



## **CLAIM REQUIREMENTS**

### **GADDI, GLAFI, MICRO-BIZ & COOP FAMILY PLAN**

1. Endorsement/Covering Letter
2. Policy or Original Certificate of Life Insurance
3. Original Death Certificate or Certified true copy from the Local Civil Registrar
4. Original **or** Xerox copy of Marriage Contract/Certificate (if beneficiary is the spouse)
5. Birth/Baptismal Certificate, **or** other evidence of age (if beneficiary/ies were children)
6. Attending Physician's Report/Statement (duly notarized)
7. Others (when required)
  - Police or Accident Report (when by violent death or accident)
  - Autopsy Report or Post mortem Examination Report (if autopsy was undertaken)
  - Affidavit of Guardianship (of guardian if the declared beneficiary/ies were minors)
  - Sworn Statement/Affidavit of eye-witness/es (if any in medico legal cases)

### **Accidental Dismemberment and Hospitalization Claim**

1. Police or Accident Report (for accident only)
2. Attending Physician's Report stating details of the nature of loss and extent and period of disability (for accident only)
3. Xerox copy of policy or certificate of cover
4. Hospital bills, receipts and doctor's prescription during confinement
5. Medical Certificate

### **FIRE INSURANCE CASH ASSISTANCE (FICA)**

1. Original Bureau of Fire Certification of Incident duly signed by the Fire Marshal
2. Original Barangay Certification
3. Coop Endorsement Letter (as coop member)
4. Colored Pictures 2 angles
5. Sworn Statement/Affidavit of eye-witness/es

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