



SENON INSURANCE ADJUSTERS & APPRAISERS

Unit 3G10 Olivarez Condominium, Juanita De Leon St., San Dionisio, Parañaque City
Tel. Nos.: (02)-984-2274; Telefax No. (02)-553-3734; email add: claims@senonadjuster.com

Our Ref. No.: SENON-14-2508 F/JSS/PGA
: SENON-14-2522 F/JSS/SIC

June 11, 2014

AVON (Candelaria Quezon Branch)

Salazar corner Nadres St.,
Candelaria Quezon

Attention : **MS. EDENA B. ENFESTAN**
Senior Vice President, Claims Group

1st FOLLOW UP LETTER

Re : Insured: **AVON (Candelaria Quezon Branch)**
Loss to Insured properties due to Burglary occurred last
April 07, 2014 at Salazar corner Nadres St., Candelaria Quezon
Co-insurer: **Prudential Guarantee and Assurance Inc.**
Policy No.: Please Advise

Gentlemen:

This is further to our previous correspondences resting with our letter dated May 21, 2014.
We now wish to reiterate our request of your submission of the following documents to wit:

1. Accomplished Burglary and Housebreaking claim form and Non-Waiver Agreement; (form supplied)
2. Copy of business permits and other government licenses to engage in business;
3. Sworn Statement of witnesses;
4. Detailed list of all stocks showing the price of each item and the date acquired which includes the missing items;
5. Formal claim showing the details of claim;
6. Documents that will prove that there are cash /money inside the vault;
7. Sales report prior to the burglary incident together with print out from the cash register in every shift and change of the duty cashier;
8. Affidavit of loss and or/claim prepared by the Insured;
9. Proof of ownership such as Purchase Invoice and/or Delivery Receipt; and
10. Any other documents that will support your claim.
11. Copy of Bill of Lading;
12. Copy of Claim notice served on Carrier/Port Authorities along with Postal acknowledgement card; and
13. Position on the damaged Cargo.

Member: Association of Philippine Adjustment Companies (APAC)
Philippines Association of Realty Appraiser (PARA)
Philippine Institute of Loss Adjusters (PILA)

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Evaluation of your claim will immediately undertaken upon receipt of the above-cited documents. Please give this matter of your preferential attention. Should you need our assistance, please let us know.

Again, this communication shall not be construed as an admission of liability of said Insurance nor waiving any of the rights and defenses of your principal, all of which are reserved by them, but merely a request of documents where your claim will be based.

Very truly yours,

SENON INSURANCE ADJUSTERS & APPRAISERS

IC License No. 2013-22-R-FM

JEACKO ALLYN S. SAPORNA

Insurance Claim Investigator

JOSE G. DALANON, JR.

CEO/General Manager

PTR No. 10082611, January 9, 2014, Parañaque City

*cc: Prudential Guarantee and Assurance Inc. - Claims Dept.
Standard Insurance Company – Claims Dept.*

/jss