



REQUIREMENTS IN FILING FOR A DEATH CLAIM

- CLAIMANT'S STATEMENT** - *It must be clearly and completely filled-up by the beneficiary of legal age. Any minor beneficiary, below 18 years of age, may be represented and signed for by the parent/s or the designated trustee.*
- ATTENDING PHYSICIAN'S STATEMENT/S** – *must be duly accomplished by the Physician/s who attended to the deceased.*
- DEATH CERTIFICATE** – *issued by the Local Civil Registrar of the place of death, duly registered bearing the signature and seal of the Civil Registrar office. The death certificate must be original copy or certified true copy.*
- COMPLETE MEDICAL RECORDS** (Certified True Copies) – including history of past / present illness; diagnostic & laboratory procedures with results; admission & discharge summary; clinical abstract; etc.
- MEDICO-LEGAL REPORT / POST MORTEM CERTIFICATE** (Original or Certified True Copy) – *This shall be submitted if the insured is declared DOA at any medical institution.*
- BIRTH OR BAPTISMAL CERTIFICATE OF THE INSURED**
- PROOFS OF RELATIONSHIP OF THE BENEFICIARY/RIES TO THE INSURED**
 - a. Birth Certificates of the beneficiary/ies (If the beneficiary/ies is/are the children)
 - b. Marriage Contract (If beneficiary is the spouse)
- PROOF OF IDENTITY OF INSURED AND CLAIMANT** – *at least two (2) valid identification cards, original, bearing the signature of its owner (insured or claimant). Valid IDs are as follows: Driver's License; PRC License; SSS; Passport; Employee ID.*
- PROOFS FOR ACCIDENTAL OR VIOLENT DEATH** – *If the Insured died of accidental or violent death, the following documents must be submitted;*
 - a. Certified True Copy of the Investigation report of PNP or NBI and;
 - b. Duly certified copy of the Criminal Complaint filed in the court (if applicable)
 - c. Duly certified copy of the Fiscal's Resolution (if applicable)
 - d. Duly certified copy of Autopsy Report
 - e. Original or Certified True Copy/ies **on file** of Sworn Affidavits or Statements of at least two witnesses to the incident; Affidavits of at least two persons cognizant of the circumstances surrounding the insured's death.
 - f. Newspaper Clippings (if any)
 - g. Driver's license (If insured was driving the vehicle at the time of the accident).
 - h. Certified True Copy of Traffic Accident Report (if insured's death was caused by a vehicular accident).
- IF PRIMARY BENEFICIARIES ARE OF MINOR AGE**
 - a. **AFFIDAVIT OF CARE AND CUSTODY** – *This must be accomplished by the parent having the custody of the minor beneficiary, if the minor's share in the insurance proceeds is P 500,000.00 or below.*
 - b. **PARENTAL BOND APPROVED BY THE COURT** – *This must be accomplished by the parent if the minor's share in the insurance proceeds exceeds P 500,000.00. The parent shall file a verified petition for approval of the bond AT THE COURT OF LAW at the place where the child resides or where the property is located. The amount of the bond shall be determined and duly approved by the courts.*
 - c. **LETTERS OF GUARDIANSHIP** – *This is required for person/s representing the minor beneficiary is neither the father nor mother of the minor. The Letter of Guardianship shall be submitted together with the original copies of the ff: (1) Petition for the Letter of Guardianship (2) Court Order (3) Guardian's Bond (4) Oath of Office.*