

Instructions for creating an LLC Members List Addendum

If your LLC consists of **more than one member**, you will need to submit an “LLC Members List Addendum” along with your Power of Attorney (POA) in order to process your Customs Bond. ***If you are the only member of your LLC, please enter “Sole Signing Member” under “Capacity - Title” on the POA (an addendum is not required).***

Your addendum **must be on company letterhead**. Additionally, it should contain the following:

- Title: “LLC Members List Addendum”
- The official legal name of your LLC as it is registered.
- A list of the **names and titles of all members/officers that are authorized to execute a POA** on behalf of the LLC.
- The addendum should be **dated and signed by an authorized Corporate Officer** of the LLC. Please print the name and title of the person signing.

Scan and upload the signed and dated addendum when completing your bond purchase, or email it to:

US.sm.FRP.Usa-Bonds@dbschenker.com

[Company Letterhead]

LLC MEMBERS LIST ADDENDUM

[Name of Limited Liability Company]

The following is a list of the name(s) and title(s) of all members or officers that are authorized to execute the POA on behalf of the LLC:

[Name #1], [Title]

[Name #2], [Title]

[Name #3], [Title]

[add more as needed]

[Today's Date]

[Signature]

[By: Name (Typed or Printed)]
[Title: (Corporate Officer)]