**Gratuity Claim Form**

**Organization Name:** ABC Manufacturing Ltd.  
**Form Title:** Gratuity Claim Form  
**Form No.:** GR-2025/07

**Section 1: Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | EMP-0456 |
| Department | Production | Designation | Machine Operator |
| Date of Joining | 01-Jan-2015 | Date of Retirement / Separation | 31-Dec-2024 |
| Type of Separation | Retirement | Last Drawn Basic Salary (USD) | 1,500 |
| Total Years of Service | **10** |  |  |

**Section 2: Gratuity Calculation**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Drawn Basic Salary | 1,500 | Total Years of Service | 10 |
| 15 Days Salary per Year of Service | 865.38 | **Total Gratuity Payable** | **8,653.80** |
| Deductions (if any) | 0.00 | **Net Gratuity Payable** | **8,653.80** |

*(Note: Formula based on “15 days’ wages for every completed year of service” as per standard gratuity rule.)*

**Section 3: Bank Details for Payment**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name | XYZ Bank | Account Holder Name | John Smith |
| Account Number | 1234567890 | IBAN | PK12XYZ000001234567890 |
| SWIFT Code | XYZBPAPK | Mode of Payment | Bank Transfer |

**Section 4: Declaration by Employee / Claimant**

I, **John Smith**, hereby declare that the information provided above is true and correct to the best of my knowledge. I request the processing and payment of my gratuity as per company policy.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** 05-Jan-2025

**Section 5: For HR / Accounts Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Verified By (HR Officer) | Sarah Lee | Verified Date | 07-Jan-2025 |
| Approved By (Finance Manager) | David Carter | Approval Date | 08-Jan-2025 |
| Payment Voucher No. | PV-1125 | | |
| Remarks | Payment approved for full gratuity amount. |  |  |

**Section 6: Office Use – Payment Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payment Date** | **Payment Method** | **Transaction ID** | **Amount (USD)** | **Signature** |
| 10-Jan-2025 | Bank Transfer | TXN-995845 | 8,653.80 |  |