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## Are your systems ready for APC?

To be prepared in full you will need to be sure that your business systems can satisfy the following:

- Have full daily 'back up' procedures in place
- Distinguish clearly between licensable and non-licensable business
- Record and report on licensed transactions by both date of booking and date of departure
- Maintain a separate APC accounting record to record liability as bookings taken
- Management information systems to monitor bookings against pre-agreed authorised levels under AtoI
- AtoI receipts and confirmation invoices to be produced for each licensed transaction
- Record all contracts for air seat bookings (and accommodation if part of 'package')
- Retain copies of all Agency agreements
- Produce full financial and management accounting information
- Hold all supporting financial documentation including bank, merchant statements and invoices

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