

Proforma – 4

(On Agency's letter head)

RFP No:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that this Agency has below mentioned employee position and office infrastructure in offices in India:

A: Employee Strength

SN	Type of Employees	Number of Employees
	Total Employees	Mumbai: Other Cities:
	Skilled Employees in media function (offline and digital)	Mumbai: Other Cities:
	Key persons in media function	Mumbai: Other Cities:

B: List of available Infrastructure

SN	Particulars of infrastructure for media function	Mumbai Office	Other Cities

Signature of Authorized person:

Signed at _____ dated _____ by _____

Designation _____ for _____ Agency

Seal of Agency