

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
- Contract Agreement

Material Damage

- Detailed Claim Statement / Inventory
- Latest Accomplishment Report prior to the loss
- Detailed Repair Cost of Affected Area
- Pictures showing damage portion
- Sales Invoice of Affected Stocks
- Delivery Receipts of Affected Stocks
- Other documents as maybe required

Property Damage

- Business Permit (any one of the documents below)
 - Mayor's Permit
 - SEC Registration
 - DTI Registration
- Certificate of Registration & Official Receipt (for motorcar)
- Pictures showing damage portion
- Repair Estimates/Repair Invoice
- Certificate of No Claim (for motorcar)
- Other documents as maybe required

Medical Reimbursement

- Medical Certificate (Original/Authenticated Copy)
- 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

Death

- Death Certificate/Post Mortem Examination
- Funeral/Burial Receipts
- Proof of Relationship of the claimant to the victim
 - Birth Certificate of Insured , if minor
 - Marriage Contract, if married
- Other document/s as maybe required
 - Affidavit of Two (2) Dis-interested Persons
 - Affidavit of Guardianship
 - Waiver of Rights
 - Special Power of Attorney
 - Birth Certificate of Beneficiary/ies