LACSON & LACSON
INSURANCE BROKERS INC.

Motor Car Claim Procedure

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1. Inform Lacson & Lacson as soon as possible about the accident. We will arrange for inspection of the damaged vehicle.

2. Once inspection is completed, send the vehicle to any of our accredited dealers or motor shops. The list of our accredited shops can be accessed at www.llibi.com.

3. Inform Lacson & Lacson when you are about to send over your car to your shop of choice so that we may issue a guarantee letter to the shop authorizing the repairs.

4. Submit the following before repairs are started:

   - Copies of the car's Registration Certificate and Official Receipt
   - Copy of your Driver's License and Official Receipt
   - A brief report or affidavit of the circumstances of the accident

5. When repairs are completed, pay the shop the amount corresponding to the deductible, as well as depreciation charges for replaced parts, if any.

If Third Parties are Involved

1. Report the accident to the police, especially if a) the amount of damage is substantial, or b) the accident causes injuries to persons.

2. Secure a copy of the police report and submit this to Lacson & Lacson. You don't need to prepare an accident report if you submit to us the police report.

2. Note the names and addresses of the third parties involved. If a vehicle is also involved in the accident, take down its plate number and prescription, as well. Provide this information to Lacson & Lacson.