



PENSION AND GRATUITY FORM (P&G1)

Note: * indicates a required field. Use latest version of Adobe Reader when filling this form.

Name of Applicant:* Date of Birth (MM/DD/YYYY):*

Post:*

Ministry:*

Department: *

Unit:

Emoluments:* Cause of Retirement:*

Dates of Commencement and Termination of the several Appointments held by Applicant, with their Emoluments, distinguished Salary from other Allowances, and specifying such Allowances, and stating whether such Salary or Allowances were Pensionable or not.

<i>Title of appointment *</i>	<i>Date of Commencement*</i>	<i>Date of Termination *</i>	<i>Salary *</i>	<i>Allowances</i>	<i>Nature of Allowances</i>

Has the applicant exercised the option for a reduced pension and gratuity? *

Absence beyond ordinary vacation leave:

Absence Type	Start Date	End date	No. of Years	No. of Months	No. of Days	Cause of Absence

Date of Cessation of Duty (MM/DD/YYYY): *

Date of Cessation of Salary (MM/DD/YYYY): *

Date from which pension will commence (MM/DD/YYYY): *
(Note: The day after the last date of employment)

I _____ certify the above information submitted is correct. *

Date: * Signature of Head of Department/Chief Executive Officer: *

20 & 21 for Treasury use only

Recommended for Gratuity of \$ _____ and Pension of \$ _____

Service in Years Months and Days