

POA Instructions and Verification Requirements

Follow these easy steps to complete this Power of Attorney (POA):

Proceed to Form >>

(1) Enter EIN or SSN

Company EIN# (Federal ID Number) or Personal SSN# (Social Security Number)

Foreign Entities: Please provide your Customs Assigned Number (CAN) – Contact us if you need a CAN.

(Proof of EIN number or SSN may be required)

(2) Enter Importer of Record Name

Print the full name of individual, partnership, corporation, sole proprietorship, or LLC. If the company is a partnership or LLC, per 19 CFR 141.39(a)(2), list the names of all partner's and submit a copy of the partnership agreement.

(3) Enter Company DBA (doing business as) name, if applicable.

(Proof of DBA Certificate is required)

(4) Enter the State where the business is incorporated.

(5) Enter Business Address

Print the full valid physical address of the individual, partnership, corporation, sole proprietorship, or LLC.

P.O. Box is not acceptable.

- Individuals and Sole Proprietorships: Enter the legal residence of the person named in (2)
- Corporations and Partnerships: Enter primary or corporate business address.

(6) Enter Signer's Email Address

(7) Enter Signer's Name (Print the name of the person duly authorized to execute the POA)

Who can execute the POA?

Corporation: Corporate officer empowered to grant POA on behalf of the corporation, if other than a corporate officer, a Delegation of Authority must accompany the POA

Partnership: Any partner authorized to execute POA. POA's for Partnerships and Limited Partnerships or LLP's must be accompanied by a copy of the partnership agreement.

Limited Liability Company (LLC): Designated Member, Managing Member or the Designated Person, a Delegation of Authority must accompany the POA.

Individual or Sole Proprietorship: The person named in (2) above.

(8) Signer's Signature

Who can sign? Owner, President, Vice President/Asst. VP, Treasurer, Asst. Treasurer, CEO, COO, CFO, CIO or Chairman of the Board. If LLC = Member. If LLP/LP or Partnership = Partner

Director, General Manager and Controller are not acceptable, but are common mistakes.

(9) Signer's Title/Capacity

Capacity/Title of the person signing the POA

(10) Date

Fill in the date the POA is signed. Note: this date is a confirmation of the effective date.

Additional Notes: Proof of EIN number (or SSN) is required unless the Importer of Record has a Continuous Bond on file with CBP. If you need a list of acceptable documents for EIN/SSN proof, please contact our office.

Please note the following documents are required, in addition to a properly executed POA, should be received for identification and company verification:

- Individuals: Social Security and Passport OR Social Security Card and proof of Immigration status
- Partnership: Partnership agreement
- Foreign Importers: Corporate Certification and U.S. recipient/consignee information (U.S. address and EIN#)



(Updated: March 2024)

CUSTOMS POWER OF ATTORNEY
and Acknowledgement of Terms and Condition of Service

Check appropriate box: Individual Partnership Corporation Sole Proprietorship LLC Others

* (1) EIN or SSN# [] **or** (1) Customs Assigned # (CAIN) []

KNOWN ALL MEN BY THESE PRESENTS: That, *(2) []

doing business as (DBA) (3) [] *(4) under the laws of the State of: []

residing or having a place of business at *(5) []

receiving electronic communications at *(6) [] hereby constitutes and

appoints **ELLEO GLOBAL, INC.**, its officers, employees, successors and/or specifically authorized agents,

to act for and on its behalf as a true and lawful agent and attorney of the grantor for and in the name, place and stead of said grantor, from this date, in the United States, including the customs territory of the United States (the "territory") either in writing, electronically, or by other authorized means, to:

Make, endorse, sign, declare, or swear to any customs entry, withdrawal, declaration, certificate; bill of lading, carnet or any other documents required by law or regulation in connection with the importation, exportation, transportation, of any merchandise in or through the customs territory, shipped or consigned by or to said grantor;

Perform any act or condition, which may be required by law or regulation in connection with such merchandise deliverable to said grantor; to receive any merchandise;

Make endorsements on bills of lading conferring authority to transfer title; make entry or collect drawback; and to make, sign, declare, or swear to any statement or certificate required by law or regulation for drawback purposes, regardless of whether such document is intended for filing with Customs;

Sign, seal, and deliver for and as the act of said grantor any bond required by law or regulation in connection with the entry or withdrawal of imported merchandise or merchandise exported with or without benefit of drawback, or in connection with the entry, clearance, lading, unlading or navigation of any vessel or other means of conveyance owned or operated by said grantor, and any and all bonds which may be voluntarily given and accepted under applicable laws and regulations, consignee's and owner's declarations provided for in section 485, Tariff Act of 1930, as amended, or affidavits or statements in connection with the entry of merchandise;

Sign and swear to any document and to perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unlading, or operation of any vessel or other means of conveyance owned or operated by said grantor;

Authorize other Customs Brokers duly licensed within the territory to act as grantor's agent; to receive, endorse and collect checks issued for Customs duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United States, to accept service of process on behalf of the grantor;

And generally to transact Customs business, including filing of claims or protests under section 514 of the Tariff Act of 1930, or pursuant to other laws of the territories, in which said grantor is or may be concerned or interested and which may properly be transacted or performed by an agent and attorney;

Giving to said agent and attorney full power and authority to do anything whatever requisite to be done in the premises as fully as said grantor could do if present and acting, hereby ratifying and confirming all that the said agent and attorney shall lawfully do by virtue of these presents, including the waiver of confidentiality requirements to conduct same.

This power of attorney to remain full force and effect until revocation in writing is duly given to and received by grantee (if the donor of this power of attorney is a partnership, the said power shall in no case have any force or effect in the United States after the expiration 2 years from the dates of its execution);

Grantor acknowledges receipt of Elleo Global, Inc. Terms and Conditions of Service governing all transactions between the Parties. The Terms and Conditions of Service is found attached to this form and on our website.

If the grantor is a Limited Liability Company, the signatory certifies that he/she has full authority to execute this power on behalf of the Grantor.

Sufficiency of any electronic or other signature below shall be construed according to the laws of the State of CA.

Per 19CFR 111.29(b)(1) - If you are the importer of record, payment to the broker **will not** relieve you of liability for U.S. Customs and Border Protection (CBP) charges (duties, taxes or other debts owed to CBP) in the event the charges are not paid by the broker. Therefore, if you pay by check, CBP charges may be paid with a separate check payable to the **"U.S. Customs and Border Protection"** which shall be delivered to CBP by the broker. Importers who wish to utilize this procedure must contact our office in advance to arrange timely receipt of duty checks.

IN WITNESS WHEREOF, the said *(7) []

has caused these presents to be sealed and signed: *(8) (Signature) []

Capacity/Title *(9) [] Date: *(10) []

WITNESS: (if required) []

INDIVIDUAL OR PARTNERSHIP CERTIFICATION

CITY
COUNTY } SS:
STATE

On before me,
residing at , personally known or sufficiently
identified to me, who certifies that (is) (are) the individual(s) who
executed the foregoing instrument and acknowledge it to be
free act and deed.

(Notary Public) Signature and Seal

CORPORATE CERTIFICATION

(To be made by an officer of other than the once who executes the power of attorney)

I, , certify that I am the
of, organized by the laws of the State of
that , who signed this power of attorney on behalf of the
donor, is the of said corporation; and that said power of
attorney was duly signed, and attested for and on behalf of said corporation by authority of its
governing body as the same appears in a resolution of the Board of Directors passed at a regular
meeting held on the day of , 20, now in my possession or custody. I further certify
that the resolution is in accordance with the articles of incorporation and bylaws of said corporation
and was executed in accordance with the laws of the State or Country of Incorporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said corporation, at the
City of , this day of , 20.

Signature:

(Corporate Seal)
Date:

If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive shall appear in the appropriate place.

Elleo Global, Inc. Terms & 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 ELLEO GLOBAL, INC. 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, or for arranging for transportation services, both domestically and internationally, or other logistics services in any capacity other than as a carrier.

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 7 (seven) business 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 1 (one) year from the date of the loss; (ii) For claims arising out of brokering domestic motor carrier transportation, within 1 (one) year from the date of loss; (iii) For claims arising out of air transportation, within 1 (one) year from the date of the loss; (iv) For claims arising out of the preparation and/or submission of an import entry(s), within 30 (thirty) days from the date of liquidation of the entry(s); (v) For any and all other claims of any other type, within 2 (two) 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 parties in writing agree to the handling or transportation of the shipment at a specific rate or amount set forth in the quotation and payment arrangements for handling or transportation of the shipment 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 Customer's behalf;
- b) In preparing and submitting customs entries, export declarations, applications, security filings, documentation, delivery orders 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.
- c) Customer acknowledges that it is required to provide verified weights obtained on calibrated, certified equipment of all cargo that is to be tendered to steamship lines and represents that Company is titled to rely on the accuracy of such weights and to counter-sign or endorse it as agent of Customer in order to provide the certified weight to the steamship lines. The Customer agrees that it shall indemnify and hold the Company harmless from any and all claims, losses, penalties or other costs resulting from any incorrect or questionable statements of the weight provided by the Customer or its agent or contractor on which the Company relies.
- d) Customer acknowledges that it is required to advise Company in advance of its intention to tender hazardous material goods and that it will otherwise comply with all federal and international hazardous material regulations.

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 in these terms and conditions, Company makes no express or implied warranties in connection with its services;
- b) Customer may obtain insurance coverage for cargo loss or damage, 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 all events, the Company's liability shall be limited to the following: (i) where the claim arises from activities other than those relating to customs business, \$150 per shipment or transaction, or (ii) where the claim arises from activities relating to "Customs business," \$150 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.
- e) With respect to domestic transportation, Company shall not be liable for a motor carrier's failure to maintain insurance or for the accuracy of any documentation furnished by a motor carrier to Company or Customer evidencing said coverage.

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 **Initials**

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, costs, penalties and/or attorneys' fees arising from the importation or exportation of Customer's merchandise and/or any conduct of the Customer, including but not limited to the inaccuracy of entry, export or security data supplied by Customer or its agent or representative, which violates any Federal, State and/or other laws or regulations, 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. Such indemnification and hold harmless shall include all claims and costs arising directly or indirectly as a result of actions the Company is required to take pursuant to customs regulations to report to CBP when the Company separates from or cancels representation of a Customer as a result of determining, in the Company's judgment, that the Customer is intentionally attempting to use the Company to defraud the U.S. Government or commit any criminal act against the U.S. Government.
- 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 5% 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 continuing lien on any and all property and documents relating thereto of Customer coming into Company's actual or constructive possession, custody or control or enroute, which lien shall survive delivery, for all charges, expenses or advances owed to Company with regard to the shipment on which the lien is claimed, a prior shipment(s) and/or both. Customs duties, transportation charges, and related payments advanced by the Company shall be deemed paid in trust on behalf of the Customer and treated as pass through payments made on behalf of the Customer for which the Company is acting as a mere conduit.
 - a) 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.
 - b) Unless, within thirty 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) **No Duty To Provide Licensing Authority.** Unless requested by Customer in writing and agreed to by the Company in writing, Company shall not be responsible for determining licensing authority or obtaining any license or other authority pertaining to the export from or import into the United States.
- 18) **No Duty To Serve as a Party to the Transaction.** Unless requested by Customer in writing and agreed to by an officer of the Company in writing, Company shall not be construed as a party to the Transaction including but not limited to manufacturer, seller, buyer, importer, importer of record, exporter, with any attendant obligations or responsibilities pertaining to the export from or import of merchandise into the United States or transactions in connection therewith.
- 19) **Preparation and Issuance of Bills of Lading.** Where Company prepares and/or issues a bill of lading, Customer or its agent shall supply to Company the marks necessary to identify the goods, the number of packages, the quantity, weight, and apparent condition of the goods. 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 on any bill of lading or shipping document the information supplied by Customer.
- 20) **No Modification or Amendment Unless Written.** These terms and conditions of service may only be modified, altered or amended in writing signed by both Customer and Company; any attempt to unilaterally modify, alter or amend same shall be null and void.
- 21) **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.
- 22) **Force Majeure.** Company shall not be liable for losses, damages, delays, wrongful or missed deliveries or nonperformance, in whole or in part, of its responsibilities under the Agreement, resulting from circumstances beyond the control of either Company or its sub-contractors, including but not limited to: (i) acts of God, including flood, earthquake, tornado, storm, hurricane, power failure, epidemic or other severe health crisis, or other natural disaster; (ii) breaches of cyber security including but not limited to cyber outages or attacks; (iii) war, hijacking, robbery, theft or terrorist activities; (iv) incidents or deteriorations to means of transportation, (v) embargoes, (vi) civil commotions or riots, (vii) defects, nature or inherent vice of the goods; (viii) acts, breaches of contract or omissions by Customer, Shipper, Consignee or anyone else who may have an interest in the shipment, (ix) acts by any government or any agency or subdivision thereof, including denial or cancellation of any import/export or other necessary license; or (x) strikes, lockouts or other labor conflicts. In such event, Company reserves the right to amend any tariff or negotiated freight or logistics rates, on one day's notice, as necessary to provide the requested service.
- 23) **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.
- 24) **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 California without giving consideration to principles of conflict of law.

Customer and Company:

- a) irrevocably consent to the jurisdiction of the United States District Court and the State courts of California;
- 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.



Elleo Global, Inc. – National Customs Brokerage

1670 S. Amphlett Blvd. #214-27, San Mateo, CA 94402 | Office: (650) 315-2968

8500 N. Stemmons Fwy, #5012. Dallas, TX 75247 | Office: (817) 725-8677

www.elleoglobal.com | hello@elleoglobal.com

ACH AUTHORIZATION FORM

CUSTOMER INFORMATION

Name: _____

Company Name (if applicable): _____

Billing Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

PAYMENT AUTHORIZATION

I, _____ (account holder name) authorize Elleo Global, Inc. to debit my bank account as indicated below:

BANK ACCOUNT INFORMATION

Bank Name: _____

Account Holder Name: _____

Routing Number: _____

Account Number: _____

Account Type: Business Checking Business Savings Personal Checking Personal Savings

PAYMENT DETAILS

Amount Authorized: Fixed Amount \$ _____ Amount as invoiced (based on each entry)

Payment Frequency: One-Time Ongoing for continuous shipments (billed per invoice)

Invoice/Entry Number: _____ (if ongoing, write "various")

Notice will be given before each debit

TRANSACTION FEES:

- FREE (no additional transaction fee **only** if importers pay customs duty, fees and tariffs directly to CBP)
- A 3.5% duty advancement fee and 1.5% transaction fee will apply if using Elleo ACH account to pay customs duty, fees and tariffs on the importer's behalf

AUTHORIZATION AGREEMENT

I authorize Elleo Global Inc. to debit my bank account as indicated above for agreed-upon services. I understand that my information will be securely stored for payment processing and that I can revoke this authorization at any time by providing written notice. I acknowledge that if Elleo Global pays customs duty on my behalf, an additional 3.5% duty advancement fee and 1.5% transaction fee will be applied to my total invoice amount.

SIGNATURE

Account Holder Signature: _____

Printed Name: _____ Date: _____

For security purposes, please upload this form into our [secure portal](#). Do not send sensitive information through unsecured email. If you have any questions, please contact us at hello@elleoglobal.com.



DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB CONTROL NUMBER 1651-0064
EXPIRATION DATE 8/31/2024

CREATE/UPDATE IMPORTER IDENTITY FORM

19 CFR 24.5

As the importer, consignee, or other party listed in block 1, you are responsible for the validity of the information provided in this document. Any Customs Broker or third party who is submitting the information on your behalf is only obligated to convey this information to Customs and Border Protection (CBP).

TYPE OF ACTION (Mark all applicable): <input type="checkbox"/> Notification of identification number <input type="checkbox"/> Change of name <input type="checkbox"/> Change of address			
All the data elements with a red asterisk are required			
1. NAME AND IDENTIFICATION NUMBER			
*1A. Importer/Business/Private Party Name:			
1B. Internal Revenue Service (IRS) Employer Identification Number (EIN), Social Security Number (SSN), or CBP-Assigned Number: Number Type:			
1C. <input type="checkbox"/> DIV <input type="checkbox"/> AKA <input type="checkbox"/> DBA	1D. DIV/AKA/DBA Name:		
*1E. <input type="checkbox"/> I wish to be assigned a CBP Number. Check here if requesting a CBP-assigned number and indicate reason(s). Check all reasons that apply.			
<input type="checkbox"/> I have a SSN, but wish to use a CBP-Assigned Number on all my entry documents	<input type="checkbox"/> I have no Social Security Number	<input type="checkbox"/> I have no IRS Number	<input type="checkbox"/> I have not applied for an IRS number or SSN
1F. CBP-Assigned Number:			
1G. Type of Company:			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> U.S. Government	<input type="checkbox"/> State/Local Government	<input type="checkbox"/> Foreign Government	<input type="checkbox"/> Individual
1H. If you are an importer, how many entries do you plan on filing in a year? Select from the following:			
<input type="checkbox"/> 1-4 per year	<input type="checkbox"/> 5-24 per year	<input type="checkbox"/> 25 or more per year	
<input type="checkbox"/> infrequent personal shipments	or	<input type="checkbox"/> I do not intend to import.	
1I. How will the identification number be utilized? Select all options that will apply:			
<input type="checkbox"/> Importer of Record	<input type="checkbox"/> Consignee/Ultimate Consignee	<input type="checkbox"/> Drawback Claimant	
<input type="checkbox"/> Refunds/Bills	<input type="checkbox"/> Other _____		
1J. Program Code 1:	1K. Program Code 2:	1L. Program Code 3:	1M. Program Code 4:
2. ADDRESS INFORMATION			
2A. MAILING ADDRESS <i>(Each street address line can be no more than 32 characters)</i>			
*Street Address 1:		*City:	*State/Province:
Street Address 2:		Zip Code:	Country ISO Code:
*Is the address in 2A, a:			
<input type="checkbox"/> Residence	<input type="checkbox"/> Corporate Office	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Retail Location
<input type="checkbox"/> Business Service Center	<input type="checkbox"/> Post Office Box	or	<input type="checkbox"/> Office Building
<input type="checkbox"/> Other - Explain: _____			
2B. PHYSICAL LOCATION ADDRESS <i>(Required only if different than mailing address. Each street address line can be no more than 32 characters)</i>			
*Street Address 1:		*City:	*State/Province:
Street Address 2:		Zip Code:	Country ISO Code:
*Is the address in 2B, a:			
<input type="checkbox"/> Residence	<input type="checkbox"/> Corporate Office	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Retail Location
<input type="checkbox"/> Other - Explain: _____			or
*2C. Phone number:	Extension:	2D. Fax number:	

*2E. Email address: _____	2F. Website: _____
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3. COMPANY INFORMATION

3A. Provide a brief business description: _____

3B. Provide the 6-digit North American Industry Classification System (NAICS) code for this business: _____

3C. Provide the D-U-N-S Number for the Importer: _____

3D. If you are also a broker/self-filer, supply the filer code that will be used when conducting business with CBP: _____

3E. Year established: _____

3F. List the names and Internal Revenue Service (IRS) Employer Identification Number (EIN), Social Security Number (SSN), or CBP-assigned numbers for current or previous related business entities.

Related Business	Name of Business Entities	IRS/SSN/CBP Assigned Number
<input type="checkbox"/> Current <input type="checkbox"/> Previous		
<input type="checkbox"/> Current <input type="checkbox"/> Previous		
<input type="checkbox"/> Current <input type="checkbox"/> Previous		

3G. Primary Banking Institution: _____
(Name)

_____ (Bank Routing Number) _____ (City) _____ (State) _____ (Country ISO Code)

3H. Certificate or Articles of Incorporation - (Locater I.D.) _____

3I. Certificate or Articles of Incorporation – (Reference Number) _____

3J. Business Structure/Beneficial Owner/Company Officers - The officers listed in this section must have importing and financial business knowledge of the company listed in section 1 of this form and must have legal authority to make decisions on behalf of the company listed in section 1.

Entry 1	Company Position Title:	Name (Last, First, Middle Initial)		
	Direct Phone Number:	Extension:	Direct Email:	
	Social Security Number:	Passport Number:	Country of Issuance:	Passport Expiration Date:
	Passport Type: <input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Passport Card			
Entry 2	Company Position Title:	Name (Last, First, Middle Initial)		
	Direct Phone Number:	Extension:	Direct Email:	
	Social Security Number:	Passport Number:	Country of Issuance:	Passport Expiration Date:
	Passport Type: <input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Passport Card			
Entry 3	Company Position Title:	Name (Last, First, Middle Initial)		
	Direct Phone Number:	Extension:	Direct Email:	
	Social Security Number:	Passport Number:	Country of Issuance:	Passport Expiration Date:
	Passport Type: <input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Passport Card			

3J. Business Structure/Beneficial Owner/Company Officers (Continued)

Entry	Company Position Title:	Name (Last, First, Middle Initial)
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Direct Phone Number:		Extension:		Direct Email:	
Social Security Number:		Passport Number:		Country of Issuance:	
Passport Expiration Date:					
Passport Type: <input type="checkbox"/> Regular <input type="checkbox"/> Official <input type="checkbox"/> Diplomatic <input type="checkbox"/> Passport Card					
4. CERTIFICATION					
By my signature below, I certify that, to the best of my knowledge and belief, all of the information included in this document is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this 5106 document, I may be fined or imprisoned (18 U.S.C. § 1001).					
*Printed or Typed Full Name (Last, First, Middle Initial):			*Signature:		
*Title:					
Telephone Number:		*Date:		Broker Name:	
				Elleo Global, Inc.	
				Telephone Number: 650-315-2968	

CBP Form 5106 Privacy Act Statement

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

AUTHORITY:

The U.S. Customs and Border Protection (CBP) is authorized to collect the information requested on this form pursuant to Title 19 of the Code of Federal Regulations (19 CFR §24.5 Filing Identification Number and 149.3 Data Elements). CBP has the authority to collect Social Security numbers (SSN) under Executive Order (E.O.) 9397, as amended by E.O. 13478 (Pursuant to 31 U.S.C. §7701(c), 26 U.S.C. §6109(d), 19 C.F.R. §24.5 and §149.3).

PURPOSE:

CBP is requesting this information to collect and maintain records on all commercial goods imported into the United States, along with carrier, broker, importer, and other ACE-ITDS Portal user account and manifest information. CBP will use this information to track, control, and process all commercial goods imported into the United States. This facilitates the flow of legitimate shipments, and assists the Department of Homeland (DHS)/CBP in targeting illicit goods.

ROUTINE USES:

The information requested on this form may be shared externally, as a "routine use" with appropriate federal, state, local, tribal, or foreign governmental agencies, or multilateral governmental organizations, to assist DHS in investigating or prosecuting the violations of, or for enforcing or implementing, a statute, rule, regulation, order, license, or treaty or when DHS determines that the information would assist in the enforcement of civil or criminal laws. A complete list of the routine uses can be found in the system of records notice associated with this form, "DHS/CBP-001 Import Information System." The Department's full list of system of records notices can be found on the Department's website at <http://www.dhs.gov/system-records-notices-sorns>.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:

Providing this information to is voluntary. However, failure to provide the information will result in the denial of a CBP-assigned importer number/importer of record identification (ID) number, and inability to pay import related duties, taxes, and fees related to an entry of imported goods. Individuals who do not provide this information may be required to use a separate party for transactions, which may affect or delay the importation of shipments in international trade.

INSTRUCTIONS

TYPE OF ACTION

Notification of Identification Number - Check this box if this is your first request for services with CBP, or if your current Importer Number is inactive and you wish to activate this number.

Change of Name - Check this box if the Importer Number is on file but there is a change in the name.

Change of Address - Check this box if the Importer Number is on file but there is a change in the address.

For updates involving to an existing IOR other than a change of name or address, "TYPE OF ACTION" should be left blank.

NOTE: If a "Change of Address" and/or "Change of Name" is requested for an importer or other party that has an active bond on file with CBO, then a name and/or address rider must accompany this change document, unless the rider is otherwise not required for the bond pursuant to a CBP test announced in the Federal Register, such as CBP's eBond Test Program, or otherwise not required by CBP's regulations.

SECTION 1 - NAME AND IDENTIFICATION NUMBER

1A - Importer/Business/Private Name - Indicate the full legal name of the company or individual who will be importing or seeking service or payment. If you are submitting this document as a consignee to the import transaction, sections 1 and 2 must be filled out completely.

1B - IRS/SSN - Complete this block if you are assigned an Internal Revenue Service (IRS) employer identification number or Social Security Number (SSN). If neither an IRS employer identification number nor a Social Security Number (SSN) has been assigned, click the "NONE" check box. The SSN should belong to the principal or owner of the company.

1C - DIV/AKA/DBA - Complete this block if an importer is a division of another company (DIV), is also known under another name (AKA), or conducts business under another name (DBA).

1D - Complete this block only if Block 1C is used.

1E - Request CBP-Assigned Number - Complete this block if you have neither an IRS employer identification number nor a SSN and you require a CBP-assigned number, or, you choose to use a CBP-assigned number in lieu of your SSN. If you have an IRS employer identification number at the time you submit this form that number will automatically become your importer identification number and **no** CBP-assigned number will be issued. **NOTE:** A CBP-assigned number is for CBP use **only** and does not replace listing a SSN or IRS employer identification number on this form. If you have elected to request a CBP-Assigned Number in lieu of your SSN, you must provide your Company Position Title, Name, and SSN in block 3J of this form. In general, a CBP-assigned number will be issued to foreign businesses or individuals, provided no IRS employer identification number or SSN exists for the requester. A requester can choose to keep using the CBP-assigned number even if the individual subsequently acquires a SSN. If block 1E is completed, CBP will issue an assigned number and inform the requester. This identification number will be used for all future CBP transactions when an identification number is required. If an IRS employer identification number, a Social Security Number, or both, are obtained after an identification number has been assigned by CBP, a new CBP Form 5106 form shall not be filed unless requested by CBP.

1F - CBP-Assigned Number - Complete this block if you have already been assigned a CBP-Assigned Number, and there is a requested change in Block "TYPE OF ACTION".

1G - Type of Company - Select the description that accurately describes your company. A Limited Liability Company (LLC) is not a corporation; it is a legal form of company that provides limited liability to its owners.

1H - Provide an estimate of the number of entries that will be imported into the U.S. in one year, if you are an importer of record.

1I - Check the boxes which will indicate how the name and identification number will be utilized. If the role of the party is not listed, you can select "Other" and then list the specific role for the party. (ex., Transportation carrier, Licensed Customs Brokerage Firm, Container Freight Station, Commercial Warehouse/Foreign Trade Zone Operator, Container Examination Station or Deliver to Party).

1J thru 1M - If you are currently an active participant in a CBP Partnership Program(s), provide the program code in Block 1J thru Block 1M of the revised CBP Form 5106 and the information that is contained in Section 3 of the revised CBP Form will not be required. (ex., Customs Trade Partnership Against Terrorism - CTPAT, Importer Self-Assessment - ISA)

SECTION 2 - ADDRESS INFORMATION

2A - MAILING ADDRESS (Mailing Address for the named business entity or individual referenced in section 1).

Street Address 1 - This block must always be completed. It may or may not be the physical location. Insert a post office box number or a street number representing the first line of the mailing address. For a U.S. or Canadian mailing address, additional mailing address information may be inserted. If a P.O. Box number is given for the mailing address, a second address (physical location) must be provided in 2B. This line can be no more than 32 characters long.

Street Address 2 - If applicable, this block must always be completed with the apartment, suite, floor, and/or room number. This line can be no more than 32 characters long.

City - Insert the city name of the importer's mailing address.

State/Province - For a U.S. mailing address, insert a valid 2-position alphabetic U.S. state postal code. For a Canadian mailing address, insert a 2-character alphabetic code representing the province of the importer's mailing address.

Zip Code - For a U.S. mailing address, insert a 5 or 9-digit numeric ZIP code as established by the U.S. Postal Service. For a Canadian mailing address, insert a Canadian postal routing code. For a Mexican mailing address, leave blank. For all other foreign mailing addresses, a postal routing code may be inserted.

Country ISO Code - For a U.S. mailing address, leave blank. For any foreign mailing address, including Canada and Mexico, insert a 2-character alphabetic International Standards Organization (ISO) Code representing the country.

Type of Address - Check the box that describes this address.

2B - PHYSICAL LOCATION ADDRESS - Provide the address that is associated with the business or the individual. **This address cannot be a P.O. Box, Business Service Center, etc.** The address associated with the business can be the principal's home address. The Physical Location Address does not need to be provided on the form if it is the same as the mailing address.

Street Address 1 - If the place of business is the same as the mailing address, leave blank. If different from the mailing address, insert the company's business address in this space. A second address representing the company's place of business is to be provided if the mailing address is a post office box or drawer. This line can be no more than 32 characters long.

Street Address 2 - If applicable, this block must always be completed with the apartment, suite, floor, and/or room number. This line can be no more than 32 characters long.

City - Insert the city name for the business address.

State/Province - For a U.S. address, insert a 2-character alphabetic U.S. state postal code. For a Canadian address, insert a 2-character alphabetic code representing the province of the importer's business address.

Zip Code - For a U.S. business address, insert a 5 or 9-digit numeric ZIP code as established by the U.S. Postal Service. For a Canadian address, insert a Canadian postal routing code. For a Mexican address, leave blank. For all other foreign addresses, a postal routing code may be inserted.

Country ISO Code - For a U.S. address, leave blank. For any foreign address, including Canada and Mexico, insert a 2-character alphabetic ISO code representing the country.

Type of Address - Check the box which describes this address.

2C - Phone Number - The phone number and extension.

2D - Fax Number - The fax number.

2E - E-mail Address - The e-mail.

2F - Website - The website.

SECTION 3 - COMPANY INFORMATION - In most cases, the data elements in this section are optional. However, if the "I have a SSN, but wish to use a CBP-assigned number on all my entry documents" option was selected in Block 1E, you must provide your Company Position Title, Name, and SSN in Block 3J.

The absence of this information will affect CBP's ability to fully understand the level of risk on subsequent transactions and could result in the delay of cargo release or the processing of a refund.

3A - Provide a brief description of your business.

3B - Complete this field if you know the North American Industry Classification System (NAICS) code as defined by the Department of Commerce. Provide your 6-digit NAICS code.

3C - If available, provide the Dun & Bradstreet Number for the name that was presented in section 1.

3D - If you are an importer who is a self-filer and are using your own filer code, or a broker who also has maintained an identification number, provide the filer code that you will be using to conduct business with CBP.

3E - Indicate the year in which your company was established.

3F - Related Businesses Information - List the name and IRS employer identification number, Social Security Number or CBP assigned number for each related business and indicate if it is a current or previous related business.

3G - Indicate the primary banking information for the company that is listed in section 1.

3H - Certificate or Articles of Incorporation - Provide the 2-digit State or insert a 2-character alphabetic ISO Code representing the country in which the articles of incorporation for the business were filed (as applicable).

3I - Certificate or Articles of Incorporation - Provide the file, reference, entity, issuance or unique identifying number for the certificate or articles of incorporation or business registration number or the foreign articles of incorporation (as applicable).

3J - Business Structure/Beneficial Owner/Company Officer - The Beneficial Owner is any individual or group of individuals that, either directly or indirectly, has the power to vote or influence the transaction decisions regarding a specific security or one who has the benefits of ownership of a Security (finance) or property and yet does not nominally own the asset itself. Beneficial Owner/ Company Officers must have importing and financial business knowledge of the company listed in section 1 and the legal authority to make decisions on behalf of the company listed in section 1 with respect to that knowledge. In most instances, the SSN or Passport Number, Country of Issuance, Passport Expiration Date, and Passport Type, in the absence of a SSN, are optional in this block. However, if the "I have a SSN, but wish to use a CBP-assigned number on all my entry documents" option is selected in Block 1E, your Company Position Title, Name, and SSN must be provided in this block.

PAPERWORK REDUCTION ACT STATEMENT: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0064. The estimated average time to complete this application is 45 minutes. The obligation to respond is required to obtain a benefit. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of International Trade, Regulations and Rulings, 90 K Street NE, Washington DC 20229-1177.