accurate ISF filing, it is Customer's responsibility to promptly notify of same, unless Customer elects to file its own ISF or amendment, in which case, Customer shall prepare and transmit its own ISF filings and amendments.

EXCEPT AS SPECIFICALLY SET FORTH HEREIN, COMPANY MAKES NO EXPRESS OR IMPLIED WARRANTIES IN CONNECTION WITH ITS SERVICES OR ANY SERVICES

PROVIDED BY ANY THIRD PARTY. COMPANY EXPRESSLY DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF TITLE, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. COMPANY MAKES NO WARRANTY THAT COMPANY'S SERVICES WILL MEET CUSTOMER REQUIREMENTS; THAT COMPANY'S SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE AND/OR ERROR FREE; OR THAT THE QUALITY OF COMPANY'S SERVICES WILL MEET CUSTOMER EXPECTATIONS.

No agent, employee, or representative of Company has any authority to bind Company to any affirmation, representation or warranty concerning the services provided under this contract, and unless an affirmation, representation, or warranty is specifically included within this contract, it shall not be enforceable by Customer.

Customer's exclusive and sole remedy against Company under this contract shall be the refund of any money paid to Company by Customer for the specific services from which Customer's claim(s) arose.

IN NO EVENT WILL COMPANY BE LIABLE TO CUSTOMER OR TO ANY THIRD PARTY FOR THE ACTS OF ANY THIRD PARTY OR FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL, STATUTORY, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, GOODWILL, OR OTHER INTANGIBLE LOSSES, EVEN IF COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

AGREED TO: DECLINE:

DATED:

FULL CUSTOMER NAME: _____

SIGNATURE:

TITLE: