

**DATA UPDATE FORM FOR
THE POWER OF ATTORNEY**



If the contact details or the registered office of the company have changed, please update them. Please fill in all the fields below and indicate complete data, valid as of the date of submitting the form.

Upon registration of changes, the DHL Customs Agency will use only the list of persons and e-mail addresses indicated below.

The data update form should be sent to the e-mail address: administracja_centralna@dhl.com

What the change is about:

Point 1/ 2 / 3 or 4

1.

Company full name:	XYZ LTD	EDRI (UE):	PLxxxxxxxxxxxxxxZ
Address:	ROAD 1	VAT ID:	GBxxxxxxxx
	A1 2BC LONDON	NIP (PL):	PLxxxxxxxx

2. List of contact persons in matters related to customs clearance:

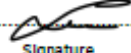
First name:	Last name:	Phone number:	E-mail address:	Import	Export	Transit
ANNE	SMITH	111222333	anne.smith@office.eu	✓		
JOHN	SMITH	444555666	john.smith@office.eu		✓	
JACK	BROWN	777888999	jack.brown@office.eu			✓

3. E-mail address(es) used to send electronic messages confirming the completion of customs clearance:

E-mail address:	Import	Export	Transit	E-mail address	Import	Export	Transit
office@office.eu	✓	✓	✓				
anne.smith@office.eu	✓						
john.smith@office.eu		✓					
jack.brown@office.eu			✓				

4. E-mail address for sending an invoice from DHL: office@office.eu

I declare that the above data is valid and in line with the facts.

[ANNE SMITH](#)  [London 22.01.2024](#)
Name and surname Signature Data and Place

1. Send this form to our email address provided at the top of the form, we will then change the data in our database.
2. Briefly describe what the changes relate to.
3. If your business registered address has changed, then enter your current information here.
4. If the designated contact person(s) has changed, give us all their details. Assign them to the appropriate procedure → IMPORT/EXPORT/TRANSIT.
5. If the e-mail addresses of the persons who are to receive the customs clearance documents have changed, provide us with them. Assign them to the appropriate procedure → IMPORT/EXPORT/TRANSIT.
6. If the e-mail address for receiving DHL invoices has changed, please provide us with the current one.
7. Write your first and last name (or sign legibly). Enter the date and location.