PLEASE RETURN THE COMPLETED CHECKLIST WITH YOUR RENEWAL APPLICATION

March 2014 Renewal: Connected Trade ATOL

Provided (√)

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).

- **CHAPS/BACS ELECTRONIC TRANSFER**

  Payment should be made by transfer into the account detailed below. Please ensure that you use your ATOL number and reason for payment for reference **[e.g ATOL TRA97XXXX]** and notify us when the payment has been made by e-mailing proof of payment to renewals.admin@caa.co.uk. ☐

Account Name:	Civil Aviation Authority
Sort code	60 30 06
A/C No:	36029769
BIC:	NWBK GB 2L
IBAN	GB90 NWBK 6030 0636 0297 69
Bank	NAT-WEST, Bloomsbury Branch

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". ☐