



**Non-Renewal Form**

**Booking Information – completion required in accordance with ATOL Standard Terms.**

We confirm that we do not wish to renew our current ATOL, which expires on

ATOL Number	
ATOL Holder Name	

The current position as at \_\_\_\_\_ in respect of licensable bookings is as set out below:

**1. LICENSABLE BOOKINGS**

Currency:

	Original Gross Invoice Value	Amount Customer Paid by Whatever Means	Value of any refund Made	Number of Passenger (s)
Cancelled - Fully Refunded				
Cancelled - Full Refund Due but NOT Provided to Customer				
Current and Due to Depart <b>UP TO</b> 31 March 2025 (Including Amended Bookings)				
Current and Due to Depart <b>AFTER</b> 31 March 2025 (Including Amended Bookings)				

## 2. CONFIRMATION BY THE ATOL HOLDER

I confirm that as of date

- We will not accept any new licensable bookings;
- We will not accept any balances outstanding on existing licensable bookings;
- All advertising of licensable business will be stopped and all references to the lapsed ATOL number will be removed from documents, stationery, websites, other forms of advertising and shop displays;
- We have made all reasonable efforts to ensure that no brochures or advertising remain in circulation;
- We will submit all outstanding APC returns due for the licence period ended

Name Of Person Completing Form

Position

## 4. SUBMISSION INSTRUCTIONS

Once completed, this form needs to be sent to ATOL Licencing Team [atol.online@caa.co.uk](mailto:atol.online@caa.co.uk) using the buttons at the end of this document. This will allow you to submit the form using your default e-mail account. If you experience any problem, please save this form in your computer and sent it as attachment with your preferred e-mail account.