



INSTRUCTIONS TO CLAIMANTS
FOR GROUP TERM LIFE INSURANCE

At the death of the insured individual, the completed claim forms as enumerated below, should be sent to the Group Administration of Etiqa Philippines. Your cooperation in following the Instructions outlined below will aid in the prompt adjudication of a claim. AVOID EXPENSES, it is not necessary to employ the services of a person, firm or corporation regarding any claim. It is our duty to expedite action on this claim. We do not charge for this services.

1. CLAIMANT'S STATEMENT (Form No. GID-115)

- a. This form must be accomplished by the beneficiary/ies to whom the insurance proceeds are payable. If there are more than one beneficiaries, a separate form must be accomplished by each.
- b. If the insurance proceeds are payable to a minor, the form must be accomplished by his/her legal or judicial guardian, an official statement whose appointment and qualification must be submitted.
- c. If any beneficiary is dead, a certified copy of the death certificate of such beneficiary must be submitted.
- d. If the insurance proceeds or any part of it is payable to "children" or others of a class, a sworn statement must be submitted giving the name and date of birth of each child. If any have died, the statement must give the date and place of death, and must also state whether they died unmarried, intestate and without issue.

2. ATTENDING PHYSICIAN'S STATEMENT (Form No. GID-117)

This form must be accomplished by every physician who attended to the deceased during his last illness. For this purpose, the Company will furnish as many copies of this form as required

3. IDENTIFYING WITNESS' STATEMENT (Form No. GID-118)

This form must be accomplished by a person of legal age, intimately acquainted with but not related to the deceased, who has seen the remains and has no interest in the proceeds of the claim.

4. POLICYHOLDER'S STATEMENT (Form No. GID-119)

This form must be fully completed and signed by the authorized officer of the Group Policyholder. The answer to Question No. 6 convey additional information necessary on a Master Policy issued to an Association, Union, Trust or Club, etc.

All the foregoing forms must be properly dated and witnessed by a competent person of legal age. If death occurred outside the Philippines, a statement from a diplomat or consulate representative of the Philippines duly certified should also be submitted.

**THE COMPANY RESERVES THE RIGHT TO REQUIRE OR OBTAIN FURTHER
INFORMATION SHOULD IT DEEMED NECESSARY**

Besides proper accomplishment and submission of the above- prescribed Company's claim forms, the following documents marked should be submitted also:

- Death Certificate duly sealed and signed by the Office of the Local Civil Registrar.
Birth and / or Baptismal Certificate of the deceased-Insured and designated Beneficiary
- Marriage Certificate Certificate of Insurance
- Letter of Guardianship - proof of judicial appointment of a guardian of the minor beneficiaries, if amount of proceeds is more than P 50,000.00.
- Affidavit of Guardianship to be executed by the Natural Parent.
- Police Investigation Report (If cause of death was due to accident, Murder or Homicide).
- Autopsy Report / Post Mortem Findings