

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 proprietor is, 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.

APPLICANT KEY ROLES

This section of the form is intended to collect your personal details.

You should check the pre-populated information and amend if necessary.

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.

You should not enter your details 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.

- 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'.

You will be required to upload the following as mandatory attachments:-

- A copy of the financial statements for the business for a period ended between 1 June 2019 and 30 November 2019.
- A certified statement of your personal assets and liabilities as at the same date as the business accounts and certified by the same accountant.

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).

You will also be required to enter the total value of personal assets and personal liabilities.

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.