

General Requirements

- Policy (to generate from the system)
- Police Report
- Duly Notarized Affidavit
- Business Permit (any one of the documents below)
 - Mayor's Permit
 - SEC Registration
 - DTI Registration

Material Damage

- Sales/Purchase Invoice
- Certification/Driver's License/Official Receipt (for motorcar)
- Stencil of Engine and Chassis Numbers (for motorcar)
- Pictures showing the damaged portion
- Repair Estimate/Repair Invoice
- Other documents as maybe required

Property Damage

- Proof of Ownership (any one of the documents below)
 - Declaration of Real Property
 - Transfer Certificate of Title
 - Mayor's Permit
 - SEC Registration
 - DTI Registration
 - Certificate of Registration & Official Receipt (for motorcar)
- Drivers License & Official Receipt (for motorcar)
- Stencil of Engine and Chassis Numbers
- Pictures showing damage portion
- Repair Estimates/Repair Invoice
- Certificate of No Claim (for motorcar)
- Other documents as maybe required

Medical Reimbursement

- Medical Certificate
- Clinical Abstract/Record
- Hospital's Bill/Statement of Account
- Hospital's Official Receipt
- Official Receipt of Purchased Medicines Outside the hospital
- Other documents as maybe required

Accidental Death

- Death Certificate/Post Mortem Examination
- Funeral/Burial Receipts
- Proof Relationship of claimant to the victim
 - Birth Certificate of the victim, if single
 - Marriage Contract , if married
- Other documents as maybe required