

### **General Requirements**

- Non-Waiver Agreement (Form to be provided by the Adjuster)
- Sworn Statement of Claim (Form to be provided by the Adjuster)
- Incident Report
- Business License & Permit (any one of the documents below)
  - Mayor's Permit
  - DTI Registration
  - SEC Registration

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### **Machinery & Equipment**

- Formal letter of claim indicating total and final amount of claim with details
- List of affected and unaffected machinery & equipment (showing description, date of acquisition, acquisition cost, replacement cost) contained in each building
- Copy of purchase invoices, vouchers and other documents
- Appraisal Report (if there's any)
- Copy of quotation from at least two (2) suppliers for the replacement and/or repair of the damaged item/s (whether total or partial loss)
- Copy of documents showing actual costs already incurred in the repairs/restoration which may include Purchase Orders, Invoices and Officials Receipts
- Schedule of fixed assets and working papers of external auditors
- Technical Report
- Copies of Service Reports and electrical test results, where applicable
- Operating logbook/sheet
- Operating procedure from start-up to normal shutdown
- Preventive maintenance schedule
- Process flow diagram
- Estimated salvage value of the affected item, if total loss and if insured wish to retain the item