

## **GUIDELINES AND REQUIREMENTS FOR RENEWAL OF AIR TRAVEL ORGANISER'S LICENCE (ATOL)**

### **1. GENERAL**

- (i) Application for renewal of Air Travel Organiser's Licence (ATOL) shall be made in writing to the **Director General, Nigerian Civil Aviation Authority (NCAA)**.
- (ii) The application shall be signed by a person duly authorized by the applicant.
- (iii) The application for renewal of an ATOL must be submitted to the Director-General, Nigerian Civil Aviation Authority on or before a date not less than three (3) months to the expiration of the existing ATOL.

### **2. REQUIREMENTS**

The following supporting documents are required for processing the application:

- (a) Performance Bond of **₦7.5 million** from a reputable bank or insurance company. The Bond should cover the two (2) years validity period of the ATOL when issued.
- (b) Evidence of utilisation of the expired ATOL with the following documents:
  - (i) Types of travel arrangements made, whether whole plane charter or otherwise;
  - (ii) Name(s) of aircraft operator(s)/ airline(s) used;
  - (iii) Types of tours organized and destination; and
  - (iv) Total number of passengers carried for the various tour packages during the period of operation of the expiring licence.



- (c) Audited Statement of Account or Auditor's report of operation carried out by the company.
- (d) Receipt of payment of **₦250,000.00** non-refundable processing fee to the Authority.

### 3. VALIDITY PERIOD OF RENEWED ATOL

The validity of a renewed ATOL, shall be **two (2)** years with effect from the date of issuance by the Authority.

### 4. ADDITIONAL REQUIREMENTS FOR LONG TERM CHARTER OPERATIONS

An ATOL holder wishing to carry out series of holiday packages at a particular time over a period of two (2) weeks or more such as Umrah, Hajj, Christian pilgrimage, etc in addition to the initial **₦7.5 million** Bond earlier submitted during the processing of its ATOL, will be required to produce a Bank/Insurance Bond based on 15% of forecast turnover. This means that the value of the Bond to be submitted to NCAA before the operation shall be 15% of the expected gross revenue from the passengers/pilgrims to be carried.

**NIGERIAN CIVIL AVIATION AUTHORITY**

Form ATOL 2

Application no.....

Date issued .....

Signature of Issuing Officer:.....

**APPLICATION FOR RENEWAL OF AN AIR TRAVEL ORGANISER'S LICENCE (ATOL)**

**Note:**

*Before completion of this form, applicant should refer to the guidelines/requirements for renewal of Air Travel Organiser's Licence for guidance.*

1. Name: (Block Letters):.....

2. Trading Name if different from (1):.....

.....

3(a) Registered Office:..... (b) Telephone No:.....

..... Mobile:.....

..... Fax:.....

..... E-mail:.....

..... Website Address:.....

4a. Address of Correspondence: (b) Telephone No:.....

..... Mobile:.....

..... Fax:.....

..... E-mail:.....

5. Amount paid as Processing Fee and Receipt No:.....

6. Licence No:..... Date Issued:.....

Expiry Date of Licence:.....

7. Date between which Licence is to be renewed:

From:..... To:.....inclusive



8. Privileges of the Licence to be renewed:
- (i) Passenger Catchment Areas
  - (ii) Principal Destinations
  - (iii) Flight Arrangements
  - (iv) Type of Travel
  - (v) Trading Names

9. Specify the name and address of any other person or organization selling seats on your behalf.

.....  
.....  
.....

10. Evidence of utilization of Licence during the period of validity (please attach copies of ATOL holder operational reporting forms)

11. **BOND:**

A bank/insurance performance bond for the next two(2) years should be submitted.

12. Are there any changes in ownership structure and control of your business?

Yes      No

13. If yes, please state the changes:

.....  
.....

14. Are there any changes in the membership of your board?    Yes     No

15. If yes, please state the changes:

.....  
.....

Names of New Members:

- (i) .....
- (ii) .....
- (iii) .....

16. **ANALYSIS OF TURNOVER**

**Col 1:**    turnover in latest financial year for which audited accounts are being provided

**Col 2:**    projected turnover in following financial year



Turnover <del>N/A</del> N000S	1 Audited Financial Year Ended .....	2 Projected Financial Year Ended .....
<b>REPORTED AGAINST YOUR LICENCE</b>		
<b>OTHER TURNOVER</b> - RETAIL (i.e. you act as agent Gross Commission Earned - Seat Sales to ATOL Holders - Other Activities (Please Specify)		
<b>TOTAL TURNOVER</b>		
Comments:		

16.1 Balance Sheet at.....  
Are there any brochure costs or other intangibles (e.g. advertising cost, refundable bond deposits carried forward in debtors/repayments)?  
If so, how much? ~~N~~:..... What are they?" .....

**CERTIFICATE**

I, THE UNDERSIGNED, HEREBY APPLY FOR THE RENEWAL OF AN AIR TRAVEL ORGANISER’S LICENCE AS DESCRIBED IN THIS APPLICATION AND I DECLARE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS GIVEN IN THIS APPLICATION ARE TRUE.

SIGNATURE.....

SIGNATORY’S NAME (IN BLOCK LETTER).....

ON BEHALF OF.....

OFFICIAL POSITION.....

DATED THIS.....DAY OF.....20.....

*(This form must be signed by a duly authorized officer who should state his official position)  
This form should be returned to:*

The Directorate of Air Transport Regulation  
Air Transport Operations Department  
Licensing Unit  
NCAA.

**NIGERIAN CIVIL AVIATION AUTHORITY**

*Form ATOL 3*

*Application No:.....*

*Date Issued.....*

*Signature of Issuing Officer:.....*

**APPLICANT'S UNDERTAKING**

**Note:**

*This Form should be signed by an Accountable Officer i.e. that exercises both financial and operational control in the applicant-company.*

**CONDITIONS OF AIR TRAVEL ORGANISER'S LICENCE (ATOL)**

I ..... on behalf of ..... hereby agree to comply with the under listed conditions if my application for an Air Travel Organiser's Licence is granted:

- (a) Ensure all international tour services that are operated leave and enter Nigeria through Customs Airports.
- (b) Seek prior permission of the NCAA and appropriate aeronautical authorities of the foreign countries concerned before any flight outside Nigeria is undertaken.
- (c) Ensure the aircraft operated must be in accordance with the laws, regulations and rules in force in Nigeria as well as the Standards and Recommended Practices (SARPs) of ICAO.
- (d) Ensure payment of staff salaries as and when due.
- (e) Ensure payment of aviation charges including 5% Charter, Contracts Sales Charges as and when due.
- (f) Ensure the submission of monthly statistical returns, of all flights undertaken during the preceding month, to the Federal Ministry of Aviation or NCAA not later than 15th day of the following month and shall include the following particulars:
  - (i) Date(s) of flight
  - (ii) Points between which the flights were conducted
  - (iii) Number of passengers
  - (iv) Fares and other charges



- (v) Particulars of the aircraft employed and the name of the owner/operator
- (vi) Type of travel and flight arrangements (Holy pilgrimages and special events)

**Failure to comply with any of the conditions above (a to d) shall result in the, suspension, withdrawal or revocation of the Air Travel Organiser's Licence.**

DATED THIS.....DAY OF.....20.....

SIGNATURE..... POSITION.....

SIGNATORY'S NAME (IN BLOCK LETTER).....

ON BEHALF OF.....

(Include company's official stamp)

**NIGERIAN CIVIL AVIATION AUTHORITY**