Annex No. 4 to the Rules of Passes and Access Control of the Vilnius International Airport

**APPLICATION TO REGISTER LEGAL ENTITY IN THE PASS OFFICE DATABASE OF LEGAL ENTTIES OPERATING IN THE AIRSIDE**

**OF SE LITHUANIAN AIRPORTS VILNIUS BRANCH**

This form is designated for legal entities, whose employees and/or vehicles to perform their work duties are required to have permanent Vilnius Airport passes to enter airside of SE Lithuanian Airports Vilnius branch. Therefore, all legal entities must be registered as Authorised Signatory working in the airside of SE Lithuanian Airports Vilnius branch.

Based on the contacts listed below, Authorised Signatory will be informed regarding any changes in the Rules of Passes and Access Control of the Vilnius International Airport. If any kind of information listed in Chapter 1 “Information about legal entity” has changed, please submit a new application with up to date information.

Please submit completed form to SE Lithuanian Airports Vilnius branch to the given address:

SE Lithuanian Airports Vilnius branch

Rodūnios kelias 10A

LT-02189, Vilnius

Lithuania

E-mail: [leidimai@vno.lt](mailto:leidimai@vno.lt)

More detailed information regarding filling the application is available by contacting Pass office of SE Lithuanian Airports Vilnius branch, phone +370 5 2739390, e-mail: [leidimai@vno.lt](mailto:leidimai@vno.lt)

**1. INFORMATION ABOUT LEGAL ENTITY**

|  |  |
| --- | --- |
| ...........................................................................................................................................................  ...........................................................................................................................................................  Name of the legal entity | |
| Address of the company | ...........................................................................  Company code |
| ...........................................................................  Company phone |
| ...........................................................................  Company fax |
| ............................................................................  Company e-mail |

**2. REASON FOR APPLYING TO BE REGISTERED AS LEGAL ENTITY IN THE PASS OFFICE DATABASE OF LEGAL ENTTIES OPERATING IN THE AIRSIDE**

**OF SE LITHUANIAN AIRPORTS VILNIUS BRANCH**

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| 2.1. Please provide detailed explanation why employees of your company need to be issued permanent passes of SE Lithuanian Airports Vilnius branch (what kind of activities, your company is planning to perform in the airside of Vilnius International airport and access to which particular areas are required). |
| 2.2. What period of time your company/legal entity/enterprise is planning to perform duties in the airside of Vilnius International airport?   * N/A; * ........................................................... months; * ............................................................years; * End of contract ......................... YYYY / ................... MM /..................... DD. |

I hereby testify that legal entity described above, has a firm reason to perform duties in the airside of Vilnius International airport

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Full name of the CEO/ accountable manager, signature, date