**Attachment No. 1 to the GAC**

**Instruction on completing**

*request for issuance/update of an Identification Card of a Driver,*

*request for issuance/update of an Identification Card of a Vehicle*

*for self-service collection of Products from Terminals.*

The Request must be completed legibly, in print with the use of capital letters.

Each blank is equivalent to one character.

Do not complete the field: “Annotations of the CBOK”.

The Request in a paper form should be printed on both sides on one sheet of paper.

***Request for issuance/update of an Identification card of a Driver***

First determine the aim of the request and enter “X” in an appropriate field.

Point 3 - enter “X” in an appropriate field.

Point 8 - enter a number of a certificate on training of a Driver of a Vehicle transporting hazardous goods.

Point 10 - enter a number of a certificate entitling a Driver to fill or empty transport containers.

Point 12 - enter a validity date of entitlements to transport jet fuel.

Points 13-17 - data of a Carrier.

Point 18 - complete only in case of update of data, entering numbers of fields in which changes have been made.

After becoming familiarised with the text of the request which refers to processing of personal data by PKN ORLEN S.A., a Driver shall put his signature.

A signature of a person responsible for correct completion of the request ends the procedure on the part of a Carrier.

***Request for issuance/update of an identification card of a Vehicle***

First determine the aim of the request and enter “X” in an appropriate field.

Point 1 - enter “X” in an appropriate field.

Point 2 - enter “X” in an appropriate field to determine the type of filling.

Point 6 - enter a number of a certificate for admission of a Vehicle to transport some hazardous goods.

Point 8 - enter weight of a Vehicle without cargo in kilograms.

Point 9 - enter weight of a Vehicle together with cargo in kilograms.

Point 10 - enter maximum capacity of chambers in dm3 (96% of maximum capacity of a chamber according to a rating plate), particular lines match following chambers of a Vehicle.

Points 11-15 - data of a Carrier.

Point 16 - complete only in case of update of data, entering numbers of fields in which changes have been made.

A signature of a person responsible for correct completion of the request ends the procedure on the part of a Carrier.