Annex No.3 to the Rules of Passes and Access Control of the SE Lithuanian Airports

**APPLICATION TO REGISTER LEGAL ENTITY IN THE PASS OFFICE DATABASE OF LEGAL ENTITIES OPERATING IN THE AIRSIDE OF SE LITHUANIAN AIRPORTS VILNIUS, KAUNAS AND/OR PALANGA BRANCHES**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Vilnius airport** | **Kaunas airport** | **Palanga airport** |
| address | SE Lithuanian airports Vilnius branch  Rodūnios kelias 10A  LT-02189, Vilnius  Lietuva | SE Lithuanian airports Kaunas branch  Oro uosto g. 4,  LT-54460, Karmėlava, Kauno rajonas, Lietuva | SE Lithuanian airports Palanga branch  Liepojos plentas 1  LT-00169, Palanga  Lietuva |
| e-mail | [leidimai@vno.lt](mailto:leidimai@vno.lt) | [leidimai@kun.lt](mailto:leidimai@kun.lt) | [plqavsaug@ltou.lt](mailto:plqavsaug@ltou.lt) |
| Phone nr. | +370 5 2739390 | +370 618 21654 | +370 460 483 92 |

**1. INFORMATION ABOUT LEGAL ENTITY**

|  |  |
| --- | --- |
| ........................................................................................................................................................  ........................................................................................................................................................  Name of the legal entity | |
| Address of the company | ...........................................................................  Company code |
| ...........................................................................  Company phone |
| ............................................................................  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**

|  |  |  |
| --- | --- | --- |
| **Please mark airport designated for your legal entity operations**  (designated airport to be marked with „**X**“) | | |
| Vilnius □ | Kaunas □ | Palanga □ |

|  |
| --- |
| 2.1. Please provide detailed explanation why employees of your company need to be issued permanent passes of SE Lithuanian Airports (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:

1. Has legal right to operate in

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Vilnius | Kaunas | Palanga | airside. |

(cross out not applicable airport)

1. will ensure that all requirements and agreements listed in Airport Manual are fullfilled.
2. will conduct operations in terms with legal acts and procedures applicable to their field of work.
3. Will cooperate with administration of designated airport during quality audits of security and safety and provide all required information upon request by the airport administration.

........................................................................................................................................................

Įmonė/įstaigos vadovo pareigos, vardas, pavardė, parašas, data