

General Requirements

- Policy/Endorsement (from the Geniisys)
- Non-Waiver Agreement (Form to be provided by the Adjuster)
- Sworn Statement of Claim (Form to be provided by the Adjuster)
- Fire Investigation Report for Fire Claim
- Proof of Occupancy (any of the documents listed below)
 - Declaration of Real Property
 - Transfer Certification of Title
 - Tax Declaration Receipt
 - Lease Agreement (if assured is not the owner of the building)

IF THE ASSURED IS A COMPANY

- DTI / SEC Registration / Mayor's Permit
- BIR Registration Certificate

ADDITIONAL DOCUMENTS FOR EACH ITEM**Building**

- Building Plan / Sketch
- Repair / Reconstruction Estimate
- Building Permit

Contents

- List of Affected & Unaffected Items showing the acquisition dates and costs
- Sales Invoices / Purchase Invoices / Official Receipts
- Repair Estimate, if repairable

Stocks

- Inventory (before & after the loss) of Affected & Unaffected Items with the corresponding value of each item at the time of loss
- Income Tax Return and Audited Financial Statements for the last three (3) years (Optional)
- Sales/Purchase Invoice/Official Receipts
- Bank Statement or Certifications from the suppliers in the absence of sales / purchase invoices / ORs (Optional)
- Other documents as may be required

Machinery & Equipment

- Inventory of Affected & Unaffected Items showing the acquisition dates and costs
- Technical Report of Affected Items
- Sales Invoices / Purchase Invoices / Official Receipts
- Repair Estimate, if repairable
- Other documents as may be required