



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; siaa@senonadjuster.com

APPRAISAL- ADJUSTMENT- FORENSIC INVESTIGATION & ROOT CAUSE ANALYSIS -FORENSIC ACCOUNTING
LAND DEVELOPMENT CONSULTANCY-MARINE SURVEY

Concordia
Global Network

Our Ref No: SENON-21-13666F/REC

Your Claim No.:Please Advise

July 14, 2021

8 STAR GLOBAL FARM CORPORATION

Buenavista West, Sitio Pook Candelaria Quezon

Thru : **BDOI INSURANCE BROKERS, INC.**
43rd Floor BDO Corporate Center Ortigas
12ADB Avenue Ortigas Center Mandaluyong City

Attention : **MR. ROMMEL A. ESPEJO**
Junior Assistant Manager

LETTER REQUEST FOR DOCUMENTS

Subject : **Insured: 8 STAR GLOBAL FARM CORPORATION**
Damaged to Insured properties due to Fire occurred on
March 11, 2021 at Buenavista West, Sitio Pook Candelaria Quezon
Insurer: MALAYAN INSURANCE COMPANY, INC.
Policy No.: F0075541

Gentlemen:

As you are already aware, we are appointed to act in behalf of **MALAYAN INSURANCE COMPANY, INC.** to handle the investigation and adjustment of the above-captioned loss/claim.

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:

I. GENERAL REQUIREMENTS

1. Accomplished Sworn Statement of Loss Claim (form supplied);
2. Accomplished Non-Waiver Agreement (form supplied);
3. Business Permit & Other Government licenses to engage in business;
4. Secretary's Certificate appointing representative to act in behalf of the Insured for this claim; and
5. Fire Investigation Report issued by the Bureau of Fire Protection indicating the cause of the fire.



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: 3rd 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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II. SPECIFIC REQUIREMENTS

On the Building

1. Detailed breakdown of claim/repair cost on the damaged portion of the building with bill of materials and labor cost to place the Insured building in the same state as before the loss;
2. Plan or sketch of the building with dimensions;
3. Proof of ownership on the building such as Transfer Certificate of the Title and Declaration of Real Property; and
4. Copy of building permit or any other information regarding the date of construction of the building;

On Machinery and Equipment

1. Detailed list of all Business Machinery and Equipment contained in the Building damaged or not damaged showing the new price of each item and date acquired;
2. Quotation from repairer with technical findings on the affected equipments if repairable or not, If repairable, include the estimated cost of repair and proof of payment if repair has been made;
3. Technical Report stating the cause of damage; and
4. Proof of ownership of the properties such as purchase invoices or any other documents that will prove ownership.

We reserve the right to request additional documents if found necessary during evaluation.

This communication does not mean that Insurer accepted the liability. The requested documents will be used to determine if the policy will respond or not.

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

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