

## **AITO START UP**

The purpose of this scheme is to allow young tour operating businesses which do not currently meet the AITO membership criteria but who hope to apply for membership within the next two years of their development, to participate in various services and meetings which AITO provides. This provides an opportunity for new or fledgling companies to benefit from training courses, advice, networking and discussing common problems with likeminded tour operators.

### **What it offers**

The following services would be available:

- General information from the AITO HQ on consumer financial protection, the Package Travel Regulations, insurers, and Sustainable Tourism.
- Participation on Training Courses arranged by AITO (at the same cost as AITO members).
- Attendance at AITO General Meetings and one AITO Overseas Conference (at same cost as AITO members).
- AITO Affiliated Information detailing all AITO's Business Partners and Tourist Offices as well as the opportunity to meet and network with our Affiliates at a time when the Start Up tour operator most needs their advice and services.
- Opportunity to join the AITO legal Hotline scheme (at the same cost as AITO members).
- Access to the AITO Members website.
- Receipt of AITO Noticeboard messages.

### **What is not provided**

- Participants of the AITO Start Up scheme are not permitted to use the AITO logo or 'Quality Charter'. They are not members of AITO.
- They will not be permitted to be featured on the AITO website or to participate in AITO marketing and PR activities.
- Participants cannot belong to the AITO Specialist Travel Agents scheme.

### **Who can apply**

Tour operators who have produced a business plan which has to be approved by the AITO membership committee but who have not yet produced two years' annual accounts or have not reached an annual turnover of £250,000. They must intend to apply for AITO membership as soon as AITO criteria are met and cannot remain on the AITO Start Up scheme for longer than two years.

All applicants will be reviewed by the AITO Membership Committee and will need to demonstrate that their products conform to AITO's image and that quality and high standards of service are key objectives. They will need to provide full consumer financial protection.

Companies will need to be owner managed with 50% of the shares belonging to Directors, their families or employees.

### **The cost**

There is an annual fee of £300 plus VAT.

For further information regarding the AITO Start Up Scheme please contact:  
The AITO Office on 020 8744 9280 or e-mail: [bharat@aito.com](mailto:bharat@aito.com)

## APPLICATION FOR AITO START UP SCHEME

**COMPANY:**

**DATE:**

**CONTACT DETAILS**

1. Registered name of your operating company or firm:

**COMPANY/BUSINESS DETAILS**

2. Trading Address:

Postcode:

3. Registered Address (if different from address in question 2):

Postcode:

4. Date of Incorporation:

5. Company Registration Number:

6. Principal Trading Name:

Other Trading Names:

7. Company Telephone:

Email:

Fax:

Website(s):

8. Name of person to contact about this application:

Position:

Email:

Direct telephone:

9. Details of Shareholders<sup>1</sup>

Name in full	Working (w) Non-working (nw)	% Share interest

10. Details of Directors/Partners/Proprietors

Name in full	Position	Outline of your operating experience

11. If there have been any changes to Directors, Share ownership or Share capital since the last Accounts were filed please give details.

<sup>1</sup> Where shares are held by a company, details of its ownership must be supplied

12. Have any directors or shareholders ever been a director, shareholder or senior staff member of a company which has financially failed? If yes, please give details. YES  NO

13. State any Travel Trade Associations to which your business belongs:

14. ATOL information (if applicable)

Licence No:	Is it a small business licence?	
Renewal Date:	Do you have a bond? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, Current Bond Value:
Bond Supplier:	Do you only pay the APC levy? Yes <input type="checkbox"/> No <input type="checkbox"/>	

15. ABTA information (if applicable)

Membership Number Tour Operator class:	Membership Number Travel Agents' class:
Renewal Date:	Current Bond Value:
Bond supplier:	

16. Do you have any other form of consumer financial protection in the event of failure? If so, please give details.

**PRODUCT INFORMATION**

17. Date of commencement of activities as tour operators:

18. Brief description of tour products:

19. Passenger carryings (last financial year):	Passenger carryings (current year – estimated):
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20. How many separate brochures do you produce?

**PRODUCT QUALITY**

21. Do you operate a client questionnaire system? YES  NO

**FINANCIAL INFORMATION**

22. Paid up Share Capital (if a limited company):

23. Financial Year End:

24. Turnover

	Last financial year	Current year (estimate)
Licensable business	£	£
Non-licensable	£	£
Other business (give details)	£	£
Gross turnover (total of above)	£	£
Trading profit after directors' remuneration, before tax	£	£

25. Details of any other business carried out by the applicant either at head office or elsewhere?

26. Do you have a subordinated loan in existence? YES  NO   
 If yes, please state amount: £

27. In your accounts, do you take your profit: when clients book? YES  NO   
 when they travel? YES  NO

28. Please clarify on a separate page any balance sheet items that may require explanation.

**COMPANY SUMMARY**

29. Please write a 30-40 word summary on your company (nature of business, principal markets etc):

**REFERENCES**

30. Do you know any AITO members whom we may contact for a reference? YES  NO   
 If yes, please give their details:

a) Company Name:	Contact Name:
b) Company Name:	Contact Name:

**WHY AITO?**

31. What are you most keen to obtain from the AITO Start Up Scheme?

**APPLICATION CHECKLIST**

Please enclose the following:

	Included	Not applicable
1. The completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2. Business Plan and forecasts	<input type="checkbox"/>	<input type="checkbox"/>
3. Application fee of £360 (£300 plus VAT) made payable to AITO Limited <b>Bank details: sort code 20 – 72 – 33</b> <b>Account number 5090 2675</b> use company name as reference	<input type="checkbox"/>	<input type="checkbox"/>

A decision on an Start Up scheme application is unlikely within three weeks but should not take longer than six weeks assuming the application has been correctly made and the necessary documentation submitted.

**NOTE: AITO conducts background checks on all Directors. By remitting this application, you give approval to this being conducted.**

**AITO DECLARATION**

I confirm that the information given with this application is correct.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Please send application to [Bharat@aito.com](mailto:Bharat@aito.com) or AITO, 18 BRIDLE LANE, TWICKENHAM, MIDDLESEX, TW1 3EG