

**Consumer Protection Group
Air Travel Organisers' Licensing**

Airline Ticket Agent Report



This Form can be completed on-line before printing and signing where required.

Annual report for ATOL holder who has **not** signed a CAA letter of engagement

ATOL holder: ATOL No:

Period from: to: (12 month period)
Start date (dd/mm/yyyy) End date (dd/mm/yyyy)

This report relates to the revenue earned by the ATOL holder as an 'airline ticket agent' during the latest financial year. Please refer to the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012 relevant to the operation of an Air Travel Organiser's Licence and with the Civil Aviation (Contributions to the Air Travel Trust) Regulations 2007, as amended, Guidance Note 10 for an explanation of the categories and sub-categories of licensable business, and the sales that may be classified as an 'airline ticket agent'.

CONFIRMATION BY THE ATOL HOLDER

I, the undersigned, have read the relevant guidance notes and regulations issued by the CAA and confirm that in the twelve month period stated above, sales made by our business as a 'airline ticket agent' were:

£

I/we also confirm that I/we held [a] valid Airline Ticket Agent Agreement(s) for the period stated above and was/were permitted to sell confirmed tickets to consumers on behalf of the airline(s) listed below:

Please use a separate sheet if required.

I/we also confirm that the invoices and receipts for the above confirmed tickets stated that 'This flight is sold as Agent of the Airline(s) named on the ticket and is not protected under the ATOL Scheme' as defined in ATOL Regulation 18.

Signed: Date:.....

Print name:
(Block Capitals) Title Forename Surname

Position:

Registered Company or ATOL holder name:
(Block Capitals)

Address:
(Block Capitals)

..... Postcode:.....

REPORT OF THE ACCOUNTANTS – AIRLINE TICKET AGENT REVENUE

For a sample of bookings, we confirm we have seen the applicable Airline Ticket Agent Agreement, checked the reservation or ticketing system of the ATOL holder and noted in each case that the confirmed ticket was recorded as having been either:

- issued to the consumer at the time such payment was made; or
- immediately sent to the consumer by email or some other equivalent means; or
- immediately posted to the consumer,

as defined in ATOL Regulation 18 by the 'specified method' and that the invoices and receipts for those tickets stated that 'This flight is sold as Agent of the Airline(s) named on the ticket and is not protected under the ATOL Scheme':

without exception

except for subject to the matters outlined below.

(Please tick as applicable.)

Explanation of qualification or list of exceptions (Please use a separate sheet if required):

This report is your verification of the revenue value of the twelve month period information submitted by the ATOL holder. The CAA relies on the accuracy of this verification in granting the renewal of the licence. It must be a true and fair view of the category of the business undertaken during the twelve month period stated.

Signed: Date:

Print name:
(Block Capitals) Title Forename Surname

Or

Sign as firm:

Name of firm:
(Block Capitals)

Address:
(Block Capitals)

.....
..... Postcode: