

## Death Claim Checklist

- ORIGINAL OR CERTIFIED TRUE COPY OF DEATH CERTIFICATE -This document must be duly registered and sealed by the Local Civil Registry.
- ORIGINAL OR CERTIFIED TRUE COPY OF BIRTH OR BAPTISMAL CERTIFICATE of the deceased or alternative documents may be submitted, passport, affidavit with the document from the Philippine Statistics Authority.
- ATTENDING PHYSICIAN'S STATEMENT (GROUP DEATH CLAIM) - This form is provided by the Beneficiary and to be filled out by insured's attending doctor. This may be waived for incontestable claim (over 1 year from coverage date) without accidental benefit and cause of death is not violent death or accidental.
- EMPLOYER'S STATEMENT or POLICYHOLDER'S STATEMENT - This form is provided by the Company and to be filled out by the Employer's Authorized Representative or the Association/Organization's authorized representative (Requirement shall not be applicable for Group Credit Life – GCL accounts)
- CLAIMANT'S STATEMENT (GROUP DEATH CLAIM)- This form is provided by the Beneficiary/ies and to be filled out, one copy for each of the beneficiary.
  - PSA/ORIGINAL COPY OF MARRIAGE CONTRACT -This is required only if the designated beneficiary is the spouse.
  - PSA/ORIGINAL COPY OF CERTIFICATE OF LIVE BIRTH of the beneficiary – this is required if the beneficiary is a child
  - PHOTOCOPY OF TWO (2) CLAIMANT'S VALID/GOV'T ISSUED ID
  - AFFIDAVIT OF PARENTAL (OR SUBSTITUTE PARENTAL) CARE AND CUSTODY – this is required if the beneficiary is a minor

ESTATE REQUIREMENTS - If beneficiary dies ahead of insured, the death benefits would be made payable to the surviving heirs of the deceased. The following are the estate requirements:

- 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 is more than Php 500,000.00)

### ADDITIONAL REQUIREMENTS FOR VIOLENT/ACCIDENTAL DEATH

- CERTIFIED COPY OF INVESTIGATION REPORT OF PNP OR NBI
- CERTIFIED COPY OF AUTOPSY REPORT
- DRIVER'S LICENSE (only if death is caused by a vehicular accident while insured was driving)
- STATEMENT OF IDENTIFYING WITNESS
- CRIMINAL COMPLAINT (if applicable)
- FISCAL'S RESOLUTION (if applicable)
- NEWSPAPER CLIPPINGS, if any

### ADDITIONAL REQUIREMENTS FOR GROUP CREDIT LIFE (GCL) COVERAGE

- CLAIMANT'S STATEMENT (from Creditor)
- CERTIFICATE OF OUTSTANDING LOAN BALANCE (from the Creditor)
- INSURED/BORROWER'S LOAN APPLICATION FORM (with valid ID of Borrower)
- Latest copy of COMPANY'S SECRETARY'S CERTIFICATE (from the Creditor)
- PHOTOCOPY OF TWO (2) CLAIMANT'S VALID/GOV'T ISSUED ID (of the Creditor's authorized signatory)

### Reminders:

- Any documents issued abroad must be duly authenticated by the Philippine Consulate in the state where the documents originated. Additional claim documents may be required, as necessary.
- To ensure timely release of the claim benefit, please ensure accuracy & completeness of all required information in the forms and that all documents/requirements are submitted.