



REQUIREMENTS IN FILING FOR A DISABILITY CLAIM
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- CLAIMANT'S STATEMENT** - *It must be clearly and completely filled-up by the insured or claimant of legal age.*
- ATTENDING PHYSICIAN'S STATEMENT/S** – *must be duly accomplished by the Physician/s who attended to the insured.*
- IF DISABILITY IS DUE TO ILLNESS: COMPLETE MEDICAL RECORDS** (Certified True Copies) – including history of past / present illness; diagnostic & laboratory procedures with results; admission & discharge summary; clinical abstract; etc.
- BIRTH OR BAPTISMAL CERTIFICATE OF THE INSURED**
- EMPLOYMENT CERTIFICATE OF THE INSURED** – *including daily time in & out records (DTR) showing attendance during the entire course of sickness / injury.*
- PROOF OF CLAIM FILED / BENEFIT RECEIVED** – *from other insurance company or government institution.*
- INSURANCE POLICY**
 - INDIVIDUAL POLICY CONTRACT** - *This should be submitted along with other claim requirements.*
 - GROUP TERM LIFE INSURANCE CERTIFICATE** - *This should be submitted along with other claim requirements.*
- 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.*
- IF DISABILITY IS DUE TO ACCIDENT** - *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. 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.
 - e. Newspaper Clippings (if any)
 - f. Driver's license (*If insured was driving the vehicle at the time of the accident*).
 - g. Certified True Copy of Traffic Accident Report (*if insured's disability was caused by a vehicular accident*).