



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

**NHQ-PCG/CG-4**

25 January 2024

**CIRCULAR  
NUMBER 01-24**

**GUIDELINES AND PROCEDURES FOR NON-LIFE INSURANCE COVERAGE  
FOR ALL PCG INSURABLE ASSETS**

**I. REFERENCES:**

- A. NHQ-PCG/CGLSC/CG-4 Memorandum Circular No. 07-22 dated 30 August 2022
- B. COA Circular No. 2018-002 dated 31 May 2018
- C. Administrative Order No. 4 dated 07 August 2017
- D. Republic Act No. 10607 dated 15 August 2013
- E. Presidential Decree No. 245 dated 13 July 1973
- F. Republic Act No. 656 dated 16 June 1951

**II. PURPOSE:**

The creation of this circular is to establish a framework that ensures the protection and preservation of the Philippine Coast Guard's (PCG) assets through non-life insurance coverage. It provides guidelines and standards that will aid the PCG in identifying, assessing, and mitigating risks associated with its major assets.

By having a comprehensive non-life insurance coverage, the PCG can ensure that its assets, such as to Vessel/watercraft, Aircraft, Land Mobility, Building/Facility and other equipment are protected from loss, damage, or destruction due to unforeseen events such as natural disasters, accidents, and other incidents. It also ensures that the PCG can quickly recover from such events, reduce financial losses, and continue its essential operations.

Overall, the creation of "Policy and Procedures for Non-Life Insurance Coverage of all PCG Assets" can provide a framework that will help the PCG protect its major assets, minimize risks, and ensure continuity of its essential operations.

**III. SCOPE:**

This Circular is applicable to all government properties that falls under the

key assets in all units of the Philippine Coast Guard.

#### IV. DEFINITIONS OF TERMS:

- A. **Appraisal Value** – refers to the current value of the property, which is assessed by the authorized appraiser or in-house appraiser to come up with a property Sum Insured.
- B. **Aviation Insurance** - refers to the insurance policy specially design for the aircraft's protection in times an encounter of damage or loss of the said property.
- C. **End-User** - refers to any PCG office/unit that consumes or makes use of the goods or services being or is procured.
- D. **Contract of Insurance** - refers to an agreement whereby one undertakes for a consideration to indemnify another against loss, damage or liability arising from an unknown or contingent event.
- E. **Fire Insurance** - refers to an insurance against loss by fire, lightning, windstorm, tornado or earthquake and other allied risks, when such risks are covered by extension to fire insurance policies or under separate policies.
- F. **GSIS** - refers to the Government Service Insurance System, an institution that directly governs the Property Insurance of respective government agencies in accordance with the Republic Act No. 656, otherwise known as "Property Insurance Law".
- G. **GSIS Insurance Coverage** - refers to the appropriate insurance policies that will cover the insured major assets or properties such as Marine Hull, Aviation, Land Motor Vehicle and Fire insurances.
- H. **Insurance** - is the protection of a certain property in times of damage or loss occurrence that will prevent from organization's financial losses therein.
- I. **Insurable Assets** - refers to all the Philippine Coast Guard (PCG) major or property assets.
- J. **Insured** - refers to the Philippine Coast Guard covered against insurable risk and holder of the insurance policy issued by the GSIS.
- K. **Marine Hull Insurance** - refers to an insurance by GSIS for everything connected in a vessel or ship primarily its hull and machinery against loss or damaged caused by loss or damage because of heavy weather, fire, lightning, explosion, grounding, standing, collision, machinery damage, ranging, piracy, barratry, sue and labor.
- L. **Land Motor Vehicle Insurance** - refers to the insurance policy specially

design for the land mobility's protection in times an encounter of damage or loss of the said property.

- M. **Non-Life Insurance** - refers to the insurance of tangible high-risk items or major government properties that are deployed and utilized according to their functions or mandates such as Vessel/Watercraft, Aircraft, Land mobility and building/facility.
- N. **PCG Major Assets** – refers to the Philippine Coast Guard (PCG) tangible properties that are considered key properties such as Vessel/Watercraft, Aircraft, Land Mobility and Building/Facility.
- O. **PIF** – is an abbreviation of “*Property Inventory Form*”, which is a list of all the major Properties Plant and Equipment (PPE) for submission to the GSIS and COA Audit Team for purpose of auditing and records.
- P. **Policy Holder** – refers directly to the End-user of the issued assets insured under the GSIS insurance coverage.
- Q. **Property** – refers to vessels/watercraft, land motor vehicle/land mobility, building, aircraft and other valuable assets that can be part of the GSIS non-life insurance.

#### V. **POLICIES:**

A. To ensure the protection of all PCG assets, it is mandatory that each insurable asset is covered under the GSIS non-life insurance policy. This policy must be obtained through the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4, who will oversee the entire insurance process.

B. The administration of the GSIS non-life insurance policy will be handled by the Office of Deputy Chief of Coast Guard Staff for Logistics, CG-4 on behalf of all PCG Units. This will include the payment of insurance premiums and the consolidation of a list of insured and uninsured PCG properties.

C. To comply with the COA Circular Nr. 2018-002, the Office of Deputy Chief of Coast Guard Staff for Logistics, CG-4 will coordinate with the Coast Guard Accounting Service Office (CGASO) and Coast Guard Supply Accountable Office (CGSAO) for the submission of Property Inventory Form (PIF) of the listed PCG insurable assets.

D. Any turn-in items that are due for disposal activity will not be included in the GSIS insurance activity.

E. The Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 will provide PCG Units with a standard form of monitoring scheme to keep track of insured and uninsured major assets deployed in the areas.

F. All PCG Units shall maintain timely coordination with the O/CG-4 for the processing of new/renewal of non-life insurance application of acquired or

issued unit assets in the unit.

G. PCG Units acquiring through donation or Transfer of Property (TOP) either from private or public institution shall, within 10 working days from receipt, make a formal communication to the Commandant, Philippine Coast Guard (Attn: CG-4) for the application of the appropriate GSIS insurance coverage.

H. Each of the PCG Unit shall be required to provide asset's Appraisal Value and other consolidated documentations for the GSIS insurance requirement prior submission to the CG-4 Office, which will serve as supporting documents to be then submitted at the GSIS Main Office and subsequently, a reference to premium payment thereto.

I. Items of supplies in stocks which have no recorded demand for two or more years at any Coast Guard Units shall be declared and reported as excess or obsolete properties.

J. In times of loss or damage of property of any insured asset, the PCG unit concerned shall, within 10 working days from the occurrence of the loss or damage, provide incident report from the time of incident or discovery of accident to the Office of Deputy Chief of Coast Guard Staff for Logistics, CG-4.

K. For the proper authority to process the insurance claims in the GSIS Main Office and other GSIS Branches, the End-user of the asset which incurred damages shall make coordination with the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 through sending a formal communication.

L. It is required that every PCG Unit appoints a Liaison Officer to receive the original copy of their approved GSIS non-life insurance policy from the CG-4 office.

M. The Office of the Deputy Chief of Coast Guard Staff for Comptrollership, CG-6 shall support the budget requirements for the insurance expenses of the Command.

#### **VI. GSIS DOCUMENTARY REQUIREMENTS FOR NEW AND RENEWAL OF NON-LIFE INSURANCE APPLICATION (See ANNEX "A"):**

- A. For Marine Hull Insurance (PCG Vessel/Watercraft)
- B. For Aviation Insurance (Aircraft – Rotary/Fixed Wing)
- C. For Land Motor Vehicle (PCG Land Mobility)
- D. For Fire Insurance (Building/Facility)

#### **VII. GSIS DOCUMENTARY BASIC REQUIREMENTS FOR CLAIMS APPLICATION (See ANNEX "B"):**

- A. For Marine Hull Insurance Claims
- B. For Aviation Insurance Claims:
- C. For Land Motor Vehicle Insurance Claims:
  - 1. *Documentary Requirements (Acts of Nature Claims)*

2. For Third Party Property Damage (TPPD) Claim
  3. For Carnapped Vehicle Claim
  4. For Third Party Bodily Injury (TPBI) /Death Claim
  5. Unnamed Driver and Unnamed Passenger Personal Accident (UPPA) Claim
  6. For Loss or Damage (LD) Claim
- D. For Fire Insurance Claims

**VIII. GENERAL PROCEDURES FOR FILING A NEW OR RENEWAL OF APPLICATION OF GSIS NON-LIFE INSURANCE COVERAGES FOR PCG MAJOR ASSETS:**

A. The Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 shall monitor and spearhead the submission of new and/or renewal insurance applications to GSIS with the consolidated requirements of insured/to be insured PCG Major Assets endorsed by the different PCG Units.

B. All PCG Units must submit a letter to Commandant, Philippine Coast Guard (Attn: CG-4) with the attached standard documentary requirements prescribed by the GSIS for the said filing activity.

C. Upon approval and issuance of the applied insurance policy by the GSIS, the Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 shall disseminate thru Outgoing Dispatch or any form of appropriate communications to the holder of the policy (PCG Units) for the receiving copy of said policy.

D. Conduct of Appraisal of the major or issued assets shall be administered by the Coast Guard Logistics Systems Command (*Building and Land mobility only*) thru Coast Guard Real Estate Management Service (CGREMS) and Coast Guard Motorpool and Coast Guard Fleet, Coast Guard Special Operations Force, and Coast Guard Aviation Force (*Vessel/Watercraft/Aircraft*) and subsequently, to make coordination with the O/CG-4 and O/CG-6 for the budget requirements, if not included in the unit APB.

E. For the renewal application of the expired insurances, the PCG End-users through the Commanding Officer/Unit Commander shall submit a Letter of Insurance Renewal request to the Commandant, Philippine Coast Guard (Attn: CG-4) with necessary requirements as prescribed by the GSIS.

F. Upon receipt of the Donated, Acquired and Transfer of insurable property from the Private or Public Institutions, the recipient of the property shall coordinate the Coast Guard Supply Accountable Office (CGSAO) for purposes of Inventory and subsequently, submit letter to the CPCG (Attn:CG-4) with the required GSIS documents for the inclusion of appropriate GSIS insurance.

G. In case of stoppage or closure of the insured major assets' insurance policy from the GSIS due to the endorsement of disposal, the PCG End-users through the Commanding Officer/Unit Commander shall immediately send letter to CPCG (Attn: CG-4) for appropriate action.

**IX. GENERAL PROCEDURES FOR THE FILING OF INSURANCE CLAIMS IN TIMES OF LOSS OR DAMAGE OF PROPERTY:**

A. All PCG Units shall submit a Notice of Loss or Damage of the Insured Property to GSIS within the **sixty (60)** calendar days' period from the time of accident or discovery of loss and further furnish copy to Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 and Coast Guard Logistics Systems Command (CGLSC).

B. The Claimant or Policy Holder must submit the basic documentary requirements to GSIS within **thirty (30)** calendar days from the date of notification of loss/claim.

C. The Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 shall give the authority to respective Unit PCG Liaison Officers to transact and process the insurance claims in the GSIS Main Office or to the nearest GSIS Branch in the area if applicable thereto.

D. The Policy Holder or PCG End User through the Unit Logistics Officer shall prepare the documentary requirements for claims prior submission to the GSIS and further furnish copy to Office of the Deputy Chief of Coast Guard Staff for Logistics, CG-4 and Coast Guard Logistics Systems Command (CGLSC).

E. The Policy Holder or PCG End User shall be responsible in tracking the status of the filed insurance claims at GSIS and responsible in rendering bi-monthly report to CPCG (Attn: CG-4). The O/CG-4 shall render assistance to any PCG end user concerned to facilitate the immediate approval of insurance claims at GSIS.

F. In case the findings/resolution of insurance have been void or nullified by the GSIS Claims Department, the PCG End-user shall coordinate with the Unit or Command Lawyer for application of Appeal or Motion for Reconsideration (MR) if necessary.

**X. PCG UNITS/OFFICES AUTHORIZED TO UNDERTAKE GSIS INSURANCE:**

- A. National Headquarters Philippine Coast Guard & Operating Unit
1. Deputy Chief of Coast Guard Staff for Logistics, CG-4 (Administering Office)
  2. Coast Guard Logistics Systems Command (CGLSC)
- B. Involved PCG Units with issued Major Assets

All PCG Central Staff/Functional Command/Admin Support Command/Operational/Special Service Command/PCG Districts and other established PCG Major and Sub-units nationwide.

**XI. RESPONSIBILITIES:**

The following are in-charge with the responsibilities of implementing of the

GSIS Non-Life Insurance process for PCG major assets utilized by the different PCG units nationwide:

A. Deputy Chief of Coast Guard Staff for Logistics, CG-4

1. Administer the GSIS Non-life Insurances of the PCG Major Assets preferably Vessel, Aircraft, Building /Facility and Land Mobility;
2. Provide budgetary requirements in coordination with the O/CG-6 for the insurance expenses or premium payments;
3. Establish a GSIS Monitoring Scheme for the Insured and Uninsured Properties in coordination with Supply Accountable Office (SAO);
4. Submit to the GSIS and COA Audit Team the Property Insurance Form (PIF) every month of 30 April of the Fiscal year;
5. Responsible for the consolidation of documentary basic requirements for new/renewal of property insurance submitted by the PCG Units;
6. Coordinate with the GSIS for the status of filed insurance application;
7. Provide the authority to PCG Unit Liaison Officer in the processing and transaction of claims activity at GSIS Main Office or its Branches;
8. Assist the PCG Units when filing an Appeal or Motion for Reconsideration (MR) if findings have been resulted to Void, Nullified and/or denial of claims;
9. Upon receipt of check/payment from GSIS re: release of claims, make coordination with the Coast Guard Finance Service (CGFS) to deposit at Bureau of Treasury (BTr) at the same the request asset's replacement based on the amount of check issued; and
10. Furnish a copy to PCG Units as the Policy holder upon receipts of approved insurance policy from the GSIS.

B. All PCG Unit Commanders

1. Responsible to insure all major assets under its Area of Responsibility (AOR) in coordination with the CG-4 and SAO Offices;
2. Direct all Sub-units to adhere the Non-life insurance for PCG Major assets pertaining to Vessel/watercraft, Aircraft, Land Motor Vehicle and Building if only applicable;
3. Submit to CG-4 all the GSIS basic documentary requirements for respective assets' insurance for new/renewal of insurance application and claims purposes;
4. In case of donation, acquired and transfer of property from the private or public institution, it shall immediately be endorsed to CG-4 to further include in the GSIS Non-life insurance; and
5. Submit monthly insurance status report of the all issued major assets to CPCG (Attn: CG-4) and subsequently, furnish copy to CGLSC; and
6. In times of denial of GSIS claims, coordinate with the PCG Unit

Lawyer for the submission of appeal or Motion for Reconsideration (MR) to GSIS via CG-4.

C. Commander, Coast Guard Logistics Systems Command

1. Direct the CGREMS and CG Motorpool for the appraisal of PCG Building/Facility and Land mobility deployed in the PCG areas;
2. Provide overall supervision in consolidating the status and/or updates of all PCG Major Assets in compliance of COA Circular 2018-002; and
3. Submit to CPCG (Attn: CG-4) the GSIS insurance monitoring scheme re updates of all PCG Major Assets every 1<sup>st</sup> week of the month.

D. Supply Accountable Officer, PCG

1. Require the submission by the concerned offices of the assets to be insured of, and all the necessary documents pertaining thereto, Inventory Report showing the itemized list and complete description of the assets;
2. Be responsible to inform CG-4 Office all the receipt, storage, and safekeeping of all **turned in** excess, obsolete, unserviceable and salvage items covered under GSIS insurance in order to relief or terminate from insurance accountability; and
3. Assist the O/CG-4 for the compliance and submission of Property Inventory Form (PIF) required by the COA Audit Team and GSIS during the month of April of the Fiscal Year.

E. Unit Logistics Officer

1. Assist the Unit Commander for the processing and consolidating of GSIS basic documentary requirements relative to the new/renewal of insurance policy of the PCG Major Assets and subsequently, the filing of claims if loss or damage of property occurred;
2. Provide Unit Liaison Officer as the focal person to coordinate with the O/CG-4 for the insurance concerns and recipient of the approved GSIS insurance policy;
3. Supervise the monitoring of all unit issued major assets the list of insured and uninsured assets in the GSIS with apt coordination with the unit SAO;
4. Assist the Sub-unit Commanders in the processing of insurance activity especially assets that are acquired through donation, procurement, and transfer of property; and
5. Assist the Unit Commander for the monthly submission of Major Assets Status report to CPCG (Attn: CG-4).

F. Coast Guard Finance Service

1. Deposit all collections/proceeds from the filed insurance claims



- and other form of payments from GSIS to the account of Bureau of Treasury available at Authorized Government Servicing Bank (AGSB-LBP) and/or any authorized LBP branches; and
2. Shall deposit all payments/claims and other fees of the insurance that are issued by the GSIS, directly to the BTR new implemented account for all NGA, GOCC, LGU and all other government branches of office; LBP 3402-2844-38, Inter Agency Trust Fund (IATF).

## **XII. APPRAISAL OF THE PCG MAJOR ASSETS:**

The objective in computing the appraised value of the PCG Major asset for insurance is to set an appropriate sum insured of the property for support of the payment of the insurance premiums with adequate policy coverage in terms of claim's sustenance.

A. The appraised value shall be good only for one (1) year since the GSIS insurance is yearly applied therefrom.

B. PCG In-House Appraiser – for purposes of determining the appraised value of the PCG properties for the amount of **Ten Million Pesos (PhP10,000,000.00) and below** per property only, the following offices are designated to perform as PCG in-house appraiser based on their nature of work.

1. Coast Guard Fleet – designated as In-house appraiser for the PCG Vessels;
2. Coast Guard Aviation Force - designated as In-house appraiser for the PCG Aircraft;
3. Coast Guard Special Operations Force - designated as In-house appraiser for the PCG Small Boats;
4. Coast Guard Motorpool – designated as In-house appraiser for the PCG Land Motor Vehicles; and
5. Coast Guard Real Estate Management Service - designated as In-house appraiser for the Land property, PCG Buildings, Light Houses, Radar Stations and other PCG Facilities.

C. For overall insurable assets, properties and interest of PCG valued above **Ten Million Pesos (PhP10,000,000.00) the hiring of an independent appraiser shall be necessary.**

## **XIII. DETERMINATION OF INSURABLE PCG MAJOR PROPERTIES:**

Any or all the following shall constitute insurable property:

- A. PCG Vessels/ watercraft as listed below:
1. Multi Role Response Vessel (MRRV);
  2. Offshore Patrol Vessel (OPV);
  3. Fast Patrol Boat (FPB);
  4. Search and Rescue Vessel (SARV);

5. Buoy Tender;
6. Tug boat;
7. Fast Craft (Coast Guard Cutter/Diesel Fast);
8. Rigid Hull Inflatable Boat (RHIB);
9. Rubber Boat (RB);
10. Aluminum Boat (AB);
11. Speed Boat equivalent;
12. Jet Ski; and
13. Other deployable watercraft.

B. PCG Aircraft as listed below:

1. All Class of Fixed Wing Aircraft;
2. All Class of Rotorcraft;
3. Unmanned Aircraft; and
4. Other equivalent Sea or Airplanes.

C. PCG Land Motor Vehicle as listed below:

1. Sedan;
2. Pickup;
3. Boom Truck;
4. M-35 Truck;
5. Fire Truck;
6. Bus;
7. Light Cargo Vehicle;
8. Coaster;
9. SUV;
10. Towing truck or Cart;
11. Motorcycle; and
12. Other Land Motor vehicle for government use.

D. PCG Building/Facility as listed below:

1. Flag Office Building;
2. Staff Building;
3. Barracks;
4. SAR Base Facility;
5. Warehouse;
6. Lighthouse;
7. Multipurpose Hall;
8. Port/Pier;
9. Training Camp or Center;
10. Firing Range;
11. Kennel Facility;
12. Gym;
13. Admin Building;
14. Mess hall; and
15. Other declared facilities/buildings.

**XIV. UTILIZATION OF PROCEEDS FROM INSURANCE CLAIMS:**

A. All cash or check proceeds issued by the GSIS shall be directly remitted to the Bureau of Treasury (BTr) by the authorized PCG recipient through Coast Guard Finance Service (CGFS).

B. Accumulated successful insurance claims of damaged or lost property shall be requested at the Bureau of Treasury (BTr) to acquire new asset in order to replace the total loss of major asset.

**XV. LIABILITY CLAUSE:**

Failure to comply with this Circular, upon due notice and hearing, warrants the imposition of administrative penalties or sanctions, as may be allowed by PCG Code of Conduct or existing laws, rules and regulations. Provided however that the imposition of administrative penalties or sanctions is without prejudice to possible prosecution under applicable civil and criminal laws.

**XVI. REPEALING CLAUSE:**

Provisions of existing PCG issuances which are inconsistent with this Circular, in whole or in part, are deemed repealed, set aside, amended or modified accordingly.

**XVII. EFFECTIVITY:**

This Circular shall take effect fifteen (15) days after publication of the Coast Guard Adjutant.

**BY COMMAND OF COAST GUARD ADMIRAL GAVAN:**

**OFFICIAL:**

**HOSTILLO ARTURO E CORNELIO**  
**CG RADM**  
Chief of Coast Guard Staff

  
**CHARITY G COPIACO**  
**CG CDR**

Coast Guard Adjutant

*ANNEX A - GSIS Documentary Requirements for New and Renewal of Non-Life Insurance Application*  
*ANNEX B - GSIS Documentary Basic Requirements for Claims Application*  
*ANNEX C - Property Inventory Form (PIF) Sample*  
*ANNEX D - Marine Hull (MH) Insurance Application Form*  
*ANNEX E - Property Application Form*  
*ANNEX F - Land Motor Vehicle Insurance Application Form (New)*  
*ANNEX G - Land Motor Vehicle Insurance Application Form (Renewal)*  
*ANNEX H - Aircraft Insurance Application*

**ANNEX "A"**

**GSIS DOCUMENTARY REQUIREMENTS FOR NEW AND RENEWAL OF NON-LIFE INSURANCE APPLICATION**

▪ **For Marine Hull Insurance (PCG Vessel/Watercraft)**

<b>New</b>	<b>Renewal</b>
1. <i>Duly filled-out (Marine Hull) MH Application Form (End-user);</i>	1. <i>Written request for renewal from the PCG End-user;</i>
2. <i>Certificate of Sea Worthiness issued by duly- authorized PCG Unit/Office or Government Agency; and</i>	2. <i>Certificate of Sea Worthiness issued by duly-authorized PCG Unit/Office or Government Agency; and</i>
3. <i>Issuance of CG-6/CG-4 Certificate of Availability of Funds; and</i>	3. <i>Issuance of CG-6/CG-4 Certificate of Availability of Funds; and</i>
4. <i>CG-4 will submit letter to GSIS upon completion of aforesaid documents.</i>	4. <i>CG-4 will submit letter to GSIS upon completion of aforesaid documents.</i>

▪ **For Aviation Insurance (Aircraft – Rotary/Fixed Wing)**

<b>New</b>	<b>Renewal</b>
1. <i>Duly filled-out Aircraft Insurance Application Form (End-user);</i>	1. <i>Written request for renewal from the PCG End-user;</i>
2. <i>Certificate of Airworthiness issued by duly-authorized PCG Unit/Office or Government Agency;</i>	2. <i>Certificate of Airworthiness issued by duly-authorized PCG Unit/Office or Government Agency;</i>
3. <i>Issuance of CG-6/CG-4 Certificate of Availability of Funds; and</i>	3. <i>Issuance of CG-6/CG-4 Certificate of Availability of Funds; and</i>
4. <i>CG-4 will submit letter to GSIS upon completion of aforesaid documents.</i>	4. <i>CG-4 will submit letter to GSIS upon completion of aforesaid documents.</i>

▪ **For Land Motor Vehicle (PCG Land Mobility)**

<b>New</b>	<b>Renewal</b>
<p><b>FOR BRAND NEW:</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out Motor Vehicle Insurance Application Form (End-user) with the list of land motor vehicles following information:               <ol style="list-style-type: none"> <li>a. Amount of Insurance;</li> <li>b. Technical Description of the vehicle;                   <ol style="list-style-type: none"> <li>b.1 Make &amp;Type;</li> <li>b.2 Year Manufacture/Model;</li> <li>b.3 Color of the Vehicle;</li> <li>b.4 Engine Number; and</li> <li>b.5 Chassis Number.</li> </ol> </li> </ol> </li> <li>2. Photocopy of Sales Invoice/PO with signature and/or Delivery Receipt (in the absence of the sales invoice) for purposes of determining the value of the land motor vehicle;</li> </ol> <ol style="list-style-type: none"> <li>1. Certificate of Stock Reported; and</li> <li>2. CG-4 will submit letter to GSIS upon completion of aforesaid documents.</li> </ol> <p><b>FOR NEW APPLICATIONS OTHER THAN BRAND NEW:</b></p> <ol style="list-style-type: none"> <li>1. Duly filled-out Motor Vehicle Insurance Application Form (End-user) with the list of land motor vehicles following information:               <ol style="list-style-type: none"> <li>a. Amount of Insurance;</li> <li>b. Technical Description of the vehicle;                   <ol style="list-style-type: none"> <li>b.1 Make &amp;Type;</li> <li>b.2 Year Manufacture/Model;</li> <li>b.3 Color of the Vehicle;</li> <li>b.4 Engine Number; and</li> <li>b.5 Chassis Number.</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Written request for renewal from the PCG End-user;</li> <li>2. Photocopy of latest LTO-issued Official Receipt (OR)</li> <li>3. In case of expired policy:               <ol style="list-style-type: none"> <li>a. Colored picture of the front, back and two sides of the vehicle.</li> </ol> </li> <li>4. In case of change in engine, in color, or has newly-issued plate number:               <ol style="list-style-type: none"> <li>a. Photocopy of LTO Certificate of Registration (CR) or Certificate of Stock Reported (CSR);</li> </ol> </li> <li>5. In case the OR/CR is still in the name of previous owner/company:               <ol style="list-style-type: none"> <li>a. Photocopy of Deed of Sale/Deed of Donation/Deed of Assignment</li> </ol> </li> <li>6. CG-4 will submit letter to GSIS upon completion of aforesaid documents.</li> </ol>

<ol style="list-style-type: none"> <li>2. Photocopy of Sales Invoice/PO with signature and/or Delivery Receipt (in the absence of the sales invoice) for purposes of determining the value of the land motor vehicle;</li> <li>3. Photocopy of LTO Certificate of Registration (CR) and latest Official Receipt (OR);</li> <li>4. Photocopy of Deed of Sale/ Deed of Donation/Deed of Assignment (if applicable);</li> <li>5. Colored picture of the front, back and two sides of the vehicle; and</li> <li>6. CG-4 will submit letter to GSIS upon completion of aforesaid documents.</li> </ol>	
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**a. For Fire Insurance (Building/Facility)**

<b>New</b>	<b>Renewal</b>
<ol style="list-style-type: none"> <li>1. Duly filled-out Fire Insurance Application Form (End-user);</li> <li>2. Building Inventory (Contents)/Deed of Donations (DOD) and other forms of Government of Ownership;</li> <li>3. CG-4 will submit letter to GSIS upon completion of aforesaid documents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Written request for renewal from the PCG End-user;</li> <li>2. Property Inventory Form (PIF) of Report of on Physical Count of Property, Plant, and Equipment (RCPPE) (in PDF or Excel Files)</li> <li>3. CG-4 will submit letter to GSIS upon completion of aforesaid documents.</li> </ol>

## ANNEX "B"

### GSIS DOCUMENTARY BASIC REQUIREMENTS FOR CLAIMS APPLICATION

#### a) For Marine Hull Insurance Claims

The following documentary basic requirements for the claims application in case of loss or damage incurred by the PCG Vessels/watercraft that is insured under the Marine Hull insurance coverage as listed below:

- a.1. Claimant Notice of Loss or Damage of Assets (*Submission within 60 days period from the actual Incident*);
- a.2. Copy of Marine Hull Insurance Policy of the Vessel/watercraft;
- a.3. Other documents will be then required by the authorized Claim Adjuster.

**Note: The Insurer (GSIS) and Insured (PCG) shall agree to accredit and appoint adjuster who shall control the investigation, evaluation, negotiation and reporting of any claim.**

#### b) For Aviation Insurance Claims:

The following documentary basic requirements for the claims application in case of loss or damage incurred by the Aircraft (Rotary/Fixed Wing) that is insured under the Aviation insurance coverage as listed below:

- b.1. *Claimant Notice of Loss or Damage of Assets (Submission within 60 days period from the actual Incident)*;
- b.2. *Copy of Aviation Insurance Policy of the Aircraft*;
- b.3. *Other documents will be then required by the authorized Claim Adjuster.*

*Note: The Insurer (GSIS) and Insured (PCG) shall agree to accredit and appoint adjuster who shall control the investigation, evaluation, negotiation and reporting of any claim.*

#### c) For Land Motor Vehicle Insurance Claims:

*c.1 Notification Loss - Claimant must notify or report to GSIS via CG-4 within sixty (60) calendar days from the date of loss or discovery. Notification may be made initially via any acceptable means of communication provided that a formal notification must be submitted thereafter.*

*c.2 Submission of Documentary Requirements - Claimant must submit the complete documentary requirements within forty-five (45) calendar days from the date of notification.*

**Note: Submission of the documents beyond the prescribe period will result in the denied of the claim.**

### ***c.2.1 Documentary Requirements (Acts of Nature Claims)***

1. Photocopy of Certificate of Registration and Official Receipt (OR) of Car Registration at the time of accident or loss or damage
2. Photocopy of valid Driver's License and Official Receipt
3. Original or Certified True Copy of Police Report or Original Copy of the Duly notarized Owner's or Driver's Affidavit of Accident or duly accomplished claim form assigned by parties involved and traffic authorities or incident report duly signed by person/s involved
4. Repair estimates:
  - a. *One (1)* estimate is from dealer/casa; or
  - b. At least *two (2)* estimates from motor shops
5. Memorandum of Receipt or Acknowledgment Receipt or Trip Ticket issued by the concerned agency, whenever applicable; and
6. Colored pictures of the Vehicle involved showing the damaged portion with the plate number of the vehicle (*4 sides*):
  - c. Taken at the time of the accident; or
  - d. If (a) is not possible, immediately after the accident.
7. Other documents that may be needed in the adjustment of claim.

*For additional requirements:*

### ***c.2.2 For Third Party Property Damage (TPPD) Claim***

1. Certificate of No Claim from Insurer of Third Party, if applicable;
2. For reimbursement, Original OR issued by the shop as proof of payment for the repair;
3. For properties other than land motor vehicle:
  - a. Proof of ownership of the damaged property;
  - b. Estimate repair of the damaged property; and
  - c. Photographs of the damaged property.

### ***c.2.3 For Carnapped Vehicle Claim***

1. Complaint Sheet (original or certified true copy);
2. Alarm Sheet (original or certified true copy);
3. Original Certificate of Non-Recovery issued by the Philippine National Police – Traffic Management Command;
4. Outstanding balance or waiver from the mortgages, if mortgaged (to be required upon receipt of acceptance of offer from the insured).

### ***c.2.4 For Third Party Bodily Injury (TPBI) /Death Claim***

1. Original Medical Certificate issued by the attending physician or certified true copy of the Medical Abstract for BI Claim;
2. Certified true copy of the hospital billings or statement of account;
3. Original ORs or Invoices as proof of payment of the hospital billings and medicines;
4. Original ORs or Invoices of funeral and burial expenses;
5. Original copy of the Death Certificate of the victim/s issued by the Philippine Statistics Authority (PSA);



6. For minor or single victims;
  - a. PSA Birth Certificate for minor and single victims;
  - b. PSA Marriage Certificate of parents for minor or single victims; or
  - c. Certification from a person of authority of minor's guardian in the absence of the parents.
7. In case of death of married victim, PSA Marriage Certificate.

***c.2.5 Unnamed Driver and Unnamed Passenger Personal Accident (UPPA) Claim***

1. Original Medical Certificate issued by the attending physician or certified true copy of the Medical Abstract for BI Claim;
2. Certified true copy of the hospital billings or statement of account;
3. Original ORs or Invoices as proof of payment of the hospital billings and medicines;
4. Original ORs or Invoices of funeral and burial expenses;
5. Original copy of the Death Certificate of the victim/s issued by the Philippine Statistics Authority (PSA);
6. For minor or single victims;
  - a. PSA Birth Certificate for minor and single victims;
  - b. PSA Marriage Certificate of parents for minor or single victims; or
  - c. Certification from a person of authority of minor's guardian in the absence of the parents.
7. In case of death of married victim, PSA Marriage Certificate.

***c.2.6 For Loss or Damage (LD) Claim***

1. Copy of the Vehicle Sales Invoice for new vehicles if CR and OR is not yet available;
2. Copy of Deed of Sale/Deed of Donation (in the event that the Insured and the Claimant are not one and the same);
3. Memorandum of Receipt (MR) or Property Acknowledgement Receipt (PAR) issued by the Agency, if the Insured unit is assigned as service vehicle to a particular employee of the agency or Acknowledgment Receipt of the Equipment, if the Insured unit is transferred from one agency to another;
4. Original OR issued by the shop as proof of payment of the repair cost for claims subject to reimbursement; and
5. Statement of Account or waiver issued by the Mortgages if insured vehicle is mortgaged and the policy contain a Mortgage Clause.

**d) For Fire Insurance Claims**

*d.1 Notification Loss* - Claimant must notify or report to GSIS within sixty (60) calendar days from the date of loss or discovery. Notification maybe be made initially via any acceptable means of communication provided that a formal notification must be submitted thereafter indicating the following details:

- Policy Number
- Date of Loss
- Nature of Loss

- Assured's Contact details

*d.2 Submission of Documentary Requirements-* Claimant must submit the complete documentary requirements within thirty (30) calendar days from the date of notification. Submission of the documents beyond the prescribe period will result in the denial of the claim.

*d.3 Documentary Requirements:*

*For Building*

- Repair Estimate
- Photographs of the damaged property
- Building plan/Sketch with dimension

*For Contents (List of Property included in the damage)*

- Same as above
- Inventory of damaged and undamaged contents with date and cost of acquisition
- List of damaged contents with repair/restoration cost
- Photographs of damaged contents

*Note: The GSIS Claims Department, Insurance Group, may require submission of additional documents, as may be warranted, depending on the circumstances of the loss.*

**ANNEX "C"**

**PROPERTY INVENTORY FORM**

**NAME OF AGENCY**  
Address of Agency  
**PROPERTY INVENTORY FORM**  
As of \_\_\_\_\_

Name of Office \_\_\_\_\_  
Address \_\_\_\_\_  
Region \_\_\_\_\_

Classification/Type (1)	Item Description (2)	Nature of Occupancy (schools, offices, hospital, etc.) <sup>1</sup> (3)	Location (4)	Date Constructed/ Acquired/ Manufactured (5)	Property No./ Other Reference <sup>2</sup> (6)	Valuation		Date of Appraisal (9)	Remarks (10)
						Acquisition Cost/ Insurable Interest <sup>2</sup> (7)	Market/ Appraisal/ Insurable Interest <sup>2</sup> (8)		
<b>PART I – PROPERTY, PLANT AND EQUIPMENT, AND INVENTORIES</b>									
<i>(Please enumerate with appropriate account classification)</i>									
<b>PART II – OTHER INSURABLE INTERESTS</b>									
<b>(a) Rights of Action</b>									
<b>(b) Other Insurable Interests</b>									
<b>PREPARED and CERTIFIED CORRECT:</b>					<b>APPROVED:</b>				
_____					_____				
Head, Inventory Committee					Head of Agency				
_____					_____				
Date					Date				

<sup>1</sup> For buildings and other structures, please indicate the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.

<sup>2</sup> For insurable interests other than Property.

## Instructions for filling up the PIF

Column	Description
1	<p><b>Classification</b></p> <p>This column shall contain the general/major classification of the property as it is classified in the financial statements. Example: Buildings, Machinery and Equipment; Motor Vehicle, etc.</p> <p>Please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p> <p><b>Type</b></p> <p>This column shall also contain the specific description of the property, i.e. Machinery, Office Equipment, Information and Communications Technology Equipment.</p> <p>For both classification and type and its description, please refer to the Government Accounting Manual and the Chart of Accounts for the general/major classification of property.</p>
2	<p><b>Item Description</b></p> <p>This column shall indicate a more specific and detailed information of the property, i.e. the brand or make, size/dimension of the property, capacity, etc. of the property.</p>
3	<p><b>Nature of Occupancy</b></p> <p>This column is for buildings and other structures, which indicates the nature or type of occupancy of the Government property whether: schools, offices, clinics, hospitals, laboratories, public markets, car parks, terminals, residential, and other information which are important basis for the pricing of the property and in determining the amount of the premium to be paid to the GSIS.</p>
4	<p><b>Location</b></p> <p>This column shall indicate where the property is located, installed or constructed. It shall indicate the whether it is in the Central/Head or Regional Offices, Branches and Operating units and their addresses.</p>
5	<p><b>Date Constructed/ Acquired/Manufactured</b></p> <p>Indicate in this column the date of construction/acquisition and manufacture of the property which is important for the determination of the depreciation, depreciated cost, and the insurable amount.</p>
6	<p><b>Property No./Other Reference</b></p> <p><b>Property Number</b> indicated in this column pertains to the identifying number assigned by the Supply and/or Property Division/Unit corresponding to the RPCPPE, Acknowledgement Receipt of Equipment, Inventory Custodian Slip, Property Stickers, and other reference.</p>

**Column**

**Description**

**Other Reference** shall be indicated in this column for insurable interests other than Property. It may refer to Contract Reference Number, Purchase Order Number and the like.

7 **Acquisition Cost/Insurable Interest**

**Acquisition Cost/ Insurable Interest** pertains to the cost/value as defined in Paragraph 4 hereof.

8 **Market/Appraisal/ Insurable Interest** pertains to the cost/value as defined in Paragraph 4 hereof

9 **Date of Appraisal**

The date of the appraisal to be indicated in this column pertains to the date the appraisal was conducted by the in-house or independent appraiser pursuant to Paragraphs 1 and 5.1.b hereof.

10 **Remarks**

Indicate other information which are important for and will facilitate the determination of the depreciation, depreciated cost, and the insurable amount of the property and the amount of premium to be paid to the GSIS.

## ANNEX "D"

### MARINE HULL INSURANCE APPLICATION FORM



**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

#### HULL INSURANCE APPLICATION FORM

Applicant		Tel. No.	
Address			
Name Of Vessel	Former Name of Vessel (if any)	Registered Owner of Vessel	
<b>Hull &amp; Machinery Insurance Questionnaire</b>			
1. Brief Company Profile			
2. Shipping experience of management and employees.			
3. Number of vessels owners operate and how these are utilized			
4. Principal and secondary business of the owner			
5. Please provide copy of vessel's latest Conditions/Valuation Survey Report			
<b>Particulars of the Vessel</b>			
<input type="checkbox"/> Self – propelled <input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Tugboat <input type="checkbox"/> Yacht <input type="checkbox"/> Fishing Boat <input type="checkbox"/> Barge <input type="checkbox"/> Non-propelled			
<b>Type of Vessel</b>			
<input type="checkbox"/> Self – propelled <input type="checkbox"/> Passenger <input type="checkbox"/> Cargo <input type="checkbox"/> Tugboat <input type="checkbox"/> Yacht <input type="checkbox"/> Fishing Boat <input type="checkbox"/> Barge <input type="checkbox"/> Non-propelled			
Year Built	Place Built	Type of Hull	
		<input type="checkbox"/> Wood <input type="checkbox"/> Fiber Glass <input type="checkbox"/> Steel <input type="checkbox"/> Ferro Cement	
<b>Place Vessel is Registered</b>		<b>Registered Tonnage</b>	
		Gross	Net
		Deadweight	
<b>Place Vessel is Dry-docked</b>		<b>Frequency</b>	<b>Last Dry-docked</b>
<b>Nationality of Crew</b>		<b>Number of Crew</b>	

(use extra papers to provide full description)

# PROPERTY INSURANCE APPLICATION FORM



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
GOVERNMENT SERVICE INSURANCE SYSTEM)**  
Financial Center, Pasay City, Metro Manila

## PROPERTY APPLICATION FORM

Name of Assured : \_\_\_\_\_ Date: \_\_\_\_\_

Address : \_\_\_\_\_

GOVERNMENT SERVICE INSURANCE SYSTEM  
Financial Center, Roxas Blvd., Pasay City

Attention: The Manager  
Marketing Department  
Insurance Group

Sir:

In accordance with Section 5 of Republic Act No. 656, I have the honor to apply for insurance for the following property:

1. Property:

**a. Building**

	Value
No. of Storeys	
Construction Type	

**b. Contents**

(Furniture / fixtures / equipment)

2. Location:

No. \_\_\_\_\_ Street \_\_\_\_\_ Town/City \_\_\_\_\_

Province \_\_\_\_\_ Block No. \_\_\_\_\_ District No. \_\_\_\_\_

3. A sketch of the building to be insured and its premises to be drawn at the back hereof.

4. Insurance will be against (please check)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Fire/Lightning | <input type="checkbox"/> Earthquake/Fire      | <input type="checkbox"/> Others (specify) _____ |
| <input type="checkbox"/> Typhoon        | <input type="checkbox"/> Earthquake/Shock     | _____   |
| <input type="checkbox"/> Flood          | <input type="checkbox"/> Robbery and Burglary | _____   |

It is further certified that we shall effect payment of the above-mentioned insurance policies/bills within the prescribed sixty (60) days from inception or from the date of receipt of the bill, whichever is later. As embodied under Section 77, of the Insurance Code, "no policy or contract of insurance issued by an insurance company is valid and binding unless and until the premium thereof has been paid". Therefore, non-payment of the premium within the prescribed period will cause the GSIS to cancel policy without prior notice.

I hereby declare that the above particulars are complete and true to the best of my knowledge and belief, and I agree that this Property Insurance Application and Certification of Availability of Funds shall be the basis of a contract between me and the Government Service Insurance System, Insurance Group.

Done this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in the City of Pasay.

\_\_\_\_\_  
**Authorized Signatory**  
(Signature over printed name)

Office and Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Valuation		
A. Hull		
B. Machinery ( Includes propelling machinery, electric motors, auxiliary, such as pumps, deck machinery, such as steering gear, winches and windlass, and other necessary machinery of similar kind installed on board)		
C. Present Market Value		
Value to be Insured	Mortgagee	Term of Insurance

Required Conditions of Insurance	
<ul style="list-style-type: none"> <li>◦ Institute Time Clauses – Hulls 1.10.83 (Clause 280)</li> <li>◦ Institute Time Clauses – Hull Total Loss, General Average and 3/4ths Collision Liability 1.10.83 (Cl. 284)</li> <li>◦ Institute Time Clauses – Hulls Total Loss Only 1.10.83 (Clause 289)</li> <li>◦ Institute Time Clauses – Port Risks 20.7.87 (Clause 311)</li> <li>◦ Institute Time Clauses – Hulls Port Risks including Limited Navigation 20.7.87 (Clause 312)</li> <li>◦ Institute Voyage Clause – 1.10.83 (Clause 285)</li> <li>◦ Institute Fishing Vessel Clauses 20.7.87 (Clause 346)</li> <li>◦ Institute Speedboat Clauses 1.11.85 (Clause 333)</li> <li>◦ Institute Protection and Indemnity Clauses Hulls – Time 20.7.87 (Clause 344)</li> <li>◦ Institute Clauses for Builders' Risks 1.6.88 (Clause 351)</li> </ul>	
<b>Trade Vessel is Engaged</b>	<b>Area/s Vessel will Trade</b>
<b>Name/s of Vessel under the same Ownership</b>	
<b>Previous Insurers (for the last 3 years)</b>	<b>Loss Experience (for the last 3 years)</b>
Submitted & Certified by:	Official Designation:
_____	
Signature over printed name	
Contact No.	Date:

(use extra papers to provide full description)

**ANNEX "E"**



# PROPERTY INSURANCE APPLICATION FORM



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAN  
GOVERNMENT SERVICE INSURANCE SYSTEM)**  
Financial Center, Pasay City, Metro Manila

## PROPERTY APPLICATION FORM

Name of Assured : \_\_\_\_\_ Date: \_\_\_\_\_

Address : \_\_\_\_\_

GOVERNMENT SERVICE INSURANCE SYSTEM  
Financial Center, Roxas Blvd., Pasay City

Attention: The Manager  
Marketing Department  
Insurance Group

Sir:

In accordance with Section 5 of Republic Act No. 656, I have the honor to apply for insurance for the following property:

1. Property:

**a. Building**

Value	_____
No. of Storeys	_____
Construction Type	_____

**b. Contents**

(Furniture / fixtures / equipment)

2. Location:

No. \_\_\_\_\_ Street \_\_\_\_\_ Town/City \_\_\_\_\_

Province \_\_\_\_\_ Block No. \_\_\_\_\_ District No. \_\_\_\_\_

3. A sketch of the building to be insured and its premises to be drawn at the back hereof.

4. Insurance will be against (please check)

- Fire/Lightning       Earthquake/Fire       Others (specify) \_\_\_\_\_  
 Typhoon             Earthquake/Shock      \_\_\_\_\_  
 Flood                  Robbery and Burglary      \_\_\_\_\_

It is further certified that we shall effect payment of the above-mentioned insurance policies/bills within the prescribed sixty (60) days from inception or from the date of receipt of the bill, whichever is later. As embodied under Section 77, of the Insurance Code, "no policy or contract of insurance issued by an insurance company is valid and binding unless and until the premium thereof has been paid". Therefore, non-payment of the premium within the prescribed period will cause the GSIS to cancel policy without prior notice.

I hereby declare that the above particulars are complete and true to the best of my knowledge and belief, and I agree that this Property Insurance Application and Certification of Availability of Funds shall be the basis of a contract between me and the Government Service Insurance System, Insurance Group.

Done this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the City of Pasay.

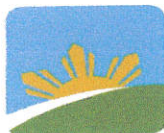
\_\_\_\_\_  
**Authorized Signatory**  
(Signature over printed name)

Office and Designation : \_\_\_\_\_

Contact No. : \_\_\_\_\_

## ANNEX "F"

### MOTOR VEHICLE INSURANCE APPLICATION FORM (NEW)



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

INSURANCE GROUP  
UNDERWRITING DEPARTMENT  
**MOTOR VEHICLE INSURANCE APPLICATION FORM (NEW)**

1. Name of Office: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Description of Vehicle to be Insured:

<b>Make &amp; Type of Body:</b>		<b>Model:</b>	<b>Color:</b>
		<b>Unladen Weight</b>	<b>No. of Passengers</b>
<b>Plate No.:</b>	<b>Engine/Motor No.:</b>	<b>Engine Type</b> ___ Gasoline ___ Diesel	<b>Transmission Type</b> ___ Manual ___ Automatic
<b>LTO MV File No.:</b>	<b>Chassis/Serial No.:</b>		
<b>4. Accessories:</b>		<input type="checkbox"/> TPL Only <input type="checkbox"/> Comprehensive Only	
<b>5. Particulars of Purchase by Applicant:</b>		<input type="checkbox"/> Both TPL & Comprehensive	
<b>Year</b>	<b>Month</b>	<b>New or Second Hand</b>	<b>Cost Including Equipment, etc.</b>
<b>6. Usage of Vehicle: (Please check)</b>			
___ a. Ambulance/Fire Trucks/Emergency Vehicles/Police Cars ___ b. Heavy Trucks/Cargo Trucks/ Tankers and Lorries/Dump Trucks ___ c. Armoured Cars and their back-up vehicles ___ d. Jeepneys/Open-type vehicles ___ e. Stainless/Semi-stainless steel vehicles ___ f. Tricycles or motorcycles with sidecars ___ g. Trucks and tractors used for logging ___ h. Vehicles used for racing or pacemaking ___ i. Tankers and trucks or vehicles carrying highly flammable/explosive and or biologically dangerous materials ___ j. Heavy Equipment and cranes operating in logging and mining concessions ___ k. None of the Above			
<b>7. Amount of Insurance Coverage against Loss or Damage:</b>		<b>8. Amount of Insurance Coverage against Third Party Liability (TPL):</b>	
<b>9. Cover for one year commencing on</b>			

I hereby declare that the Motor Car described herein is kept in good running and physical condition, and that the answers given above are true and correct in every respect and it is hereby agreed that this declaration shall be the basis of the contract of insurance between this Office and GSIS. It is also hereby agreed to accept a policy of insurance according to the above proposal subject to terms, conditions, and exceptions expressed in and on the policy. Further, I hereby certify that there is an allocated and available funds for payment of the corresponding insurance premium.

**Date Accomplished:** \_\_\_\_\_

**Submitted & Certified by:**

\_\_\_\_\_  
**Signature over printed name**

\_\_\_\_\_  
**Official Designation/Contact No.**

**Attachments:**

1. Photocopy of Sales invoice (for Brand New)
2. Photocopy of Deed of Sale or Deed of Donation (for Second Hand)
3. Photocopy of Latest LTO OR/CR



**ANNEX "G"**

**MOTOR VEHICLE INSURANCE APPLICATION FORM (RENEWAL)**



**GSIS** Government Service Insurance System  
Financial Center, Pasay City, Metro Manila 1308

**MOTOR VEHICLE RENEWAL APPLICATION FORM**

<b>POLICY ID:</b>	<b>GSIS O.R. NUMBER:</b>	<b>DATE PAID:</b>
<b>NAME OF ASSURED:</b>	<b>Required Coverage:</b> <input type="checkbox"/> TPL only <input type="checkbox"/> Comprehensive Only <input type="checkbox"/> Both TPL & COMPREHENSIVE	
<b>ADDRESS:</b>		

Description Of Insured Vehicle

<b>MAKE &amp; TYPE OF BODY:</b>	<b>LTO MV FILE NO.:</b>	<b>MOTOR/ENGINE NO.:</b>
<b>PLATE NUMBER:</b>	<b>COLOR:</b>	<b>CHASSIS/SERIAL NO.:</b>

**USAGE OF VEHICLE (PLEASE CHECK)**

- a. Ambulance/Fire Trucks/Emergency Vehicles/Police Cars
- b. Heavy Trucks/Cargo Trucks/ Tankers and Lorries/Dump Trucks
- c. Armoured Cars and their back-up vehicles
- d. Jeeps/Open-type vehicles
- e. Stainless/Semi-stainless steel vehicles
- f. Tricycles or motorcycles with sidecars
- g. Trucks and tractors used for logging
- h. Vehicles used for racing or pacemaking
- i. Tankers and trucks or vehicles carrying highly flammable/explosive and or biologically dangerous materials
- j. Heavy Equipment and cranes operating in logging and mining concessions
- k. None of the Above

<b>Date Received:</b> _____	<b>Date Due:</b> _____	<b>Date Accomplished:</b> _____
<b>Remarks:</b> _____		

**Requested by:** \_\_\_\_\_ (Signature over printed name) / \_\_\_\_\_ Date  
**Designation:** \_\_\_\_\_  
**Contact No/s.:** \_\_\_\_\_

- Attachments:**
1. Photocopy of latest LTO OR/CR
  2. Photocopy of GSIS OR (for the expiring policy)
  3. Photocopy of GSIS expiring policy



**PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
(GOVERNMENT SERVICE INSURANCE SYSTEM)**  
Financial Center, Pasay City, Metro Manila 1308

**INSURANCE GROUP  
UNDERWRITING DEPARTMENT  
MOTOR VEHICLE RENEWAL APPLICATION FORM**

<b>Assured's Name:</b>	<b>Booth Officer</b>
<b>Address:</b>	<b>Date of Transaction:</b>
	<b>Due Date of Release:</b>

Policy ID	Insured Vehicle Plate Number	LTO MV File No.:	Motor/Engine No.		Color	Usage of Vehicle	Type
			Chassis/Serial No.				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Date Accomplished: \_\_\_\_\_ Requested by: \_\_\_\_\_ Signature over printed name \_\_\_\_\_ Contact No.: \_\_\_\_\_

**Attachments:**

1. Photocopy of latest LTO OR/CR
2. Photocopy of GSIS OR for the expiring policy

\_\_\_\_\_ Official Designation

**ANNEX "H"**

**AIRCRAFT INSURANCE APPLICATION**

Republic of the Philippines  
GOVERNMENT SERVICE INSURANCE SYSTEM  
GENERAL INSURANCE GROUP  
Roxas Blvd., Pasay City  
Tel. No. 891-6161 local 4283 or 4471: Telefax No. 551-1278

**AIRCRAFT INSURANCE APPLICATION**

NAME OF APPLICANT \_\_\_\_\_ : ADDRESS OF APPLICANT \_\_\_\_\_

MAKE/TYPE OF AIRCRAFT \_\_\_\_\_ : YEAR OF MANUFACTURE \_\_\_\_\_ : REGISTRATION NO. \_\_\_\_\_

**PERIOD OF COVER:**

From : 0001 hr \_\_\_\_\_ To : 2400 hrs \_\_\_\_\_

NO. OF SEATS \_\_\_\_\_  
(Licensed Passenger, Seating Capacity  
Excluding pilots, co-pilots, flight mechanics)

NO. OF CREW \_\_\_\_\_  
(Seating Capacity for pilot, co-  
pilots, flight mechanics)

**TERM OF INSURANCE:**

**VALUATION:**

a) HULL \_\_\_\_\_ P \_\_\_\_\_  
b) LIABILITIES \_\_\_\_\_

- Third Party Liability Bodily Injury  
(other then Passenger ..... P \_\_\_\_\_ any one person  
P \_\_\_\_\_ any one accident
- Property Damages ..... P \_\_\_\_\_ any one occurrence
- Legal Liability to Passenger ..... P \_\_\_\_\_ any one passenger  
P \_\_\_\_\_ any one occurrence
- Passenger Admittedly Liability P \_\_\_\_\_ any one passenger  
any one occurrence
- Personal Accident  
Pilot P \_\_\_\_\_  
Co-Pilot P \_\_\_\_\_  
Crew member P \_\_\_\_\_

PILOT WARRANTY: \_\_\_\_\_

**Pilot's Name & Qualification:**

Total Flying Hours: Fixed Wing \_\_\_\_\_ Rotor Wing \_\_\_\_\_

**Purpose For which the Aircraft will be used:**

Utilized time of the aircraft on the previous year 2006 – 2007 \_\_\_\_\_

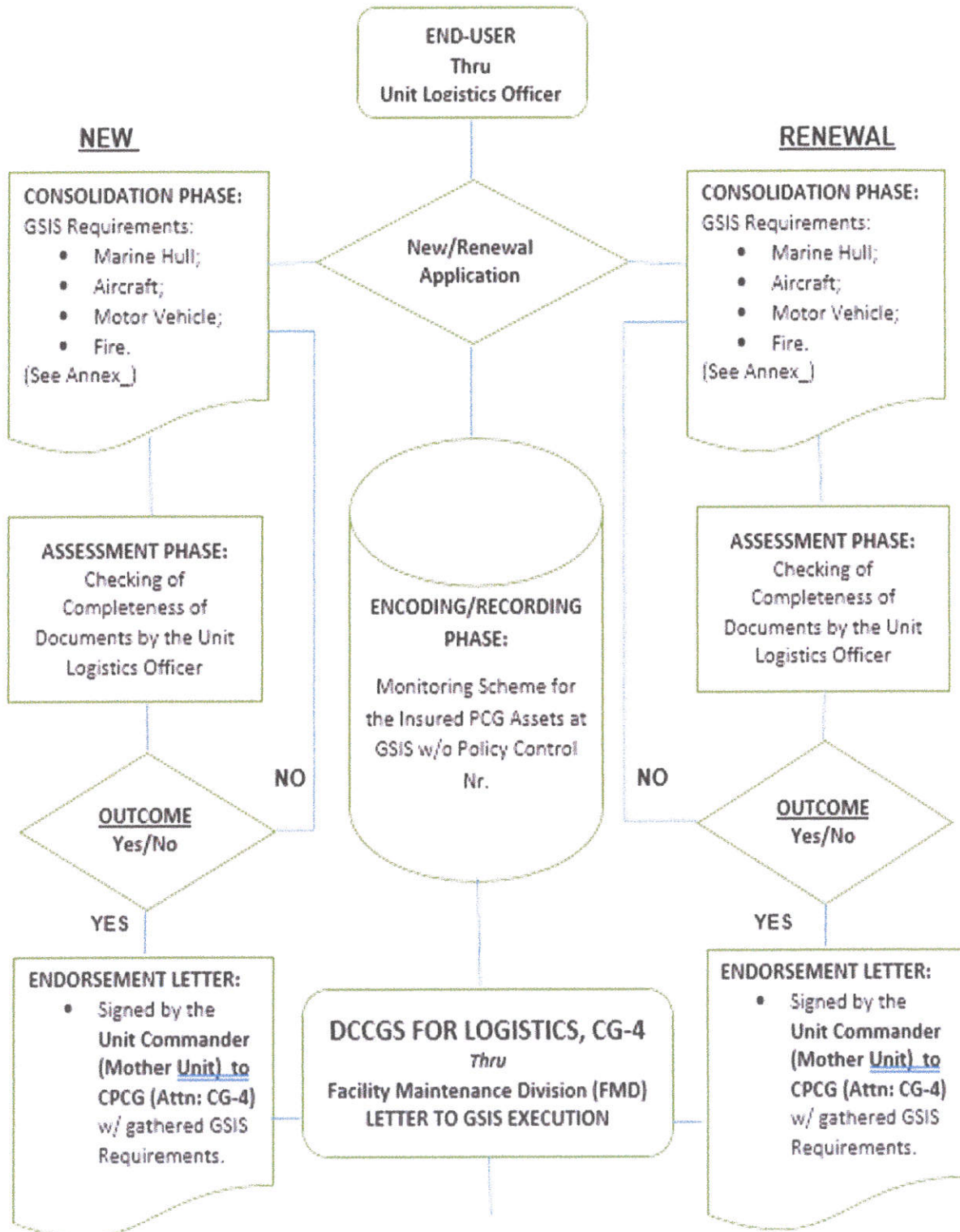
Estimated Utilization time for the coming year 2007 – 2008 \_\_\_\_\_

Geographical Limits: \_\_\_\_\_

**CERTIFICATION AS TO AVAILABILITY OF FUNDS**

**ANNEX "I"**

**FLOW CHART  
(GSIS NON-LIFE INSURANCE  
NEW & RENEWAL APPLICATION)**



**RESTRICTED**

**GSIS**  
*Thru*  
**MARKETING DEPARTMENT**

**ISSUANCE OF APPROPRIATE  
GSIS INSURANCE POLICY**

**RECEIVING PHASE:**  
Upon receipt of the Insurance Policy  
from GSIS, CG-4 will send  
communications to PCG End-User  
(Policy Holder) re Approved and Copy of  
said Policy

**ENCODING/RECORDING  
PHASE:**  
Monitoring Scheme for the  
Insured PCG Assets at GSIS with  
Policy Control Nr.

**End of Transaction**