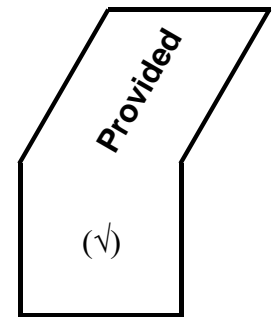


# March 2014 Renewal: Connected Trade ATOL



The following information at **A - B below constitutes a "complete" application and is required to commence our renewal assessment process.** Further information may be required and will be requested on a case by case basis.

## A. Application and Fees

Please provide:

- 1 The fully completed **application form** which must be signed by your appointed **Accountable Person**.
  
- 2 The fully completed **renewal application checklist and addendum** with all required supporting documentation.
  
- 3 An application fee of £1,185 (or £1,365 if your completed application and all relevant information at B below is received by the CAA after 15 February 2014).
  - **DIRECT DEBIT**  
You have previously completed a Direct Debit mandate in order to pay your renewal application fees. Unless we are advised in writing, by 14 December 2013 that you will not be renewing your licence, the renewal application fee detailed above will be debited around 2 January 2014. You will receive notification of the payment to be taken 1 week prior to the date the funds are debited.

**Please Note:**

\* If your "complete" application is received by the CAA after 15 February 2014 the additional £180.00 renewal application fee will be taken by direct debit.

\* As you pay by Direct Debit please do not send an application fee by any other means unless requested by the CAA. A £25 administration charge may be deducted before a refund can be given for duplicate payments.

## B. Financial Information

Please provide copies of the following (by e-mail where possible: Renewals.Admin@caa.co.uk):

- 1 Signed, audited accounts of the trade licence holder, for a period ending no earlier than 1 June 2013.
  
- 2 Associated Firms: As for related Standard ATOL holder.
  
- 3 A detailed breakdown of any balances in your accounts described as "other debtors" and/or "prepayments and accrued income".