Section	Term / Clause	Change	Rationale
Section 1.2.1 – Regulation 11 page 5 [overall doc page 17]	Class Exemption 04/2012	Exemption 04/2012 removed	The Exemption in respect of the Republic of Ireland expired on 30 September 2012
Section 1.2.1 – Regulation 11 page 12 [overall doc page 24]	Class Exemption 11/2012	New Exemption inserted	New Exemption in respect of the Republic of Ireland has been added. The new Exemption commences on 1 October 2012 and expires at midnight on 31 March 2013.
Section 1.2.2 – Regulation 11 page 13 [overall doc page 25]	Summary of Current Specific Exemptions	Additional text inserted: "In accordance with ATOL Regulation 11 other specific exemptions granted by the CAA from time to time are published at www.atol.org.uk"	From time to time the CAA may be required to grant a Specific Exemption at short notice. This change to Section 1.2.2 allows the CAA to publish a Specific Exemption without having to amend Official Record Series 3
Section 1.3 – Regulation 19 page 19 [overall doc page 31]	Form and content of an ATOL Certificate	Point **(3)** and the **Note to Reader** removed	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 1.3 – Regulation 19 page 22 [overall doc page 34]	Form and content of an ATOL Certificate.	**Form 2A – Flight-Plus (continued)** amended	An incorrect version of Form 2A was included in error by the CAA in Official Record Series 3 published on 8 May 2012. The correct version has been included

Section	Term / Clause	Change	Rationale
Section 1.4 – Regulation 22 page 28 [overall doc page 40]	Agency Term 2.1, extracts of: • Interim AST A • Interim AST B • AST 1.11	Text amended to reflect expiry of interim period on 30 September 2012	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 1.4 – Regulation 22 page 30 [overall doc page 42]	Agency Term 6 (a) (b)	The following text removed: a) "in the case of a person who is present, providing the Confirmation to that person at the time such payment is made" and the following text inserted in its place: "in the case of a person who is present at the time the agent receives the Confirmation, handing it to that person" b) in the case of a person who is not present, immediately sending to that person the Confirmation by email or some other equivalent electronic means; and the following text inserted in its place: "in the case of a person who is not present at the time the agent receives the Confirmation, immediately sending to that person the Confirmation by email or some other equivalent electronic means"	When selling ATOL protected packages, ATOL holders are required to produce a Confirmation, which must be received by the consumer within 3 days of payment being accepted. If an agent has taken the booking then the agent must pass the Confirmation to the consumer. The text has been amended to make clear how this should be done.

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Section	Term / Clause	Change	Rationale
Section 1.4 – Regulation 22 page 31 [overall doc page 43]	Agency Term 8	Text amended to reflect expiry of interim period on 30 September 2012	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 1.4 – Regulation 22 page 31 [overall doc page 43]	Agency Term 10 B	The following text inserted: "**Note**: in these circumstances, as well as the agent being liable to the consumer as a principal, both the 'agent' and 'sub-agent' would be acting in breach of the ATOL Regulations 2012."	This text was omitted in error by the CAA in Official Record Series 3 published on 8 May 2012
Section 1.8 – Regulation 40 page 36 [overall doc page 48]	Schedule of ATOL Standard Terms, Definitions	The text "and with a view to profit" removed from the definition of 'consumer'	The definition has been amended to correct a discrepancy between the Official Record Series 3 and the ATOL Regulations 2012.
Section 1.8 – Regulation 40 page 38 [overall page 50]	Interim ATOL Standard Term (A) and (B)	Text removed	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity

Section	Term / Clause	Change	Rationale
Section 1.8 – Regulation 40 page 38 [overall doc page 50]	ATOL Standard Term 1.1 (a)	Text amended to include “and the ATOL logo”	Previous versions of Official Record Series 3 have required ATOL holders to include the ATOL logo in publicity material, including websites and brochures. AST 1.1 (a) has been amended to ensure consistency and to aid clarity for consumers
Section 1.8 – Regulation 40 page 38 [overall doc page 116]	ATOL Standard Term 1.4	The following text removed: “immediately before it enters into a contract for a licensable transaction but after the consumer has chosen a flight and all other elements to be purchased. In this AST a consumer has chosen a flight when the date, origin, destination, time, airline operator (and flight number where known) of each flight have been determined” and the following text inserted in its place: “immediately before it enters into a contract for a licensable transaction but after the consumer has chosen a flight and all other elements to be purchased. In this AST a consumer has chosen a flight when the date, origin, and destination of each flight have been determined”	At the point when a consumer decides to book a licensable trip, detailed flight information may not be available. The ATOL Standard Term has been amended to reflect this.

Section	Term / Clause	Change	Rationale
Section 1.8 – Regulation 40 page 38 [overall doc page 38]	ATOL Standard Term 1.5	Text of the statement amended	The package ATOL Certificate is not required to list accommodation, car hire and other services. The statement included in AST 1.5 to be used by ATOL holders (or their agents or Approved Body members) has been amended to reflect this position.
Section 1.8 – Regulation 40 page 38 [overall doc page 38]	ATOL Standard Term 1.6	If information is changed a new ATOL Certificate would need to be issued and this should be **as soon as possible**. If it is not possible to issue an ATOL Certificate due to the changes happening less than 72 hours prior to departure, then records and business systems must still be updated.	The wording has been changed to emphasise that the ATOL Certificate must be issued as soon as possible and the need to keep records and business systems up to date with all changes.
Section 1.8 – Regulation 40 page 41 [overall doc page 53]	ATOL Standard Term 1.11	Text amended to reflect expiry of interim period on 30 September 2012	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 1.8 – Regulation 40 page 78 [overall doc page 90]	ATOL Standard Terms 4.5 and 4.6	These Standard Terms outline situations where the CAA will want a third party to either to visit the ATOL holder to inspect their systems or require a third party to produce a report on the ATOL holder. In these circumstances a confidentiality agreement will be required. A link has been added to the latest confidentiality agreement.	Link added for ease of reference to the confidentiality agreement.

Section	Term / Clause	Change	Rationale
Section 1.8 – Regulation 40 page 82 [overall doc page 94]	ATOL Standard Terms 5.2 and 5.3	These Standard Terms outline situations where the CAA will want a third party to either to visit the ATOL holder to inspect their systems or require a third party to produce a report on the ATOL holder. In these circumstances a confidentiality agreement will be required. A link has been added to the latest confidentiality agreement.	Link added for ease of reference to the confidentiality agreement.
Section 1.9 – Regulation 48 page 87 [overall doc page 99]	Interim Accredited Body Standard Term	Text removed	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 1.9 – Regulation 48 page 92 [overall doc page 104]	Accredited Body Standard Term 17, extracts of: • Interim AST A • Interim AST B • AST 1.11	Text amended to reflect expiry of interim period on 30 September 2012	The deferred introduction of the ATOL Certificate until 1 October 2012 required Official Record Series 3 to outline interim arrangements to be adopted prior to 1 October 2012. Text referring to the interim period has been deleted to aid clarity
Section 2.2 – Regulation 6 page 2 [overall doc page 112]	APC Payment Period	Table entitled “Up to and including 30 June 2012” removed	The reporting periods applicable to ATOL holders was changed with effect from 1 July 2012. The table outlining the period prior to 1 July 2012 has been deleted.

Section	Term / Clause	Change	Rationale
Section 2.2 – Regulation 6 page 2 [overall doc page 112]	APC Payment Period	The Note defining a group has been replaced with a link to ATOL Policy and Regulations on the ATOL website	The ATOL Policy and Regulations guidance gives a fuller definition of a group. The link has been included to ensure consistency and aid clarity