

# Payment of Gratuity (Central) Rules FORM 'A'

[See sub-rule (1) of Rule 3]

## Notice of opening

1. Name and address of the establishment. \_\_\_\_\_  
\_\_\_\_\_
2. Name and designation of the employer. \_\_\_\_\_
3. Number of person employed. \_\_\_\_\_
4. Maximum number of persons employed on any day during the preceding twelve months with date. \_\_\_\_\_
5. Number of employees covered by the Act. \_\_\_\_\_
6. Nature of industry. \_\_\_\_\_ s
7. Whether seasonal. \_\_\_\_\_
8. Date of opening. \_\_\_\_\_
9. Details of Head Office/Branches.
  - (a) Name and address of the Head Office. \_\_\_\_\_  
\_\_\_\_\_  
Number of employees. \_\_\_\_\_
  - (b) Names and address of other Branches in India. \_\_\_\_\_
    1. \_\_\_\_\_
    2. \_\_\_\_\_
    3. \_\_\_\_\_

I verify that the information furnished above is true to the best of my knowledge and belief.

Signature of employer with name  
and designation

Place \_\_\_\_\_

Date \_\_\_\_\_

To

The Controlling Authority,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

