

## FORM 'I'

### Application of gratuity by an employee

To TLG India Pvt Ltd,15th Floor, Urmi Estate, Tower A, 95 Ganpat Rao Kadam Marg, Lower Parel (W), Mumbai - 400013 India

[Give here name or description of the establishment with full address]

Sir/Gentlemen,

I beg to apply for payment of gratuity to which I am entitled under sub-section (1) of section 4 of the Payment of Gratuity Act, 1972 on account of my superannuation/retirement/resignation after completion of not less than five years of continuous service/ total disablement due to accident/ total disablement due to disease with effect from the Necessary particulars relating to my appointment in the establishment are given in the statement below:

#### Statement

- |   |  |
|---|--|
| 1. Name in Full                                     | : Deepak Kumar   |
| 2. Address in Full                                  | : Near state bank of india, beside Zoya electronics, babu bazar fazilnagar, kushinagar |
| 3. Department/Branch/Section where last employed.   | : Engineering  |
| 4. Post held with Ticket No. or Serial No., if any. | : Associate Technology L2  |
| 5. Date of appointment                              | : 25-Aug-2021  |
| 6. Date cause of termination of service.            | : 05-Jul-2024  |
| 7. Total period of service.                         | : 2.86   |
| 8. Amount of wages last claimed.                    | : 0.00   |
| 9. Amount of gratuity claimed.                      | : 0.00   |

[Here give the detail of the nature of disease or accident]

The evidence/witnesses in support of my total disablement are as follows:

[Here give Detail]

Payment may please be made in cash/open or crossed bank Cheque.

As the amount of gratuity payable is less than Rupees one thousand, I shall request you to arrange for payment of the sum to me by Postal Money Order at the address mentioned above after deducting postal money order commission therefrom.

Place : Gurgaon

Yours faithfully,

Date : 26-Jun-2024

Name :Deepak Kumar

Time : Wed Jun 26 13:34:14 IST 2024

Note : 1.Strike out the words not applicable.

2.Strike out paragraph or paragraphs not applicable..