## **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 not 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** Flight-Only flight inclusive Flight-Plus\* From To Total package **Passengers** ..... ...... ..... ..... **Overall Totals** \* Not applicable for periods prior to 1 May 2012.

	_	sold to another ATOL holder (whether as a seat only sale or as part of oup, for resale under the buying ATOL holder's licence.
Calendar Quarter		Number of Passengers
From	То	Total
	Overall Total	
CONFIDMATION DV	THE ATOL HOLDED	
CONFIRMATION BY		
and with the Civil Aviatio	n (Air Travel Organisers' Licensir	the analysis of passenger numbers shown above is in accordance therewith, ng) Regulations 2012, relevant to the operation of an Air Travel Organiser's Air Travel Trust) Regulations 2007, as amended.
Signed:		Date:
0		
Print Name:		Surname
Desitions		
Position:		
Registered Company or A (Block Capitals)	NTOL holder Name:	
Address:(Block Capitals)		
, ,		
		Postcode:

REPORT OF THE ACCOUNTANTS – PASSENGER NUMBERS			
In my/our opinion based on tests I/we have carried out on the books and records of the ATOL holder and on the explanations given to me/us, the number of passengers that arose in the public category of licensable operations, broken down into three sub-categories (Flight-Only, flight inclusive packages and Flight-Plus) and in the calendar quarters indicated above agreed to the reservation system of 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):			
This report is your verification of the quarterly/monthly returns submitted by the ATOL holder. The CAA relies on the accuracy of this verification in granting the renewal of the licence. It must be a true and fair view of the categories and sub-categories of the licensable business undertaken during the quarters stated.			
Signed:			
Print Name:			
(Block Capitals) Title Forename Surname			
Or			
Sign as firm:			
Name of firm:			
(Block Capitals)			
Address:			
(Block Capitals) Postcode:			
1 031000			