

**GUIDELINES FOR MOTORCAR - COMPREHENSIVE CLAIMS:**

In case of vehicular accident, kindly please prepare and submit the following documents to wit:

**FOR OWN DAMAGE CLAIMS:**

- Police Report / Notarized Driver's affidavit (affidavit may be required only if the damage incurred is minimal beyond that Police Report is required)
- Driver's License with official receipt
- Certificate of registration with latest official receipt
- Pictures of Damage portions
- Job Repair Estimate (at least 2 motorshops)
- Original Stencils of Chassis and Engine

**FOR THIRD PARTY PROPERTY DAMAGE CLAIMS:**

- Police report
- Driver's License with official receipt (both Assured & Adverse party)
- Certificate of registration with latest official receipt (both Assured & Adverse party)
- Picture of Damaged portion - Adverse party
- Repair Estimate - (at least 2 different shops) - Adverse party
- Original Stencils of Chassis and Engine (both Assured & Adverse party)
- Certificate of No Own Damage Claim - Adverse Party Insurance

**FOR THIRD PARTY BODILY INJURY CLAIMS / DEATH CLAIMS:**

- Police Report
- Driver's License with official receipt
- Certificate of Registration with official receipt
- Original Stencil of Chassis and Engine
- Medical Certificate - original
- Medical Receipts - original
- Hospital Bill - original (if confined)
- Original O.R. of medicine purchases with Doctor's prescriptions
- Duly signed Affidavit of Desistance
- Death certificate - original
- Burial / Funeral Receipts - original
- Birth Certificate (if under 18 years old)
- Parent's Marriage Certificate (if under 18 years old)
- Photocopy of ID

**NOTE:**

Claims must be reported to PACIFIC UNION INSURANCE COMPANY immediately or within a reasonable time for immediate attendance, subject to adjuster's evaluation and recommendation otherwise claims will not be entertained.

For your assistance, you may call our telephone no. (02) 88451033 to 37

Please be guided accordingly.

Thank you

PACIFIC UNION INSURANCE COMPANY

Unit 2401 Antel Corporate Center, 121 Valero Street, Salcedo Village, Makati Philippines 1227

