



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

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**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.**

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<b>1</b>	Identify the Client's full legal name
<b>2</b>	Provide Client's Business Registration Number (SBRN)
<b>3</b>	Provide complete business address (including postal/zip code) <b>**PO Box is not acceptable**</b>
<b>4</b>	Indicate Client Corporate name and Business number (SBRN)
<b>5</b>	Provide name of municipality in which the document is being signed in
<b>6</b>	Indicate the name of Province/State where the document is being signed in
<b>7</b>	State the date of signing
<b>8</b>	Signing officer must <b>PRINT</b> their name, indicate their position (job title) within the organization, and then sign
<b>9</b>	A second signature is preferred, also by a duly authorized officer of the company
<b>10</b>	If a client requests a signed copy by a UPS Supply Chain Solutions representative's, 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.**