

Summary of Renewal Application Form and Information Required

With the exception the Authorisations, Revenue, Business Profile and Finance sections, the renewal application form should be pre-populated with information you have previously provided. You must check that all the pre-populated information is correct and amend/update as appropriate.

Please note you cannot continue through the sections of the form without completing the mandatory fields and uploading any mandatory documents that are specified in a particular section.

APPLICANT

This section collects the details of the type of ATOL that is being applied for, who the Applicant Business is, the total number of shares (regardless of share type) issued in the Applicant Business, contact details and trading names and websites to be used under the ATOL.

- If a trading name or website is no longer used it should be removed by selecting the X next to the trading name/website.
- New trading names and websites should be added by selecting + Add Trading Name/Website, remembering to also enter an effective date.

OWNERSHIP

Ownership & Control

This section establishes whether the Applicant Business is part of a wider Group of Companies and if so, requires details of the Group's ownership structure.

The first question, 'Does the Applicant Business own more than 50% of the issued share capital of another company?' is to establish whether the Applicant Business itself has subsidiaries. If so, it is part of a wider Group of Companies.

If the answer to the second question 'Does a company own more than 50% of the issued share capital of the Applicant Business?' is 'Yes', this means there is a Parent Company and the Applicant Business is part of a wider Group of Companies.

If all or the majority of shares in the Applicant Business are owned by individuals, this question should be answered as No. You would then move to the 'Applicant Key Roles' Section.

If there is a Parent Company the form asks, 'Does a company own more than 50% of the issued share capital of the Parent?'

If the answer is 'Yes' this indicates that there is an Ultimate Holding Company (UHC). The UHC is defined as having ultimate control of the Applicant Business and can have any number of subsidiaries but cannot itself be a subsidiary. Typically, it is the company at the top of a corporate structure that includes the Applicant Business.

If the Applicant Business is part of a wider Group of Companies, you will be required to upload a group structure chart as a mandatory attachment.

The form will then ask as appropriate whether the Parent Company or UHC holds its own ATOL. If 'Yes' you will move to the 'Applicant Key Roles' Section, otherwise the form must provide details of the Parent Company or UHC, including all its Company Officers (Directors and Company Secretary) and Shareholders (including any other businesses that may hold shares). Shareholders owning less than 5% of the shares do not need to be disclosed unless they are a Director or Company Secretary.

The form should identify all roles that are applicable (e.g. if an individual is a Director, Company Secretary, Shareholder and an Authorised Signatory, all four roles must be selected).

These sections allow you to identify whether individuals also hold roles (e.g. Director, Company Secretary, Shareholder, etc) in the Applicant Business, meaning that these individuals will then not need to be re-entered in the 'APPLICANT KEY ROLES' section (see below).

- You should check the pre-populated information, ensuring that all role types are correct. You can amend roles by selecting/de-selecting as appropriate. If any Directors/Shareholders have left, they can be removed by clicking the X next to the entry.
- New Directors/Company Secretaries/Shareholders can be added by selecting + Add Owner/Role.
- For new individuals added you will be required to upload, as mandatory attachments, a CV, copy of a certified driving licence/passport and copy of a utility bill.

APPLICANT KEY ROLES

Shareholders, Registered Director's and Company Secretary of Applicant Business

This section of the form is intended to collect details of all Company Officers (Director and Company Secretary) and direct Shareholders of the Applicant Business. Shareholders owning less than 5% of the shares do not need to be disclosed unless they are also a Director or Company Secretary.

If the Applicant Company is part of a group of Companies, you do not need to re-enter details of individuals if you identified them as being a Director/Company Secretary of the Applicant Business when completing the 'UHC/PARENT COMPANY AND KEY ROLES' section.

You should check the pre-populated information, ensuring that all role types are correct. You can amend roles by selecting/de-selecting as appropriate. If any Directors/Shareholders have left, they can be removed by clicking the X next to the entry.

- New Directors/Company Secretaries/Shareholders can be added by selecting + Add Owner/Role.
- For new individuals added you will be required to upload, as mandatory attachments, a CV, copy of a certified driving licence/passport and copy of a utility bill.

Please note that if the Applicant Business is part of a group of Companies with an Ultimate Holding Company, you must ensure that the immediate Parent Company is identified as a shareholder in the Applicant Business.

Other Key Personnel of Applicant Business

You are asked 'Do you have any other people with key roles in the organisation?' You should only answer yes to this question if there are any other employees that you consider to be in a position of influence or control.

Directors/Company Secretary or Shareholders should not be entered in this section.

Related Parties

This section should identify details of related parties.

The CAA defines a related party as a firm that is linked to the Applicant Business through common shareholders, directors, partners or where there is a significant level of trading or financial links. Financial links include intercompany loans and cross-guarantees.

If the Applicant Company is part of a wider Group of Companies, you only need to disclose related parties that are not included on the group structure chart.

- A related party can be removed by clicking the X next to the entry.
- New related parties can be added by selecting + Add Related Party.

AUTHORISATIONS

Requires you identify the types of licensable sales you expect to make under your own ATOL for the period from 1 April 2020 to 31 March 2021 and quarterly projections of such sales based on date of departure. It also requires details of the sources of your flights for licensable sales.

If you make ATOL to ATOL sales you must identify whether sales are made internally (that is sold to another connected ATOL holder – Trade ATOL selling to its main ATOL holder) within the same group and/or externally (to unrelated firms that are not part of the same group).

BUSINESS PROFILE

This section requires details such as type of Licensable product offered, top 4 destinations, sales methods, Trade Association memberships, suppliers (you may be required to upload copies of agency agreements), firms that may make licensable sales as your agent and banking facilities such as merchant acquirer details, bank loans/security and bank account IBAN numbers.

If you make Airline Ticket Agent sales under your own IATA accreditation you will need to upload evidence of your accreditation.

REVENUE

Requires a breakdown of the total turnover **of the Applicant Business only** for the period covered by the most recent financial statements and of total projected turnover for next financial year end period.

FINANCE

This section is not displayed when applying for a Licence Type of 'Franchise Less Than 1,000 passengers'.

Where an ATOL holder is part of a group consisting of two or more ATOL holder's this section will only be displayed to the ATOL holder that has been designated as the Primary ATOL Holder.

You will be required to upload, as a mandatory attachment, a copy of the relevant financial statements for a period ended between 1 June 2019 and 30 November 2019.

The relevant financial statements are the accounts of the company on which the CAA bases its financial assessment. For example, if you are part of a group these could be consolidated Ultimate Holding Company (UHC) accounts, consolidated intermediate parent company accounts or consolidated applicant company accounts, if you have subsidiaries. The name of the company that the financial assessment is based on will be displayed in the 'FINANCE' section.

In this section you must enter the relevant figures as per the latest financial statements. These will be populated into an Annual Accountants' Report Part 2 (AAR Part 2). Where part of a Group of Companies where another company is named, the information must be entered based on the consolidated group accounts of that company. Where the Applicant Business is named, and it has subsidiary companies (e.g. A Main and a Trade ATOL), the information entered should be based on the consolidated accounts of the ATOL holder.

Submission of Annual Accountants Report Part 2 (AAR Part 2)

This report **is not required** for Licence Types of 'Franchise Less Than 1,000 passengers', 'Standard ATOL More Than £20,000,000' and those managed by the Air Travel Finance Team.

After a correctly completed application form is submitted the AAR Part 2 will be generated based on the finance figures entered and a notification will be issued to your ATOL Reporting Accountant (ARA) advising they can access this by logging in to their ATOL Portal account.

If the ARA does not agree with the data presented, they will reject the form and you will receive a notification advising that a 'Financial Resubmission is required'. You should log-in to the ATOL Portal, select 'Finance Resubmission' from the ATOL Administration page and you will be presented with the original 'FINANCE' section of the form. The necessary amendments can be made and submitted, which will then send a notification to your ARA advising they can access this by logging into their ATOL Portal account.

You may wish to have a discussion with your usual accountant/financial advisor or ARA prior to completing this section, as this may help ensure that the correct figures are entered.

*****You should note that an application is not considered complete and cannot be processed until the ATOL Reporting Accountant has submitted an approved Annual Accountants Report Part 2. If not submitted by 1 February 2020 the early submission fee reduction will not apply*****

Submission of Annual Accountants Report Part 1 (AAR Part1)

The Annual Accountants' Report Part 1 is populated with the actual APC Returns submitted for the required period and is now made available for review by your ARA (via their Portal Account) when the renewal window opens.

If your ARA does not agree with the figures they **must** reject the report, which will generate a notification advising that you should contact the APC Team to make the necessary amendments. Once the amendments have been updated the revised AAR Part 1 will be made available for review and submission by your ARA.

FURTHER GUIDANCE

The ATOL Online page ([click here to view](#)) on our website provides further detail of the renewal process and other supplementary user guides based on Licence Type.

Please do not hesitate to contact us (atolonline@caa.co.uk or 0207 453 6700 – Option 2) if you have any queries.