Consumer Protection Group

Air Travel Organisers' Licensing

Annual Accountants' Report

Passenger Numbers on a Booking Date basis (4 calendar quarters)

Annual return – completion required in accordance with ATOL Standard Terms

Annual report for ATOL holder who **has** signed a CAA letter of engagement.

ATOL holder: ..... ATOL No: .....

Period from: ..... to: ..... *(12 month period)*

Start date (dd/mm/yyyy) *End date (dd/mm/yyyy)*

This report relates to the number of passengers from whom bookings in the public category of licensable revenue have been taken by the ATOL holder during the four calendar quarters immediately prior to the ATOL holder's last financial year, set out above.

Please refer to Guidance Note 10 for an explanation of the different categories of licensable business. This form should be completed for the periods from 1 April 2012 onwards.

LICENSABLE PASSENGER NUMBERS ON A BOOKING DATE BASIS

Public: licensable revenue constituting sales to consumers (licensable Flight-Only, flight inclusive packages or Flight-Plus arrangements sold to consumers).

Calendar Quarter		Number of Passengers			
From	**To**	**Flight-Only**	**flight inclusive package**	**Flight-Plus***	**Total Passengers**
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
	Overall Totals				

* Not applicable for periods prior to 1 May 2012.

CONFIRMATION BY THE ATOL HOLDER

I have read the relevant guidance notes and confirm that the analysis of passenger numbers shown above is in accordance therewith, and with the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, relevant to the operation of an Air Travel Organisers' Licence and with the Civil Aviation (Contributions to the Air Travel Trust) Regulations 2007, as amended.

Signed: ..... Date: .....

Print Name: ....
(Block Capitals)
Title *Forename* *Surname*

Position: .....

Registered Company or ATOL holder Name: .....
(Block Capitals)
Address: .....
(Block Capitals)
.....

..... Postcode: .....

REPORT OF THE ACCOUNTANTS – PASSENGER NUMBERS

In accordance with the model engagement terms dated October 2012 set out in CAA Guidance Note 10, we confirm that the number of passengers from whom bookings in the public category of licensable revenue, broken down into three sub-categories (Flight-Only, flight inclusive packages and Flight-Plus) have been taken in the calendar quarters indicated above, has been tested in accordance with the schedule of work set out in appendix 4c of Technical Release TECH07/12AAF issued by the Institute of Chartered Accountants in England and Wales and accordingly we agreed:

- the total passenger numbers shown on the report, by booking date, from the reservation system of the ATOL holder to the CAA return; and
- the CAA return for each period to the APC return of the ATOL holder and subsequent payment of the equivalent by the ATOL holder;

without exception ☐

except for ☐ subject to ☐ the matters outlined below.
(Please tick as applicable)

Explanation of qualification or list of exceptions *(please use a separate sheet if required)*:

Our report is prepared solely for the confidential use of the ATOL holder, the CAA and the Air Travel Trust, and solely for the purpose of reporting to the CAA on the ATOL holder's licensable passenger numbers. Our report must not be recited or referred to in whole or in part in any other document. Our report must not be made available, copied or recited to any other party without our express written permission, except as agreed in the model engagement terms dated October 2012 set out in CAA Guidance Note 10.

We neither owe nor accept any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by other parties' reliance on our report.

Signed: ..... Date: .....

Print Name: …… ....
(Block Capitals) *Title* *Forename* *name*

Or

Sign as firm: .....

Name of firm: ……
(Block Capitals)

Address: .....
(Block Capitals)

..... Postcode: .....

Consumer Protection Group

Air Travel Organisers' Licensing

Annual Accountants' Report

Passenger Numbers on a Departure Date basis (4 calendar quarters)

Annual return – completion required in accordance with ATOL Standard Terms

Annual report for ATOL holder who **has** signed a CAA letter of engagement.

ATOL holder: ..... ATOL No: .....

Period from: ..... to: ..... *(12 month period)*

Start date (dd/mm/yyyy) *End date (dd/mm/yyyy)*

This report relates to the number of passengers from whom licensable revenue in the public category has been earned by the ATOL holder during the four calendar quarters immediately prior to the ATOL holder's last financial year, set out above.

Please refer to Guidance Note 10 for an explanation of the different categories of licensable business. This form should be completed for the periods from 1 April 2012 onwards.

LICENSABLE PASSENGER NUMBERS ON A DEPARTURE DATE BASIS

Public: licensable revenue constituting sales to consumers (licensable Flight-Only, flight inclusive packages or Flight-Plus arrangements sold to consumers).

Calendar Quarter		Number of Passengers			
From	**To**	**Flight-Only**	**flight inclusive package**	**Flight-Plus***	**Total Passengers**
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
	Overall Totals				

* Not applicable for periods prior to 1 May 2012.

ATOL to ATOL: licensable revenue constituting seats sold to another ATOL holder (whether as a seat only sale or as part of a package), other than ATOL holders in the same Group, for resale under the buying ATOL holder's licence.

Calendar Quarter		Number of Passengers
From	**To**	**Total**
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
	Overall Total	

CONFIRMATION BY THE ATOL HOLDER

I have read the relevant guidance notes and confirm that the analysis of passenger numbers shown above is in accordance therewith, and with the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, relevant to the operation of an Air Travel Organiser's Licence and with the Civil Aviation (Contributions to the Air Travel Trust) Regulations 2007, as amended.

Signed: ..... Date: .....

Print Name: ....
(Block Capitals) *Title* *Forename* *Surname*

Position: .....

Registered Company or ATOL holder Name: .....
(Block Capitals)

Address: .....
(Block Capitals)
.....

..... Postcode: .....

REPORT OF THE ACCOUNTANTS – PASSENGER NUMBERS

In accordance with the model engagement terms dated October 2012 set out in CAA Guidance Note 10, we confirm that the number of passengers that arose from the licensable operation in the public category, broken down into three sub-categories (Flight-Only, flight inclusive packages and Flight-Plus) and in the ATOL to ATOL category, broken down into 2 sub-categories (Flight-Only and flight inclusive packages) and in the calendar quarters indicated above, has been tested in accordance with the schedule of work set out in appendix 4d of Technical Release TECH07/12AAF issued by the Institute of Chartered Accountants in England and Wales and accordingly we agreed:

- the total passenger numbers shown on the report, by departure date, from the reservation system of the ATOL holder to the CAA return;

without exception ☐

except for ☐ subject to ☐ the matters outlined below.
(Please tick as applicable)

Explanation of qualification or list of exceptions *(please use a separate sheet if required)*:

Our report is prepared solely for the confidential use of the ATOL holder, the CAA and the Air Travel Trust, and solely for the purpose of reporting to the CAA on the ATOL holder's licensable passenger numbers. Our report must not be recited or referred to in whole or in part in any other document. Our report must not be made available, copied or recited to any other party without our express written permission, except as agreed in the model engagement terms dated October 2012 set out in CAA Guidance Note 10.

We neither owe nor accept any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by other parties' reliance on our report.

Signed: ..... Date: .....

Print Name: ....
Title *Forename* *Surname*

Or

Sign as firm: .....

Name of firm: .....
(Block Capitals)

Address: .....
(Block Capitals)

..... Postcode: .....

Consumer Protection Group

Air Travel Organisers' Licensing

Annual Accountants' Report

Licensable Revenue on a Departure Date basis (4 calendar quarters)

Annual return – completion required in accordance with ATOL Standard Terms

Annual report for ATOL holder who **has** signed a CAA letter of engagement

ATOL holder: ..... ATOL No: .....

Period from: ..... to: ..... *(12 month period)*

Start date (dd/mm/yyyy) *End date (dd/mm/yyyy)*

This report relates to the public category of licensable revenue earned by the ATOL holder during the four calendar quarters immediately prior to the ATOL holder's last financial year, set out above.

Please refer to Guidance Note 10 for an explanation of the different categories of licensable business. This form should be completed for the periods from 1 April 2012 onwards.

LICENSABLE GROSS REVENUE ON A DEPARTURE DATE BASIS

Public: licensable revenue constituting sales to consumers (licensable Flight-Only, flight inclusive packages or Flight-Plus arrangements sold to consumers).

Calendar Quarter		**Revenue (£)**			
From	**To**	**Flight-Only**	**flight inclusive package**	**Flight-Plus***	**Total Revenue (£)**
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
	Overall Totals				

***** Not applicable for periods prior to 1 May 2012

CONFIRMATION BY THE ATOL HOLDER

I have read the relevant guidance notes and confirm that the analysis of licensable revenue shown above is in accordance therewith, and with the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, relevant to the operation of an Air Travel Organiser's Licence and with the Civil Aviation (Contributions to the Air Travel Trust) Regulations 2007, as amended.

Signed: ..... Date: .....

Print Name: ....
(Block Capitals) *Title* *Forename* *Surname*

Position: .....

Registered Company or ATOL holder Name: .....
(Block Capitals)
Address: .....
(Block Capitals)
.....

..... Postcode: .....

REPORT OF THE ACCOUNTANTS – LICENSABLE REVENUE

In accordance with the model engagement terms dated October 2012 set out in CAA Guidance Note 10, we confirm that the revenue which arose from the licensable operation in the public category, broken down into three sub categories (Flight-Only, flight inclusive packages and Flight-Plus) and in the calendar quarters indicated above, has been tested in accordance with the schedule of work set out in appendix 4a of Technical Release TECH07/12AAF issued by the Institute of Chartered Accountants in England and Wales and:

without exception ☐

except for ☐ subject to ☐ the matters outlined below,

is ☐ is not ☐ in our opinion

fairly presented in accordance with CAA Regulations and guidance.
(Please tick as applicable)

Explanation of qualification or list of exceptions *(please use a separate sheet if required)*:

Our report is prepared solely for the confidential use of the ATOL holder, the CAA and the Air Travel Trust, and solely for the purpose of reporting to the CAA on the ATOL holder's licensable revenue. Our report must not be recited or referred to in whole or in part in any other document. Our report must not be made available, copied or recited to any other party without our express written permission, except as agreed in the model engagement terms dated October 2012 set out in CAA Guidance Note 10.

We neither owe nor accept any duty to any other party and shall not be liable for any loss, damage or expense of whatsoever nature which is caused by other parties' reliance on our report.

Signed: ..... Date: .....

Print Name: ....

(Block Capitals) *Title* *Forename* *Surname*

Or

Sign as firm: .....

Name of firm: ……
(Block Capitals)

Address: .....
(Block Capitals)

..... Postcode: .....