



Instructions for Completing Canadian Customs Power of Attorney (For Permanent Account set up)

The Canadian Customs Power of Attorney MUST be signed by a duly authorized representative of the company. (President, Treasurer, Vice President, Secretary, CEO, CFO, COO, Partner, Member, Owner).

If a Client requests a copy signed by a UPS Supply Chain Solutions representative, please send your request to the Regulatory Affairs Team.

1	Identify the Client's full legal name
2	Provide Client's Business Registration Number (SBRN)
3	Provide complete business address (including postal/zip code)
4	Indicate Client Corporate name and Business number (SBRN)
5	Provide name of municipality in which the document is being signed in
6	Indicate the name of Province/State where the document is being signed in
7	State the date of signing
8	Signing officer must PRINT their name, indicate their position (job title) within the organization, and then sign
9	A second signature is preferred, also by a duly authorized officer of the company
10	If a client requests a signed copy by a UPS Supply Chain Solutions' representative, the signature must be that of an officer of the company

Note:

No alterations, and/or amendments can be made to the Canadian POA document nor to its reverse side which contains the Standard Trading Conditions. If a client requests to include an expiry date, please contact the Regulatory Affairs Team.