

New U.S. Importer Onboarding Checklist

Please complete this checklist, attach the requested supporting documents, and return the package directly to Kartash Inc. Check each box to confirm the item is included or verified. Do not leave required fields blank.

EXACT LEGAL NAME	EIN / CBP-ASSIGNED NUMBER AND SUFFIX
PRIMARY CONTACT NAME AND TITLE	IMPORTER-CONTROLLED EMAIL
IMPORTER-CONTROLLED TELEPHONE	DATE COMPLETED

Required identity documents

- Completed and signed CBP Form 5106 is attached.
- IRS-issued document showing the exact legal name and EIN is attached (for example, Letter 147C or CP 575).
- Current formation, incorporation, or state business-registration document is attached.
- Recent document confirming the actual physical business address is attached.
- Current customs Power of Attorney is attached or already on file with Kartash Inc.

Confirm company and signer information

- The Power of Attorney was executed directly between the importer and Kartash Inc., without substitution by a freight forwarder or other intermediary.
- The individual signing the POA and Form 5106 is authorized to bind the importer.
- Evidence of the signer's authority is attached if that authority is not apparent from company records.
- The physical address is the importer's actual business location and is not merely a registered agent, P.O. box, broker, forwarder, virtual office, or unrelated address.
- The telephone number and email address belong directly to and are controlled by the importer.

Import profile

- A description of the products to be imported is attached.
- Countries of origin and names of manufacturers or suppliers are provided.
- Expected shipment frequency and estimated annual customs value are provided.
- Known FDA, CPSC, TTB, USDA, AD/CVD, Section 232, Section 301, or other special requirements are disclosed.
- Existing customs bond information is attached, or a bond application is requested.

Importer certification

I certify that the information and documents supplied with this checklist are accurate, complete, current, and belong directly to the importer identified above. I authorize Kartash Inc. to verify the information and establish or update the importer's CBP record.

AUTHORIZED SIGNER NAME AND TITLE	DATE
SIGNATURE	