

**FORM-A**  
**[Vide Rule 14 (2)]**  
**TATA COMMUNICATIONS**  
**EMPLOYEES' GRATUITY FUND TRUST**

**Form of Agreement**

<u>SN</u>	<u>Particulars</u>	<u>Description</u>
1	Name of the Employee (As per records in Capital Letter)	
2	Employee Code	
3	Designation	
	Grade	
4	Department	
5	Location	
6	Region	
7	Date of Joining the Tata Communications Limited (dd-mmm-yy)	
8	Gender (Male /Female)	
9	Father's Name	
10	Husband's Name (For married Women only)	
11	Marital Status	
12	Date of Birth (dd-mmm-yy)	
13	Local Address for Correspondence with PIN Code	
14	Permanent Address with PIN Code	
15	Name & Address of the Previous Employer in case of Tata Group Company for continuity of Service (if applicable)	
16	Date of Joining TATA Group company	
17	Date of Leaving TATA Group company	

I hereby declare that I have read/read to me the Rules and Regulations of the Tata Communications Employees' Gratuity Fund and that I agree to be bound by them and by subsequent additions and/or alterations, if any, to them from time to time made in pursuance of the Rules and Regulations of the Gratuity Fund.

\_\_\_\_\_  
Signature of the Employee

Name

Date

**Verified By Concerned HR**

Signature \_\_\_\_\_

Name

Contact

Address Renaissance (CTC), Alandi Rd; Dighi, Pune – 411015

Important Note: All fields in the form are mandatory. No cell should be left blank. Please ensure that this form should be sent to PF Section.