



CLAIMS CHECKLIST (Engineering)

Documentary Requirements in case of Contractors/ Erection All Risk Claim

Basic Documents:

- Formal Claim against COCOGEN
- Police Report / Incident Report
- Photographs
- Estimate &/or Actual Repair Cost
- Technical Report/Assesment as to the cause of loss

Optional Documents:

- Duly Accomplished and Signed Non-Waiver Agreement
- Invoices and/or Receipts
- Copy of Contract

Others:

Documentary Requirements in case of Electronic Equipment Claim

Basic Documents:

- Formal Claim against COCOGEN
- Police Report / Incident Report
- Photographs
- Estimate and/or Actual Repair Cost / Invoices / Receipts
- Technical Report/Assesment as to the cause of loss

Optional Documents :

- Proof of Purchase (Equipment)

Others:

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CLAIMS CHECKLIST (Engineering)

Documentary Requirements in case of Third Party Property Damage Claim

Basic Documents:

- Formal Claim against COCOGEN
- Photographs of Damaged Units
- Detailed Estimate
- Police Report / Affidavit of Loss
- Accomplished Sworn Statement of claim
- Accomplished Non Waiver Agreement
- Demand Letter of the Third party claimant
- Real Property Tax Declaration
- Supporting documents of the unit cost/ price per invoice

Optional Documents:

- Repair Invoice (if damage is already repaired)
- Floor Lay-out
- Copy of Lease
- Copy of Lease Contract

Additional Documents for Motor:

- Certificate of No Claim (for damaged vehicle)
- Formal Claim of Third Party against Insured
- OR/CR of Motor Vehicles
- Driver's License of the owner of the vehicle for identity purposes
- Original Copy of Certificate of No Claim from their insurer

Documentary Requirements in case of Third Party Bodily Injury / Illness or Health/Death Claim

Basic Documents:

- Formal Claim against COCOGEN
- Original Copy of Official Receipt of medical expenses
- Death certificate (for Death Claim)
- Police Report / Affidavit of Loss
- Birth Certificate (for Death Claim)
- Hospital Bill/Statement of Account (if hospitalized)

Additional Documents:

- Medical Certificate
- Post Mortem Certificate

Optional Documents:

- Statement of Account (if hospitalized)
- Copy of driver's license (if due to vehicular accident)
- Doctor's prescription
- Admitting history & Physical Examination
- Vital signs chart
- Nurse's daily progress notes

Date of Completion of Documents
(MM-DD-YYYY)

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CLAIMS CHECKLIST (Marine)

Documentary Requirements in case of Marine Cargo Claim

Basic Documents:

- Formal claim against COCOGEN
- Original copy of the Policy / Risk Note
- Original and /or duplicate copy of Bill of Lading (via Vessel)
- Original and /or duplicate copy of Airway Bill (via Aircraft)
- Original and/or duplicate copy of Commercial Invoice
- Original copy of Delivery Receipt
- Packing List
- Photographs
- Duly receipted formal claim against Vessel, Arrastre, Broker and Forwarder

Documentary Requirements in case of Marine In Land / Truck Risk Claim

Basic Documents:

- Formal claim against COCOGEN
- Police Report / Incident Report
- Invoices
- Registration Certificate and Official Receipt
- Driver's License and Official Receipt
- Photographs
- Original copy of Waybill, Delivery Receipt

Optional Document:

- Maintenance Record of the Vehicle (atleast six (6) months prior to loss)

Documentary Requirements in case of Marine Hull Claim

Basic Documents:

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| <ul style="list-style-type: none"><input type="checkbox"/> Formal claim against COCOGEN<input type="checkbox"/> Marine Note of Protest<input type="checkbox"/> Coastwise License<input type="checkbox"/> Repair estimates<input type="checkbox"/> Photographs<input type="checkbox"/> Survey Report | <ul style="list-style-type: none"><input type="checkbox"/> Certificate of Ownership<input type="checkbox"/> Certificate of Philippine Registry<input type="checkbox"/> Minimum Safe Manning Certificate<input type="checkbox"/> Crew List<input type="checkbox"/> Cargo Ship Safety Certificate<input type="checkbox"/> Original copy of Policy |
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Optional Documents:

- Master Oath of Safe Departure

Others:

Date of Completion of Documents
(MM-DD-YYYY)

MARINE