

Guidelines for filling Gratuity Form F:

Mention your Date of joining on top right hand side of the form.

Mention your name where it states “Shri.Shrimati/Kumari”

Nominees(S)

Mention your nominees in the nominees table:

Eligible Nominees

- ✓ **If married**
 - Spouse
 - Children
 - Parents. (In case of married women it can be either parents or in-laws)
- ✓ **If unmarried:**
 - Only Parents

Statement

1. Mention your full name
 2. Mention your Gender
 3. Mention Religion
 4. Mention Marital status
 5. Department or process name
 6. Associate ID
 7. Date of joining
 8. Mention permanent address
- Mention District & state
 - Mention Place & date
 - Signature where it states “Signature/Thumb impression of the employee”

Declaration by witnesses

- Two witnesses are required with the below information: (witness can be your colleague in the office)
- Name, address & signatures

Finally a signature required on the bottom where it states “Signature of the employee”

Please do not write anything in the ‘Certificate by Employer’ section