# Payment of Gratuity (Central) Rules

## Form - A

[See Sub Rule (1) of Rule 3]

Notice of Opening

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | Name & Address of the Establishment | | | | | | | | | | |
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| 2. | Name & Designation of the Employer | | | | | | | | | | |
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| | | | | | | | | | | | |
| 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 | | | | | | | | | | |
| | | | | | | | | | | | |
| 7. | Whether Seasonal | | | | | | | | | | |
| | | | | | | | | | | | |
| 8. | Date of Opening | | | | | | | | | | |
| | | | | | | | | | | | |
| 9. | Details of Head Office / Branches | | | | | | | | | | |
| | (A) | Name & Address of Head Office | | | | | | | | | |
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| | | | | | | | | | | | |
| | | Number of Employees | | | | | | | | | |
| | (B) | Name & Address of Branch Office in India | | | | | | | | | |
| | (I) | | | | | | | | | | |
| | (II) | | | | | | | | | | |
| | (III) | | | | | | | | | | |
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| | I verify that the information furnished above is true to the best of my knowledge and belief. | | | | | | | | | | |
| | | | | | | | | | | | |
| | Place | | | | | | | | | | |
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| | | | | | | | | | | | |
| | Date | | | | | | | | | | |

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| | | | | | | Signature of Employee with Name & Designation | | | | | |
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| | To | | | | | | | | | | |
| | The Controlling Authority | | | | | | | | | | |
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