



# SENON INSURANCE ADJUSTERS & APPRAISERS

Unit 3G10 Olivarez Condominium, Juanita De Leon St., San Dionisio, Parañaque City

Tel. Nos.: (02)856-3621; 856-0435; 984-2274; Telefax No. 553-3734;

Email address: [claims@senonadjuster.com](mailto:claims@senonadjuster.com); [siaa@senonadjuster.com](mailto:siaa@senonadjuster.com)

**SERVICES OFFER: APPRAISAL- ADJUSTMENT- MARINE SURVEY- FORENSIC ACCOUNTING**

Concordia  
Global Network

Our Ref. No.: SENON-21-13646/REC

Your Claim No.: Please Advise

June 21, 2021

**ZTE PHILIPPINES, INC. AND/OR  
DITO TELECOMMUNITY CORP.  
&/OR GENERAL CONTRACTOR  
&/OR CONTRACTORS AND SUB-  
CONTRACTORS**

Brgy. Busay Daraga Albay

Attention : **MS. ATHLEY Z. TAGANAYON**  
**Site Design Engineer**

## **LETTER REQUEST OF DOCUMENTS**

Subject : **Insured: ZTE PHILIPPINES, INC.**  
Damage to Insured Properties discovered on June **2, 2021**  
at Brgy. Busay Daraga Albay  
**Insurer: PRUDENTIAL GUARANTEE AND ASSURANCE, INC.**  
**Policy No.: EN-CAR-HOM-0029703**

Gentlemen:

As you are already aware, we are appointed independent insurance adjusters to act in behalf of **PRUDENTIAL GUARANTEE AND ASSURANCE, INC.** to handle the investigation and adjustment of the above-captioned loss.

In order for us to facilitate the evaluation of your claim, we wish to formalize our request for your submission of the following claim supporting documents, to wit:

1. Accomplished and signed Contractors All Risk form, (form supplied);
2. Accomplished and signed Non-Waiver Agreement, (form supplied);
3. Contract of Agreement with Bill of Quantities;
4. Affidavit of Loss;
5. Statement of Formal Claim;
6. Detailed repair estimate with scope of work, bill of materials, diagram and technical findings report;



Member: Association of Philippine Adjustment Companies (APAC); Philippine Association of Realty Appraiser (PARA); Philippine Institute of Loss Adjusters (PILA); Australasian Institute of Chartered Loss Adjusters (AICLA-Aff)

Cebu City Satellite office: 3<sup>rd</sup> Floor, Room 2314, Bayanihan Flats, Abuno St., Pajac Lapu Lapu City, Cebu  
Davao City Satellite Office: Nasol Building, Matibay St., Poblacion 2, Compostela, Davao De Oro

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7. Project, Percentage Completion Report;
8. Documents in support of the actual cost of repair/replacement effected on the affected properties such as invoices, official receipts, etc., and
9. Any other documents which you may deem necessary to further support your claim.

Should we, however, in the course of our evaluation of your claim find a need to request for additional documents and information to further substantiate the claim, your goodselves would be advised accordingly.

This letter should not be construed, however, as an admission of liability on the part of your Insurer, but rather, merely as a request for information/data whereupon evaluation of the claim will be based.

Thank you for your cooperation and we hope to hear from you soonest.

Very truly yours,

**SENON INSURANCE ADJUSTERS & APPRAISERS**

IC License No. 2019-31-R-FMC



**JOSE G. DALANON, JR., LLB, REA, PILA, AICLA (Aff)**

**CEO/General Manager**

*PTR No. 2585408, January 14, 2021, Parañaque City*

*cc: Prudential Guarantee and Assurance, Inc. – Claims Dep't.*

