CNS An IATA Company

Application Submission – Required Documentation Checklist

To initiate the endorsement process, the applicant must submit the following documents and evidence to CNS through the CNS Customer Portal. Please ensure all items are complete and updated at the time of submission. Missing or incomplete documents may result in delays or rejection.

1.1.1 ☑ General Application

- ☐ Fully completed CNS **Application Form**
  → Available at CNS Customer Portal

1.1.2 ☑ Legal Entity Documentation

- ☐ **Articles of Incorporation/Organization**, certified by the appropriate State authority
- ☐ (If applicable) **Certificate of Authorization to Conduct Business** in states outside of incorporation
- ☐ (If LLC) **Operating Agreement**
- ☐ (If operating under a trade name) **Fictitious Name Filing**, certified by the appropriate State authority

⚠ **Note**: CNS endorsement supports only one trade name.

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2. ☑ Financial Documentation

- ☐ **Financial Statements**, prepared in accordance with Section 7 requirements
- ☐ **Three months of bank statements**, showing ending balance at least **$15,000**

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3. ☑ Office and Facility Documentation

- ☐ **Lease Agreement** (or equivalent written agreement) for office and warehouse
- ☐ (If warehouse is outsourced and located within 60 miles):
  - ☐ Written agreement outlining:
    - ☐ Type of service provided
    - ☐ Duration of agreement
    - ☐ Facility address
    - ☐ Confirmation of applicant's access to facility

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- ☐ Confirmation of TSA compliance for warehouse personnel
- ☐ DG by Air training certificate (current) for at least one full-time warehouse employee

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4. ☑ Ownership and Identification

- ☐ Identification of 100% of the owners of the company.
- ☐ Where legal entities with 50% or more ownership by another legal entity, must also provide its ownership structure until no legal entities own 50% or more in the group structure and/or the ultimate beneficial owner(s) are identified. (Ultimate Beneficial Owner(s) = Natural person(s))
- ☐ Passport/ID of Owner(s) or Director(s)

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5. ☑ Operational Proof

- ☐ **12 to 15 international air waybills**, issued by the applicant, demonstrating six months of operational activity (at least two per month for the past six months)
  → Must comply with **IATA Resolution 600a**

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6. ☑ Dangerous Goods (DG) Training

- ☐ **Current DG Training Certificates** for at least two employees (head office), in compliance with IATA DG Regulations CBTA function 7.3 Accepting Dangerous Goods.

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7. ☑ TSA Certification

- ☐ **IAC Certificate** issued by the TSA
- ☐ (If applicant address differs from IAC certificate):
  - ☐ Proof of listing in **TSA IAC Management System**

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8. ☑ I. Fee Payment

- ☐ **Non-refundable application fee** submitted at time of application $1,675.

📌 **Important**: Branch office(s) may only be registered after the applicant's headquarters has been officially endorsed. For further guidance, see Section 10.

⚠️ **Note**: All documents must be accurate, complete, and up to date. Incomplete submissions may result in application denial.