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| **VIP Form****Head of State/Head of Government/Minister**Travel Information |
| **Country:**  |   |
| **Function:** |   |
| **First-/Last Name:** |   |
| **Arrival and Depature (by plane):** **Airport**:      |
| *Date of Arrival* | *Time* | *Airline* | *Flight Number* |
|  Date  |   |   |   |
| *Date of Depature* | *Time* | *Airline* | *Flight Number* |
|  Date  |   |   |   |
| **GAC/VIP Service**(booked by the Embassy/Permanent Mission) | Yes [ ]  | No [ ]  |
| **Arrival and Depature (by car):** |
| *Date of Arrival* | *Time* | *Border* | *Plate Number* |
|  Date  |   |   |   |
| *Date of Depature* | *Time* | *Border* | *Plate Number* |
|  Date  |   |   |   |
| **Hotel/Accommodation:** |
| *Name of Hotel* | *Misc. Accommodation* | *Address* |
|   |   |   |
| **Contact Person at Embassy/Permanent Mission:**  |
| *First Name* | *Last Name* | *Mobile Number* | *e-mail* |
|   |   |   |   |
| **Additional Information:**  |
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