**ANNEX No 1 General Information**

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|  |  |
| NOTE: If the question is not relevant to the User, please check N (not applicable) |  |
|  |  |
| **IATA /ICAO Call sign:** |  |
| **User’s name:** |  |
| or forename, surname if a natural person shall pay for the Airport services provided to the User |
| **Enterprise code:** |  |
| or personal ID if a natural person shall pay for the Airport services provided to the User |
| **VAT identification number:** |  |
| **User’s bank name and settlement account:** |  |
| **SITA address:** |  |
| **User’s registered address:** |  |
| **Email address for invoice submission:** |  |
| **Does the User have an AOC?** |  |
| Please provide a copy |  |
| **Aircraft registration number:** |  |
| Please provide a copy |  |
| **An example of a User's crew member’s certificate** |  |
| **User’s Logo** |  |
| **User’s responsible person (s) available 24/7 in case of an emergency:**  forename, surname, position, e-mail address, tel. No. It is desirable to indicate at least two persons. |  |
| **User’s representative in Airport Users' Committee:**  forename, surname, position, e-mail address, tel. No. |  |
| **Company providing ground handling services to the User:** |  |
|  |  |
|  | |
|  |  |
| **Details of the aircraft which will be used to operate flights to the Airport:**  Can be provided as a supplement |  |
| Aircraft type |
| MTOM |
| Number of seats |
| **Flight schedule with the following information:**  Note: VNO schedules are provided to Schedule facilitator and [ops@vno.lt](mailto:ops@vno.lt)  in SSIM format |  |
| Weekday |
| Route |
| Period |
| Departure / arrival time UTC |
|  |  |
|  |  |

**The User prefers to receive invoices for the provided services:**

By email 🗆

By creating an account 🗆

In addition, receive invoice originals by mail 🗆

**By submitting this information, the User confirms that he/she is familiar with the General Terms and Conditions and agrees to comply with them.**

The completed form shall be sent to the address [avia@ltou.lt](mailto:avia@ltou.lt)