

## ATOL Renewal Information request

Please note as an ATOL holder, you will be expected to provide the following information when preparing your renewal application;

1. Copies of your monthly, quarterly or yearly APC returns for the 12-month period to the year end of your company.
2. Copies of any RCN returns from March – September 2020.
3. Information relating to any new directors or change of control.
4. The latest copy of your company's group structure (I.E. parents and subsidiaries), if the group structure of your business has recently changed.
5. Details of any new companies entering the group (I.E. Company name, registration number, detail of relationship with ATOL holder).
6. Budgets relating to licensable turnover for the period April 20 – Mar 21, split according to revenue type (Flight Only, Single or Multi contract package) on a **departure date basis**.
7. Percentage breakdown of flights supplied (I.E from charter airlines, scheduled airlines, ATOL holders, IATA agents or other).
8. Top 4 destinations and their percentage of total sales.
9. Split of how licensable sales are sold, as a percentage of all sales, split between Shops, websites, call centres, and third-party travel agents.
10. Percentage split of how consumers pay (split between credit card, debit cards and other payment methods).
11. If applicable, please provide your IATA number.
12. If your sales include accommodation please provide top 5 suppliers and their relevant percentages as a total sale.
13. Top 5 airline flight suppliers and their relevant percentages.
14. Details of any overdraft, revolving credit facilities or other loans taken on during the pandemic.
15. Details of any merchant acquirer, type of security provided, and number of deferred payment days.
16. Projections of your company's total turnover for their next accounting period, split between all types of licensable and non-licensable revenue.
17. Split of current year total turnover split between all types of licensable and non-licensable revenue.
18. If your accounting policy is departure date basis, please provide a split of deferred revenue between bookings relating to ATOL and bookings relating to NON ATOL bookings.
19. Provide any detail of security required (if any) to obtain the loan or other type of financing (if financing was acquired).
20. Does the company have any group cross guarantees or have to maintain a minimum credit balance in any bank accounts?
21. Do you anticipate the company will require new banking facilities over the next 12 months?
22. Details of any merchant acquirer, type of security provided, and number of deferred payment days.
23. Details of any other memberships with accredited bodies (IATA, ABTA, trade associations, etc).