TRANSPORT (TOUR OPERATORS AND TRAVEL AGENTS) ACT, 1982

Name: **The Travel Department T/a The Travel Department Travel Department TD active Holidays Outbounder Outboundertravel.**

Address: **Harmony Court, Harmony Row, D02 VY52 & Arnotts Department Store, 3rd Floor, 12 Henry Street, Dublin 1**

Travel Agent's Licence No. TA 0692

hereinafter referred to as the licensee is hereby licensed by the Irish Aviation Authority (IAA) to carry on business as a travel agent subject to the conditions set forth herein.

GENERAL CONDITIONS

1. This licence shall come into effect on **1st November 2026** and shall continue in force up to and including **31st October 2027.**

2. This licence is non-transferable.

3. (a) The IAA shall be advised immediately of the demise, removal or resignation of any director or partner of the licensee;

   (b) Proposals for the appointment of additional directors or for changes in the directors of a company holding a licence or proposals for changes in the distribution of shares, or in the effective ownership or control of such company or of any partnership, or incorporated body holding a licence shall be notified to the IAA either before, or after, but not later than 7 days after, such changes become effective;

   (c) Changes in the shareholders of a company shall be notified to the IAA either before, or after, but not later than seven days after, such changes have become effective.

4. The licensee shall notify the IAA of any new mortgages, liens, charges or other encumbrances made on the licensee during the period of validity of the licence.

5. The licensee shall comply with the provisions of the Transport (Tour Operators and Travel Agents) Act, 1982 (No. 3 of 1982), and of all orders and regulations made thereunder relating to travel agents.

6. Copies of this licence and the conditions attaching thereto shall be displayed for the information of the public in a prominent position on all premises owned or occupied by the licensee and in which he carries on business.

7. The licensee shall maintain the following books, accounts and records in his principal place of business and shall make available copies or extracts on request to, and shall facilitate the entry and inspection of all such records and documentation by authorised officers of the IAA pursuant to section 11 of the Act:-

   (a) annual accounts duly audited and certified or accounts exempted from audit if authorised in accordance with Regulation 7 of these Regulations;

   (b) a record, which may be in ledger, computer or other form, of all daily receipts and expenditures, duly analysed by the different methods of receipt and payment (cash, cheque, debit card, credit card, electronic funds transfer, voucher or any other type of payment), including all monies paid on deposit;

   (c) a full record of all bank lodgements and other transactions including cash and credit transactions from which regular financial information can be derived to ascertain the financial position of the business from time to time, and a regular and proper bank reconciliation;

   (d) copies of all contracts entered by the licensee relevant to the business of the licensee and valid for the period of the licence.

8. A breach of any of the conditions set out herein may result in the revocation of this licence.

SPECIAL CONDITIONS

1. The licensee shall notify the IAA forthwith of any change of address of places of business or the use of additional places of business.

2. The licence holder shall prepare **monthly licensable turnover reports** which the IAA may request from time to time. These reports, if requested, should be submitted not later than a month from the end of the requested period.

3. The licence holder shall furnish **Management Accounts** and/or other information to the IAA from time to time upon request. These accounts and/or other information should be submitted not later than a month from the end of the requested period.

4. All **advertising** by Travel Agents and Tour Operators, shall now state as follows: **Licenced by the Irish Aviation Authority, TA0692**. Note that advertising under a trade name or business name, even if registered, still requires disclosure in the advertisement of the licence number of the actual holder. This requirement extends to the content of all electronic advertising.

5. The licensee shall facilitate **access to the books and records**, at any time. Where records are hosted offsite and or outside Ireland, access shall be facilitated without costs being incurred by the IAA.

Dated this 20th day of October 2026
For the Irish Aviation Authority

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An officer authorised in this behalf by the said IAA

Louise O'Dwyer

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An officer authorised in this behalf by the said IAA