RENEWAL APPLICATION CHECKLIST AND ADDENDUM

March 2014 Renewal: TTA Franchise - Over 1,000 passengers

Provided (√)

The information at **A to C below constitutes a "complete" application and is required to commence the renewal assessment process.** In most cases Item D (Annual Accountants Reports) are not required to commence the renewal application process and can be made a condition of renewal to be provided no later than Monday 31 March 2014. Further information may be required and will be requested on a case by case basis.

A. Application form and Payment

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 form and all of the required information at B to C 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 XXXX RENEWAL FEE]** and notify us when 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 (by e-mail where possible to renewals.admin@caa.co.uk)

1 Stand Alone/Group Companies

1.1 Signed, audited accounts for the licence holder for a period ending no earlier than 1 June 2013 (If you are a parent or ultimate holding company the accounts should be consolidated). ☐

1.2 If you are part of a group we require signed, audited consolidated accounts (translated into English if necessary), for your parent or ultimate holding company. ☐

2 Sole Traders/Partnerships

2.1 Signed, certified accounts for a period ending no earlier than 1 June 2013. ☐

2.2 Certified statement of personal assets and liabilities, drawn up to the same date as your accounts and signed by the same Chartered or Certified Accountant. ☐

B. Continued

3 Other Financial Information

3.1 The latest audited accounts for any associated firm. ☐

An associated firm is defined as a company which has a link with the ATOL holder through common shareholders, directors, partners, significant levels of trading or with whom there are financial links. Financial links include inter-firm loans and cross guarantees.

3.2 A detailed breakdown of any balances described as “other debtors” and/or “prepayments and accrued income”. If the company is part of a group, the breakdown of these balances should be in respect of the consolidated accounts. ☐

3.3 A projected profit and loss account with assumptions to your next financial year end, if the accounts you are submitting show a retained loss for the period. ☐

C. Compliance Information

Please provide copies of **all** documentation provided by you to an actual customer for a sale for each of the following types of business. Where a type of business does not apply you must put "n/a" in the box on the right.

1 Sales under the Public Sales category of **your ATOL** for:

1.1 a package holiday ☐

1.2 a Flight-Only ☐

1.3 a Flight-Plus ☐

1.4 a sale under the ATOL to ATOL category of your ATOL ☐

1.5 a sale as an Airline Ticket Agent ☐

1.6 If you act as an agent on behalf of other ATOL holders you should provide copies of the complete documentation provided to three different customers on behalf of three different ATOL holders. ☐

2 If you are IATA accredited please provide your IATA number and confirm whether you have full accreditation or TIDS. Alternatively please mark as "N/A"

IATA Number - Full or TIDS?

☐

Please provide a copy of your IATA BSP Summary Reports for the twelve months covering your latest financial year. ☐

3 Do you make licensable sales through agents? **Yes** ☐ **No** ☐

If yes, please provide/confirm the following:-

- A list of the agents, which identifies those that you have entered into written agency agreements with. ☐
- A copy of an agreement with one of the agents on the list provided, including any updates or amendments that have been issued. ☐
- Are you issuing ATOL Certificates for sales through agents? **Yes** ☐ **No** ☐

4 Are your booking terms and conditions available on your website? **Yes** ☐

If not, please provide a copy. **No** ☐

D. Annual Accountants' Reports

Annual Accountants' Reports signed on behalf of the ATOL holder, and by your accountant, confirming the turnover and passengers for the business conducted under your ATOL during the four calendar quarters immediately prior to your last financial year. The forms can be found on the 'ATOL Renewals' page of our website www.atol.org.uk (select the menu options as follows - 'ATOL Trade Information', 'Maintain and Renew your ATOL' then 'ATOL Renewals').