



Overview of Decisive Intercompany Regulations

**Relating to Outside Persons Staying on & Entering
the Premises of Liberty Ostrava a.s.
& Outside Vehicles of Legal and Physical Entities' Driving-in to
the Premises of Liberty Ostrava a.s.**

Annex for the outside individuals and legal entities relating to the Contract for Operation's Performance (the Work Contract), the Contract for Services Provision, the Contract for Goods Transport on Road and the Contract for Building's Lease, as well as land situated on the Premises of Liberty Ostrava a.s.

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Important Phone Numbers



Rescue services /Ambulance/	155
Fire brigade	150
Police	158
Dispatcher's centre of Liberty Ostrava a.s.	595 687 333
Protection & Internal Administration dept.	595 684 218 fax no.: 595 683 560
Entry Permit Issue Office Building of the Entry Permit Issue Office and customs office in front of the main gate Working hours during work days from 6:00 to 15:00 e-mail: PovolovaniVstupu.Ostrava@libertysteelgroup.com	595 685 919 595 686 019 595 683 075 595 682 235 595 682 252
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Security Service dept.	595 687 582 595 682 839 fax no.: 595 683 560
Security management	595 687 697 595 687 216
Security dispatcher's centre	595 686 216
Sales control, issue of retained tangible assets	595 687 497

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List of annexes

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- No. 2a Applications for Permit of Entry/Drive in to the Premises of Liberty Ostrava based on the contract on providing of services – B1: Applicant's data  
- No. 2b Applications for Permit of Entry/Drive in to the Premises of Liberty Ostrava based on the contract on providing of services – B2: Entry of persons  
- No. 2c Applications for Permit of Entry/Drive in to the Premises of Liberty Ostrava based on the contract on providing of services – B3: Vehicles Driving-in  
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- No. 9 Gatehouses (guard-houses) of Liberty Ostrava a.s.
- No. 10 Layout map
- No. 11 Instruction sheet – Acquainted with the integrated management system of Liberty Ostrava a.s.
- No. 12 Applications for Permit of Collective Visit/Excursion to Liberty Ostrava  
- No. 13 Instructions – Biologic Material Taking
- No. 14 Applications for Permit of Entry/Drive in to the Premises of Liberty Ostrava – type A  

Annexes with the symbol  (format pdf) or  (format MS Word) are available on the Liberty Ostrava website, in the section About > Persons Entering the Premises & Staying on the Premises of Liberty Ostrava: <http://www.libertyostrava.cz/about/persons-entering-the-premises.aspx>

1 Introductory Provisions

1.1 Purpose and validity scope

1.1.1 Purpose of this Overview is to, in a brief way; determine the preconditions of Entry of persons and of vehicles of outside companies, their stay in the Premises of Liberty Ostrava a.s. and transport of tangible assets via the gatehouses.

This overview is designed for outside persons. The document provides the most important rules relating to the management documents of Liberty Ostrava a.s., including information on the Integrated management system used in Liberty Ostrava a.s. (see annex no. 11) and the resulting requirements of environmental protection and health safety and protection as applied to these outside persons.

1.1.2 Stipulations shown in this Overview must be respected by all outside persons, who are entitled to Entry/Drive in to the Premises of Liberty Ostrava a.s.

1.2 Basic terms' definition

Premises/Premise of Liberty Ostrava a.s. - for the purpose of this Overview these consist of the buildings, areas and land in the possession of Liberty Ostrava a.s. and companies, which have here their headquarters and real property, while all these entities are surrounded by common fence with gatehouses (main Premises) or even buildings separately located, which are marked by relevant signs. Map of the Premises is included in annex no. 9 of this Overview.

Territory of company has its headquarters in the Premises – this is a part of the Premises in the possession of given company for which all stipulations of this Overview are valid similarly to other outside companies unless specified otherwise.

Outside persons – for the purpose of this Overview these are all persons, who are neither Staff of Liberty Ostrava a.s., nor Staff of its subsidiaries with headquarters in the Premises.

Outside company – for the purpose of this Overview this is an outside legal or physical entity, and/or representative or employee of outside legal entity (outside company bears also responsibility for its subcontractors and their Staff – see 2.2.13, 4.1.10, 4.2.10 and 6.4).

Entry Permit Issue Office - this is a department issuing or activating Entry documents. Its offices are located in the building of the Entry Permit Issue Office and customs office in front of the main gate.

Entry of persons – passage of pedestrians/ persons driving in vehicles through the gatehouses into the Premises (see also 2.1.3).

Entry of vehicles – this is a through passage of single-track vehicle with license plate or of two-track vehicle (further only vehicle) via gatehouse to the Premises. For the purpose of this Document the term vehicle means motorcycles, personal cars and trucks, buses, tractors, working machines and special vehicles.

Entry document – this is an electronic chip card (further referred to only as CC), which authorizes Entry of person or vehicle to the Premises – Entry/Drive in Permit.

Traffic routes – these are all traffic routes in the main Premises.

Entry of vehicle free of charge – this means Entry of vehicle to the Premises without contractual settlement for usage of traffic routes.

Transport of tangible assets – this is transport or carrying of tangible assets to the outside of the Premises.

Tangible assets – for the purpose of this Overview these include materials, raw materials, colour metals, technological device or its parts, tools, spare parts, equipment and its parts and accessories etc.

Dangerous substances are substances and objects, the transport of which is as per ADR/RID excluded, or permitted solely upon conditions stated there.

Waste – this is every tangible thing, which a person gets rid of or intends to get rid of or has obligation to get rid of.

Exit document – this is a document for authorized transport of tangible assets from the Premises (see chapter 4).

Security guards – this is a company providing security services for Liberty Ostrava a.s., current provider is FENIX INTERNATIONAL, spol. s r.o.

Gatekeeper – this is an employee of the security guards marked by identification signs or who has an ID card of security guards' employee.

1.3 Used abbreviations and shortened terms/expressions/

ADR	European Agreement concerning the International Carriage of Dangerous Goods by Road
CC	Chip card
RID	Regulation concerning the International Carriage of Dangerous Goods by Rail, which is an appendix to COTIF (The Convention concerning International Carriage by Rail)

2 Entry of persons and vehicles and their stay in the Premises

2.1 General rules

2.1.1 Authorization of Entry/Drive in to the Premises is given to persons above 15 years of age solely based upon fulfilment of tasks, which are in interest of Liberty Ostrava a.s., companies, which have their headquarters and real property in the premises or based on general all-society interest. There are exceptions from this rule, e.g. persons younger than 15 years who go to the physician (see 2.6.4) or in the framework of collective visit/sightseeing (see 2.6.5), when persons under 15 years of age may enter the Premises solely when accompanied by adult person, accompanied by authorized person and having valid Entry documents.

2.1.2 Any person entering the Premises must have a valid Entry document, i.e. CC per person. CC is non-transferable. It is valid only for the person it was issued for. It is valid concurrently with the ID card. Shall a vehicle drive in the Premises the driver has to have a valid entry document for the vehicle – CC for the vehicle (further referred to as entry permission). Vehicles' CC is valid only for the vehicle it was issued for. Entry Permit must be valid for the whole time of person's presence and/or vehicle moving within the Company Premises.

2.1.3 Driving-in of single-track vehicles without license plate as well as of all vehicles without engines to the Premises do not need issue of Entry Permit. Entry is possible on the basis of the issued Entry Permit of the person.

2.1.4 Entry/driving in to the Premises and exit/driving out from the Premises are authorized only through either gatehouses serving for this purpose within their working hours (see annex no. 9) or through other passages designed for this purpose. When walking and moving in the Premises solely marked roads and access routes can be used.

2.1.5 If a person, who enters on foot or by vehicle the Premises, also brings/takes away tangible assets, which the person shall again bring out from the Premises (this does not relate to the standard accessories of vehicles and personal belongings), then this person must have a list of these tangible assets. Upon Entry this list must be acknowledged by a gatekeeper (stamp, signature, date and ID no.). The property can be taken out from the Premises based on such confirmed document within 24 hours (see 4.5.2). If the tangible assets are to be taken out from the Premises after a period longer than 24 hours, an exit document must be issued (see 4.2). In case of repeated transport of tangible assets (for instance equipment of mobile workshops, computer technology and measurements, bags with tools etc.) a written list of these tangible assets prepared by the Applicant and acknowledged by security guard shall serve as an exit document (see 4.5.3).

2.1.6 If forwarder transports tangible assets to the Premises (delivery of material or goods), which shall not be unloaded in the Premises (for instance within capacity utilization, e.g. materials loaded for another buyer), this information must be clearly stated on the transport document (bill of loading or delivery note). In other cases (for instance transport of returnable packaging by the forwarder in order to return them to the supplier) an exit document must be issued.

2.1.7 External company bears responsibility during entire validity of the issued entry permits for all external persons for whom the external company requested issue or activation of entry permits in a provable way regardless the time of entry/drive-in during the day to the premises or duration, and/or termination of any contractual relationship between the external company and the external person. This responsibility terminates only at the moment of termination of validity or returning of the issued entry permits. External company, which concluded contractual relationship with Liberty Ostrava a.s. or company with headquarters in Liberty Ostrava a.s. premises bears responsibility for subcontractors and their employees.

2.1.8 The outside companies providing services being of a repair character, reconstruction works, modernization works including capital construction works on the company Premises shall visibly mark their Staff including Staff of their contingent Sub-contractors, vehicles and buildings of their own and leased.

2.1.9 Liberty Ostrava a.s. hereby reserves the right not to, in justified cases, permit entry/and/or exit to/from the Premises to a person, transport vehicle, or even the whole outside company.

2.2 Main obligations of persons entering on foot/by vehicles and moving in the Premises

2.2.1 To get acquainted with the Basic rules valid for Entry and stay of person in the Premises of Liberty Ostrava a.s. (see annex no. 1) and to adhere to them. Their taking over and adherence to must be confirmed by signature. Every outside person, who enters/drives in to the Premises of Liberty Ostrava a.s. receives these Basic rules relating to Entry and stay of person in the premises in a provable way.

2.2.2 To provide personal data in the scope of the name, surname, date of birth, portrait photography, and profession performed in the premises. For verifying the data to provide an identity card. In case of entry with vehicle, to provide vehicle data in the scope of the license plate, vehicle type, vehicle make and model and maximum allowable weight. For verifying the data to provide a papers certificate registration of the vehicle. In addition, to provide data justifying the issue of an entry permit (employer's name, name of the contractor's company, purpose and place of entry or drive-in, etc.).

2.2.3 To check, before Entry/Drive in to the Premises, whether the data on the issued Entry document are correct. In case of data deficiencies, request issue of correct Entry document without delay.

2.2.4 Each time when passing the guardhouse, it is necessary to identify with the CC on the CC scanner. Entry with the vehicle through the guardhouse is allowed only to the driver. Fellow-passengers are required to pass through the turnstiles. The driver of the vehicle is required to identify himself – first with his own chip card and then with the vehicles' chip card (if the permission to enter with the vehicle is not included on his individual chip card) - on the post with chip card scanner placed on the drivers' side. On request CC must be presented to the gatekeeper anywhere in the Premises. Based on the gatekeeper's request the person also has to submit his/her ID card. Upon Entry and exit from the Premises it is an obligation to always stop the vehicle at the gatehouse.

2.2.5 Upon passing through/driving through gatehouse, as well as when moving along within any area of the Premises to respect instructions, orders and decisions of the gatekeepers and to behave in correct manner.

2.2.6 In view of securing the safety of the Premises, which due to specific environment requires increased safeguarding of safety, consistent observation of stipulations of Act no. 361/2000 Coll., on traffic as amended later, including the speed limit, respecting of traffic signs and parking at specific parking lots in the Premises and in case of their violation the person shall be contractually sanctioned as per article no. 6. Premises are guarded and monitored with the purpose of controlling the above-mentioned rules and this may result in taking a photographic or camera record. After stopping the vehicle, it must be properly secured against easy breach of strangers and theft. Every traffic accident must be announced to the Dispatcher's Centre of Liberty Ostrava a.s.

2.2.7 Not to damage and pollute traffic routes and road device (e.g. barriers, traffic signs etc.). Not to enter areas outside marked routes (green grass areas, areas designed for other purposes etc.). In event of material damage occurrence in the Premises, the actual repair costs of the damage have to be settled.

2.2.8 Under the instructions given by Gatekeepers, persons entering or driving-in or leaving the company Premises shall be submitted to alcohol or drugs detection/test/.

Persons checked shall be informed on those check results and they are entitled to express their opinions. Check results shall be signed by persons checked in the Book of Measured Values. Refusal, obstruction or frustration of being submitted to such check and results non-signing in the Book of Measured Values shall be deemed – depending on circumstances – as serious breach of the Rules for Persons Staying and Entering the company Premises. Shall positive result be found checked persons are obliged to hand-over Entry Permit and they shall leave the Company Premises without undue delay. Shall a person not agree to a result of a test and/or in the event of such test frustration the checked person has the right to submit to biologic material taking (blood taking / urine taking) within 30 minutes at the latest after testing at the contractual partner's – Liberty Ostrava a.s. who provides health emergency rescue (see Advice, annex no. 13 therein to be received by a checked/tested person after positive test or frustrated test). Costs linked to sampling of biologic material are borne by the applicant of entry permit (external company, which is in contractual relationship with Liberty Ostrava a.s. or in contractual relationship with company having headquarters in the premises of Liberty Ostrava a.s.). If the test within the company Premises is made by an employee of an external company to its own employee and the result turns out to be positive, it is his/her duty to immediately inform the dispatching centre of the security guards. Guards will then secure these individuals papers (documents) and escort him/her outside the Premises. In this case, no penalty applies (see 6.4).

2.2.9 Without undue delay, nevertheless when leaving the company Premises at the latest, Gatekeeper or directly Security Dispatcher's Centre shall be informed on Premises property damage or suspicion of Premises property damage. The attention shall be drawn to any circumstances that might result in offences or crimes committing. To submit or announce objects found in the Premises to the guards, or at the security guards dispatcher room.

2.2.10 To protect CC from loss or damage. To immediately announce the CC's non-operation, change, loss, finding and theft to the office of Entry Permit Issue Office. The found CC can be handed over to the gatekeepers at the gatehouse.

2.2.11 After expiry of the CC's validity or if the reason for its issue expired CC must be thrown to the CC machine at the gatehouse or returned to the Entry Permit Issue Office.

2.2.12 The Entry Permit Issue Office must be informed in written about the planned transport of oversized load in the Premises minimum one day in advance as defined in annex no. 6. It is necessary to get acquainted and to respect the rules as shown in the Declaration on transport of oversized load as per annex no. 6. The declaration must be handed over at the Entry Permit Issue Office or gatehouse before transport.

2.2.13 Upon activities of outside companies and movement of their Staff in the Premises it is necessary to take proper care of environmental protection safety and health protection and to fulfil all the duties and obligations resulting from the concluded business contract, including the companies' responsibility for their subcontractors.

2.2.14 Upon driving in of raw materials and materials to control radiation of the load by passing through radiation sensors located at the road weighing bridges and to observe orders of the weighing bridges' operators.

2.2.15 To secure and close always device used for clamping and protection of the load (tarpaulins, doors, chains, ropes and others) after termination of loading (unloading) of material before Entry to the traffic routes of the Premises.

2.2.16 Upon taking the production out to arrive to the last weighing within two hours since issue of the latest loading list at the latest and to exit the Premises 15 minutes later. If the driver breaks this rule, the security guards shall order him to re-weigh the load. Every re-weighing is considered as sanction – see article 6.

2.2.17 When driving the bike, crash helmet with a chinstrap shall be used including a reflex vest. Using of safety goggles is recommended.

2.2.18 Using mobile phones is permitted only on safe places and under safe conditions. Using of mobile phones is prohibited when walking and on the staircases.

2.2.19 In the company premises´ marked by sign (see picture) parking is possible only by going backwards, i.e. car must drive backwards to the parking place and leaving the parking place is done by driving forward so that no vehicles or pedestrians on the road in front of the car would be endangered.



2.2.20 To observe the generally binding rules and other internal regulations relating to transport of dangerous items (ADR, RID).

2.2.21 Supplier or persons carrying out any activity in the Premises during which they will use specific technical devices, such as cranes, mobile cranes, excavators, road rollers, working platforms, must register these device in the Entry sheet form of tangible assets of an outside company notification (see annex no. 15) with registration nos. (production nos. etc.), including valid revision, and/or inspection or technical control (date of the last technical control, revision, etc. together with copy of these documents would be sufficient). The sheet form including basic documents must be handed over to the ordering party before the devices enter the company and the ordering party must verify this entry. If additional entry of such devices would take place, the same procedure applies. The above-mentioned sheet form is also accessible on the Internet website www.libertyostrava.cz, in the Section About the Company, Occupational Safety, H&S Documents for Outside Service Providers.

2.3 Main prohibitions relating to persons entering on foot/by vehicles and moving on the Premises

2.3.1 To amend in any way data on the issued Entry documents or to misuse them anyhow else.

2.3.2 To bring/transport into the Premises weapons, explosives, alcoholic beverages or other drugs and things, which are not directly linked to execution of activities in the Premises or to fulfilment of tasks, which are in the interest of Liberty Ostrava a.s. or companies, which have their headquarters and real property without special permission. The same prohibition applies to bringing or transportation of animals into the Premises.

2.3.3 To enter the Premises after misuse of alcohol or other drugs, as well as to consume and apply these drugs anywhere in the Premises.

2.3.4 To take/to transport to the company Premises persons without any valid Entry Permits.

2.3.5 To smoke in the Premises. To handle fire in the Premises, where these activities are prohibited by local regulation.

Smoking prohibition covers the entire premises of the company. This prohibition also applies to products imitating the function of tobacco product or smoking products, which enable inhalation of nicotine vapours, including accessories of such products as for instance electronic cigarette based on Act no. 379/2005 Coll. on countermeasures preventing damages caused by tobacco products, alcohol and other drugs as amended.

2.3.6 To take pictures and shoot films in the Premises without special permission (see 2.7).

2.3.7 To take away or transport property from the Premises without relevant documents (see 4) or to anyhow facilitate property theft.

2.3.8 To execute such activities in the Premises, which are not directly linked to fulfilment of work tasks, and/or which are not in the interest of Liberty Ostrava a.s. or any of the companies, which have their headquarters or real property in the Premises.

2.3.9 To stay or move in the Premises without valid reason for a period longer than what is really necessary and at such place, which has not been designed for fulfilment of work tasks.

2.3.10 To enter halls without knowledge and approval of person responsible for given workplace and without protective hat, working shoes and other prescribed personal protective means (PPE). PPE and cloths must comply with the requirements for handling dangerous products/goods as per ADR.

2.3.11 To park vehicles of outside persons in the Premises at the time when they do not fulfil activities resulting from contractual relations (especially at night and during non- working days) at other than contractually leased areas.

2.3.12 On the premises, to move on roller-skates, skate-boards, skis etc.

2.4 Short-term Entry/Drive in Permits

2.4.1 General rules

2.4.1.1 Short-term Entry/Drive in Permits are activated for a period of 1 to 7 days, inclusive.

2.4.1.2 The basic condition for issue of a short-term Entry/Drive in permission for maximum 3 working days is a valid ID card and an authentic document proving legitimacy of entry (for instance loading order, delivery note). In case of entry with vehicle the Applicant must submit also registration papers certificate of the vehicle. Verbal justification shall be sufficient under a precondition of a written (email) or phone guarantee provided by authorized Staff (see 2.4.1.5).

2.4.1.3 In case of a short-term Entry/Drive in request during days, which are not working days (Saturday, Sunday and holidays) or for duration longer than 3 days, it is necessary to submit a written request to the Entry Permit Issue Office as per annex no. 14 approved by authorized employee (see 2.4.1.5) within 10 hours of the last working day previous to the required term at the latest.

2.4.1.4 Holder of the short-term Entry/Drive in Permit must hand this document over at the gatehouse (throw CC to the CC absorber machine) when leaving the Premises. If several entries shall be made at the given short-term Entry Permit within its validity, the obligation of its holder is to hand over this Permit only during the last exit from the Premises.

2.4.1.5 Managers of Liberty Ostrava a.s. and of companies, which have their headquarters and immovable assets in the Premises, are authorized to approve Entry and drive in of outside persons. Managers may authorize other Staff for approval of entries and drive in to the Premises.

2.4.1.6 Settlement of costs for usage of traffic routes in cases of short-term Entry permissions are dealt with in chapter 3.

2.4.2 Issuing of short-term Entry documents

2.4.2.1 Entry Permit Issue Office issues short-term Entry Permit during the working days from 6:00 to 15:00.

2.4.2.2 For dispatch of the goods by road vehicle a short-term Entry/Drive in permission is issued at the Road dispatch workplace together with the loading order.

2.4.2.3 Outside the working hours of the Entry Permit Issue Office and Road dispatch gatekeepers issue exceptional short-term Entry/Drive in Permits at the gatehouses:

- a) For transport of production based on the loading order, and/or shipping issue document;
- b) Upon previous announcement of the visit by competent employee (see 2.4.1.5) at Entry Permit Issue Office (when announcing this request the competent person must state also the reason of the visit and other necessary information as per the extent of annex no. 14 and to announce also the surname, name and telephone number of the employee responsible for the stay of outside person in the Premises);
- c) Based on the decision of the Dispatcher's Centre of Liberty Ostrava a.s.

2.4.2.4 Outside visits of the building of the headquarters of Liberty Ostrava a.s. have to comply with respective orders.

2.5 Long-term Entry/Drive in Permits

2.5.1 General rules

2.5.1.1 Long-term Entry/Drive in Permits are activated for period longer than 7 days.

2.5.1.2 Long-term Entry Permits are non-transferable - these are valid only for one person as shown on the Permit. Long-term Drive-in Permits are transferable – these are designed for representative of the external company which is mentioned on the drive-in permit and are valid only for the vehicle as mentioned on the drive-in permit (driver must have a valid entry document).

2.5.1.3 Long-term Entry Permits / Driving in Permits shall be issued or activated under the Application in writing:

- a) as per annex no. 2 if the request for entry of persons or drive-in of vehicles is based upon concluded agreement on providing of services to company of Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises;

- b) as per annex no. 14 if the request for entry of persons or drive-in of vehicles is based upon other reason;

The Applicant: the outside company being in a contractual relation with Liberty Ostrava a.s. or contractual relation with a company residing on the Premises of Liberty Ostrava a.s. Application must be filled in a readable way, correctly and completely, including all relevant annexes.

Applications as per Annex no. 2 (see point a) above) are submitted directly at the workplace of the Entry Permit Issue Office of Liberty Ostrava a.s. The Entry Permit Issue Office will electronically verify the validity of the given data as per the identification no. of the agreement. The application consists of three separate sheets marked by the following symbols - B₁, B₂ and B₃. Filling instructions are given on the back side of the sheets.

If **application as per annex no. 14** will be submitted (see point b) above) applicant will arrange that it will be approved by responsible person of Liberty Ostrava a.s. and/or of company having its headquarters and tangible assets in the company premises. Liable Officer shall be understood particularly Deputy of a contractual place (Department which such contractual relation was made in).

The approved Applications shall be served to Entry Permit Issue Office on time enough but one week at least prior to requested Entry/driving in and in the event of the request for the whole next calendar year, always by the end of November (provided that the contractual relation has already been made).

The Application for Entry/ Driving-in Permit shall be submitted even when the Holder possesses such Permit provided that it has been issued from any other reason.

Protection & Internal Administration dept. shall be competent to reduce the number of requested Permits.

2.5.1.4 Long-term entry/drive in permissions are differentiated by colour on the front side according to contractual partner and the type of contractual. The colours are allocated as follows:

- a) white – employees cards;
- b) dark blue – contractual partners of Liberty Ostrava a.s. or its subsidiaries with headquarters in the Premises with exception of lease agreements;
- c) light blue – lease agreements Liberty Ostrava a.s. or its subsidiaries with headquarters in the Premises;
- d) ochre – contractual partners Maxon Wheels Czech s.r.o., VÍTKOVICE HEAVY MACHINERY, a.s., and MG Odra Gas, spol. s r.o.

In cases where there are several reasons for entry, CC are issued in the colour which is placed higher in the list (i.e. for instance in case of work contract and at the same time lease contract CC will be issued in dark blue colour). Individuals and/or vehicles with long-term entry/drive in permission as shown under letter c) or d) must not stay/move on the workplaces of Liberty Ostrava a.s. or its subsidiaries with headquarters in the Premises.

2.5.1.5 Long-term entry/drive in permissions are valid only for the area for which these are requested and approved.

2.5.1.6 If during the following 12 months no entry/drive through permit shall be requested for person/vehicle again, which would correspond to the issued chip card, the applicant must return the issued chip cards after their expiry or upon no longer valid grounds for their issue at the Entry Permit Issue Office. At the same office also confirmation of the cards' returning can be requested. Without this certificate no claims relating to the handing back of the Entry documents shall be considered.

2.5.1.7 In case of loss or theft of the issued Entry/Drive in Permit the Applicant must submit a written application (refer to annex no.2 or no. 14) for issue of new CC together with settlement of contractual settlement (see 6.2). Without contractual settlement for failing to hand back the Entry/Drive in Permit a new CC shall be issued only based on police certificate showing that the issued Entry Permit to the Premises was stolen or in case of theft of the vehicle or registration plate of the vehicle.

2.5.1.8 If during validity of the issued Drive in Permit the vehicle shall be replaced by another one, it is possible to replace the Permit, e.g. to return the already issued Permit and at the same time to obtain an Entry Permit for another car of the same type and category. Such replacement shall be made against settlement of CZK 150. Settlement of this sum shall not be required if the vehicle was stolen (based on submitting of the police statement) or if the registration number plate was replaced (based on submission of the registration book of the vehicle). Types of replacements:

- a) **Permanent** – until the validity end of the initial drive in Permit while stating in written the reason of replacement (for instance elimination of the vehicle from operation and its replacement by another vehicle, theft of vehicle etc.);
- b) **Temporary** – by means of deposit of the issued drive in Permit for a determined period (for instance repair of vehicle). Temporary replacement can be solved by short-term Permit.

2.5.1.9 Settlement of traffic routes usage costs in case of long-term drive in Permits is solved in chapter 3.

2.5.2 Issue and activation of long-term Entry documents

2.5.2.1 Long-term Entry/Drive in Permits are issued or activated by the Entry Permit Issue Office during the working days from 6:00 to 15:00.

2.5.2.2 Long-term entry permits bear photo of the person. Based on this fact the Applicant must on his own initiative get the necessary information and agree upon the date of taking the picture at the photo-workplace, which is located at the building of the Entry Permit Issue Office.

2.5.2.3 If the person or the vehicle already have a long-term Entry/Drive in permit and the data on the CC are valid, its validity activates based on the submitted application at the Entry Permit Issue Office within one week after its submission to the Entry Permit Issue Office or as agreed upon otherwise. In that case it is not necessary to submit CC at the Entry Permit Issue Office. If data mentioned on the issued Entry/Drive in permit are not valid, including the colour identifying the type of the long-term Entry/Drive in (see 2.5.1.4), then CC must be returned. If this is not the case, contractual penalty applies (see 6.2).

2.5.2.4 Issued Entry/Drive in Permits are not on principle sent by post and the Applicant must on his own initiative search for the information and agree upon the date of their taking over.

2.5.2.5 Long-term drive in Permits can be issued or activated only upon fulfilment of the contractual settlement conditions (see chapter 3).

2.6 Entry of selected groups of people

2.6.1 Entry Permits of Staff of Maxion Wheels Czech s.r.o. company are activated into the employee cards of this company.

2.6.2 Entry permits of Staff VITKOVICE HEAVY MACHINERY, a.s., who are employees of the forging operation centre into the Premises of Liberty Ostrava a.s. are activated to the employee cards of this company with its back side clearly marked by control sticker (as determined by Liberty Ostrava a.s.). Control stickers are issued and recorded by the Entry Permit Issue Office. New control sticker due to the loss of the employee card can be issued only against contractual settlement of CZK 100. Replacement of the control sticker due to wear out, invalidity of the card or upon submitting of police record (with clear statement that the employee card was stolen) is made as per written request and free of charge.

2.6.3 Long-term Entry permits of the employees of VITKOVICE MACHINERY GROUP to the Forging operation of VITKOVICE HEAVY MACHINERY a.s. in the Premises are solved by providing authorization to the employee card of VITKOVICE MACHINERY GROUP based on the application as shown in annex no. 2.

2.6.4 Entry of outside persons – patients – to the physicians having their offices in the Premises is solved by short-term Entry Permits based on the phone confirmation of the relevant physician. Upon repeated visits the Entry to the physicians having their offices in the Premises is upon submitting of the ID card and a certificate showing the necessity of further medical treatment (filled in health care certificate with date, stamp and signature of the physician, and/or statement of the physician about the health care, which must not be older than one year). Entries of persons younger than 15 years (patients) to the physician are, due to safety reasons, possible under a precondition of the patient being accompanied by an adult person competent for accompanying this person.

2.6.5 Entries of persons coming for the purpose of collective visits/sightseeing are solved by dept. of HR Director based on written request as shown in annex no. 12 which must be submitted for this area minimum one week before the excursion start. Entry of multiple visitors/excursion to the Premises is permitted under a precondition that internal regulations linked with the entry of multiple visitors/excursion are fulfilled and that responsible persons approve these. Participants of excursion must during the entire excursion observe orders of the accompanying person. Visits of persons younger than 15 years are, due to safety reasons, possible only exceptionally, while observing the precondition of one accompanying adult person for 10 persons younger than 15 years.

2.6.6 Persons, whose Entry to the Premises of any organization results from the legislature, enter/drive in the Premises upon submitting of service card or other document authorizing entry, and/or in uniform with clearly placed service number.

2.6.7 Entry of public media representatives is Permitted by the Protection & Internal Administration dept. as per internal regulations.

2.6.8 Entry of ambulances and fire-fighting vehicles is possible without drive in Permits.

2.7 Entry/Drive in of people taking pictures and shooting films

2.7.1 Permits for taking pictures and film shooting are issued upon written request (see annex no. 3), accompanied by agreement of the managers or representatives of the contractual area (if taking pictures results from concluded agreement) and approved by the Protection & Internal Administration dept. and these can be solely in link with fulfilment of tasks resulting from concluded contractual relations or other activities, which made basis for Entry Permit to the Premises.

2.7.2 Upon taking pictures and film shooting in the Premises the purpose for which this Permit was issued, as well as conditions, which were eventually set upon issue of the Permit (for instance taking pictures and film shooting under supervision of responsible person) must be kept.

2.7.3 Taking pictures and film shooting in the Premises with the goal to publish these pictures and recordings (for representatives of public media etc.) must be Permitted by the Protection & Internal Administration dept. as per the internal regulations.

2.7.4 Persons, who are entitled to enter the Premises based on legislature, can, in the course of fulfilment of their service duties, take pictures and shoot films without permission to do so under a precondition of announcing this activity to the relevant manager.

3 Settlement of costs for usage of traffic routes

3.1 These measures relate to all two-track motor vehicles of outside legal and physical entities entering the main Premises. The following vehicles are exempted from the required settlement for usage of the traffic routes:

- a) in case of short-term drive in Permits to the Premises, if in the course of one calendar month no more than 3 short-term Entry Permits with the total duration of 7 days inclusive shall be asked for the given vehicle;
- b) in case of contracting parties, for whom exception from the settlement results from the concluded contract as per the internal regulations;
- c) in case of holders of handicap cards (it is necessary to submit copy of this card);
- d) in case of Staff and direct suppliers of Maxion Wheels Czech s.r.o.;
- e) based on the decision of the Protection & Internal Administration dept. as per the internal regulations.

3.2 Based on the highest allowed weight the road motor vehicles entering the Premises can be divided into the following 3 categories with flexible monthly settled amount, including 21% VAT:

Category I – vehicles with the highest allowed weight below 3.5 tons CZK 500
Category II – vehicles with the highest allowed weight from 3.5 to 10 t..... CZK 600
Category III – vehicles with the highest allowed weight above 10 tons CZK 900

3.3 One moth equals to the given calendar month, and/or its equivalent, e.g. 30 days. The lowest unit equals to the rate of one month. If the required period exceeds 1 month, the settled amount is rounded up to the whole multiples of monthly rates. If the Permitted three entries free of charge with the total duration of 7 days of the given calendar month shall be exceeded, then the due term for settlement is the relevant calendar moth, e.g. since the first until the last date of the calendar moth.

3.4 The contractual price settlement can be made by one of the following methods:

- a) based on the concluded contract on usage of traffic routes of Liberty Ostrava a.s. (see ANNEX 5 therein) in the Protection & Internal Administration dept. upon agreement with the representative of the said dept and by means of invoice paid (payments above CZK 20 thousand);
- b) in cash at the Entry Permit Issue Office (see ANNEX 4 therein).

3.5 Applicant of drive-in permit (see 2.5.1.3) must always be shown in the agreement on using of transport roads as per 3.4 a) and/or on the tax document when paying in cash, see per 3.4 b), as payer.

3.6 Applicant must document the settled payment before issue of the drive in Permit to the Premises at the Entry Permit Issue Office. Guarantee of the settled payment is based upon submitting of tax document or of the agreement on usage of traffic routes' copy.

4 Pick up and transport of tangible assets by outside companies

4.1 General rules

4.1.1 Transport of tangible assets can be made only upon prescribed and duly filled in documents necessary for transport of tangibly assets from the Premises with the exception of transport of tangible assets from the Premises of the operation centre 580 Transport services (gatehouse no. 17 Garages). Below are shown documents enabling transport of tangible assets from the Premises:

- a) Bill of loading accompanied by weighing bill.
- b) Tax document used as sales document against cash via the Metallurgical retail shop accompanied by weighing bill as per instructions of this dept.
- c) Exit document for transport of tangible assets from Liberty Ostrava a .s. or its subsidiary with headquarter in the Premises.
- d) Exit document for transport of tangible assets of outside company from the Premises (see 4.2).
- e) Confirmed list of brought in, transported in tangible assets of outside company (see 4.5.2).
- f) Annex to the document used for transport of fly-ash. This document is issued on the basis of work procedure for usage of loading bills and documents on transport of fly-ash managed by TAMEH Czech.

4.1.2 When passing through, driving through gatehouse and also anywhere in the Premises the persons are obliged to enable gatekeeper's control of the transported/carried tangible assets, including controls of hand held luggage, vehicle and its load. In reasonable cases the persons must also undergo a personal control.

4.1.3 When leaving the Premises the persons executing transport of tangible assets are obliged to hand over the original exit document to the gatekeeper at the gatehouse.

4.1.4 Transport of tangible assets based on transport document, which must be accompanied by weighing bill, must be organized within 15 minutes after weighing of the load at the latest.

4.1.5 Transport of tangible assets must not be organized later than within 7 calendar days since the date of issue of relevant transport document (date of issue is not included into this time limit).

4.1.6 When bringing, transporting tangible assets of outside company into the Premises the duty of the forwarder is to submit document (e.g. list of brought in/transported in tangible assets) to the gatekeeper for confirmation (date, signature, employee number, stamp). Proper document of the outside company shall be used which must clearly show accurate specification and quantity of brought in/transported in tangible assets. This document must be modified in such a way that it is not possible to fill in additional data later. Confirmed document is used by the outside company for control or as a basic document for proving the legitimacy of its transport.

4.1.7 When transporting tangible assets of outside company by railway siding, its representative must, one day in advance at the latest, before the assumed loading of assets inform accordingly the security guards about this activity as the security guard representatives shall check the loading and approve the tangible assets of the outside company, which are to be taken out from the Premises. Filled in exit document must be submitted for the control. Outside company has to secure the loading so that the loading activities would be carried out only during the working days from 7:00 to 13:30.

4.1.8 When transporting

- a) assembly boxes, mobile units, container and other closed sets,
- b) property for which it is impossible to make the necessary control at the gatehouses when the property is being taken out from the Premises,

the outside company must inform the security guards, about this activity, one day before their closing and loading at the latest, as the guard representatives shall check the loaded assets and shall record this in the exit document.

4.1.9 When transporting bulk material freely loaded or transported in package, which is not an original package of material (sand, crushed stone, coke, slag etc.) and when transporting all waste types (except municipal waste and separated beverage wraps), the exit document must be accompanied by weighing bill. Municipal waste and separated beverage wraps (plastics) in bags and/or in other wraps are transported without weighing.

4.1.10 Outside companies take over full responsibility for all their subcontractors, including confirmation of transport of their assets from the Premises. Subcontractors must respect all directives valid for outside companies – main suppliers - within this scope.

4.1.11 Outside companies must respect decisions and orders of the gatekeepers, representatives of the Protection & Internal Administration dept. and of the Security Service dept. They must react within the determined deadline and way to their written statements.

4.1.12 If some of the above-mentioned rules shall not be fulfilled, it shall not be possible to take tangible assets out from the Premises.

4.2 Exit documents for transportation of tangible assets of outside companies

4.2.1 Outside companies can document only transport of such tangible assets, which are provably in their possession or which were assigned to their usage.

4.2.2 If tangible assets, the quantity of which is mentioned in weight units, are transported, also weighing bill has to be enclosed to the exit document.

4.2.3 Exit document shall be issued by an outside company requesting for taking away of the property of its own or entrusted one from the Premises. Exit document forms (see ANNEX 8 therein) shall be prepared by the outside companies at their own expense. Template of those exist documents is available in Entry Permit Dept. where exit document checks can be bought.

4.2.4 Exit document must be filled in legible manner, and it must contain accurate list of tangible assets transported and its unique specification (type, name, quantity, dimensions, manufacturing and registration number etc.). If tools or equipment do not have manufacturing or registration number, it is necessary to annex document on recording of this material without manufacturing number at the gatehouse upon its transport to the Premises to the exit document. In exceptional cases this material can be transported from the Premises based on provable records of outside company.

4.2.5 Exit document shall be issued in 2 counterparts:

- a) counterpart 1 shall be handed-over at the gatehouse when property is taken away – the Gatekeeper shall mark on its back side the date and time of leaving the Premises; his/her Officer no., signature and seal;
- b) counterpart 2 shall be kept by the Issuer.

4.2.6 Exit documents must be numbered in ascending sequence (consecutive number/last two digits of the calendar year) and also the sequence of the document number and the date of issue of document must be kept. The issuing party is responsible for numbering of exit documents.

4.2.7 List of the transported tangible assets on the exit document must be of such form that it is impossible to additionally fill in further data or that its misuse is prevented. Lines, which are not filled in, must be crossed out.

4.2.8 Exit document list may not be rewritten and it is forbidden to add further data to it.

4.2.9 If bigger amount of tangible assets shall be transported, this can be specified in the annex to the exit document. The annex must contain the exit document number, to which it belongs, item number, quantity, clear specification of tangible assets and signature of the competent employee (see 4.2.11).

4.2.10 Representative of outside company, who signs exit document, confirms that tangible assets shown on the exit document are in possession of the outside company or are assigned to usage of the outside company. In case of subcontractor the document has to be approved by the main supplier, who is in contractual relationship with Liberty Ostrava a.s.

4.2.11 Authorized Staff of Liberty Ostrava a.s. or any of the companies having headquarters and immovable assets in the Premises confirm exit documents. Signing of the exit document by responsible employee is decisive for releasing of the tangible assets from the Premises. Acknowledgement of exit documents can be made during working days from 6:30 to 14:00. Lists of authorized Staff are available in the secretariats of the plants' management, and/or specialized departments of Liberty Ostrava a.s.

management and of companies, which have their headquarters and immovable assets in the Premises or at the security guards.

4.2.12 Staff authorized to sign exit documents of outside companies are responsible for checking the completeness and dully filled all necessary items of the exit documents, as well as for the fact that the outside company is authorized to transport the shown tangible assets. Due to this reason they are also entitled to carry out random control of warehouse records keeping at the outside companies, assets of which are located in the Premises (see 4.3).

4.2.13 Outside company must preserve copies of all exit documents for the purpose of control for at least 3 years since their issue.

4.3 Obligations of outside companies upon storage of tangible assets in the Premises

Outside companies must keep simple warehousing records of all own assets located in the Premises and of exit documents (see 4.2) in case of approval of transport of these assets by authorized Staff (see 4.2.11) and control carried out by Liberty Ostrava a.s., while the records must be kept in such form and contents so that the outside company could clearly prove the way of assets acquisition, its assortment and quantity in the warehouse.

4.4 How to proceed upon dispatch of metallurgical products by road vehicles

4.4.1 For transport of metallurgical products by road vehicles from the Premises every vehicle must have an issued Loading order, which drivers shall obtain from the workplace of the Road dispatch dept. Without such loading order the loading centre may not load a vehicle.

4.4.2 When entering the premises the driver must submit loading order to the gatekeeper and the gatekeeper must record at the prescribed place the time of vehicle's Entry to the Premises. Loading order is valid on the date of issue and until 10.00 of the following calendar day. After having entered the Premises and also before further and also partial loading the truck driver must have his truck weighted. The first weighing (tarring) must be made within 15 minutes after Entry of the vehicle to the Premises. Driver must submit the Loading order to the weighing clerk upon tarring.

4.4.3 Driver of the vehicle must leave the Premises within 15 minutes after the final weighing. If the driver exceeds the time determined for leaving the Premises, the vehicle shall be, accompanied by gatekeeper, and sent for re-weighing.

4.4.4 If the weight detected during re-weighing shall exceed by 50 kg the previous weighing, the accompanying gatekeeper shall arrange parking of the vehicle at a suitable place in the Premises and shall inform the Security Dispatcher's Centre, which as per agreement with the Dispatcher's Centre of Liberty Ostrava a.s., shall decide on further procedure. Costs linked to this procedure shall be settled by the vehicle driver only upon legible parking of the vehicle.

4.5 Specific types of tangible assets' transport

4.5.1 Transport upon break downs and accidents

4.5.1.1 Outside the working hours designed for acknowledgement of the exit documents (see 4.2.11) in extraordinary cases outside companies can organize transport of

own assets without the approval of authorized employee. In such cases representative of outside company must:

- a) Fill in the prescribed exit document (see 4.2) in 3 copies (1× for the gatehouse, 1× for outside company, 1× for subsequent verification of transport).
- b) Come to the Dispatcher's Centre of Liberty Ostrava a.s., where the dispatcher shall mark on the back side of the original of the exit document the date, hour, stamp, signature and brief justification of the transport, which has to be verified at the Dispatcher's Centre of the relevant plant or another present manager of Liberty Ostrava a.s. or company having headquarters in the Premises, as well as intangible assets, whose surname has to be recorded on the back side of the exit document.
- c) Have such acknowledged document also acknowledged in the same way by the Security Dispatcher's Centre, who shall secure passing through the gatehouse.
- d) Upon transport hand over document confirmed by both dispatchers to the gatekeeper; while gatekeeper shall, upon having checked the weighed assets, take over the confirmed exit document and shall fill in Report of the safety guards.

4.5.1.2 Representative of outside company must hand over the third copy of the exit document approved by authorized employee to the Protection & Internal Administration dept., to the Security Service dept. or to the safety guards the following day. If he fails to do so, the assets' transport shall be perceived as unauthorized with all consequences resulting from it.

4.5.2 Transport within 24 hours

4.5.2.1 If tangible assets of outside company shall be transported from the Premises within 24 hours, when these were transported to the Premises, the procedure is as follows - their transport to the Premises must be verified and confirmed by gatekeeper at the gatehouse (date and hour of entry, company number of the gatekeeper and his signature) either on the list prepared by outside company or on a pre-printed list, which can be obtained from the gatehouse or at the Entry Permit Issue Office.

4.5.2.2 Person transporting tangible assets to the Premises must enable the gatekeeper to carry out control of the transported tangible assets.

4.5.2.3 List of tangible assets confirmed by gatekeeper serves as document enabling the outside company to take the assets out within 24 hours. When transporting assets out it is necessary to hand over this document to the gatekeeper at the gatehouse, where the transport takes place.

4.5.3 Repeated transports

4.5.3.1 Outside companies can ask for repeated transports of tangible assets if they repeatedly transport the same tangible assets (equipment of mobile workshops, transport of measurement equipment, above-standard equipment of vehicles, bags with tools for repair of breakdowns etc.).

4.5.3.2 Below is the procedure used for request of repeated transports of tangible assets:

- a) Applicant shall prepare list of tangible assets designed for repeated transport in 4 copies, while respecting the stipulations of points 4.2.4, 4.2.7 and 4.2.8; the list must also show the name of the outside company and number plate of the vehicle

- or surname, name and date of birth of the representative of the outside company, which shall transport tangible assets;
- b) Applicant shall hand over, together with the request containing the justification of repeated transports, prepared and confirmed list to the Protection & Internal Administration dept.;
 - c) Applicant shall afterwards pick up 2 copies of list of tangible assets at the safety guards, while one copy shall serve as exit document and the second copy shall be filed.

4.5.4 Other specific types of transport of tangible assets

4.5.4.1 Selected outside companies (especially these, which have their headquarters in the Premises and which possess tangible assets) carry out transport of tangible assets by means of yellow documents (sample is available in the dept. of Protection & Internal Administration). Security Service dept. takes decisions on enabling of this specific transport.

4.5.4.2 Maxon Wheels Czech s.r.o. transports away tangible assets by means of own exit documents and weighing bills. Transport of all wastes with the exception of metal waste is carried out without weighing bills.

4.5.4.3 VITKOVICE HEAVY MACHINERY, a.s., annex to the properly filled in yellow exit document also delivery note, which shows quantity and clear specification of the transported material. The exit document number must be identical with the number of the enclosed delivery note. Issue must comply with the stipulations of this Overview.

4.5.4.4 Transport of steel sediments and ladle furnace dust, which at the moment of being loaded into a vehicle or container become property of outside company, must comply with internal regulations relating to the waste management.

5 Retention of tangibles assets

In case of transport of tangible assets without the prescribed documents or in case of justified suspicion that the tangible assets were stolen from the Premises, the obligation of safety guards is to retain such assets.

5.1 Retention procedure

5.1.1 Security guard shall fill in a Certificate on retention (see annex no. 7) to the person, whose tangible assets were retained.

5.1.2 Person, who shall commit unauthorized transport of tangible assets valued above CZK 5 thousand or any quantity of precious and colour metals, must wait until arrival of the Police of the Czech Republic.

5.1.3 Retained tangible assets shall be transported from the retention area and shall be temporarily stored in the security guards branch (Kovak operations).

5.2 Release of retained tangible assets

5.2.1 Upon finalization of the case investigation and finding that the tangible assets were not stolen, determined employee of the security guards branch (Kovak operations) shall hand the assets over to the authorized person, who must prove the origin and ownership towards these assets (property title acquisition document, usage

agreement, statutory declaration etc.). Retained tangible assets can be picked up the following working day after retention at the earliest, from 7:00 to 14:00.

5.2.2 Authorized person shall confirm taking over of the retained assets by his signature (while providing surname, name and date of birth) in the Book of retained objects. Representative of security guards, who issues the retained assets, shall provide certificate on retention to the acquisition title certificate or statutory declaration.

5.2.3 Retained tangible assets, which are solved by police or court, shall be issued only as per the resolution of the relevant criminal proceeding bodies.

5.2.4 Failing to collect retained tangible assets within 1 month since their retention shall be considered as serious violation of internal regulations linked to Entry of persons and driving in of vehicles to the Premises.

6 Sanctions/Penalties

6.1 Any violation of the above-mentioned rules Liberty Ostrava a.s. may result in permanent Entry/Drive in prohibition to the Premises imposed by Liberty Ostrava a.s. In case of repeated or especially serious violation of the rules proposal for cancellation of the contractual relationship with the given outside company can be made. Apart from these sanctions Liberty Ostrava a.s. also sanctions resulting from concluded contracts apply.

6.2 The sum to be settled in case of failing to return Entry/Drive in Permit – CC (per 1 piece incl. 21% VAT) is:

- a) CZK 200 for long term permit (see 2.5);
- b) CZK 300 for short term permit (see 2.4).

Payment for CCs, which were not returned, is made in cash at the Entry Permit Issue Office.

6.3 In case of violation of the duty of adherence to the stipulations of Act no. 361/2000 Coll. (see point 2.2.6), especially in case of violation of the speed limit, Liberty Ostrava a.s. shall apply the following:

- a) upon 1st violation drive in Permit will be withdrawn for the period of 3 months;
- b) upon 2nd violation drive in Permit will be withdrawn for the period of 1 year;
- c) upon 3rd violation drive in Permit will be withdrawn permanently (permanent prohibition of drive in).

6.4 Selected contractual penalties resulting from violation of the rules listed in this Overview:

- a) Violation of stipulations of Act no. 361/2000 Coll., on road traffic as amended, especially exceeding the speed limit, disobedience to traffic signs or parking at specific areas of the Premises:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- b) Gross violation of the stipulations of Act no. 361/2000 Coll., on road traffic as amended, especially exceeding the speed limit by 40 km/h or more:
 - CZK 10,000.00 upon first breach;

- CZK 20,000.00 for individual subsequent repeated breaches;
- c) Positive result of breath test of alcohol contents above 0.2 ‰ or positive result of drug test or refusing of this test upon Entry/Drive in to the Premises or anywhere within the Premises:
 - CZK 25,000.00 upon first breach;
 - CZK 50,000.00 for individual subsequent repeated breaches;penalty does not apply if employee of external company carried out the test for his/her own employee and if the security guards were immediately informed about the positive result of the test.
- d) Unauthorized removal/transport of tangible assets from the Premises (missing exit documents):
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- e) Unauthorized removal/transport of tangible assets from the Premises (theft of tangible assets):
 - CZK 25,000.00 upon first breach;
 - CZK 50,000.00 for individual subsequent repeated breaches;
- f) Non-respecting of the orders and decisions made by the security Service, conflicts with Security Service:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- g) Non-marking of Staff, vehicles and buildings to be either owned or leased:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- h) Smoking on the Premises:
 - CZK 5,000.00 upon first breach;
 - CZK 10,000.00 for individual subsequent repeated breaches;
- i) Deterioration of the assets in the ownership of Liberty Ostrava a.s. or in the ownership of the companies having their registered office on the Company Premises including real estates, i.e. the accomplished deterioration and attempted one as well:
 - CZK 2,000.00 upon first breach;
 - CZK 4,000.00 for individual subsequent repeated breaches;
- j) Non-secured buildings on the Company Premises (dressing rooms, vehicles, assembly boxes, construction cells etc.) against breaking by a non-authorized person:
 - CZK 1,000.00 upon first breach;
 - CZK 2,000.00 for individual subsequent repeated breaches.

6.5 Liberty Ostrava a.s. shall account contractual penalty equal to CZK 150.00 against Forwarder for each repeated weighing due to breach of the set condition as per article 2.2.16. This contractual penalty can be also requested in Euros based on the foreign exchange rate announced by the Czech National Bank (CNB) as of the date of duty violation.

7 Other provisions

7.1 Lists of passing/driving through gatehouses of Liberty Ostrava

7.1.1 List of passing through/driving through as recorded in the electronic access system can be provided upon request. These have electronic MS Excel format and are usually made once a month, unless agreed upon differently with B3 dept. These are usually sent within the next working day after having received the request.

7.1.2 Outside persons can request lists by email at the Entry Permit Issue Office, while using the address which is mentioned in the Request for entry/drive through permit or from the address as announced in a written form by B3 dept. This applies to persons, who applied for entry/drive through permits.

7.1.3 These lists contain the date, time of passing through the gate, surname and name of the person, system personal no., direction (entry/exit). Company name and subcontractor. Data for such lists are kept for approximately 90 past days.

7.1.4 As for the lists of own passing through the gates, individual persons can request these based on verification of his/her identity at the Entry Permit Issue Office.

7.2 The head of the Protection & Internal Administration dept and the head of the Security Service dept. are competent to solve disputable cases and exceptions of the matters solved by this Overview.

7.3 This Overview of Decisive Intercompany Regulations and selected annexes included in it are available on the web site of Liberty Ostrava a.s., www.libertyostrava.cz About section.

Basic Rules



For Persons Staying on the Premises & Entering the Premises of Liberty Ostrava

H&S Rules, Rules for Healthy Return Home

For the sake of your personal safety, we hereby draw your attention to the fact that the premises of Liberty Ostrava a.s. (thereinafter referred to as the Premises) ranked – from the viewpoint of safety and health protection – among particularly hazardous Premises.

Each person entering the Premises shall be liable for adherence to internal safety regulations concerning entering / driving-in the Premises and persons' movement on the Premises that they have been made acquainted with.

Hazards of

- | | |
|------------------------------------|--|
| ▪ falling-down and slipping | PPE: suitable safety boots |
| ▪ falling from the heights | PPE: harness with securing device, step ladder, foot rest |
| ▪ objects falling | PPE: safety helmet/hat with a chinstrap |
| ▪ striking / hitting | PPE: safety helmet/hat with a chinstrap |
| ▪ noisiness | PPE: ear protection |
| ▪ eyes affection | PPE: safety goggles (protecting against solids, spatter of liquids or hot metal) |
| ▪ abrasion, contamination | PPE: working clothes/overall, suitable work gloves and work shoes protecting the limbs |
| ▪ pressing | PPE: working clothes with reflex strips or a warning vest, risk cause by cranes and lifted/hoisted loads, by mechanisms – excavators, bulldozers, high-lift trucks, road and rail vehicles |
| ▪ winding-up and drawing-in | PPE: properly tight working clothes/overall, risks caused by revolving mechanisms or belt conveyors |
| ▪ other hazards | electrical accident, burns, scald, acid burn, radiation exposure, serious accidents, intoxication, suffocation |



Ten Safety Basic Rules

- 1 I use marked roads and access paths only (primarily I do not enter rail-yard)
- 2 I do not enter any hazardous and restricted places
- 3 I do not stay under suspended loads
- 4 I do not handle control units of machinery and technology
- 5 I do not touch any electrical cables and hoses
- 6 I do not remove any damage protective devices (covers)
- 7 I adhere to safety symbols and safety colours
- 8 I wear Personal Protective Equipment (PPE)
- 9 I do not step on stocked material and objects stored in the workplaces (instable positions)
- 10 I adhere to no smoking on the whole Company premises and in vehicles. No smoking does also relate to smoking of electronic cigarettes.

Health and safety are our priorities. Your health is your priority.



First Aid:	155	Company dispatching:	595 687 333
Fire brigade:	150	Entry Permit Issue Office:	595 685 919
Police:	158	Security Supervisory Service:	595 686 216

Basic Duties of entering/driving-in person

- To enter/drive-in into the Premises and to stay there with valid entry permit only, i.e. electronic chip card (hereinafter referred to as CC) for a respective person and for a respective vehicle. CC shall be non-transferable one. Such CC shall be valid for a person only whom it has been issued to. It shall be valid with the identity card at the same time. CC of a vehicle shall be valid for a vehicle which it has been issued to.
- To enter/drive-in into the Premises and to leave them through watch-houses only within their working hours. Everybody shall identify himself/herself/itself by his/her/its CC, when driving-in by the CC of the vehicle as well, on the CC sensor. CC shall be submitted to gate-keepers in any place on the Premises.
- The drivers only are entitled to drive through the watch-house. Fellow-travellers shall walk through turnstiles.
- CC shall be protected from its losing and damaging. As soon as CC validity expires or shall no reason exist for such CC issue, CC shall be put into CC Absorber or it shall be given to the Entry Permit Issue Office. CC non-functionality, changes, loss, reveals and theft shall be immediately report to the Entry Permit Issue Office. Shall CC be lost or damaged, qualified fee must be paid.
- While entering/driving-in into the Premises, to list the assets that shall be carried-away/taken-away from the Premises and such list shall confirmed by the gate-keeper. To allow gate-keepers to check luggage including vehicle.
- By request of gate-keepers, each person shall be subject to test for drugs and alcohol.
- To listen to and to respect instructions and decisions made by gate-keepers and to fairly conduct oneself in face of them.
- To consistently observe provisions of Act no. 361/2000 Sb., the Road Traffic Act. Before getting-out of the vehicle it is necessary to engage the brakes in order to prevent the vehicle from moving. Park the vehicle on the designated areas only.
- When riding a bicycle it is necessary to use a crash helmet with a chinstrap and a reflex vest.
- Adhere to the obligations of the forwarder in accordance with the ADR documentation.
- Each road accident on the Premises shall be reported to the Company Dispatching.
- Without undue delay, nevertheless, prior to leaving the Premises, report any damaged assets on the Premises and/or own damaged assets to a gate-keeper.

It is forbidden

- To enter/drive-in into the Premises intoxicated/impaired and/or to eat/drink alcohol or drugs in any place on the Premises.
- To enter/drive-in into the Premises with animals, guns, alcohol or drugs.
- On the premises, to move on roller-skates, skate-boards etc.
- To take pictures or to film on the Premises without special authorization/permit.
- To take away/transfer any assets from the Premises without relevant authorizing documents.
- To enter/drive-in into the production shops and bays without consent given by an authorized person of this area or without relevant PPE specified for a given workplace.
- To carry out activities in the Premises, which are not directly linked to the fulfilment of work tasks, to stay in the Premises longer than necessary or to stay in such the places, which are not approved and designed for fulfilment of work tasks.

Driver's Duties During Loading / Unloading

- To respect and to adhere to the instructions given by the competent Officer. Not to drive-in to the production shops and bays and to leave them without consent granted by such competent Officer.
- Not to move under suspended load. Minimum distance between a person and a load shall be equal to the distance between a load and the floor which a person is standing on.
- Do not stay on the loading platform of the vehicle during loading, do not handle crane suspension equipment. Use your own step ladder or any other suitable facility when climbing up to the loading platform of the transport vehicle or when getting down from such a platform and during the vehicle's canvassing.
- Prior to reverse driving commencement, to use horn and during reverse driving, warning turn-signal lights have to be switched ON.
- In production shops and bays, engine must be switched OFF except for necessary driving-in and driving-out.
- From loading area and from canvas, not to remove residual material, snow, trash etc.
- On the weighing bridges to respect priority of weighing of the technological vehicles marked by Liberty Ostrava a.s. logo.
- After termination of the loading process to secure (close) device used for clamping and protection of the load (e.g. canvases, doors, ropes, lanyards and others).
- Within 15 minutes after driving-in to the Premises, vehicle must be weighted for the first time (tarring).
- The loaded vehicle must be weighted within 2 hours since the issue of the latest loading bill.
- After the last weighing of the loaded vehicle must leave the Premises within 15 minutes.

Control of the above-given Basic Rules is carried out on the Premises. Violation of these Rules can result in imposing contractual fine, and/or prohibition of subsequent entry/driving-in into the Premises.

**Application for Permit of Entry/Drive in
to the Premises of Liberty Ostrava a.s.
based on the contract on providing of services**



Applicant (the company being in a contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises)

Company name (as per Business Register or Trades Register)	Ident. no.:
Contract no.	

Applicant's data

Headquarters (as per Business Register) or registered place of business (as per Trades Register)	VAT no.:
Postal address (if different from the headquarters or the registered place of business)	
Surname and first name of the applicant's contact person	Tel. no.
E-mail	

Subcontractor's data

Company name (as per Business Register or Trades Register)	Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)	VAT no.:
Postal address (if different from the headquarters or the registered place of business)	
Surname and first name of the subcontractor's contact person	Tel. no.
E-mail	

Subcontractor's data

Company name (as per Business Register or Trades Register)	Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)	VAT no.:
Postal address (if different from the headquarters or the registered place of business)	
Surname and first name of the subcontractor's contact person	Tel. no.
E-mail	

Applicant's statement

Authorized representative of the Applicant confirms that data are correct.

Surname and first name of the authorized representative of the Applicant		Stamp and signature
Tel. no.	Date	

B₁: Applicant's data – filling in instructions

Identification and contact data on applicant and his subcontractors, which are necessary for issue or activation of the chip cards – authorization of entry of persons (Application marked **B₂**) and drive in of vehicles (Application marked **B₃**). Such Permits of Entry and Drive in are based upon valid contractual relationship with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises as per the contract number given in the heading of the sheet form. **This sheet form is submitted only once. The sheet form must be submitted again only if data have been either changed or missing data have been added** (for instance adding another subcontractor).

If Application for entry of persons and drive in of vehicles is based upon another reason than upon concluded contract on providing of services, then "Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s." marked **A** will be used.

Chip cards are issued and activated at the workplace of the Entry Permit Issue Office. Contact tel. no.: 595 685 919, 595 686 019, email: povolovanivstupu.ostrava@libertysteelgroup.com.

Applicant

Applicant is a company, which has direct contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises.

Company name: accurate company name of the Applicant as stated in the Business Register or in the Trades Register. If physical entity stands for the Applicant, then the surname and the name of the Applicant are to be provided.

Ident. no.: identification no. of the business company of the Applicant.

Contract no.: Ten-digit number of the contract is given in its heading. This is a contract concluded at the Procurement dept. of Liberty Ostrava a.s. If persons need Permit of Entry relating to several contracts (including contracts on leasing a building), then all numbers to which the Application applies must be mentioned.

Applicant's data

Headquarters or registered place of business: accurate headquarters of the company as shown in the Business Register, and in case of a freelance person, the registered place of business as shown in the Trades Register. If physical entity stands for the Applicant, then the permanent address must be shown.

VAT no.: tax identification no. of the business company of the Applicant.

Postal address: address used for sending eventual mail. This is to be mentioned solely when being different from the headquarters or the registered place of business, and/or if the headquarters or the registered places of business are incomplete postal addresses.

Surname and first name of the applicant's contact person: please mention a person, who is authorized and competent for discussions relating to the Entry of persons and drive in of vehicles.

Tel. no.: phone number of the contact person.

E-mail: e-mail address of the contact person. Subsequently lists of valid Permits of Entry/Drive in, lists of passes through and drive through via gatehouses of the Premises etc. are sent to this address upon request.

Subcontractor's data

Company name: accurate company name of the Subcontractor as stated in the Business Register or in the Trades Register. If physical entity stands for the Subcontractor, then the surname and the name of the Subcontractor are to be provided.

Ident. no.: identification no. of the business company of the Subcontractor.

Headquarters or registered place of business: accurate headquarters of the company as shown in the Business Register, and in case of a freelance person, the registered place of business as shown in the Trades Register. If physical entity stands for the Applicant, then the permanent address must be shown.

VAT no.: tax identification no. of the business company of the Subcontractor.

Postal address: address used for sending eventual mail. This is to be mentioned solely when being different from the headquarters or the registered place of business, and/or if the headquarters or the registered places of business are incomplete postal addresses.

Surname and first name of the subcontractor's contact person: please mention a person, who is authorized and competent for discussions relating to the Entry of persons and drive in of vehicles.

Tel. no.: phone number of the contact person.

E-mail: e-mail address of the contact person. Subsequently lists of valid Permits of Entry/Drive in, lists of passes through and drive through via gatehouses of the Premises etc. are sent to this address upon request.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct.

Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s. based on the contract on providing of services



Applicant (the company being in a contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises)

Company name (as per Business Register or Trades Register)	Ident. no.:
Contract no.	

Entry of persons

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Valid from	Valid until	Permissions (see instructions) A: <input type="checkbox"/> Ř: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/> FM: <input type="checkbox"/>	Chip card was taken over by

* I confirm with my signature that I have made myself acquainted and will adhere to the Basic Rules for Entry and Stay of Persons in Liberty Ostrava a.s. I also acknowledge that Liberty Ostrava a.s., Company ID 451 93 258 (hereinafter the Controller), as the Controller and FENIX INTERNATIONAL, spol. s r.o. Company ID: 186 30 995 (hereinafter referred to as "the Processor") as the processor are authorized to process the data concerning me ("Data") that are required for the safe entry, transit, movement or proper performance of my activity in the premises of Liberty Ostrava and to the registration of persons entering these Premises (hereinafter referred to as the "Purpose"). This processing is thus based on these legitimate interests of the Controller. The personal data can be transmitted to third person in the premises in whose interest the entry permit was granted. Processing will take place for the duration of the authorization and for subsequent 3 years. I further declare that I was acquainted with my right of access to the data, the right to rectification, the limitation of the processing, the addition or deletion, and the right to file a complaint with the Office for Personal Data Protection. I hereby confirm that the provided data concerning me are true.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct and also bears responsibility for informing the mentioned persons about the basic rules valid for entry and stay of persons in the Premises of Liberty Ostrava a.s.

Surname and first name of the authorized representative of the Applicant	Stamp and signature
Tel. no.	Date

B2: Entry of persons – filling in instructions

List of persons for which the Applicant requires issue or activation of chip cards – Entry Permit to the Premises of Liberty Ostrava a.s. Prerequisite for granting of Permit of Entry is a valid contractual relationship with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises as per the number of contract mentioned in the heading of the sheet form and submitting of the filled in Application marked **B₁**. If application for entry of persons and drive in of vehicles is based upon another reason than on concluded contract on providing of services, then “Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.” marked **A** will be used.

Chip cards bear photo of the person. Based on this fact the Applicant must on his own initiative get the necessary information and agree upon the date of taking the picture at the photo-workplace, which is located at the building of the Entry Permit Issue Office. Permits are never sent by mail and the Applicant must agree upon the date of their taking over.

Chip cards are issued and activated at the workplace of the Entry Permit Issue Office. Contact tel. no.: 595 685 919, 595 686 019, email: povolovanivstupu.ostrava@libertysteelgroup.com.

Applicant

Applicant is a company, which has direct contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises.

Company name: accurate company name of the Applicant as stated in the Business Register or in the Trades Register. If physical entity stands for the Applicant, then the surname and the name of the Applicant are to be provided.

Ident. no.: identification no. of the business company of the Applicant.

Contract no.: Ten-digit number of the contract is given in its heading. This is a contract concluded at the Procurement dept. of Liberty Ostrava a.s. If persons need Permits of Entry relating to several contracts (including contracts on leasing a building), then all numbers to which the Application applies must be mentioned.

Entry of persons

Profession: profession which the person will carry out in the Premises of Liberty Ostrava a.s.

Signature: signature of the person for which the long-term permit is required.

Employer Ident. no.: identification no. of the business company with which the person concluded work contract (work agreement, contract on providing services), and/or identification no. of a freelance person if the service is provided based on Business authorization document. This is not filled out if the identification no. of the employer is identical with the identification no. of the Applicant.

For every given Ident. no. of the Employer it is necessary to fill in the Application, part called Data on Applicant, where data of the specific subcontractor are mentioned.

Valid from, Valid until: initial and final date of the Drive in Permit validity. Period for which the Permit of Drive in of the specific vehicle is inevitably necessary is mentioned here. If the required period of validity is identical for all shown persons, then it is enough to fill this information only for the first one.

Permissions: mark the area, to which the Permit of Entry is required in link with fulfilment of the subject of the contract, by cross:

A	Main Premises
Ř	Headquarters of Liberty Ostrava a.s.
DV	Mine supports and road crash barriers
H	Slag management (dump yard)
G	Road transport (garages)
FM	Office building in Frýdek-Místek

If the required areas for Permit of Entry are identical for all specified persons, then it is enough to fill in this information only for the first person.

Chip card was taken over by: Mention date of taking over of the issued chip card and signature of the person, who takes the card over.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct and also bears responsibility for informing the mentioned persons about the basic rules valid for entry and stay of persons in the Premises of Liberty Ostrava a.s.

Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s. based on the contract on providing of services



Applicant (the company being in a contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises)

Company name (as per Business Register or Trades Register)	Ident. no.:
Contract no.	

Vehicles Driving-in

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Remark	
Ident. no. of user	Valid from	Valid until	Short-term	Permissions (see instructions) A: <input type="checkbox"/> DV: <input type="checkbox"/> H: <input type="checkbox"/> G: <input type="checkbox"/>	Chip card was taken over by

Applicant's statement

Authorized representative of the Applicant confirms that data are correct.

Surname and first name of the authorized representative of the Applicant	Stamp and signature
Tel. no.	Date

B3: Vehicles driving-in – filling in instructions

List of vehicles, for which Applicant requests issue or activation of chip cards – Drive in Permits to the Premises of Liberty Ostrava a.s. (further referred to only as Premises). Prerequisite for granting of Permit of Drive in is a valid contractual relationship with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises as per the number of contract mentioned in the heading of the sheet form and submitting of the filled in Application marked **B1**. If Application for Drive in of vehicles is based upon another reason than on concluded contract on providing of services, then “Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.” marked **A** will be used.

Chip cards are issued and activated at the workplace of the Entry Permit Issue Office. Contact tel. no.: 595 685 919, 595 686 019, email: povolovanivstupu.ostrava@libertysteelgroup.com.

For the purpose of drive in a vehicle is a single-track motor vehicle with license plate or a two-track motor vehicle. Usage of traffic routes in the Premises by road motor vehicles (unless specified otherwise) is subject to settlement of contractual sum depending on the category of the vehicle and the Permit’s validity. Three issues of short-term permit in of the total duration of 7 days of the given calendar month are Permitted free of charge.

Vehicles driving in to the Premises are divided into 3 categories with variable monthly settlements:

Highest permissible weight	Category	Monthly rate, VAT incl.
below 3.5 t	I	CZK 500.00
3.5 – 10 t	II	CZK 600.00
above 10 t	III	CZK 900.00

One month is understood as given calendar month, and/or its equivalent, e.g. duration of 30 days. The lowest unit is rate per 1 month. If duration exceeding 1 month is requested, then the settlement is rounded upwards to the entire multiples of monthly rates.

Applicant

Applicant is a company, which has direct contractual relation with Liberty Ostrava a.s. or its subsidiary with headquarter in the Premises.

Company name: accurate company name of the Applicant as stated in the Business Register or in the Trades Register. If physical entity stands for the Applicant, then the surname and the name of the Applicant are to be provided.

Ident. no.: identification no. of the business company of the Applicant.

Contract no.: Ten-digit number of the contract given in its heading. This is a contract concluded at the Procurement dept. of Liberty Ostrava a.s. If persons need Permit of Entry relating to several contracts (including contracts on leasing a building), then all numbers to which the Application applies must be mentioned.

Vehicles Driving-in

Motor vehicle license: license plate, and/or state number plate of the vehicle as per the technical registration papers of the vehicle. In case of vehicles, which do not have this license plate, please provide registration no. of this vehicle.

Type of vehicle: please provide type of vehicle as given in the table (according to the technical registration papers of the vehicle)

O	Personal	N	Truck	T	Tractor	P	Working machine
A	Bus	S	Special	M	Motorcycle	X	Others

Vehicle make and model: brand name and vehicle model as per registration papers of the vehicle (for instance Skoda Octavia, Ford Focus, Volkswagen Passat etc.)

Category: vehicle category is to be mentioned here based on the highest permitted weight as given in technical registration papers of the vehicle as given in the above shown table (vehicle up to 3.5 tons = category I etc.)

Ident. no. of user: identification no. of the business company, which uses the vehicle for securing of its activities in the Premises. Please do not fill in if the identification no. of user is identical with the identification no. of Applicant.

For every given Ident. no. of the Employer it is necessary to fill in the Application, part called Data on Applicant, where data of the specific subcontractor are mentioned.

Valid from, Valid until: initial and final date of the Drive in Permit validity. Period for which the Permit of Drive in of the specific vehicle is inevitably necessary is mentioned here. If the required period of validity is identical for all shown vehicles, then it is enough to fill this information only for the first one.

Short-term: please fill in YES, if issue of long-term Drive in Permit is not requested.

Permissions: mark the area, to which the Permit of Drive in is required in link with fulfilment of the subject of the contract, by cross:

A	Main Premises	H	Slag management (dump yard)
DV	Mine supports and road crash barriers	G	Road transport (garages)

If the required areas for the Permit of Drive in are identical for all specified vehicles, then it is enough to fill in this information only for the first one.

Chip card was taken over by: Mention date of taking over of the issued chip card and signature of the person, who takes the card over.

Applicant’s statement

Authorized representative of the Applicant confirms that data are correct.

Application for permission of taking pictures/film shooting in the Premises of Liberty Ostrava a.s.



Provider

Liberty Ostrava a.s., Ident. no.: 451 93 258, Vratimovska 689/117, 719 00 Ostrava-Kuncice.

Applicant's data

The Applicant a company being in a contractual relation with Liberty Ostrava a.s. or in a contractual relation with the company residing on the Premises of Liberty Ostrava a.s.

Company name (as per Business Register or Trades Register)
Headquarters (as per Business Register) or registered place of business (as per Trades Register)

Subcontractor's data

To mention company, which employs persons shown in this Application (and/or freelance person) if being different from the Applicant.

Company name (as per Business Register or Trades Register)
Headquarters (as per Business Register) or registered place of business (as per Trades Register)

Justification of Application

Point of interest		
Purpose of taking pictures/film shooting		
Taken pictures/film shot shall be made public (YES/NO):	Required validity date - from	Required validity date - until

Approval of the application by Provider (not to be filled in by Applicant)

Set conditions of taking picture/film shooting:		
Surname and first name of the responsible representative of Provider		Stamp and signature
Tel. no.	Date	

Applicant's statement

Authorized representative of the Applicant hereby affirms that data given in this Application are true and at the same time bears responsibility for respecting of the purpose and conditions set in this Application.

Surname and first name of representative of Applicant		Stamp and signature
Tel. no.	Date	

Statement of the Protection & Internal Administration dept.

Annex to the Application for permission of taking pictures/film shooting in the Premises of Liberty Ostrava a.s.

List of persons

First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *
First name	Surname, title	Date of birth	Signature *

* I hereby confirm by my signature that I shall read through and observe the Basic rules valid for Entry and stay of person in the Premises of Liberty Ostrava a.s. I also acknowledge that Liberty Ostrava a.s., Company ID 451 93 258 (hereinafter the Controller), as the Controller and FENIX INTERNATIONAL, spol. s r.o. Company ID: 186 30 995 (hereinafter referred to as "the Processor") as the processor are authorized to process the data concerning me ("Data") that are required for the safe entry, transit, movement or proper performance of my activity in the premises of Liberty Ostrava ant to the registration of persons entering these Premises (hereinafter referred to as the "Purpose"). This processing is thus based on these legitimate interests of the Controller. The personal data can be transmitted to third person in the premises in whose interest the entry permit was granted. Processing will take place for the duration of the authorization and for subsequent 3 years. I further declare that I was acquainted with my right of access to the data, the right to rectification, the limitation of the processing, the addition or deletion, and the right to file a complaint with the Office for Personal Data Protection. I hereby confirm that the provided data concerning me are true.

Tax document (Voucher)

Contractual payment



Voucher no.:

Payer, the one who is responsible for realizing taxable event (provider):

Liberty Ostrava a.s.
Ostrava, Kuncice, Vratimovska 689/117, Postal code 707 02
Ident. no.: 45193258 VAT no.: CZ45193258 Commercial register: KS Ostrava, B part, insert 297

Payer, the one in whose favour the taxable event realizes (Applicant)

Extent and subject of payment

Provider hereby undertakes to enable the Applicant to use transport roads located in the Premises of Liberty Ostrava a.s. by the further specified road motor vehicles as per the conditions given on the reverse side of this tax document.

Specification of the road motor vehicles

Plate no.	Car manufacturer /brand/	Category of vehicle	No. of months	Period	Amount in CZK incl. 21% VAT
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Total amount and payment

In view of the number and specification of vehicles and machines the amount to be paid equals to:

Agreed upon contractual price without VAT
plus 21% VAT
Total

Applicant made the settlement in cash.

Date of taxable event realization:

Date of issue:

Issued by:

Conditions relating to usage of transport roads in the Premises of Liberty Ostrava a.s.

- 1** Usage of transport roads in the Premises of Liberty Ostrava a.s. by road motor vehicles is subject to contractual payment depending on the category of the road motor vehicle and duration. Three entries with the total duration of 7 days of the given calendar month are free of charge.
- 2** Road motor vehicles, which enter the Premises of Liberty Ostrava a.s. are, based on the maximum Permitted weight, divided into 3 categories with variable monthly payment, including 21% VAT:

Category I – vehicles with the maximum weight up to 3.5 tons	CZK 500.00
Category II – vehicles with the maximum weight from 3.5 to 10 tons	CZK 600.00
Category III – vehicles with the maximum weight above 10 tons	CZK 900.00
- 3** One month equals to one calendar month, and/or its equivalent, i.e. period of 30 days. The minimum to be paid is rate per one month. If the required time exceeds 1 month, then the payment is rounded upwards to entire multiples of monthly rates. If three entries, which are Permitted and free of charge with the total duration of 7 days of the given calendar month will be exceeded, then the time of payment realization is one calendar month, i.e. from the first until the last day of the calendar month.
- 4** Based on the carried out payment the Applicant receives an issued Entry Permit to the Premises of Liberty Ostrava a.s. as per the numbers and time specified in the extent and subject of payment. If the Applicant shortens the required validity of Entry Permit, then the adequate part of the contractual payment will not be paid back.
- 5** After expiry of the Entry Permit validity the Applicant must give the Entry Permit back. If this Entry Permit will not be returned or will be lost, then the Applicant must pay contractual fine for each unreturned Entry Permit of the vehicle.
- 6** Drivers of the vehicles must in the entire Premises of Liberty Ostrava a.s. observe stipulations of Act no. 361/2000 Coll., on traffic on roads as amended later, including observation of the speed limit, traffic signs and parking on reserved parking lots in the Premises of Liberty Ostrava a.s. If these obligations will be violated, then the contractual penalty will be applied. Control of the above-mentioned in the Premises of Liberty Ostrava a.s. is organized by monitoring. Further the drivers must observe the internal regulations relating to the entry/driving in and stay in the Premises of Liberty Ostrava a.s. Overview of the most significant intercompany regulations relating to the Entry or stay of persons, as well as driving in of vehicles to the Premises is annexed to the Contract on work execution, Contract on services and Contract on leasing of building or area in the Premises of Liberty Ostrava a.s. These documents are also available at the Entry Permit Issue Office.
- 7** Drivers of vehicles must not damage or pollute roads, areas and devices in the Premises of Liberty Ostrava a.s. Individual cases of the above-said will be solved by contractual penalty equal to CZK 1000 for each such event and will be invoiced by Liberty Ostrava a.s. while the Applicant will have to settle this invoice within 14 days since the date of receipt. Eventual compensation for damage is not restricted by this contractual penalty. Similarly to that also events of unauthorized usage of the roads will be solved.
- 8** Breach of the above-mentioned conditions will result in taking away of the Entry and drive in Permit without compensation.

Representative of the Applicant hereby agrees with the conditions relating to usage of transport roads in the Premises of Liberty Ostrava a.s. and undertakes to observe these.

Name, surname

Date

Signature

Contract



on usage of transport roads in the Premises of Liberty Ostrava a.s. by road motor vehicles concluded as per Section § 269, par. 2 of the Commercial Code

1 Contracting parties

Provider:

Liberty Ostrava a.s..

Ostrava, Kuncice, Vratimovska 689/117, Postal code 707 02

Represented by Ing. Petr Holusa, B3 dept.- Protection & Internal Administration

Tel. no.: 595 684 218

Ident. no.: 45193258 VAT no.: CZ45193258 Commercial register: Regional Court of Ostrava, B part, insert 297

Account no.: KB Ostrava, 405-761/0100

Applicant:

2 Subject-matter of the Contract

Provider hereby undertakes to enable Applicant to use transport roads of the Premises of Liberty Ostrava a.s. by road motor vehicles of the Applicant, as well as of his subcontractors, and also to issue for the Applicant Entry Permits to the Premises of Liberty Ostrava a.s. while its numbers and duration is set upon fulfilment of this Contract.

3 Price and payment conditions

3.1 In view of the number and specification of vehicles and machines as given in article 6 of this Contract the following is valid:

Agreed upon contractual price without VAT

plus 21% VAT

Total

3.2 User undertakes to settle invoice issued by Provider, while its maturity term is 14 days since its date of issue. If invoice settlement will be delayed, the Applicant will have to pay delay interest equal to 0.02% of the due amount for each day of delay, and representatives of the Applicant, and/or its vehicles will not be authorized to enter/drive in to the Premises of the Provider until settlement of the invoice.

4 Validity

This Contract is concluded for the period from to .

5 Other stipulations

5.1 Entry Permit to the Premises of Liberty Ostrava a.s. will be issued by the Provider against documented contractual payment.

5.2 After expiry of the Entry Permit validity the Applicant must return the Entry Permit back. If this will not be the case, the same situation as upon loss of the Permit will follow, i.e. the Applicant must pay contractual fine for each unreturned vehicle Entry Permit.

5.3 Drivers of the vehicles must in the entire Premises of Liberty Ostrava a.s. observe stipulations of Act no. 361/2000 Coll., on traffic on roads, as amended later, including observation of the speed limit, traffic signs and parking on reserved parking lots in the Premises of Liberty Ostrava a.s. If these obligations will be violated, then the contractual penalty will be applied. Control of the above-mentioned in the Premises of Liberty Ostrava a.s. is organized by monitoring. Further the drivers must observe the internal regulations relating to the entry/driving in and stay in the Premises of Liberty Ostrava a.s. Overview of the most significant intercompany regulations relating to the Entry and stay of persons, as well as driving in of vehicles to the Premises, is annexed to the Contract on work execution, Contract on services and Contract on leasing of building or area in the Premises of Liberty Ostrava a.s. These documents are also available at the Entry Permit Issue Office.

5.4 The Applicant undertakes not to damage or pollute roads, areas and devices in the Premises of Liberty Ostrava a.s. Individual cases of the above-said will be solved by contractual penalty equal to CZK 1000 for each such event and will be invoiced by Liberty Ostrava a.s. while the Applicant will have to settle this invoice within 14 days since the date of receipt. Eventual compensation for damage is not restricted by this contractual penalty. Similarly to that events of unauthorized usage of the roads will be solved accordingly.

5.5 During validity of the contractual relation the Applicant must inform the Provider about all changes linked to the subject-matter of this Contract without delay.

5.6 If point 4 of this Contract will not be kept by the Applicant (shortening of the validity of fulfilment), adequate part of the contractual payment will not be returned.

5.7 Breach of the above-mentioned conditions of the concluded Contract or violation of the rules given in the Overview of the intercompany regulations relating to Entry and stay of persons and Entry of vehicles to the Premises of Liberty Ostrava a.s. caused by the Applicant will result in taking away of the Entry and drive in Permit without compensation.

6 Specification of the motor vehicles

No.	Car manufacturer /brand/	Type of vehicle	License plate	Category of vehicle 1)	Number of months 2)	Payment in CZK 3)

- 1) Category I: road motor vehicles with the maximum weight up to 3.5 tons;
 Category II: road motor vehicles with the maximum weight from 3.5 to 10 tons;
 Category III: road motor vehicles with the maximum weight above 10 tons.
- 2) One month equals to one calendar month, and/or its equivalent, i.e. period of 30 days since concluding of the Contract. The minimum is rate per one month. If the required time exceeds 1 month, then the payment is rounded upwards to entire multiples of monthly rates.
- 3) Monthly rates, including 21% VAT se per individual categories of vehicles, are as follows:
 Category I: CZK 500;
 Category II: CZK 600;
 Category III: CZK 900.

7 Final stipulations

This Contract enters into validity and becomes efficient since the date of being signed by both contracting parties.

Provider

In Ostrava on

Applicant

Declaration on transport of oversized load



Oversized load in the conditions of Liberty Ostrava a.s. is such load, the dimensions of which with vehicle (even one of the dimensions) exceed the given parameters as given below:

- Length: 16.5 m;
- Width: 2.55 m;
- Height: 4.0 m.

All loads (products, structures, assembled parts, machine parts and device etc.) which fulfil definition of the oversized load can be transported in the Premises of Liberty Ostrava a.s. solely upon fulfilment of the following conditions:

- a) before passing through the Premises the driver, and/or his fellow passenger must get a thorough knowledge about the route they are going to take, they must assess its passing through, agree upon execution of necessary countermeasures with owner of the route and respect given conditions
- b) they must observe all the legal stipulations relating to road transport, especially those relating to transport of oversized load
- c) they must respect the maximum admissible speed when travelling in the Premises with oversized load, while this speed is set to 20 km/hour

I hereby confirm by my signature that during transportation of the said oversized load in the Premises of Liberty Ostrava a.s. I will observe all the above-given conditions relating to its transport.

Name and address of the forwarder

License plate

Surname and name of the driver

Date

Signature of the driver

Retention receipt

FENIX INTERNATIONAL, spol. s r.o., gatehouse no. (shift) confirms that the following object
(Description of the retained object) was retained

Name and surname DOB:

Address of domicile.....

Plant, company.....

.....

Date

stamp, signature and company no. of the gatekeeper

Advice:

- Retained tangible assets can be picked up during working days from 7:00 to 14:00 in the building of FENIX INTERNATIONAL, spol. s r.o., Branch Ostrava, operations Kovák, Vratimovská 142, Ostrava-Kunčice, Tel. no. 595 687 497, against presentation of the valid documents on acquisition or authorized usage of the object.
- If the retained tangible assets will not be picked up, no further Entry of the outside person from whom the tangible assets were retained will be possible, unless otherwise agreed upon with the Liberty Ostrava a.s. Protection & Internal Administration dept.
- If the retained tangible assets will not be picked up within 1 month since their retainment, this fact will be considered as significant violation of internal regulations relating to Entry of persons and drive in of vehicles to the Premises of Liberty Ostrava a.s.

Exit document

on transportation of tangible assets of outside company



Document no.	Company name	License plate

Item no.	Quantity	Clear specification of the transported tangible assets

I hereby declare that the shown tangible assets are owned by the above shown company or the tangible assets are used by this company.

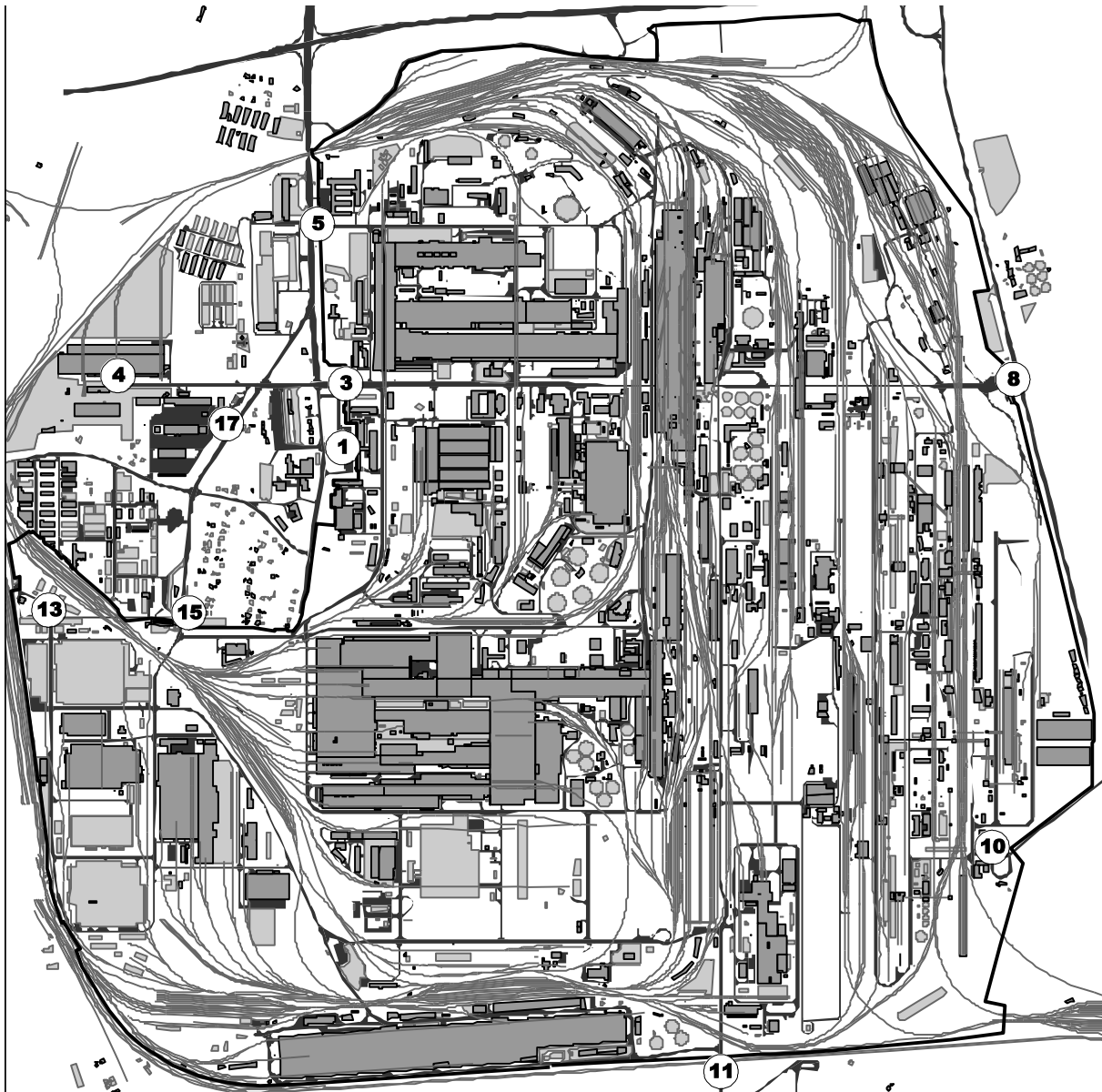
Surname of the company representative	Stamp and signature

Tel. no.	Date	

Authorized employee of Liberty Ostrava a.s. hereby confirms legitimacy of the tangible assets transported from the Premises of the company.

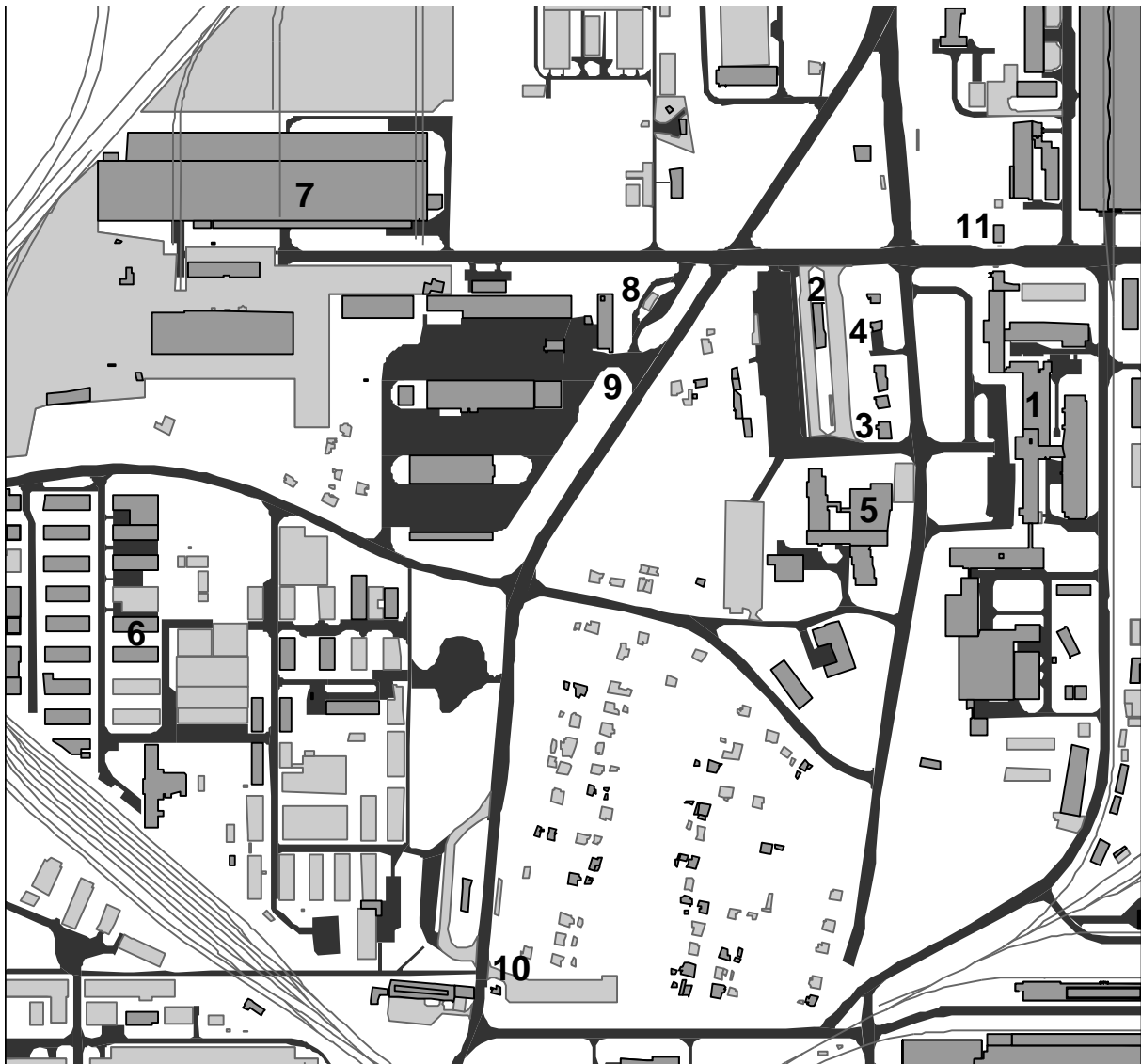
Surname of the authorized employee	Stamp and signature
 	 according to the specimen signature

Tel. no.	Date	



Gatehouses (guard-houses) of Liberty Ostrava a.s.

Legend	
<p>1 Head Office</p> <p>3 Main Gate</p> <p>4 Mine Supports</p> <p>5 Fire Brigade (workdays 5:00 – 6:30, 13:15 – 14:45, 21:00 – 22:30)</p> <p>8 Zarici (daily 4:30 – 22:30)</p> <p>11 Vratimov Gate (workdays 4:30 – 9:00, 12:00 – 18:30, 21:00 – 22:30, non working days 5:00 – 6:30, 13:00 – 14:45, 21:00 – 22:30)</p> <p>13 Maxion Wheels Czech</p> <p>15 South Gate (workdays 5:00 – 16:30, 21:00 – 22:30)</p> <p>17 Garages</p>	<p>— Roads</p> <p>■ Buildings</p> <p>■ Other constructions</p> <p>— Rails</p> <p>— Premises boundary</p>



Layout map

Legend	
<ul style="list-style-type: none"> 1 Liberty Ostrava a.s. Headquarters 2 Entry Permit Issue Office 3 Road dispatch workplace, loading order issuing 5 Hotel KOVAK (Security guards branch) 7 Mine Supports and Road Barriers Operation 8 Petrol station 9 Gatehouse no. 17 – Garages 10 Gatehouse no. 15 – South Gate 11 Gatehouse no. 3 – Main Gate 	<ul style="list-style-type: none"> Roads Buildings Other constructions Rails

K – Instruction sheet no. 1/2017

IMS – Integrated management system



Used for:

- a) Instruction of new Staff of Liberty Ostrava a.s. and its subsidiaries;**
- b) Instruction of Staff of outside providers, who work in the Premises of Liberty Ostrava a.s.**

i.e. for acquaintance with the integrated system relating to the management of the quality, environmental protection, occupational safety and health protection, energy management and prevention of serious breakdowns.

1 Introduction

Liberty Ostrava a.s., Liberty Tubular Products Ostrava a.s. (LTPO), TAMEH Czech s.r.o. (TAMEH), Liberty Distribution Ostrava s.r.o. (LDO), Liberty Engineering Products Ostrava s.r.o. (LEPO), Liberty Technotron s.r.o. (LT) possess a integrated system of management relating to quality, environmental protection, occupational safety and health protection, energy management system and prevention of serious breakdowns (IMS), which is based upon fulfilment of the requirements:

- a) EN ISO 9001 – Quality management systems
- b) EN ISO 14001 – Environmental management systems
- c) OHSAS 18001 – Occupational safety and health protection upon work management systems
- d) EN ISO 50001 – Energy management system
- e) Act no. 224/2015 Coll., on prevention of serious breakdowns caused by selected dangerous chemical substances and chemical mixtures

2 This training material provides basic information on:

- a) Definition, purpose and goals of IMS.
- b) Main intensions of Liberty Ostrava a.s. as expressed in IMS policy.
- c) Increasing IMS awareness of Staff of Liberty Ostrava a.s. and outside providers.
- d) Duties set by the internal rules of the company, observation of which is valid for both Staff of Liberty Ostrava a.s., and Staff of outside providers upon execution of contractually agreed upon activities at given workplace.

3 Purpose of IMS to provide:

- a) Standard conditions in production and to restrict influence of random influences.
- b) Technological and safety competency of production device, professional competency of Staff.
- c) Observance of set rules and documented procedures.
- d) Required quality of products and services, stability of deliveries fulfilling requirements of customers.
- e) Fulfilment of requirements in the area of protection of environment, occupational safety and health protection upon work and prevention of serious breakdowns.
- f) Optimal management of energy media, fulfilment the energy policy, the goals and requirements.

- g) Identify problem areas, determine causes, carry out corrective measures.
- h) Improve efficiency in production, increase satisfaction of customers with the quality of the delivered products and provided services.
- i) Reduce the consequences of our activities, products and services on the environment.
- j) Increasing of the level of health protection and the level of the working environment.
- k) Reduction of the financial costs and energy consumption.
- l) And generally prevent extraordinary situations.

4 IMS specification / IMS awareness:

- a) IMS is used for all processes and activities secured in Liberty Ostrava a.s. and its subsidiaries.
- b) IMS applies to all Staff of Liberty Ostrava a.s. and its subsidiaries and Staff of outside providers, who on contractual basis carry out activities for Liberty Ostrava a.s. and its subsidiaries.
- c) The CEO is responsible for the IMS. The CEO appoints representatives of the management and assigns him/her authorities to take decisions and to manage the given areas as follows:
 - ca) Representative of the management for IMS (QMS, EMS and HSMS) is PhDr. Procháček.
 - cb) Representative of the management for PZH is Ing. Michálek, MBA.
 - cc) Representative of the management for EnMS is Ing. Lištván.At individual plants there are also representatives of the plant management and other persons appointed, who within their scope of work are responsible for introduction, updating and development of IMS as per the respective requirements.
- d) IMS council, which is controlled by works council, secures coordination of joint procedure of individual plants and depts. of the company management upon maintenance, control and improvement of IMS.

5 The main intensions and obligations of the Liberty Ostrava a.s. management relating to the area of the management of quality, environment, occupational safety and health protection upon work, energy management, as well as prevention of serious breakdowns are expressed in the document PŘGŘ 20xx / xx Integrated Management System Policy & Goals in 20xx valid in that year:

Quality of products and services, protection of environment, occupational safety and health protection of Staff, energy management, as well as fire protection and prevention of serious breakdowns belong among the highest priorities of the company.

By permanent improvement we especially undertake to:

- a) Increase customers' satisfaction with the quality of the provided products, processes and services.
- b) Enlarge the offered range of products as per the customer requirements together with observation of the required quality.
- c) Prevent pollution and reduce negative influences of our activity on environment.
- d) Prevent occurrence of extraordinary situations consequences, which could have negative influence on the health of Staff, environment and property.
- e) Increase the level of the protection of health and work environment.
- f) Minimize the number of occupational accidents, occupational illnesses, accidents and breakdowns.
- g) Reduce energy management costs.

- h) Communicate and cooperate with the local administration, public and customers with the goal to provide objective information on the influences of the company on environment and safety of inhabitants.
- i) Motivate Staff and increase their awareness, professional knowledge and skills in the area of securing of safety, environmental protection, energy management, occupational safety and prevention of serious breakdowns.

Staff is expected to:

- a) Have a responsible approach when fulfilling all set tasks.
- b) Observe the Company documented procedures and Company regulations.
- c) Active approach towards personal qualification and competencies growth.
- d) Search for the possibilities of improving the quality, protection of environment, safety and health protection during work and reduction of energy consumption at the relevant workplaces.

6 Acquaintance

New Staff of Liberty Ostrava a.s. and Staff of outside providers are acquainted by this Instruction sheet with the fact that the company, for which they work, possesses introduced IMS and set goals, which the company wants to achieve. They must be aware of the fact that also their activity is part of the processes leading to achievement of these goals and satisfaction of customers.

In practice this means that in the framework of the induction training Staff are instructed about the duties linked to observance of both the generally valid internal rules of Liberty Ostrava a.s., (as for Staff of outside providers within the extent as set by the Business contract concluded between the Applicant – Liberty Ostrava a.s. and the service provider), as well as about the regulations valid for securing of these activities at a given workplace.

7 Introductory Training Scope

7.1 New Staff of Liberty Ostrava a.s. and Staff of the outside providers working under the Aid Contract:

- a) Schedule of occupational safety ZBB 08 (including specifications relating to respective workplace)
- b) K – Instruction Sheet no. 1/2017 – IMS.

7.2 Staff of the outside providers working under the Contract for Work:

- a) Instructing Staff of outside providers about the duty to observe internal rules of Liberty Ostrava a.s. relating to OHS, fire prevention, energy management, environment, security, Entry Permit Issue Office and work on selected technical device as per annex of the valid Business contract in Entry Permit Issue Office;
- b) Training of the occupational safety as per schedule ZBB 24 designed for responsible Staff of the work provider;
- c) Training relating to PO/fire prevention/ and PZH/prevention of serious breakdowns/ designed for managers of the work provider. These managers of the work provider will, in a provable way, train own Staff, if these persons execute activities with increased fire danger or activities with high fire danger (as per Section 4, par. 2 and 3 of the Act no. 133/1985 Coll., on fire prevention, as amended later). Training relating to PO and PZH is organized as per the schedule of the PO and PZH training. Execution of the training must be contractually secured. Training for Staff of

the work provider, who execute activities in places without fire danger is secured by Entry Permit Issue Office.

- d) Training relating to requirements and duties of the Staff of outside providers to observe internal rules of the company in the area of environmental protection valid for given workplace; relating to procedures upon occurrence of breakdown or endangerment of environment.
- e) Information on requirements and duties of the Staff of outside providers to observe internal rules of the company upon providing of services based on IMS in the framework of this training material.

8 Duties of Staff of Liberty Ostrava a.s. & Staff of the outside providers working under the Aid Contract

Company Staff of Liberty Ostrava a.s. and Staff of the outside providers are, upon the execution of the activities based upon IMS, obliged to observe:

- a) Internal rules of Liberty Ostrava a.s. relating to the area of occupational safety and health protection, fire prevention, environment, energy management, security, Entry Permit Issue Office and work on selected technical device, and as for Staff of outside providers as per annex of the valid Business contract, with which you were instructed during induction training.
- b) Work instructions, technological regulations, work and control procedures etc., relating to execution of activities on the given workplace.
- c) Rules for fulfilment of requirements relating to protection of environment on the given workplace, for instance sorting and depositing of waste etc.
- d) Rules for usage of monitoring and measuring device with valid calibration.
- e) Rules for usage of information and communication means and technologies, including the rules for treatment of confidential information, and as for Staff of outside providers within the extent as set by the Business contract.
- f) Work procedures used for marking, handling (correct usage of handling and transport means), warehousing of materials, semi-finished product and products of the entire manufacturing process so as to avoid their damage, confusion or deterioration of material and products.
- g) Prohibitions and orders of safety character valid for the given workplace, including the duty to use prescribed PPE.
- h) If any deficiencies will be detected at the workplace, such which make fulfilment of tasks as per the rules set in IMS impossible, they must contact superiors in order to take corrective measures.

9 Responsibility for provable training of new Staff of Liberty Ostrava a.s. and Staff of outside providers:

- a) Instructing of new Staff of Liberty Ostrava a.s. about the Instruction sheet will be secured by direct superiors and managers in the form of sending employee to induction adaptation training organized by J dept., and/or training of the employee together with record made in the Book of instructions,
- b) Instructing of Staff of outside providers about the Instruction sheet will be secured by direct superiors of outside companies, and/or upon agreement by managers of the given workplace of Liberty Ostrava a.s., including a written record on the training.

Prepared by: K-Quality Management System and Ecology / PhDr. Procháček / 4213

Date: September 1, 2017

Forwarded to all Organizational Depts.

Application for Permit of Collective Visit/Excursion to Liberty Ostrava a.s.



Applicant's particulars

Name			
Address			
Contact person – name	Tel. no.	Fax no.	E-mail

Excursion

Place of excursion (plant)	Date	Time
Note		

List of Participants

Surname and first name	Date of birth	Signature *	Surname and first name	Date of birth	Signature *

* It shall be signed immediately before excursion commencement!

With my signature, I hereby acknowledge that I will be acquainted with and I will adhere to the Rules for Persons Entering and Staying on the Premises of Liberty Ostrava and for the whole time of excursion duration, I will adhere to the instructions given to me by the Accompanying Officer.

I also acknowledge that Liberty Ostrava a.s., Company ID 451 93 258 (hereinafter the Controller), as the Controller and FENIX INTERNATIONAL, spol. s r.o. Company ID: 186 30 995 (hereinafter referred to as "the Processor") as the processor are authorized to process the data concerning me ("Data") that are required for the safe entry, transit, movement or proper performance of my activity in the premises of Liberty Ostrava and to the registration of persons entering these Premises (hereinafter referred to as the "Purpose"). This processing is thus based on these legitimate interests of the Controller. The personal data can be transmitted to third person in the premises in whose interest the entry permit was granted. Processing will take place for the duration of the authorization and for subsequent 3 years. I further declare that I was acquainted with my right of access to the data, the right to rectification, the limitation of the processing, the addition or deletion, and the right to file a complaint with the Office for Personal Data Protection. I hereby confirm that the provided data concerning me are true.

Approval of the request by the manager of the dept., where excursion will be organized

Standpoint relating to the request	Stamp and signature
	of the Approving Officer
Accompanying person – name	Tel. no.

Sent the request to the address of: Liberty Ostrava a.s., Human Resources, Vratimovská 689/117, 707 02 Ostrava-Kunčice or send it by e-mail to:
 shall a school be the Applicant Vera.Valkova@libertysteelgroup.com
 in all other events Miluse.Fukalova@libertysteelgroup.com

Instructions



Biologic Material Taking (Blood Taking, Urine Taking)

- Positive result of a breath test for alcohol presence detection or positive result of drug presence detection or refusal, obstruction or frustration of those tests shall be deemed by Liberty Ostrava a.s. serious breach of the Rules for Persons Entering and Staying on the Premises of Liberty Ostrava a.s. and applying of all consequences arising out of it (particularly concerned person's permanent ban on Premises entering).
- **Shall the concerned person not agree to a result of made test** and/or shall such test be frustrated, the concerned person has the right to submit to biologic **material** taking (blood taking, urine taking etc.).
- Biologic material shall be taken at the contractual partner's Liberty Ostrava a.s. providing medical emergency services first aid. **By request of the person concerned, the Security Service shall call medical emergency services first aid.** Taking shall be take place **within 30 minutes at the latest after testing.**
- In case of biologic material taking in order to determine drug abuse, entry of the given person will not be permitted until receipt of the results and expert opinion.
- If the result of the examination of biologic sample will be positive, the costs of the sampling procedure and examination of the biologic sample will be requested, while these are CZK 1500 for alcohol test and CZK 8000 for drug test.

E.z. 3500/72/B3/P

✂-----

I got acquainted with the Biologic Material Taking instructions as given on the document E.z. 3500/72/B3/P and based on this document I hereby apply for Biologic Material Taking:

.....
Name, surname

.....
Date

.....
Signature

Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.



LIBERTY

Provider

Liberty Ostrava a.s., Ident. no.: 451 93 258, Vratimovska 689/117, 719 00 Ostrava-Kuncice.

Applicant's data

Applicant is a company, which has direct contractual relation with Liberty Ostrava a.s. or direct contractual relation with company having its headquarters in the Premises of Liberty Ostrava a.s.

Company name (as per Business Register or Trades Register)		Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)		VAT no.:
Postal address (if different from the headquarters or the registered place of business)		
Surname and first name of the applicant's contact person	Tel. no.	
E-mail		

Justification of application

Contractual partner (please select only 1 option) <input type="checkbox"/> Liberty Ostrava a.s. <input type="checkbox"/> Maxion Wheels Czech s.r.o. <input type="checkbox"/> VITKOVICE HEAVY MACHINERY a.s. <input type="checkbox"/> MG Odra Gas, spol. s r.o.	Area A: <input type="checkbox"/> Main Premises Ř: <input type="checkbox"/> Headquarters of Liberty Ostrava a.s. DV: <input type="checkbox"/> Mine supports and road crash barriers G: <input type="checkbox"/> Road transport (garages) H: <input type="checkbox"/> Slag management (dump yard) FM: <input type="checkbox"/> Office building in Frýdek-Místek
	<input type="checkbox"/> Contractual relation Contract no.
	<input type="checkbox"/> Other reason Specification:
	Required validity period:

Valid from	Valid until
------------	-------------

Applicant's statement

Authorized representative of Applicant hereby affirms that data given in this Application are true (incl. its annexes) and bears responsibility for instructing persons about the Basic rules valid for Entry and stay of persons in the Premises of Liberty Ostrava a.s.

Surname and first name of the authorized representative of the Applicant		Stamp and signature
Tel. no.	Date	

Approval of the application by Provider (not to be filled in by Applicant)

Surname and first name of the authorized representative of the Provider		Drive-in free of charge Stamp and signature	Paid drive-in Stamp and signature
Tel. no.	Date		

Statement of the Protection & Internal Administration dept.

A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Filling in instructions

Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s. (further referred to only as Application) serves as a basis for issue or activation of electronic chip cards – long-term Entry Permits and long-term Drive in Permits further referred to only as Permits) to the Premises of Liberty Ostrava a.s.

If the Application for Permit of entry of persons and Drive-in of vehicles is based upon concluded contract on providing of services, “Application for Permit of Entry/Drive in to the Premises based on the contract on providing of services” marked **B₁**, **B₂** and **B₃** will be used.

Application must be filled in clearly (if possible by PC or in block letters) while mentioning all required data, not forgetting its approval by the Provider and handing over of the Application to the Entry Permit Issue Office within sufficient time in advance (minimum 1 week) before the initial data of the Permit’s validity.

Long-term entry permits bear photo of the person. Based on this fact the Applicant must on his own initiative get the necessary information and agree upon the date of taking the picture at the photo-workplace, which is located at the building of the Entry Permit Issue Office. Permits are never sent by mail and the Applicant must agree upon the date of their taking over.

Chip cards are issued and activated at the workplace of the Entry Permit Issue Office. Contact tel. no.: 595 685 919, 595 686 019, email: povolovanivstupu.ostrava@libertysteelgroup.com.

Applicant’s data

Applicant is a company, which has direct contractual relation with Liberty Ostrava a.s. or direct contractual relation with company having its headquarters in the Premises of Liberty Ostrava a.s.

Company name: accurate company name of the Applicant as stated in the Business Register or in the Trades Register. If physical entity stands for the Applicant, then the surname and the name of the Applicant are to be provided.

Ident. no.: identification no. of the business company of the Applicant.

Headquarters or registered place of business: accurate headquarters of the company as shown in the Business Register, and in case of a freelance person, the registered place of business as shown in the Trades Register. If physical entity stands for the Applicant, then the permanent address must be shown.

VAT no.: tax identification no. of the business company of the Applicant.

Postal address: address used for sending eventual mail. This is to be mentioned solely when being different from the headquarters or the registered place of business, and/or if the headquarters or the registered places of business are incomplete postal addresses.

Surname and first name of the applicant’s contact person: please mention a person, who is authorized and competent for discussions relating to the Entry of persons and drive in of vehicles.

Tel. no.: phone number of the contact person.

E-mail: e-mail address of the contact person. Subsequently lists of valid Permits of Entry/Drive in, lists of passes through and drive through via gatehouses of the Premises etc. are sent to this address upon request.

Justification of application

Contractual partner: only one of the offered options will be chosen for one Application. Liberty Ostrava a.s. means also its subsidiaries with headquarter in the Premises. If services are provided for several contractual partners, it is necessary to fill in the Application for each contractual partner separately.

Area: select one or more of the offered areas where Entry/Drive in permit is required. The area is mentioned only in case of contractual partner of Liberty Ostrava a.s.

Contractual relation: if Applicant concluded contract, then click on Contractual relation and fill in the contract no. If Application for Permit of entry of persons and Drive-in of vehicles is based upon concluded contract on providing of services, then Application marked **B₁**, **B₂** and **B₃** is used.

Other reason: if Application results from other than contractual relation, please mark “Other reason” and provide details in the specification.

Required validity period: please mention the initial and the final date of validity of the required Permits (within maximum extent of the concluded contract).

Applicant’s statement

Authorized representative of Applicant confirms that data of the Application are true (including data given in its annexes) and bears responsibility for instructing of the persons mentioned in the Application with the Basic rules for Entry and stay of persons in the Premises of Liberty Ostrava a.s.

Approval of the application by Provider

Applicant shall secure approval of Application by responsible person of Liberty Ostrava a.s., and/or from company having its headquarters in the Premises of Liberty Ostrava a.s.

**Annex 1 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.
Entry of persons**

First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by
First name	Surname, title	Date of birth	Profession	Signature *
Employer Ident. no.	Remark			Chip card was taken over by

* I confirm with my signature that I have made myself acquainted and will adhere to the Basic Rules for Entry and Stay of Persons in Liberty Ostrava a.s. I also acknowledge that Liberty Ostrava a.s., Company ID 451 93 258 (hereinafter the Controller), as the Controller and FENIX INTERNATIONAL, spol. s r.o. Company ID: 186 30 995 (hereinafter referred to as "the Processor") as the processor are authorized to process the data concerning me ("Data") that are required for the safe entry, transit, movement or proper performance of my activity in the premises of Liberty Ostrava a.s. and to the registration of persons entering these Premises (hereinafter referred to as the "Purpose"). This processing is thus based on these legitimate interests of the Controller. The personal data can be transmitted to third person in the premises in whose interest the entry permit was granted. Processing will take place for the duration of the authorization and for subsequent 3 years. I further declare that I was acquainted with my right of access to the data, the right to rectification, the limitation of the processing, the addition or deletion, and the right to file a complaint with the Office for Personal Data Protection. I hereby confirm that the provided data concerning me are true.

Applicant's statement

Stamp and signature of the responsible representative of the Applicant
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Annex 1 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Entry of Persons – Filling in instructions

List of persons for which the Applicant requires issue or activation of chip cards – Entry Permit to the Premises of Liberty Ostrava a.s. It is part of the Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Profession: profession which the person will carry out in the Premises of Liberty Ostrava a.s.

Signature: signature of the person for which the long-term permit is required.

Employer's Ident no.: identification no. of the business company with which the person concluded work contract (work agreement, contract on providing services), and/or identification no. of a free-lance person if the service is provided based on Business authorization document. This is not filled out if the identification no. of the employer is identical with the identification no. of the Applicant.

For each mentioned identification no. of the employer it is necessary to fill in annex no. 3 of the Application - data on subcontractor.

Chip card was taken over by: Mention date of taking over of the issued chip card and signature of the person, who takes the card over.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct and also bears responsibility for informing the mentioned persons about the basic rules valid for entry and stay of persons in the Premises of Liberty Ostrava a.s.

Annex 2 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Vehicles Driving-in

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Vehicle license plate	Type of vehicle	Vehicle make and model	Category	Chip card was taken over by
Ident. no. of user	Valid from	Valid until	Short-term drive in	Remark

Applicant's statement

Stamp and signature of the responsible representative of the Applicant
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Annex 2 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Vehicles driving-in – Filling in instructions

List of vehicles, for which Applicant requests issue or activation of chip cards – Drive in Permits to the Premises of Liberty Ostrava a.s. It is part of the Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Conditions of drive in shall be determined by Provider as per valid regulations/directives.

For the purpose of drive in a vehicle is a single-track motor vehicle with license plate or a two-track motor vehicle.

Usage of traffic routes in the Premises by road motor vehicles (unless specified otherwise) is subject to settlement of contractual sum depending on the category of the vehicle and the Permit's validity. Three issues of short-term permit in of the total duration of 7 days of the given calendar month are Permitted free of charge.

Vehicles driving in to the Premises are divided into 3 categories with variable monthly settlements:

Highest permissible weight	Category	Monthly rate, VAT incl.
below 3.5 t	I	CZK 500.00
3.5 – 10 t	II	CZK 600.00
above 10 t	III	CZK 900.00

One month is understood as given calendar month, and/or its equivalent, e.g. duration of 30 days. The lowest unit is rate per 1 month. If duration exceeding 1 month is requested, then the settlement is rounded upwards to the entire multiples of monthly rates.

Motor vehicle license: license plate, and/or state number plate of the vehicle as per the technical registration papers of the vehicle. In case of vehicles, which do not have this license plate, please provide registration no. of this vehicle.

Type of vehicle: please provide type of vehicle as given in the table (according to the technical registration papers of the vehicle)

O	Personal	N	Truck	T	Tractor	P	Working machine
A	Bus	S	Special	M	Motorcycle	X	Others

Vehicle make and model: brand name and vehicle model as per registration papers of the vehicle (for instance Skoda Octavia, Ford Focus, Volkswagen Passat etc.)

Category: vehicle category is to be mentioned here based on the highest permitted weight as given in technical registration papers of the vehicle as given in the above shown table (vehicle up to 3.5 tons = category I etc.)

Chip card was taken over by: Mention date of taking over of the issued chip card and signature of the person, who takes the card over.

Ident. no. of user: identification no. of the business company, which uses the vehicle for securing of its activities in the Premises. Please do not fill in if the identification no. of User is identical with the identification no. of Applicant.

Valid from, Valid until: initial and final date of the Drive in Permit validity. Period, during which Permit of Drive in for the given vehicle is indispensable, is mentioned here. Period does not need to be mentioned here if it is identical with the requested period of validity as mentioned on the first page of the Application.

Short-term entry: please fill in YES, if issue of long-term Drive in Permit is not requested.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct.

Annex 3 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

To be filled in for every company whose ident. no. is shown in the list of persons in annex no. 1 – Entry of persons or in annex no. 2 – Vehicles Driving-in.

Subcontractor's data

Company name (as per Business Register or Trades Register)		Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)		VAT no.:
Postal address (if different from the headquarters or the registered place of business)		
Surname and first name of the subcontractor's contact person	Phone:	
E-mail		

Subcontractor's data

Company name (as per Business Register or Trades Register)		Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)		VAT no.:
Postal address (if different from the headquarters or the registered place of business)		
Surname and first name of the subcontractor's contact person	Phone:	
E-mail		

Subcontractor's data

Company name (as per Business Register or Trades Register)		Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)		VAT no.:
Postal address (if different from the headquarters or the registered place of business)		
Surname and first name of the subcontractor's contact person	Phone:	
E-mail		

Subcontractor's data

Company name (as per Business Register or Trades Register)		Ident. no.:
Headquarters (as per Business Register) or registered place of business (as per Trades Register)		VAT no.:
Postal address (if different from the headquarters or the registered place of business)		
Surname and first name of the subcontractor's contact person	Phone:	
E-mail		

Applicant's statement

Stamp and signature of the responsible representative of the Applicant
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Annex 3 to the A: Application for Permit of Entry/Drive in to the Premises of Liberty Ostrava a.s.

Subcontractor's data – Filling in instructions

Data on the subcontractors of the Applicant. This annex is filled for each company, the identification no. of which is shown in annex no. 1 Entry of persons or in annex no. 2 – Vehicles Driving-in. It is part of the Entry/Drive in to the Premises of Liberty Ostrava a.s.

Company name: accurate company name of the Subcontractor as stated in the Business Register or in the Trades Register. If physical entity stands for the Subcontractor, then the surname and the name of the Subcontractor are to be provided.

Ident. no.: identification no. of the business company of the Subcontractor.

Headquarters or registered place of business: accurate headquarters of the company as shown in the Business Register, and in case of a freelance person, the registered place of business as shown in the Trades Register. If physical entity stands for the Applicant, then the permanent address must be shown.

VAT no.: tax identification no. of the business company of the Subcontractor.

Postal address: address used for sending eventual mail. This is to be mentioned solely when being different from the headquarters or the registered place of business, and/or if the headquarters or the registered places of business are incomplete postal addresses.

Surname and first name of the subcontractor's contact person: please mention a person, who is authorized and competent for discussions relating to the Entry of persons and drive in of vehicles.

Tel. no.: phone number of the contact person.

E-mail: e-mail address of the contact person. Subsequently lists of valid Permits of Entry/Drive in, lists of passes through and drive through via gatehouses of the Premises etc. are sent to this address upon request.

Applicant's statement

Authorized representative of the Applicant confirms that data are correct.

Entry of tangible assets of an outside company notification



Contract no.	Company name	Vehicle license plate

Clear specification of the imported equipment or chemical substance (registration no., serial no., Safety Data Sheet)	Pcs, Quantity	Revision no., technical inspection no.

In the name of the above-mentioned company I hereby declare that the given technical device is deemed as roadworthy and that it fulfils all legal aspects. Further I also declare that all pieces of information as given above are true.

Surname of the company representative	Stamp and signature
Tel. no.	Date

Authorized employee of Liberty Ostrava a.s. hereby confirms legitimacy of the tangible assets transported to the Premises of the company.

Surname of the authorized employee	Signature
Tel. no.	Date