



September 24, 2009

Attention: International Export Customers

Subject: Requirement for Clients to Provide Employer Identification Number (EIN) for Export Shipments

The need for an Employer Identification Number (EIN) and Power of Attorney (POA) applies to all ocean and air exports to international destinations. This does not apply to shipments to/from Alaska or Hawaii or trucked shipments to Canada or Mexico. It does apply to exports and imports from Puerto Rico, U.S. Virgin Islands and Guam. All shipments, including household goods and personal effects, leaving the United States of America must clear through an abbreviated clearance with U.S. Customs and Border Protection. This program is administrated by the U.S. Department of Commerce through their Automated Export System. On behalf of our U.S.-based customers, we process your property through this system.

Recently, a change was implemented by the U.S. Government that requires the use of an EIN (Employer Identification Number) tax number in place of the social security number for all U.S. persons (any person; U.S. citizen; U.S. permanent resident or any visitor with a stay in excess of 90 days). This is an important step in the direction of providing security to your private information connected to your social security number. Please understand that this is a requirement of the US Government and we must all work with them to protect your property.

Attached are step-by-step instructions to quickly obtain your EIN number, which is required to fill out your POA (Power of Attorney) form. Please follow these instructions carefully. If you have any questions about the process or you experience difficulties with the website, please call the Internal Revenue Service at **1-800-829-4933**, Monday thru Friday, 7:00 a.m. to 10:00 p.m.

Customers with stays of less than 90 days, must provide a passport number and a signed and completed POA. **IMPORTANT:** We are requesting that **you** complete this process prior to your home being packed. Delay in completion or return of this EIN number will cause your shipment to be delayed and stored in the USA until the EIN can be obtained from you and the move process can be restarted. This may cause unnecessary delays and expenses that will be your responsibility.

Sincerely,

John Hiles
Director PHE & Government
International Operations

Enclosures:
Instructions to Apply for EIN
Customs Power of Attorney Form
Sample Customs Power of Attorney



Instructions

Applying For Your Employer Identification Number (EIN) (Export Purposes Only)

If you do not have computer/internet access, **please call the IRS at 1-800-829-4933**, Monday thru Friday, 7:00 a.m. to 10:00 p.m. local time.

FOR INTERNET FILERS

- Open your web browser and go to www.irs.gov
- On the lower left side of the IRS page, there is a block titled "ONLINE SERVICES" (click)
- Scroll down the page to "Online Employer Identification Number (EIN)" (click)
- Once page loads, scroll down to bottom of page to "APPLY ONLINE NOW" (click)
- You are now at the screen titled, "Important Information Before You Begin." If you are filing on behalf of another person, please read the section "RESTRICTIONS."

Click BEGIN APPLICATION

1. Per the coordination of the IRS and the Census department, you will be applying for an EIN as a Sole Proprietor, click the area at the top titled "Sole Proprietor," scroll down and click "CONTINUE."
2. The next screen will confirm the type of Sole Proprietor, again, with coordination of the IRS and Census department, click "Sole Proprietor" and then click "CONTINUE."
3. This screen confirms your selection as a Sole Proprietor, click "CONTINUE."
4. The next screen is titled "Why is the Sole Proprietor requesting an EIN?" Per the IRS, please click "STARTED A NEW BUSINESS." This will not obligate you as a business owner; this is mainly the step to obtain the EIN. Click "CONTINUE."
5. This screen is where you fill in your personal information which is required to obtain the EIN. If you are the "sole proprietor" requesting the EIN, click the button "I am the sole proprietor." If not, please contact your representative at UniGroup Worldwide.
6. This screen will prompt you to supply your U.S. address, not your foreign address. If you choose to have your EIN mailed to you, this is the address it will be sent to. Click "CONTINUE."
7. On this screen, please supply your county of residence, your state of residence and the current date. Click "CONTINUE." This address will always be your last residence in the United States.
8. The following screens are questions relating to the sole proprietor. As this EIN is for export purposes, select "NO" to the listed questions and click "CONTINUE."



9. This screen will allow you to state that you are obtaining an EIN for export purposes. At the bottom of the screen, click "Other" (the category may apply, but disregard for this purpose), and type "FULFILLING FEDERAL REQUIREMENT TO EXPORT." Click "CONTINUE."
10. The final screen is titled "How Would You Like to Receive Your EIN Confirmation Letter?" Please be sure to select "RECEIVE LETTER ONLINE." Once you receive your EIN number, print your letter and supply that number to your move manager. It is very important to receive this online as delays with your shipment can occur while waiting for the IRS to mail you your confirmation. Click "CONTINUE" to receive your EIN.

NOTE:

- Once you have completed your move, you have the option to cancel your EIN with the IRS. To close your EIN number, please go to <http://www.irs.gov/businesses/small/article/0,,id=177073,00.html>
 - If you have misplaced your EIN, you can also go to <http://www.irs.gov/businesses/small/article/0,,id=155444,00.html>
11. Your **final step** is to enter your EIN on the upper left corner of the Power of Attorney form (attached), complete the form and send it to your coordinator at UniGroup Worldwide UTS World Headquarters.

NOTE: If you have difficulties going through this process, please call the IRS at 1-800-829-4933, Monday thru Friday, 7:00 a.m. to 10:00 p.m. local time.



CUSTOMS POWER OF ATTORNEY

Designation of Export Forwarding Agent

And

Acknowledgement of Terms and Conditions

TAX ID NUMBER (EIN): XX-XXXXXX

- Individual (checked), Partnership, Corporation, Sole Proprietorship, LLC

KNOW ALL MEN BY THESE PRESENTS: That, (name) John Smith doing business as

a Individual under the laws of the State of MO, residing or having a principal place of business at 123 Anywhere street Fenton Mo, hereby constitutes and appoints UniGroup Worldwide, Inc.,

its officers, employees and/or specifically authorized agents to act for and on its behalf as 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 (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 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, unloading 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 or merchandise;

Sign and swear to any document and perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, 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 Custom duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United State, to accept service of process on behalf of the grantor;

And generally to transact business, including filing of claims or protest 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 and necessary to be done in the premises as fully as 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;

This power of attorney to remain in 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);

Appointment as Forwarding Agent: Grantor authorizes the above Grantee to act within the territory as lawful agent and sign or endorse export documents (i.e. commercial invoice, bill of lading, insurance certificates, drafts and any other document) necessary for the completion of an export on the grantor's behalf as may be required under law and regulation in the territory and to appoint forwarding agents on grantor's behalf;

Grantor waives the confidentiality requirements of section 111.24 of the Customs Regulations and the requirement in section 111.36 of the Customs Regulations that the Customs Broker transmit a copy of its bill for service directly to the importer, and authorizes the Customs Broker to transmit its bill for services and copies of the Customs entry documents and related documents (CBP-7501 or other documents used to make entry, commercial invoices, etc.) through Grantor's forwarder. No part of this agreement or any other agreement forbids or prevents direct communication between the importer or other party in interest and the Customs Broker;

GRANTOR ACKNOWLEDGES AND AGREES THAT UNIGROUP WORLDWIDE, INC.'S TERMS AND CONDITIONS OF SERVICE AS PROVIDED ONLINE AT THE INTERNET ADDRESS HTTP://UNIGROUP.UTS.COM/SERVICES/AIRFREIGHT/DOCUMENTS/POWEROFATTORNEYTERMSANDCONDITIONS2010.PDF, AND ANY FUTURE UPDATES OR REVISIONS THERETO AS MAY BE APPLICABLE AT THE TIME OF SERVICE, SHALL GOVERN ALL TRANSACTIONS BETWEEN THE PARTIES.

Grantor acknowledges receipt of UniGroup Worldwide, Inc.'s Terms and Conditions of Service governing all transactions between the Parties. If the Grantor is Limited Liability Company, the signatory certifies that he/she has full authority to execute this power of behalf of the Grantor.

IN WITNESS WHEREOF, the said John Smith (name)

Caused these presents to be sealed and signed: (Signature)

(Capacity) Self Date: 1/1/2010

Witness: (if required): Betty Smith

If you have the importer of record, payment to the broker will not relieve you of the liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event 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 "Bureau of Customs and Border Protection: 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.



CUSTOMS POWER OF ATTORNEY

Designation of Export Forwarding Agent

And

Acknowledgement of Terms and Conditions

TAX ID NUMBER (EIN): _____

- Individual (checked), Partnership, Corporation, Sole Proprietorship, LLC

KNOW ALL MEN BY THESE PRESENTS: That, (name) _____ doing business as

a Individual _____ under the laws of the State of _____, residing or having a principal place of business at _____

_____ hereby constitutes and appoints UniGroup Worldwide, Inc.,

its officers, employees and/or specifically authorized agents to act for and on its behalf as 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 (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 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, unloading 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 or merchandise;

Sign and swear to any document and perform any act that may be necessary or required by law or regulation in connection with the entering, clearing, lading, unloading, 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 Custom duty refunds in grantor's name drawn on the Treasurer of the United States; if the grantor is a nonresident of the United State, to accept service of process on behalf of the grantor;

And generally to transact business, including filing of claims or protest 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 and necessary to be done in the premises as fully as 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;

This power of attorney to remain in 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);

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Grantor waives the confidentiality requirements of section 111.24 of the Customs Regulations and the requirement in section 111.36 of the Customs Regulations that the Customs Broker transmit a copy of its bill for service directly to the importer, and authorizes the Customs Broker to transmit its bill for services and copies of the Customs entry documents and related documents (CBP-7501 or other documents used to make entry, commercial invoices, etc.) through Grantor's forwarder. No part of this agreement or any other agreement forbids or prevents direct communication between the importer or other party in interest and the Customs Broker;

GRANTOR ACKNOWLEDGES AND AGREES THAT UNIGROUP WORLDWIDE, INC.'S TERMS AND CONDITIONS OF SERVICE AS PROVIDED ONLINE AT THE INTERNET ADDRESS HTTP://UNIGROUP.UTS.COM/SERVICES/AIRFREIGHT/DOCUMENTS/POWEROFATTORNEYTERMSANDCONDITIONS2010.PDF, AND ANY FUTURE UPDATES OR REVISIONS THERETO AS MAY BE APPLICABLE AT THE TIME OF SERVICE, SHALL GOVERN ALL TRANSACTIONS BETWEEN THE PARTIES.

Grantor acknowledges receipt of UniGroup Worldwide, Inc.'s Terms and Conditions of Service governing all transactions between the Parties.

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

IN WITNESS WHEREOF, the said _____ (name)

Caused these presents to be sealed and signed: (Signature) _____

(Capacity) Self _____ Date: _____

Witness: (if required): _____

If you have the importer of record, payment to the broker will not relieve you of the liability for U.S. Customs charges (duties, taxes or other debts owed Customs) in the event 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 "Bureau of Customs and Border Protection: 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.