



Monthly ATOL Protection Contributions (APC)

1 Introduction

- 1.1 ATOL are committed to making many aspects of the new licensing scheme easier for its Licence holders. One of the first steps is the way Licence holders report their passenger figures. This document contains important information on setting up your APC account and reporting passenger numbers.

2 Calculating Your APC

- 2.1 In order for the CAA to calculate the amount of APC due each month you will need to report the number of passengers booked and protected under your Air Travel Organiser's Licence.
- 2.2 The first of these reports will need to be submitted to the CAA between 1 and 14 May 2008 detailing your April figures. Your APC payment will be based on the figure submitted for passengers booked in the reporting period.
- 2.3 If you have not already done so, please ensure that your internal reporting systems are prepared for this.

3 Submitting Your APC Report

- 3.1 The CAA's preferred method for collection of your passenger figures is via the new on-line facility for Licence holders, which is found at: www.caa.co.uk/atolapc/. Here you will complete a very simple monthly APC report. Each Licence holder has been allocated a unique APC account number and password which you will need to log in. The account number is featured on your covering letter.
- 3.2 To obtain your APC Account password, your nominated ATOL Compliance Manager¹ will need to send an email requesting this, quoting your APC Account Number and company name to: apc@caa.co.uk. Your password will be provided by the next working day to the email address provided, this address will be added to your APC account and will be set up to receive all APC related emails.
- 3.3 Upon successful submission of passenger numbers you will automatically receive an email containing an APC reference number, which you will need to quote should you need to amend your APC information.
- 3.4 If you do not wish to report your figures via the APC website portal, you will be able to continue to submit paper returns and these are available on the ATOL website at: www.caa.co.uk/apc. These returns must be received by the CAA within 14 days of the period end to avoid breaching the terms of your licence.

4 Other Information to be Submitted Online

- 4.1 In addition to the numbers of bookings collected for the purpose of the APC, licence holders and licence holder groups authorised to carry 30,000 passengers or more, will be required to

¹ Your company will have already nominated an ATOL Compliance Manager. You should use this person for APC correspondence, or, another person with delegated authority to receive e-mails from the CAA concerning the collection and administration of the APC.

continue to provide monthly reports to the CAA. These reports will contain number of passengers carried in the same month, as well as the Gross Invoice value of the bookings taken. You will also need to report the cumulative number of passengers due to depart and revenue for each month, as you may have done in the past.

- 4.2 The above information is also reported via the online facility, eliminating the need to provide paper monthly returns.
- 4.3 Licence holders and Licence holder groups who sell ATOL to ATOL seats, will however still need to submit quarterly paper returns for their ATOL to ATOL passenger numbers, *in addition* to the monthly reports. The Quarterly returns document can be found on the CAA website at: www.caa.co.uk/apc.

5 Security

- 5.1 The APC online system will contain no information about your company, since it is a portal for *submitting* information to the CAA.
- 5.2 The online facility will provide a secure log in area using SSL and 128 bit encryption. Once your account has been set up and you have received your password, all future correspondence via email will not contain any commercially sensitive information.

6 Payment of Your APC

- 6.1 Every licence holder has a statutory duty to pay their contributions within six weeks of the end of each reporting period.
- 6.2 Our preferred method for collection of your APC will be by Direct Debit, where your payments will be made automatically when you use the online facility.
- 6.3 Payments made by direct debit will be collected no earlier than five weeks after each reporting period. For example, your April 2008 APC will be collected no earlier than week commencing 2 June 2008. Once your APC report has been sent, you will receive an invoice for your records and prior notice of the date for the direct debit to be raised.
- 6.4 To set up a direct debit, please complete the enclosed mandate and return it to the CAA at the address provided.
- 6.5 If you are unable to make payments by direct debit please contact the APC team on 020 7453 6470 or via email on apc@caa.co.uk for further advice.