

Maxicare Tower 203 Salcedo Street Legaspi Village, Makati City

Telephone: 79086900; Customer Care Hotline: 85821900

**STATEMENT OF LOST ID CARD**

KNOW ALL MEN BY THESE PRESENTS:

THAT I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having an interest in a contract of **MAXICARE HEALTHCARE CORPORATION** with the following data:

| Name of Member(s) subject for ID card replacement |  |
| --- | --- |
| Applicable Employee No. |  |
| Date of Birth |  |
| Contact/Mobile Number: |  |
| Email Address: |  |

Issued by **MAXICARE HEALTHCARE CORPORATION**, do hereby manifest and present that the said ID CARD issued in my favor was lost and could not be located despite diligent efforts to retrieve the same.

I HEREBY DECLARE that my interest in the said ID CARD has not been sold or transferred to any person and the absolute title of full benefits in said ID CARD remains in me.

I HEREBY AGREE to pay an amount equivalent to P\_\_\_\_\_ to **MAXICARE HEALTHCARE CORPORATION** as payment for the new ID CARD.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_day of \_\_\_\_\_\_\_\_. August 2014.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member/ Authorized representative

signature over printed name



**Note: Please submit VALID PROOF OF PAYMENT with NOTARIZED AFFIDAVIT OF LOSS/ OR VALID ID WITH PICTURE together with the STATEMENT OF LOST ID CARD to your HR or authorized Maxicare representative.** You may pay through the following payment channels:

| Payment Type | Payment Channels |
| --- | --- |
| Direct Payment | Maxicare Cashier located in Filomena Building, 104 Amorsolo Street, Legazpi St., Makati City which is open every Wednesday only. |
| Online/Internet Payment | AUB, BDO, BPI, Metrobank, PNB, RCBC, RBank, Unionbank |
| Bills Payment Over the counter Payment | AUB. BDO, BPI, Equicom Bank, Metrobank, PNB (original branches only), RCBC, RBank, Security Bank, Unionbank and CIS Bayad Center |

Note: For Online and Bills Payment, please indicate MAXICARE under Company Name

You may coordinate to Maxicare Cashier and OR Management team for the copy of your official receipt. *New ID cards will be released within five (5) working days after submission of complete requirements to Maxicare Head Office.*

To serve you better, we have created the Payment Details Hub to ensure that your payment will be easily identified and the e-OR will be issued and sent to you within three working days.

Please click the link for reference: [***Payment Details Hub***](https://docs.google.com/forms/d/e/1FAIpQLSenaUxAYomo57zeCm7vJgwCYFPQKHH81BjdB_w9sJsy9fpRzA/viewform)