



Generali Life Assurance Philippines, Inc.
10th Floor, Petron Mega Plaza
Sen. Gil J. Puyat Ave., Makati City
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DEATH CLAIM REQUIREMENTS for Employee Benefits

- DEATH CERTIFICATE – An Original NSO/PSA copy of the death certificate will be required for submission. If date of death is less than 6 months, Certified True Copy of Local Civil Registry is acceptable. In case the death of the life insured occurred outside of the Philippines, the death certificate must be authenticated by the Philippine Consular Office in the country/state where death took place.
- BIRTH CERTIFICATE OF THE LIFE INSURED - An original NSO/PSA copy should be submitted.
- ATTENDING PHYSICIAN'S STATEMENT/S – This must be accomplished by the Physician/s who attended to the deceased and must be notarized.
- CERTIFICATE OF EMPLOYMENT OF THE LIFE INSURED

Additional Requirements for New Employees:

- MEDICAL RECORDS – including consultation, hospital records
- COPY OF DAILY TIME RECORD / Record of Attendance / copy of Payslips - from effective date of coverage up to date of death

Additional Requirements if death is due to accident:

- AUTOPSY REPORT (If autopsy is performed)
- POLICE REPORT (original or certified true copy)
- MEDICAL RECORDS (admitting history or medical abstract if insured was brought to the hospital)
- Copy of driver's license (if insured was driving the time of accident)

REQUIREMENTS FOR THE BENEFICIARY/IES:

Please note the following:

- A.** For any Deceased Beneficiary, an original NSO/PSA Death Certificate is required.
- B.** For Minor Beneficiary (below 18 years old) the following are required:
 - 1. Share of the Minor Beneficiary is 500k and below:**
 - BIRTH CERTIFICATE OF BENEFICIARY - An original NSO/PSA copy should be submitted
 - CLAIMANT'S STATEMENT – To be filled out by guardian and duly notarized.
 - COPY OF VALID ID OF GUARDIAN
 - AFFIDAVIT OF CUSTODY - This must be accomplished by the guardian of the minor beneficiary and must be notarized.
 - If guardian is other than the natural parent, notarized affidavit stating reason why he or she and not the natural parent is filing the claim as the guardian



2. Share of the Minor Beneficiary is more than 500k:

- BIRTH CERTIFICATE OF BENEFICIARY - An original NSO/PSA copy should be submitted
- CLAIMANT'S STATEMENT – To be filled out by guardian and duly notarized.
- COPY OF VALID ID OF GUARDIAN
- COURT-APPROVED GUARDIAN'S BOND:
 - ❖ Verified Petition filed In Court
 - ❖ Decision/Court Order
 - ❖ Guardianship Bond
 - ❖ Official Receipt issued by the Bonding Company
 - ❖ Letter of Guardianship – This is required only if the person representing the minor beneficiary is neither the father nor mother of the minor.

C. If Insured has not signed an Application Form, we shall refer to the Order of Preference in the Policy Contract and consider the following as the beneficiary:

- **If insured is married, beneficiary shall be the spouse:**
 - CLAIMANT'S STATEMENT – To be filled out by spouse and duly notarized.
 - MARRIAGE CONTRACT – An original NSO/PSA copy is required
 - COPY OF VALID ID OF SPOUSE
- **If insured is single with children, beneficiary shall be his children:**
 - CERTIFICATION FROM EMPLOYER – Please indicate complete list of insured's children
 - If Child is of Legal Age:
 - BIRTH CERTIFICATE OF CHILD - An original NSO/PSA copy should be submitted
 - CLAIMANT'S STATEMENT – To be filled out by child and duly notarized.
 - COPY OF VALID ID OF CHILD
 - If with minor child and share is 500k and below – Please refer to requirement **B.1.**
 - If with minor children and share is more than 500k - Please refer to requirement **B.2.**
- **If insured is single, with no children, beneficiary shall be Parents:**
 - CLAIMANT'S STATEMENT – To be filled out by Parents and duly notarized.
 - COPY OF VALID ID OF PARENTS
- **If insured is single, with no children, both Parents are deceased, beneficiary shall be siblings:**
 - DEATH CERTIFICATE OF PARENTS – An Original NSO/PSA copy is required.
 - CERTIFICATION FROM EMPLOYER – Please indicate complete list of insured's siblings
 - If Sibling is of Legal Age:
 - BIRTH CERTIFICATE OF EACH SIBLINGS - An original /PSA copy should be submitted
 - CLAIMANT'S STATEMENT – To be filled out by siblings and duly notarized.
 - COPY OF VALID ID OF SIBLINGS
 - If with minor sibling and share is 500k and below – Please refer to requirement **B.1.**
 - If with minor sibling and share is more than 500k - Please refer to requirement **B.2.**



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D. If Insured signed an Application Form and declared the following as the Beneficiary:

- **If insured declared his Spouse as the beneficiary:**
 - CLAIMANT'S STATEMENT – To be filled out by spouse and duly notarized.
 - MARRIAGE CONTRACT – An original NSO/PSA copy is required
 - COPY OF VALID ID OF SPOUSE

- **If insured declared his Common-Law Spouse as the beneficiary (Employee and Common-Law Spouse are not married to anyone):**
 - CLAIMANT'S STATEMENT – To be filled out by Common-Law Spouse and duly notarized.
 - COPY OF VALID ID OF Common-Law Spouse
 - AFFIDAVIT OF COHABITATION – Must be notarized
 - CENOMAR for both Insured & the Common-Law Spouse -An original NSO/PSA copy should be submitted

- **If insured declared his Child as the beneficiary:**
 - If Child is of Legal Age:
 - CLAIMANT'S STATEMENT – To be filled out by child and duly notarized.
 - COPY OF VALID ID OF CHILD
 - If with minor child and share is 500k and below – Please refer to requirement **B.1.**
 - If with minor children and share is more than 500k - Please refer to requirement **B.2.**

- **If insured declared his Parents as the beneficiary:**
 - CLAIMANT'S STATEMENT – To be filled out by Parents and duly notarized.
 - COPY OF VALID ID OF PARENTS

- **If insured declared his Siblings as the beneficiary:**
 - If Sibling is of Legal Age:
 - CLAIMANT'S STATEMENT – To be filled out by sibling and duly notarized.
 - COPY OF VALID ID OF SIBLING
 - If with minor sibling and share is 500k and below – Please refer to requirement **B.1.**
 - If with minor sibling and share is more than 500k - Please refer to requirement **B.2.**