

FORM 'F' (Filled with dummy sample data)

See sub-rule (1) of Rule 6

Nomination

To,

(Give here name or description of the establishment with full address)

Name of the MMC business you are joining (as per offer letter) -

Your Full Name As Per Aadhar

I, Shri/Shrimati/Kumari

Shivani Vishal Dutt

(Name in full here)

whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

- I hereby certify that the person(s) mentioned is/are a member(s) of my family within the meaning of clause (h) of Section 2 of the Payment of Gratuity Act, 1972.
- I hereby declare that I have no family within the meaning of clause (h) of Section 2 of the said Act.
- (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband. Only for separated colleagues
- I have excluded my husband from my family by a notice dated the 01/12/1992 to the controlling authority in terms of the proviso to clause (h) of Section 2 of the said Act.
- Nomination made herein invalidates my previous nomination.

Nominee(s)

Name in full with full address of nominee(s)		Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
(1)		(2)	(3)	(4)
1.	Vishal Dutt	Husband	40	50%
2.	Seema Adhikari	Mother	66	50%
3.				
So on.				

Statement

- Name of employee in full Shivani Vishal Dutt **Your Full Name As Per Aadhar**
- Sex Female **Male/Female/Transgender/Undisclosed**
- Religion Hindu **Mention religion**
- Whether unmarried/married/widow/widower Married **Mention as appropriate**
- Department/Branch/Section where employed Mumbai **office city**
- Post held with Ticket No. or Serial No., if any **Keep this blank**
- Date of appointment 20-Mar-2023 **Your date of joining MMC**
- Permanent address: **Address as per Aadhar card**
Village _____ Thana _____ Sub-division _____
Post Office 123456 District Mumbai State Maharashtra

Place: Mumbai **Your city**

Date: 20/03/2023

Date (The date should be the day when you sign the form using DocuSign in Workday)

Signature/Thumb-impression of the Employee

Signature (The signature will be completed using DocuSign in Workday.)

Declaration by Witnesses

Nomination signed/thumb-impressed before me

Name in full and full address of witnesses.

1. Piyush Adhikari C/12-Room 13, XYZ Colony, Mumbai 123456

2. Abhishek Awasthi D/12-Flat No 13, XYZ Colony, Mumbai 123456

Name & signature of any 2 witnesses

Signature of Witnesses

1. 

In order to complete this step you will need to download and print your completed form and ask your witness to sign and date. You can then upload copies back in to the Workday task.

Place: Mumbai

Date: 20/03/2023

Date(The date when both witnesses provided their signatures)

Certificate by the Employer

Section from hereon will be filled by employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any _____

Signature of the employer/Officer authorised Designation

Date: _____

rubber stamp thereof.

Name and address of the establishment or

Acknowledgement by the Employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date: Keep this blank_____

Keep this blank
Signature of the Employee

Note.—Strike out the words/paragraphs not applicable.