



## CHECKLIST OF REQUIREMENTS FOR APPLICATION OF NON-LIFE INSURANCE CLAIMS

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>FOR MATERIAL DAMAGE - ALL RISKS CLAIM</b>	
<b>For Borrower/Co-Borrower</b>	
1. Duly Accomplished Application for Non-Life Insurance Claim (for Non-Life - Material Damage - All Risk) (1 original copy)	Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch
2. Cost of damages/bill of material; in case of total loss of property, it must be duly signed by an Architect or Civil Engineer; in case of partial damage, it must be signed by Foreman or Carpenter (1 photocopy)	Architect or Civil Engineer/Foremen or Carpenter
3. Colored pictures of the damaged property (minimum of at least 10 original copies)	Borrower
4. Notarized Formal Claim (1 original copy)	Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch
5. Notarized Non-Waiver Agreement (1 original copy)	Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch
6. <u>For Allied Perils</u> <ul style="list-style-type: none"> <li>▪ Certificate from Barangay Captain (with logo) (1 photocopy)</li> </ul>	Barangay
7. <u>For Fire Claims</u> <ul style="list-style-type: none"> <li>▪ Certificate from Bureau of Fire Protection (BFP) and/or incident form from Bureau of Fire Protection (1 photocopy)</li> </ul>	BFP
8. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> </ul>	Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)  Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)  Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Representative</b></p> <ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (for Non-Life - Material Damage - All Risk) (1 original copy)</li> <li>2. Cost of damages/bill of material; in case of total loss of property, it must be duly signed by an Architect or Civil Engineer; in case of partial damage, it must be signed by Foreman or Carpenter (1 photocopy)</li> <li>3. Colored pictures of the damaged property (minimum of at least 10 original copies)</li> <li>4. Notarized Formal Claim (1 original copy)</li> <li>5. Notarized Non-Waiver Agreement (1 original copy)</li> <li>6. <u>For Allied Perils</u> <ul style="list-style-type: none"> <li>▪ Certificate from Barangay Captain (with logo) (1 photocopy)</li> </ul> </li> <li>7. <u>For Fire Claims</u> <ul style="list-style-type: none"> <li>▪ Certificate from Bureau of Fire Protection (BFP) and/or incident form from Bureau of Fire Protection (1 photocopy)</li> </ul> </li> <li>8. Notarized Special Power of Attorney (SPA) (1 original copy)</li> </ol>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Architect or Civil Engineer/Foremen or Carpenter</p> <p>Borrower</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Barangay</p> <p>BFP</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW Borrower/Co-Borrower</u></p> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)</li> <li>✓ For documents executed abroad (1 original copy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <p>9. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative and borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Person being Represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b>	
<b>FOR GENERAL LIABILITY (WITHIN PREMISES)-THIRD PARTY PROPERTY DAMAGE CLAIM</b>	
<p><b>For Borrower/Co-Borrower</b></p> <ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</li> <li>2. Incident Report from security guard or witness (1 original copy)</li> <li>3. Colored pictures of the damaged third-party property (minimum of at least 10 original copies)</li> <li>4. Repair estimate of the damaged property (1 photocopy)</li> <li>5. Proof of ownership of the lost or damaged third-party property (1 photocopy)</li> <li>6. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> </ul> </li> </ol>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Borrower</p> <p>Third Party with damaged property caused by borrower</p> <p>Third Party with damaged property caused by borrower</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	Government Office/Government-Owned and Controlled Corporation (GOCC)
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Representative</b></p> <ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</li> <li>2. Incident Report from security guard or witness (1 original copy)</li> <li>3. Colored pictures of the damaged third-party property (minimum of at least 10 original copies)</li> <li>4. Repair estimate of the damaged property (1 photocopy)</li> <li>5. Proof of ownership of the lost or damaged third-party property (1 photocopy)</li> <li>6. Notarized Special Power of Attorney (SPA) (1 original copy)</li> </ol> <p><u>For OFW Borrower/Co-Borrower</u></p> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)</li> <li>✓ For documents executed abroad (1 original copy)               <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries                   <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer</li> </ul> </li> <li>▪ For Apostille Countries                   <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>7. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative and borrower/co-borrower. Any of the following:               <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> </ul> </li> </ol>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Borrower</p> <p>Third Party with damaged property caused by borrower</p> <p>Third Party with damaged property caused by borrower</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li>   <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li>   <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li>   <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

**NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

**FOR THIRD PARTY BODILY INJURY CLAIM**

<b>For Borrower/Co-Borrower</b>	
<p>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</p>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p>
<p>2. Incident Report (1 original copy)</p>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p>
<p>3. Medical/doctor's certificate (1 photocopy)</p>	<p>Physician</p>
<p>4. Hospital bills/statement of account (1 photocopy)</p>	<p>Hospital</p>
<p>5. Doctor's medicine prescription (1 photocopy)</p>	<p>Physician</p>
<p>6. Official Receipts (for medicine, professional fees, etc.) (1 photocopy)</p>	<p>Hospital</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>7. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li>   <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li>   <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/ Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li>   <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<ul style="list-style-type: none"> <li>Department of Foreign Affairs (DFA)</li> <li>Land Transportation Office (LTO/Host Country)</li> <li>Professional Regulation Commission (PRC)</li> <li>Integrated Bar of the Philippines (IBP)</li> <li>National Bureau of Investigation (NBI)</li>   <li>Local Police Station</li> <li>Post Office</li> <li>Commission on Election (COMELEC)</li> <li>Government Service Insurance System (GSIS)</li>   <li>Social Security System (SSS)</li> <li>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</li> <li>Overseas Workers Welfare Administration (OWWA)</li>   <li>Philippine Overseas Employment Administration (POEA)</li> <li>Maritime Industry Authority (MARINA)</li>   <li>Bureau of Immigration (BI)</li>   <li>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)</li> <li>DSWD</li>   <li>Government Office/Government-Owned and Controlled Corporation (GOCC)</li> </ul>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Representative</b></p> <ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</li> <li>2. Incident Report (1 original copy)</li> <li>3. Medical/doctor's certificate (1 photocopy)</li> <li>4. Hospital bills/statement of account (1 photocopy)</li> <li>5. Doctor's medicine prescription (1 photocopy)</li> <li>6. Official Receipts (for medicine, professional fees, etc.) (1 photocopy)</li> </ol>	<ul style="list-style-type: none"> <li>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</li>   <li>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</li>   <li>Physician</li>   <li>Hospital</li>   <li>Physician</li>   <li>Hospital</li> </ul>



REQUIRED DOCUMENTS	WHERE TO SECURE
<p>7. Notarized Special Power of Attorney (SPA) (1 original copy)</p> <p><u>For OFW Borrower/Co-Borrower</u></p> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)</li> <li>✓ For documents executed abroad (1 original copy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <p>8. Two (2) valid IDs with signature (1 photocopy, back-to-back) of representative and borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> </ul>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p>



REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	Government Office/Government-Owned and Controlled Corporation (GOCC)
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Family Personal Accident Claim</b></p>	
<p><b>For Borrower/Co-Borrower</b></p>	
<ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</li> <li>2. Incident Report (1 original copy)</li> <li>3. Medical/doctor's certificate (1 photocopy)</li> <li>4. Hospital bills/statement of account (1 photocopy)</li> <li>5. Doctor's medicine prescription (1 photocopy)</li> <li>6. Official Receipts (for medicine, professional fees, etc.) (1 photocopy each)</li> <li>7. PSA Death Certificate (1 photocopy)</li> <li>8. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following:               <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> </ul> </li> </ol>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Physician</p> <p>Hospital</p> <p>Physician</p> <p>Hospital</p> <p>Philippine Statistics Authority (PSA)</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Representative</b></p> <ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</li> <li>2. Incident Report (1 original copy)</li> <li>3. Medical/doctor's certificate (1 photocopy)</li> <li>4. Hospital bills/statement of account (1 photocopy)</li> <li>5. Doctor's medicine prescription (1 photocopy)</li> <li>6. Official Receipts (for medicine, professional fees, etc.) (1 photocopy each)</li> <li>7. PSA Death Certificate (1 photocopy)</li> <li>8. Notarized Special Power of Attorney (SPA) (1 original copy)</li> </ol> <p><u>For OFW Borrower/Co-Borrower</u></p> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)</li> <li>✓ For documents executed abroad (1 original copy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer</li> </ul> </li> </ul> </li> </ul>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Physician</p> <p>Hospital</p> <p>Physician</p> <p>Hospital</p> <p>Philippines Statistics Authority (PSA)</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>▪ For Apostille Countries               <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> <p>9. Two (2) valid IDs with signature (1 photocopy, back-to-back) of representative and borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

**NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

**For Sabotage and/or Terrorism Claim**

<b>For Borrower/Co-Borrower</b>	
<p>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</p>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p>
<p>2. Full copy of the police report (1 photocopy)</p>	<p>Local Police Station where the sabotage and/or terrorism happened.</p>
<p>3. Government declaration that the incident is indeed an act of Sabotage and/or Terrorism (1 photocopy)</p>	<p>Local Government Unit (LGU)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>4. Replacement/report estimate of damaged property (1 photocopy)</p> <p>5. Colored pictures of damaged property (minimum of at least 10 original copies)</p> <p>6. Lay-out/floor plan (1 photocopy)</p> <p>7. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the borrower/co-borrower. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/ Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Borrower</p> <p>Borrower</p> <p>Borrower</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>For Representative</b></p> <p>1. Duly Accomplished Application for Non-Life Insurance Claim (For Non-Life Extended Coverage) (1 original copy)</p> <p>2. Full copy of the police report (1 photocopy)</p>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Local Police Station where the sabotage and/or terrorism happened.</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
3. Government declaration that the incident is indeed an act of Sabotage and/or Terrorism (1 photocopy)	Local Government Unit (LGU)
4. Replacement/report estimate of damaged property (1 photocopy)	Borrower
5. Colored picture of damaged property (minimum of at least 10 original copies)	Borrower
6. Lay-out/floor plan (1 photocopy)	Borrower
7. Notarized Special Power of Attorney (SPA) (1 original copy)	Pag-IBIG website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Branch/Person being Represented
<u>For OFW Borrower/Co-Borrower</u>	
✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy)	Person being represented
✓ For documents executed abroad (1 original copy)	
<ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries               <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer.</li> </ul> </li> </ul>	Philippine Embassy of Host Country/Government
<ul style="list-style-type: none"> <li>▪ For Apostille Countries               <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul>	Philippine Embassy of Host Country/Government
8. Two (2) valid IDs with signature (1 photocopy, back-to-back) of representative and borrower/co-borrower. Any of the following:	
- Passport	Department of Foreign Affairs (DFA)
- Driver's License	Land Transportation Office (LTO/Host Country)
- Professional Regulation Commission (PRC) ID	Professional Regulation Commission (PRC)
- Integrated Bar of the Philippines (IBP) ID	Integrated Bar of the Philippines (IBP)
- National Bureau of Investigation (NBI) Clearance	National Bureau of Investigation (NBI)
- Police Clearance	Local Police Station
- Postal ID	Post Office
- Voter's ID	Commission on Election (COMELEC)
- Government Service Insurance System (GSIS) e-Card	Government Service Insurance System (GSIS)
- Social Security System Card	Social Security System (SSS)
- Senior Citizen Card	Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)
- Overseas Workers Welfare Administration (OWWA) ID	Overseas Workers Welfare Administration (OWWA)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government- Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	