

APPROVED BY
General Director
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PUBLIC COMPANY ORLEN LIETUVA
RULES FOR CARRYING TANGIBLE ASSETS

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I. GENERAL PROVISIONS

1. APPLICATION

1.1. Rules for Carrying Tangible Assets (hereinafter – Rules) shall establish the procedure of (i) carrying tangible assets to the territories of Public Company ORLEN Lietuva (hereinafter – Company), (ii) carrying tangible assets from the Company territories and (iii) carrying tangible assets from one Company territory to the other, when the Company territories are not interrelated, and the procedure for transporting / haulage of empty truck tanks and railway tank cars from the Company refinery.

1.2. The Rules shall be binding upon all (i) Company employees and (ii) any other natural and legal persons, being and / or working in the territories of the Company (as provided for in the contracts).

1.3. The carriage of excise duty goods from the Company refinery shall be regulated by the Operations Accounting Procedure of Excised Warehouse Established at Fuel Production Complex of AB ORLEN Lietuva.

1.4. The procedure for transportation / haulage of empty truck tanks and railway tank cars to the Company refinery is defined in the Company Pass System Regulations.

2. MAIN TERMS AND DEFINITIONS

2.1. **Company territories** – territories and facilities used and / or managed by the Company on legal grounds.

2.2. **Security controlled facilities of the Company** – Company territories, where the control procedure setting the requirement of Pass System Rules to obtain passes and / or identification cards for pedestrian and / or vehicle entry to, exit from as well as being in the facility, and the control procedure for checking ID cards or other documents confirming the personal identity or other required information of employees or other persons, their belongings, cargoes carried in vehicles as well as checking documents related thereto, are applied.

2.2. **Territory of the Company refinery** – territory of the Company located in Juodeikiai village, Mažeikiai Region (containing crude oil processing installations and / or separate units and other related facilities), fenced with solid fence, which can be entered through Security Control Posts.

2.3. **Carriage of tangible assets** – (i) transportation / carrying of tangible assets into the Company territories, (ii) transportation / carrying out of the Company territories and (iii) transportation / carrying of tangible assets from one Company territory to other, when the Company territories are not interrelated (are not fenced with solid fence, and the territory can be entered through Security Control Posts).

2.4. **Personal belongings of natural persons** – clothes, footwear, means of communication, jewelry, wallets and their contents, purses, bags, toiletries, food, medicine, books and other publications, small souvenirs and other similar things intended for personal use only.

2.5. **Company or other legal entities owned property of personal purpose issued to their employees** – means of communication, personal protective equipment, portable computers and accessories, projectors, means of training or presentation, photo cameras, video cameras and other similar things.

2.6. **Portable work tools** – various non-electric tools (except for safety up to 1000 V equipment: insulating sticks, insulating and measuring pliers, voltage indicators and multimeters, dielectric gloves and electrical safety signs), to be carried and used by one employee.

2.7. **Shipment** – packed and / or sealed tangible assets or correspondence delivered by shipping services.

- 2.8. **Metal scrap** – various metal objects (structures, units, pipelines, etc.), vehicles, metal devices, tools, other equipment, parts thereof, dismantled electrical cables, scrap of metal assembly parts or materials, metal filings, small pieces of metal that can no longer be used to their purpose in construction, assembly, maintenance or other activity due to breakdown, wear-and-tear or any other reasons.
- 2.9. **Waste** – utilizable household and industrial waste (except for metal scrap).
- 2.10. **Materials** – thing or things, feedstock (except for feedstock of petroleum products) used (consumed) in rendering Services or performing work, including but not limited to construction, chemical, organic materials, spare parts, etc. (except for equipment, machinery, other work tools).
- 2.11. **Authorized employee** – employee authorized by the regulatory or other document of manager of the Company or other legal person to issue and sign tangible assets consignment notes.
- 2.12. **Consignment notes** – documents proving the fact of transporting tangible assets, including but not limited to the documents enlisted in Clauses 2.14–2.22 hereof.
- 2.13. **Waybill** – document proving the fact of transporting tangible assets.
- 2.14. VAT invoice (invoice) – document, compliant with mandatory requirements set by the Law on Value Added Tax of the Republic of Lithuania, evidencing the delivery of goods or services.
- 2.15. **Declaration** – document of the form established herein, which, in case of absence of consignment notes, enlists tangible assets transported / carried into the Company territory (Attachment 2).
- 2.16. **Request for locating construction trailers in the territory of Public Company ORLEN Lietuva** – document of the form established herein, which is issued when transporting trailers to the Security controlled facilities of the Company (Attachment 3).
- 2.17. **List of equipment of special purpose vehicles** – document of the form established herein, describing the equipment of special purpose vehicles of emergency or other special services, which the equipment is used in respective maintenance, repair or rescue activities (Attachment 4).
- 2.18. **CMR waybill** – waybill of international carriage of goods by road.
- 2.19. **CIM waybill** – waybill of international carriage of goods by rail.
- 2.20. **AAD** – excise goods carriage accompanying document.
- 2.21. **EDCD** – Excise Duty Calculation Document.
- 2.22. **Truck tank** – stationary fixed to vehicle tank or detached hauled tank, designed for carriage of various materials.
- 2.23. **Average weight of truck tank** – average weight of an empty truck tank determined by weighing the empty truck tank at least three times and deriving the arithmetic mean of the three weight values.
- 2.24. **Container weight** – weight of an empty truck tank or empty railway tank car.
- 2.25. **Weighing certificate** – document indicating the weighed object, its identification data, weighing date, time and place, full name and job title of employee who performed the weighing. The Weighing Certificate shall be signed by the employee who performed the weighing activities.
- 2.26. **Measuring Report** – document indicating the measured object and its identification data, measured and calculated values, measuring date, time and place, measuring devices, names and job titles of employees who performed and / or witnessed the measuring activity. The Measuring Report shall be signed by the employees who performed and / or witnessed the measuring activity.
- 2.27. **Pass** – special document of the form established in the Company Pass System having respective marks and entitling entry to the Security controlled facilities of the Company.
- 2.28. **Senior employee of Security Division** – security manager of the shift on duty, head of respective security department or employees appointed by these managers.
- 2.29. **Identification card** – Company issued electromagnetic card used for the identification and registration of persons in the Access Control System, when entering the Security control facilities, separate premises thereof or exiting them.

2.30. **Emergency situation** – a condition, which results from natural, technical, ecologic or social reasons and other actions, and causes sudden and considerable danger to human life and health, the Company assets, nature, or death or injury of human beings or property losses.

2.31. **Extreme situation** – single or group-based deliberate, illegal, unauthorized actions violating the internal procedures of the Company and / or seeking for termination (hindering) the Company's operation or misappropriation of its property, taking hostage or any other deliberate actions (mass disturbance) resulting in severe violation of the public order and / or struggle with law-enforcement officers.

II. EXPOSITORY PART

3. GENERAL REQUIREMENTS

3.1. A respective Consignment Note shall be issued for the carriage of tangible assets; in the cases established herein, the Consignment Note shall be provided together with (i) Weighing Certificate or (ii) Measuring Report.

3.2. Tangible assets Consignment Notes shall be issued by Authorized employees.

3.3. All the tangible assets carried into / out of the Company territories without exclusion shall be provided to the Company Security Control Posts for the checkup and / or registration.

3.4. Together with the carried tangible assets, the Security Control Posts shall be provided with respective Consignment Notes, except for the cases set forth in Clauses 3.12, 4.6, 4.8, 5.6, 5.7 hereof, when Consignment Notes are not required for the carriage of tangible assets.

3.5. When tangible assets are carried to the Company territory from non-European Union member states, the Security Control Post employee shall be provided with CMR waybill marked respectively by the Customs Procedures and Document Administration Department of the Company.

3.6. When the quantity of carried tangible assets can be determined only by weighing, they shall be weighed using the scales of the Company refinery. Weighing Certificate shall be issued, which is a mandatory document to be attached to the Consignment Notes of such tangible assets.

3.7. When the quantity of carried tangible assets can be determined only by measuring, they shall be measured and documented by a Measuring Report which shall be a mandatory document to be attached to the Consignment Notes of such tangible assets.

3.8. The Consignment Notes of tangible assets shall be presented to the employee of Security Control Post who shall duly mark the Consignment Note, take one original copy of the document or make a copy of it, which the copy shall be registered and stored.

3.9. Company security employees shall stop carriage of tangible assets, when the respective Consignment Notes are not issued, issued incorrectly, or contain incorrect quantities, descriptions of the carried tangible assets, or the measurement units of the tangible assets are not indicated (indicated incorrectly).

3.10. The current Rules shall define the list of tangible assets that cannot be carried / transported into the Security Controlled Facilities of the Company (Attachment 1).

3.11. Without a written permission (agreement) of the Company Security Division Manager, photo cameras, video cameras, television sets, electronic devices, designed for recording, carrying, transferring information, shall not be used at Security Controlled Facilities of the Company, except for the cases, when such devices are issued to the Company division or a certain Company employee, and are used for the purposes related to the respective work functions.

3.12. Upon the agreement of the Senior Employee of the Company Security Division, the requirements to issue tangible assets Consignment Notes, as set forth herein, may not be applicable in emergency and extreme situations.

3.13. When booking the Company owned tangible assets, the Company Accounting Department shall check the presence of security employee's mark of respective Consignment Notes, which evidences the fact of the tangible assets transportation / carriage to the Company territories.

When entering data about the services rendered or work performed in the Company's accounting (pursuant to respective contracts), the Accounting Department shall check for the presence of Consignment Notes, evidencing the fact of the tangible assets transportation / carriage to the company territories, which should be attached to the invoices and transfer and acceptance statements indicating the payment for the delivered tangible assets.

4. REQUIREMENTS FOR CARRIAGE OF TANGIBLE ASSETS OF CERTAIN TYPES

4.1. When transporting / carrying tanks (containers) with fuel to the territories of the Company refinery, the Security Control Post employee shall be provided with a respective Consignment Note, and if unavailable, the person carrying tangible assets shall fill in the Declaration at the Security Control Post. The transportation / carriage of the said tangible asset shall be approved by the senior employee of the Company Security Division shift on duty.

4.2. When transporting / carrying petroleum product samples to the Security Controlled Facilities of the Company for analysis or storage, the Security Control Post employee shall be provided with a respective form Consignment Note, and if unavailable, the person carrying tangible assets shall fill in the Declaration at the Security Control Post.

4.3. Transportation / carriage of shipments and correspondence addressed to private persons shall not be allowed at the Security Controlled Facilities of the Company. Shipments and correspondence for the company or natural or legal persons of the Company shall be transferred to the addressees in the location set by the Company Security Division. Specific location of such transfer shall be defined by the Senior Security Employee of the shift on duty.

4.4. Metal scrap shall be subject to the centralized removal from the Company territory; the transportation and issue of respective documents shall be arranged by authorized employees of the Company Warehouse Section.

4.5. When waste is transported out of the Company refinery territory by a natural or legal person rendering the Company the waste collection and similar services, the waste shall be weighed, and a Weighing Certificate shall be issued; it shall be presented to the Security Division. When the waste is transported out of other Company territories, or the waste is handled by other natural or legal persons having no contracts with the Company, a waybill shall be issued, which shall be approved by an authorized employee of the Company Environmental Department and submitted to the Company Security Division when transporting the waste out.

4.6. When carrying Portable work tools, Company or other natural or legal persons owned property of personal purpose and business gifts, the issue of Consignment Notes shall not be required.

4.7. Consignment Notes shall not be required when transporting to the Security Controlled Facilities of the Company the following tangible assets: assets usually found in vehicles, i.e. personal belongings, small quantities (emergency supplies) of vehicle consumables (except for the fuel), minor spare parts, usual tools and devices for vehicle repair and maintenance and other tools or devices as per requirements for transport. When transporting tangible assets not listed in the present Clause, the transporting person shall submit a Consignment Note or fill in the Declaration and, in the cases established herein, get the approval of the Senior Employee of the Company Security Division.

4.8. The originals of the Company documents shall be carried out of the Security Controlled Facilities of the Company only when it is required to ensure the activity of the Company.

5. REQUIREMENTS FOR CARRIAGE OF THE COMPANY OWNED TANGIBLE ASSETS

5.1. For the carriage of the Company owned tangible assets, the Consignment Notes shall be issued and signed by the Authorized Employees. The list of such employees shall be made and

handled and submitted to the Company Security Division by the Accounting Department employees.

5.2. For the carriage of tangible assets (except for petroleum products) out of the Company territory by rail, the Security Division shall be provided with a respective Consignment Note, and for the carriage into the Company territory – Consignment Note and Weighing Certificate.

5.3. For the carriage of crude oil or petroleum products from the Company territory by railway tank cars, the Security Division shall be provided with the Weighing Certificate and Measuring Report of a respective division. The determination of quantity by measuring shall be reported to the Company Security Division employee on duty in advance, however, no later than 15 minutes prior to the fact of measuring, by phone No. (8 443) 92 392. The Weighing Certificate or Measuring Report shall be signed by the employees who performed and / or witnessed the weighing or measuring activity.

5.4. The quantity of feedstock transported into the Company refinery by railway tank cars shall be determined by weighing or measuring. The determination of quantity by measuring shall be reported to the Company Security Division employee on duty in advance, however, no later than 15 minutes prior to the fact of measuring, by phone No.: (8 443) 92 392. The Security Division shall be provided with Weighing Certificate or Measuring Report. The Weighing Certificate or Measuring Report shall be signed by the employees who performed and / or witnessed the weighing or measuring activity.

5.5. When transporting petroleum products from the Company refinery Petroleum Product Truck Loading Terminal and LPG Truck Loading Terminal, the employee of Security Control Post shall be provided with a respective Consignment Note that is subject to registration and marking. Logistics Division shall provide the Security Division with daily data summary of petroleum product quantities sold from the said terminals on previous day by fax No.: (8 443) 92 696 or e-mail: apsauga.mazeikiai@orlenlietuva.lt.

5.6. To carry samples of Company refinery products or feedstock or other materials from one Company territory to another or inside the refinery territory, the Consignment Notes shall not be required, provided that the list of employees carrying such samples, approved by a regulatory document of division, has been submitted to the Company Security Division.

5.7. Carriage of small assembly materials or spare parts, domestic chemicals and toiletries, office supplies, IT and communications equipment, spare parts or maintenance materials thereof, that may be carried by one person, shall not require Consignment Notes, provided that the list of employees carrying the Materials has been provided to the Company Security Division in the form of a regulatory document approved by the division manager of such employees.

5.8. For the carriage of equipment of special purpose vehicles of the Company emergency or special services, which the equipment is inseparable part of such vehicles, List of equipment of special purpose vehicles shall be issued. This List shall be approved by the manager of respective Company division and agreed with a responsible employee of the Company Security Division. The List shall remain effective until the equipment composition changes, however, no longer than until the end of the current calendar year.

6. ADDITIONAL REQUIREMENTS TO CARRY TANGIBLE ASSETS OWNED BY OTHER LEGAL OR NATURAL PERSONS

6.1. Consignment Notes for the transportation / carriage of tangible assets shall be issued and signed by the Authorized Employees. Approved copies of documents proving the rights of Authorized Employees shall be submitted to the Company Security Division.

6.2. Consignment Notes for the carriage of Materials shall be issued separately from respective Consignment Notes of other carried tangible assets.

6.3. The Consignment Note of Materials shall additionally indicate (i) the Company Work Order number and number of (ii) contract or (iii) Work Release, irrespective of the person carrying such Materials.

6.4. Consignment Notes of Materials transportation / carriage out (of the Company territories) shall be agreed in writing with the Company project manager supervising the order or other Company employee entitled to sign the transfer and acceptance statements and authorized to sign the order work execution statements. With his/her signature on the Consignment Note, the Company employee shall confirm the fact of Materials consumption in the execution of respective order and, that they shall not be used any longer or, that the Materials are subject to temporary transportation for treatment, etc.

6.5. When tangible assets without respective Consignment Notes are necessary to be transported / carried into (the Company territories) for the work performed in the Company, the Authorized Employee shall fill in a Declaration at the Security Control Post and get it approved by the Company project manager supervising the contracting work order or other Company employee authorized to sign the order execution work statements.

6.6. Consignment Notes of Materials to / from the Company territories or facilities that are not subject to pass control shall be sent to the Company Security Division by fax No.: (8 443) 92 696 or scanned and e-mailed to apsauga.mazeikiai@orlenlietuva.lt prior to the transfer of the tangible assets.

6.7. Material Consignment Notes with the mark of security employees, evidencing the fact of their transportation into the Company territory, shall be attached to the work execution statements. Project managers or other Company employees authorized to sign the order execution work statements shall be responsible for the submission of respective Consignment Notes and work execution statements to the Company Accounting Department.

6.8. For the transportation of construction trailers into the Company territory, a Request of the form established herein (Attachment 3) shall be issued in addition to the Consignment Notes. The Request shall be issued in two original copies and agreed with the manager of the Company Division, where such trailer will be located, the responsible employee of respective Fire and Rescue Service and with responsible employee of the Company Organization and Administration Department.

6.9. For the carriage of equipment of special purpose vehicles of the Company emergency or special services, which the equipment is inseparable part of such vehicles, List of equipment of special purpose vehicles shall be issued. This List shall be approved by the manager of the legal person and agreed with a responsible employee of the Company Security Division. The List shall remain effective until the equipment composition changes, however, no longer than until the end of the current calendar year.

7. TRANSPORTATION OF EMPTY TRUCK TANKS FROM THE COMPANY REFINERY

7.1. Empty truck tanks shall be weighed before transporting them from the Company refinery. The weighing shall be evidenced by the Weighing Certificate, one original copy of which shall be submitted to the Security Control Post employee.

7.2. The weighed truck tanks shall be transported out within 15 minutes after the moment of weighing fact record. Provided that the empty truck tank has remained in the said territory longer than 15 minutes after its weighing, it shall be returned for the repeated weighing.

7.3. The container weight of respective truck tank at the moment of weighing shall not exceed 80 kg of its container average weight. This condition shall be applicable only for those truck tanks that have their weights included in the list of truck tanks with average weight.

7.4. In case the container weight of respective truck tank exceeds 80 kg of its average container weight, the truck tank shall be checked in detail by the Security Division employees, and only afterwards it shall be transported out of the territory of the refinery. In case of any violation hereof, the security employees shall halt the transportation of the truck tank out of the Company refinery.

7.5. The procedure for entering the average container weights of truck tanks into the data system shall be established by manager of the Company division, the employees of which carry out the weighing activities on the vehicle scales.

7.6. The employees committed by the Manager of the Company Logistics Division shall handle the information system of the average container weights of the truck tanks transported into / out of the refinery territory. Data of this information system shall be periodically updated and transferred to the Security Division.

8. HAULAGE OF EMPTY RAILWAY CARS FROM THE TERRITORY OF COMPANY REFINERY

8.1. The haulage of empty railway cars, except for tank cars, from the Company refinery territory shall be reported to the Security Division by phone No.: (8 443) 92 392. Security employees shall check whether the cars are empty and, following the Security Division established procedure, register the fact of haulage.

8.2. Before hauling empty railway tank cars from the territory of the Company refinery, they shall be weighed. After weighing, the Security Division shall be provided with the Weighing Certificate. This provision shall not be applicable, provided that the tank cars are transported from one Company refinery territory to another.

8.3. In case the weight of a railway tank car during the haulage out (of the refinery territory) is over 500 kg, i.e. is greater than the weight defined by weighing during the haulage into the refinery territory, the security employees shall check the tank car. If product residue or other tangible asset is found in the tank car, the haulage of the tank car from the territory shall be halted, and investigation for the establishment of actual circumstances shall be started.

8.4. If after weighing the railway tank cars (i) were not hauled from the territory of the Company refinery or (ii) more than 3 hours have passed after weighing, and they had not been sealed during weighing, the railway tank cars shall be weighed once again and only afterwards hauled from the territory.

8.5. If petroleum products are not loaded into the tank cars on the petroleum product loading racks, they shall be checked in the presence of security and responsible for loading employees. Responsible for loading employee shall issue a free form tank car checkup report which shall be signed by employees who checked the cars.

III. FINAL PROVISIONS

Company employees who have failed to comply with the procedure established herein shall accept the responsibility following the laws of the Republic of Lithuania.

Non-Company employees, natural and / or legal persons who have failed to comply with the procedure established herein shall accept the responsibility following the procedures prescribed by the laws of the Republic of Lithuania as well as the contracts concluded between the parties.

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IV. ATTACHMENTS

Attachment 1

LIST OF ITEMS, MATERIALS PROHIBITED TO TRANSPORT / CARRY INTO THE TERRITORIES OF PUBLIC COMPANY ORLEN LIETUVA

1. **Firearm** – a tool or instrument designed or customized to be used as a weapon, from which by an explosion, caused by gas pressure of igniting explosive materials, projectiles or hazardous, irritating substances can be discharged for the mechanical, thermal, chemical, etc. effect on a target at a distance, or for sound or light signaling. Main parts of firearms shall be considered as firearms as well.
2. **Chemical warfare** – non-firing weapons that may disperse contaminating, irritating agents or warhead of such. Gas pistols (revolvers) shall be considered as firearms.
3. **String weapon** – non-firing weapon; the projectile is forced by a string drawn using the muscular power or mechanical equipment.
4. **Flare gun** – firearm used to make sonic, light signals with pyrotechnic signaling charge.
5. **Airsoft gun** – non-firing weapon propelling airsoft pellets or other projectiles by way of compressed air or gas.
6. **Main parts of firearm** – barrel, cylinder (magazine), slide, slide frame, pistol (revolver) frame and their assemblies, barrel inserts (smaller caliber barrel).
7. **Non-firing weapon** – tool or instrument designed or customized to be used as weapon to affect a target without using explosive materials combustion pressure.
8. **Projectile** – object discharged from a firearm.
9. **Part of projectile** – bullet, propellant, cartridge, casing.
10. **Ammunition** – projectile consisting of bullet and cartridge with propellant and a primer.
11. **Bullet** – part of projectile (ammunition, balls, artillery projectiles, etc.), arrowhead to impact a target.
12. **Substance dependencies** – alcohol, opioids, cannabis, cocaine and preparations of coca plant, stimulants and cocaine, hallucinogens, psychostimulants.
13. **Self-made explosive devices** – devices made using explosive materials and electric, mechanical, non-electric, chemical or their composition ignition systems.
14. **Legally manufactured explosive devices** – shots, grenades, mines, bullets, detonators, etc.
15. **Explosive materials** – black powder, C-4 (plastite or plastic explosive), dynamite, Semtex (C-4 equivalent in East Europe), sheet explosives (trotyl, etc.), self-made explosive compounds.
16. Electroconvulsive therapy (ECT) of all kinds and electromagnetic radiation weapons.

**REQUEST
FOR LOCATING CONSTRUCTION TRAILERS IN THE SECURITY CONTROLLED
FACILITIES OF PUBLIC COMPANY ORLEN LIETUVA**

_____ 200 _____

Name of legal person _____

Authorized person _____

(job position, full name)

This serves to request for permission to transport a construction trailer (trailers) into the security controlled facilities of Public Company ORLEN Lietuva. The trailer (trailers) is marked with the legal person's logo. The responsible persons have acknowledged the fire safety requirements.

(signature)

Location of construction trailer (trailers), layout:

AGREED WITH

(job title, full name, signature of manager of the Company division)

(full name, signature of responsible employee of Fire and Rescue Service)

(full name, signature of responsible employee of the Company Organization and Administration Department)

LIST OF ASSOCIATED LEGISLATION

1. Road Transport Code of the Republic of Lithuania (Official Gazette, 1996, No 119-2772);
2. Regulation for Rail Carriage of Cargos approved by Order No. 174 of Minister of Communication of the Republic of Lithuania, dated 20/06/2000;
3. AB Mazeikiu Nafta Metal Scrap and Waste Accounting Procedure approved by Order No. 129 of the Company General Director, dated 02/05/2001, amended by Order No. 31 of the company General Director, dated 19/02/2003 and Order No. 129 of the Company General Director, dated 30/08/2006;
4. AB Mazeikiu Nafta Pass System Regulation approved by Order No. TV1(1.2-1)/168 of 15/07/2008 by the Company General Director;
5. Operations Accounting Procedure of Excised Warehouse Established in AB Mazeikiu Nafta, Fuel Production Complex approved on 31/03/2003 by Deputy General Director for Process Engineering and Capital Integration of the Company;
6. Rules for Determination of Average Weight of Truck Tanks and Update of Data Base approved by Decree No. 03010001/41 of Operations Division No. 3, dated 02/11/2004;
7. Procedure No. 90 as of 19 June 2006 Regarding Fatty Acid Methyl Ester Acceptance at AB Mazeikiu Nafta, Storage and Mixing With Diesel Fuel;
8. Procedure No. 56 as of 10 May 2007 Regarding Dehydrogenated and Denaturated Ethyl Alcohol Acceptance, Storage, Accounting and Usage at AB Mazeikiu Nafta;
9. Procedure of Railway Tank Cars Sealing with Lock-up Seals at Public Company Mazeikiu Nafta approved by Order No. 34 of 07/03/2005 by the Company General Director;
10. Procedure of Issuing and Record-Keeping of Waybills of AB Mazeikiu Nafta approved by Order No. 67 of 9 April 2004 of the Company General Director;
11. Order No. 67 of 9 April 2004 of the Company General Director Regarding Approval of Procedure of Issuing and Record-Keeping of Waybills and List of Authorized Employees;
12. AB Mazeikiu Nafta Procedure on Collection of Recyclable Materials (Paper, Glass, Plastic) approved by Order No.92 of the Company General Director as of 22 June 2006.
13. Work regulations of Security Division Security Control Posts.

The enlisted legislation and other Company regulatory and organizational documents mentioned in the Rules shall be applicable considering their current revision.