



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 UP TO 31 March 2024 (Including Amended Bookings)				
Current and Due to Depart AFTER 31 March 2024 (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 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.