

## **Pro forma for Media Persons**

(to be filled by the respective Embassy or Ministry of Foreign Affairs)

### 1. List of Official Media persons

S. No.	Name	Gender	Blood Group	Passport No.	Pass Requested for (Venue/Event)	Designation	Media /Department
1.							
2.							
3.							

### 2. List of Private Media persons

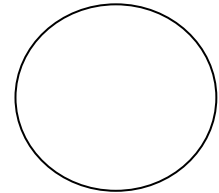
S. No.	Name	Gender	Blood Group	Passport No.	Designation	Media /Department	Remarks
1.							
2.							
3.							
4.							
5.							

Please attach Digital photograph in JPEG format not smaller than 400x500 pixels and a copy of the passport of each official and private media person.

#### Note:

- a) The Embassy/Foreign Ministry of the BIMSTEC Member States is requested to make separate folder of each media person in his or her name and attach the folders with the pro forma. Alternatively the documents can be included in one PDF file in the name of the media person and sent along with photograph.
- b) The pro forma should be sent digitally in MS word format too.
- c) To facilitate customs clearance, the Embassy/Ministry is requested to send the list of media equipment along with the description of the equipment and itinerary of the media persons at least 3 days before their arrival.
- d) Designated private media persons from BIMSTEC Member States will have access to the media centre. They will also have access to the airport during arrival and departure of the head of the State/Government.
- e) Videos and photographs of the summit will be made available at the Media Center.

Name of the Embassy/Ministry



Stamp