

# CHECKLIST OF REQUIRED DOCUMENTS

**PROVISION OF THESE DOCUMENTS IS MANDATORY.  
INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED, WHICH MAY CAUSE  
DELAY IN THE REGISTRATION AND ULTIMATE USAGE OF YOUR COMPANY.**

1. *CTA Licence*  
(Not required - if previously submitted and there are no changes or updates and licence is still valid. Certify in writing that it is on file and current and that there no changes or updates)
2. *Transport Canada Air Operator Certificate*  
**Include Operational Specifications – e.g. Entering or Leaving a Helicopter in Flight, Forest Fire Management, Aerial Surveying, authorized types of aircraft, carriage of passenger, etc.**  
(Not required - if previously submitted and there are no changes or updates and certificate is still valid. Certify in writing that it is on file and current and that there no changes or updates)
3. *Rates and Signed Acceptance of Agreement*  
(Page 4 or 5 of the Standing Offer Agreement)
4. *Aircraft Registration List*  
(Page 6 of the Standing Offer Agreement)
5. *Current Copies of Certificates of Insurance*  
(See section 12 on pages 12 and 13 of the Standing Offer Agreement regarding additional insured, providing fifteen days notice of material change and to waive subrogation rights against the GNWT)
6. *A letter of good standing with the NWT Workers' Compensation Board.*
7. *Complete and current copy of Tariff*  
(Not required - if your company has already submitted a complete tariff. But, we will require any amendments or updates)
8. *Completed Pilot Information Form(s)*  
(Page 8 or 9 of the Standing Offer Agreement)
9. *Certification of Dangerous Goods Approval*  
Certify in writing if your company is dangerous goods approved **OR** if your company is NOT approved.
10. *Fuel Rate Sheet – FIXED WING ONLY*  
(Page 10 of the Standing Offer Agreement)