**REQUEST**

**FOR ORGANIZATION OF EXCURSION AT PUBLIC COMPANY ORLEN LIETUVA**

Preferred date of excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Name of organization/institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
Number of participants\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Only persons listed will be admitted to the territory. Driver(s) must be included into the list, too.*Make, type and number plate of your vehicle: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Type of excursion:  
☐ General (for pupils, not specialists)

☐ Special (for specialists and students from different engineering and related areas/professions)  
☐ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language of excursion:  
☐ Lithuanian  
☐ English  
  
  
Lead of the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Person who filled out this request and presented his/her data shall be deemed as the lead of the group who shall ensure that participants during excursion conduct with due care and respect Company's safety and security regulations.*  
  
  
E-mail of the lead of the group:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*This e-mail address will be used by us to confirm selected date of excursion and contact you on other issues, if any.*  
  
Phone number of the lead of the group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Remarks/comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\**** *- please enclose the list of participants/visitors (including driver(s) to this request). Specify first and last name and date of birth.*

**Request will be accepted for consideration if filled out in full.**  
  
AGREED WITH:

[Communication Group Manager/Director of Human Resources] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
[Control and Security Department] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please e-mail this request to:*** [***ekskursijos@orlenlietuva.lt***](mailto:ekskursijos@orlenlietuva.lt)

***Note:*** *Only after representative of ORLEN Lietuva confirms that request has been accepted and agreed, it shall be deemed that excursion has been approved and will take place. Excursions are organized for groups only (5 persons and more). Excursions for individuals are not organized.*