



DEATH CLAIM CHECKLIST

MANDATORY REQUIREMENTS

■ DEATH CERTIFICATE

- Original PSA copy. If date of death is less than 6 months, Certified True Copy of Local Civil Registry is acceptable.

■ BIRTH OR BAPTISMAL CERTIFICATE OF THE DECEASED

- Original PSA or Certified True Copy. In lieu, passport, affidavit with the document from the Philippine Statistics Authority may be submitted.

■ POLICYHOLDER'S STATEMENT

- To be accomplished by the Authorized Representative from the Company/Association/Organization

■ CLAIMANT'S STATEMENT

- To be accomplished by each of the Insured's Beneficiary/ies

- **MARRIAGE CONTRACT - ORIGINAL PSA OR CERTIFIED TRUE COPY** - This is required only if the designated beneficiary is the spouse
- **CERTIFICATE OF LIVE BIRTH - ORIGINAL PSA OR CERTIFIED TRUE COPY** - This is required only if the designated beneficiary is a child
- **PHOTOCOPY OF TWO (2) VALID/GOV'T ISSUED ID OF THE CLAIMANT/S**
- **AFFIDAVIT OF PARENTAL (OR SUBSTITUTE PARENTAL) CARE AND CUSTODY** - This is required if the beneficiary is a minor

OTHER REQUIREMENTS:

ESTATE REQUIREMENTS

If beneficiary predeceased the insured, the death benefits would be made payable to the surviving heirs of the deceased, requirements are as follows:

- **AFFIDAVIT OF SELF-ADJUDICATION** (If there is only one surviving heir of the estate)
- **DEED OF EXTRA-JUDICIAL SETTLEMENT OF THE ESTATE** (if there are more than one surviving heirs of the estate)
- **GUARDIANSHIP BOND AND COURT ORDER** (if minor beneficiary and coverage exceeds Php 500,000)

ADDITIONAL REQUIREMENTS FOR VIOLENT/ACCIDENTAL DEATH

- **ATTENDING PHYSICIAN'S STATEMENT**
 - To be accomplished by Insured's Attending Physician for contestable claims
 - May be waived for incontestable claim (over 1 year from coverage date)
 - Required if death is due to accident or violent death
- **INVESTIGATION REPORT OF PNP OR NBI** - Original or Certified True Copy
- **AUTOPSY REPORT** - Certified True Copy (if autopsy is performed)
- **COPY OF DRIVER'S LICENSE** (if insured was driving at the time of accident)
- **STATEMENT OF IDENTIFYING WITNESS (if applicable)**
- **CRIMINAL COMPLAINT** (if applicable)
- **NEWSPAPER CLIPPINGS** (if any)

NOTES:

- Other documents may be asked to support the evaluation as deemed necessary
- Any documents issued abroad must be duly authenticated by the Philippine Consular Office in the country/state where the documents originated.
- To guarantee prompt release of the claims proceeds, please secure correctness and completeness of necessary information in the forms and that all required documents are submitted
- If insured is a minor, benefit settlement shall be made possible to any of the insured's parents.
If insured is under the custody of a guardian, an Affidavit of Substitute Parental Care and Custody shall be required