



## 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](#)
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### 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



- 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)
  - Complete CNS Form A - KYC
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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.
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✦ **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.