



Gratuity Distribution Scheme Registration Form Pursuant To Section 37 Of The Labour Act (2021 Revision)

1. Company name: _____
2. Owner(s): _____
3. Company representative: *(if different from owner)* _____
4. Representative's title/designation: _____
5. Physical address: _____
6. Postal address: _____
7. Phone number: _____ 8. Fax number: _____
9. E-mail address: _____
10. Service employees' hourly rate/ basic wage: _____
11. Proposed gratuity method: _____
12. Number of service employees at the time of filing: _____
13. Average monthly amount of gratuities received by the organization: _____
14. Percentage of gratuity to be charged to customers over and above the amount of the bill for service: _____%
15. This organization is a: single business one of a chain/group of businesses

Important Notice: The Department of Labour & Pensions (DLP) enforces the Labour (2021 Revision) and the National Pensions Act (2024 Revision)(the "Act") and engages with employers and employees to prevent breaches of this Act by providing the necessary information and training to both parties in accordance of this Act. The information collected from an employer or an employee is derived from the completion of this document, which will not be shared with any other external persons and/or organizations. However, the information provided may be shared with the employer of an employee who has authorized the sharing of such information or requests a further investigation to be completed by the DLP. The information collected from this enquiry will be stored in DLP's secure database and used in investigations authorised by the provider and will be archived at the conclusion of the matter as per the national archive and public records act. Please visit www.dlp.gov.ky to read our privacy notice. To learn more about how we process your personal data or exercise your rights under the Data Protection Act (2021 Revision), visit www.gov.ky/dlp or contact foi.dlp@gov.ky.

16. Declaration of affiliate businesses (*chain or group registrants only*)

I am **responsible for** the following businesses: _____

I **own** the following businesses: _____

Agreement

Pursuant to section 37 of the Labour Act (2021 Revision) ("the Act"), I agree to distribute all gratuities collected from or charged to the business's customers amongst all current service employees, or those having been employed for the relevant period, on a twice-monthly basis on the day that service employees' wages are paid, and in accordance with a scheme registered with and approved by the Director of Labour. I agree to notify and seek the acceptance of affected service employees, in writing, of the implementation of or amendment to the business gratuity scheme. I agree to keep records relating to gratuities as per section 38 of the Act, and to submit a Monthly Record of Gratuities to the Director of Labour. I agree to promptly update the Director of Labour of any changes in the number of service employees and/or any other material changes relating to the collection or payment of gratuities in the business. I agree to display, in a place where it may be easily seen by a customer of the business, a notice stating the rate of gratuity applicable to services provided. I have read and understood the requirements of Part IV of the Act in full, including the relevant penalties for failure to comply with said requirements.

Print Name: _____ Signature of employer: _____

Date: _____

FOR DEPARTMENT USE ONLY

Approved by: _____

Director signature: _____ Date: _____