

# Instructions on filling in forms for annual review of package travel security

The following four forms must be completed:

- “Greining á veltu rauntölur síðasta árs” / Breakdown of turnover, actual numbers last year (excel workbook, must be submitted as excel).
- “Greining á veltu áætlun yfirstandandi árs” / Breakdown of turnover forecast/plan, current year (excel workbook, must be submitted as excel).
- “Yfirlit yfir smásala sem uppfylla tryggingaskyldu vegna pakkaferða skipuleggjanda” / List of retailers providing package travel security for tours organized by the licence holder (excel workbook, must be submitted as excel).
- “Staðfestingu vegna bókhalds og greiningar á veltu” / Confirmation regarding book-keeping and breakdown of turnover (Word document). The document must be filled out, signed, and submitted as pdf.

**Please do not work with Excel workbooks in any other form such as “Open Source” or “Numbers”.**

## “Greining á veltu rauntölur síðasta árs” / Breakdown of turnover actual numbers last year (excel-workbook)

The workbook consists of 14 sheets.

**1 – Upplýsingar / Information** – please read the instructions in the sheet carefully.

Pay attention to the workbook cell colour code:

Litakóðar skjalsins / Workbook cell colour code
Forsendureitir eru gráir og fylla skal út í þá / Input cells are grey and must be filled
Tilteknir forsendureitir litast rauðir ef að ekki hefur verið fyllt út í þá eða ef ranglega er fyllt út í þá / Certain input cells turn red if they have not been filled or if they have been wrongly filled
Hvítir reitir innihalda útreikning eða föst gildi sem ekki skal breyta / White cells contain calculations or fixed input that cannot be changed

General information about the licence holder (licensee) must be provided i.e., name and ID number (social security number).

Date of filling the form must be recorded in the following format **dd/mm/yyyy** (E.g., June 22 2021 will be recorded as 22/06/2021).

Almennar upplýsingar / General information				
Type of report	Financial year	Name	ID	Date of completion
Tegund skýrslu	Fjárhagsár	Nafn	Kennitala	Dagsetning útfyllingar
Rauntölur	2020			

Operations of the licence holder. Please mark the lines that apply to the operations of the licensee (licence holder) with an x:

Starfsemi leyfishafa / Licensee's operations	
<b>Merkjið við allt (með x) sem við á um starfsemi leyfishafa / Check all (with an x) that apply to the operations of the licensee:</b>	
<input type="checkbox"/>	Ferðir innanlands / Incoming tours
<input type="checkbox"/>	Ferðir erlendis / Outgoing tours
<b>Merkjið við þá línu (með x) sem á helst við um starfsemi leyfishafa / Check the row (with an x) that applies most to the operations of the licensee:</b>	
<input type="checkbox"/>	Heilsárs starfsemi / Full year operations
<input type="checkbox"/>	Árstíðarbundin starfsemi, megin starfsemi að sumri / Seasonal operations, mainly in summer
<input type="checkbox"/>	Árstíðarbundin starfsemi, megin starfsemi að vetri / Seasonal operations, mainly in winter

We are improving the information we collect on travel agencies. Currently there is not a complete list of travel agencies that offer outgoing tours, incoming or both. Furthermore, information on whether operations are seasonal or full year is lacking.

Key information from last year's financial statement must be provided:

Fjárhæðir skv. ársreikningi 2020 / Amounts acc. to financial statements 2020		
Liður / Item	kr.	Skýringar / Explanations
Heildarvelta / Total turnover		Heildartekjur á árinu 2020 / Total revenue for the year 2020
Afkoma / Profit (+) or loss (-)		Hagnaður (+) / tap (-) á árinu 2020 / Profit (+) or loss (-) for the year 2020
Bókfært eigið fé / Book value of equity		Heildareignir að frádregnum heildarskuldum í lok árs 2020 / Total asset minus total liabilities at year end 2020
Heildar fjármagn / Capital employed		Bókfært virði skulda og eigin fjár í lok árs 2020 / Book value of liabilities and equity at year end 2020
Skammtímaskuldir / Current liabilities		Skuldir til greiðslu innan árs frá lok árs 2020 / Liabilities due within one year from year end 2020
Veltufé frá rekstri / Working capital from operations		Afkoma ársins 2020 leiðrétt fyrir rekstrariðum sem hreyfa ekki handbært fé / Profit or (loss) 2020 adjusted for non-cash items

## 2 - Samtölur / Totals – not to be filled.

When all relevant information has been recorded in the sheets for each month the total from the “Total turnover” column (cell G23) should be the same amount as the total annual turnover according to the financial statement.

## 3 - 14 Sheets for each month

Note that all turnover must be accounted for, both turnover subject to package travel security and turnover exempt from package travel security.

Each sheet is divided into two fields for recording information on:

- Turnover subject to package travel security
- Turnover exempt from package travel security

Scroll down the sheet to find the field for turnover exempt from package travel security.

## Turnover subject to package travel security:

Here all information regarding turnover that is subject to the package travel security of the licence holder must be recorded. Tours mean package tours and linked travel arrangements. Linked travel arrangements are never a part of a package tour; thus, each line contains information on either package tours or linked travel arrangement, not both.

NOTE! The following information must be provided for all tours:

Name or description of the tour

Total sales amount

Total amount of confirmation deposits

Number of tours

Number of tourists

Length of tour in days

Number of days from final payment until the tour starts

Tryggingarskyld velta / Turnover subject to package travel security								
Name or description of the tour	Total sales amount of package tour	Total sales amount of linked travel arrangements	Total turnover subject to package travel security	Total amount of confirmation deposits	Number of tours	Number of tourists	Length of tours in days	Number of days from final payment until the tour starts
Nafn eða lýsing ferðar	Heildarsöluverð pakkiferðar	Heildarsöluverð v. samtengdrar ferðatilhögunar	Samtals tryggingarskyld velta	Heildarfjárhæð staðfestingar-greiðsna	Fjöldi ferða	Fjöldi ferðamanna	Langd ferða í dögum	Fjöldi daga frá lokagreiðslu til upphafs ferðar

## Name or description of tour

The name or description of the tour must be given.

- Names of tours must be descriptive and in accordance with the names found on the travel agency website and in other promotional material. When tours are tailor made that must be stated.

- When tours are of the same type / to the same location / of equal length it is not necessary to list each tour separately, same kind of tours can be grouped into one line. (Like tours can be grouped into one line).
- If tours that are listed in one line are not of the same length the average length of the tours must be calculated (weighted average). (Each booking can be listed separately or each tour irrespective of the number of bookings i.e., one tour to Tenerife with 50 bookings and 150 tourists).

#### **Total sales amount of package tour**

The total amount of payments received for the tour(s) listed in this line (if each booking is listed separately the price of the booking is recorded).

Example: Four, one week, tours to Tenerife, price per person is ISK 200.000.-. The total number of passengers on the tours is 100. The number to record is ISK. 20.000.000.-.

Use whole numbers 0 or higher no negative numbers.

#### **Total sales amount of linked travel arrangements**

The total amount of the payments received for linked travel arrangements listed in this line (only payments received by the licence holder, not payments received by other service providers).

Use whole numbers 0 or higher no negative numbers.

NOTE Linked travel arrangements are not common and only come to be when a single service is sold, i.e., airline ticket, and following the completion of the sale the client gets a bookable offer to add services and he accepts that offer within 24 hours from completing the first purchase.

(Linked travel arrangements (LTAs) are **travel** services that are bought from different traders in separate contracts but are **linked**. They are classed as **linked** when one trader facilitates the booking of the subsequent service(s), and they are purchased for the purpose of the same **trip** or holiday.)

Linked travel arrangements should not be recorded in the same line as package tours.

#### **Total turnover subject to package travel security**

Not to be filled in, fills in automatically.

#### **Total amount of confirmation deposits**

Total amount of all deposits received as confirmation payments for the tours listed in the line.

Example: 100 tourists take part in the tour, 50 tourists pay IKS 20.000 as confirmation deposits, 30 tourists pay ISK 30.000, 20 tourists pay the tour in full upon booking and thus pay no confirmation deposit. The number to record is:  $50 \times 20.000 + 30 \times 30.000 = 1.900.000$

Use whole numbers 0 or higher no negative numbers.

NOTE Deposits or confirmation deposits are the first instalments paid to confirm the participation in a tour (towards a tour). If a tour is paid in full in one payment that is not considered a confirmation deposit. Deposits can never be the same amount as the total sales amount of a package tour or linked travel arrangements.

If no confirmation deposits are received for the tour the number for the cell is 0.

#### **Number of tours**

Please fill in the number of departures recorded in this line.

Use whole numbers 0 or higher no negative numbers.

#### **Number of tourists**

Total number of tourists participating in the tours in question. Four tours with 50 participants in each tour, the number to record is 200.

Use whole numbers 0 or higher no negative numbers.

### Length of tour(s) in days

Record the length of the tours in days. If the length of the tour is the same for all participants that number is recorded.

Example: A four day city break, the number to record is 4.

If the tours listed are of various length the weighted average length of the tours must be recorded.

Example: Three tours to Tenerife are recorded in the same line, the tours are of various length. 50 tourists stay for 11 days, 150 tourists stay for 7 days and 120 tourists stay for 14 days. The number to record is  $(50*11+150*7+120*14)/320 = 10,25$ . The average length of the tours is 10,25 days (weighted average).

### Number of days from final payment until the tour starts.

The average number (weighted average) of days that pass from the tourist making the last payment (completing the payments) for the tour until the tour starts.

Example: 100 tourists take part in a tour. 30 tourists make the final payment 45 days prior to departure, 40 tourists make the final payment 30 days prior to departure, 30 tourists make final payment 15 days prior to departure. The number to record is  $(30*45+40*30+30*15)/100 = 30$  days (weighted average).

**NOTE** This number can never be below 0. If tours are paid after they start the number recorded is 0.

### Turnover exempt from package travel security:

In this part you record information about all turnover that is not subject to package travel security.

All turnover other than package tours and linked travel arrangements that are covered by the package travel security of the licence holder must be recorded. The turnover must be broken down into income categories. The simple explanation "other turnover" or "other sales" is not sufficient. Please fill into the categories provided and add categories as applicable.

Velta undanþegin tryggingarskyldu / Turnover exempt from package travel security	
Turnover exempt from package travel security by revenue categories (add categories as applicable)	Amount
Velta undanþegin tryggingarskyldu sundurliðuð eftir tekjuflokkum (bætið við flokkum eftir því sem við á)	Fjárhæð
Pakkaferðir sem tilheyra tryggingarskyldu annarra seljenda	
Dagsferðir	
Húsaleiga	
Vörusala	
Flugmiðar	
Gisting	
Veiðileyfi	
Annað - (hvað)	

Quite frequently retailers will sell package tours for other organizers. These package tours should either be covered by the package travel security of the organizer or the retailer. It must be clear who is responsible for the package travel security, the organizer, or the retailer.

A **retailer** can be a trader that only sells package tours for organizers, and/or organizes his own package tours, but also sells package tours for other organizers. Organizers can exclude package tours sold by retailers if the tours are covered by the retailer's package security. **Please note that package tours can only be listed as covered by the package travel security of the retailer if the retailer has a package travel security within the European Economic Area.**

**NOTE** numbers below 0 are not allowed.

[“Greining á veltu áætlun yfirstandandi árs” / Breakdown of turnover forecast numbers current-year \(excel-workbook\)](#)

The workbook consists of 14 sheets.

**1 – Upplýsingar / Information** – please read the instructions in the sheet carefully.

Pay attention to the workbook cell colour code:

Litakóðar skjalsins / Workbook cell colour code
Forsendureitir eru gráir og fylla skal út í þá / Input cells are grey and must be filled
Tilteknir forsendureitir litast rauðir ef að ekki hefur verið fyllt út í þá eða ef ranglega er fyllt út í þá / Certain input cells turn red if they have not been filled or if they have been wrongly filled
Hvítir reitir innihalda útreikning eða föst gildi sem ekki skal breyta / White cells contain calculations or fixed input that cannot be changed

General information about the licence holder must be provided i.e., name and ID (social security number).

Date of filling the form must be recorded in the following format **dd/mm/yyyy** (E.g., June 22 2021 will be recorded as 22/06/2021).

The total turnover subject to package travel security according to actual numbers from last year (2020) must be filled in. The number can be found in “greining á veltu rauntölur” under the sheet “samtölur”, it is the total for the column “Turnover subject to package travel security” (cell E23).

Almennar upplýsingar / General information					
Type of report	Financial year	Name	ID	Turnover subject to package travel security acc. to actuals 2020	Date of completion
Tegund skýrslu	Fjárhagsár	Nafn	Kennitala	Tryggingarskyld velta skv. rauntölum 2020	Dagsetning útfyllingar
Áætlun	2021				

Key information from last year’s financial statement must be provided:

Fjárhæðir skv. ársreikningi 2020 / Amounts acc. to financial statements 2020		
Liður / Item	kr.	Skýringar / Explanations
Heildarvelta / Total turnover		Heildartekjur á árinu 2020 / Total revenue for the year 2020
Afkoma / Profit (+) or loss (-)		Hagnaður (+) / tap (-) á árinu 2020 / Profit (+) or loss (-) for the year 2020
Bókfært eigið fé / Book value of equity		Heildareignir að frádregnum heildarskuldum í lok árs 2020 / Total asset minus total liabilities at year end 2020
Heildarféarmagn / Capital employed		Bókfært virði skulda og eigin fjár í lok árs 2020 / Book value of liabilities and equity at year end 2020
Skammtímaskuldir / Current liabilities		Skuldir til greiðslu innan árs frá lok árs 2020 / Liabilities due within one year from year end 2020
Veltufé frá rekstri / Working capital from operations		Afkoma ársins 2020 leiðrétt fyrir rekstrarliðum sem hreyfa ekki handbært fé / Profit or (loss) 2020 adjusted for non-cash items

**2 - Samtölur / Totals – not to be filled.**

Fills in automatically.

**3 - 14 Sheets for each month**

Please see directions for these sheets in “Breakdown of turnover actual numbers last year.”

[“Yfirlit yfir smásala sem uppfylla tryggingaskyldu vegna pakkaferða skipuleggjanda” / List of retailers who are responsible for package travel security for package tours organized by the licence holder \(excel-workbook\):](#)

Quite frequently retailers will sell package tours for other organizers. These package tours should either be covered by the package travel security of the organizer or the retailer. It must be clear who is responsible for the package travel security, the organizer, or the retailer.

A retailer can be a trader that only sells package tours for organizers, and/or organizes his own package tours, but also sells package tours for other organizers. Organizers can exclude package tours sold by retailers if the tours are covered by the retailer’s package security. **Please note that package tours can only be listed as covered by the package travel security of the retailer if the retailer has a package travel security within the European Economic Area.**

**The workbook consists of two sheets.**

**1 – Upplýsingar / Information** – please study the directions in the sheet carefully.

Basic information about the license holder must be provided i.e., name and ID number.

Date of filling the form must be recorded in the following format **dd/mm/yyyy** (E.g., June 22 2021 will be recorded as 22/06/2021).

Almennar upplýsingar / General information			
Name of license holder	ID	Date of summary	Name of representative*
Nafn leyfishafa	Kennitala	Dags yfirlits	Nafn forsvarsmanns*

By filling in his/her name the company representative (foreperson) confirms that the information given is correct.

**2 – Yfirlit yfir smásala / List of retailers**

The following information on retailers providing package security for tours organized by the license holder must be provided:

- Name of retailer
- Country of registration
- ID number
- Name or type of tour (Descriptive name or type)
- Month of the tour
- Year of the tour
- Where the retailer has his package travel security if that information is available

Yfirlit yfir smásala sem uppfylla tryggingaskyldu vegna pakkaferða skipuleggjanda / Summary of retailers subject to package travel security for the organizer's package tours						
Name of retailer	Country of establishment	National code	Name or type of tour	Month of departure	Year of departure	The retailer has package travel security with
Nafn smásala	Staðfestuland	Kennitala	Heiti eða tegund ferðar	Mánuður sem ferð er farin	Ár sem ferð er farin	Smásali er með tryggingar hjá

[“Staðfesting vegna bókhalds og greiningar á veltu” / confirmation regarding the accuracy of book-keeping and breakdown of turnover – word-document.](#)

A confirmation that the book-keeping is in accordance with regulation on Ferðatryggingasjóður and that the breakdown of last year’s turnover is correct must be signed by the company accountant (foreperson of the company in case of micro-entities).

Please fill in the document, sign it, save as pdf and upload.

**Pease note:**

**Excel-workbooks must be submitted in Excel-format – do not save as Pdf, the Icelandic Tourist Board must be able to work with the documents.**

**The Icelandic Tourist Board examines the validity of submitted data and information on a regular basis sand requests copies of contracts and/or other data to confirm that the information provided is correct.**

**All forms and further information can be found on the Icelandic Tourist Board website.**