	<h1 style="text-align: center;">Submission of Insurance Claim Documents</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<p>Document Number:</p> <p style="text-align: center;">2P-SS-08.06</p>
	<p>Department:</p> <p style="text-align: center;">Materials Management Department</p>	<p>Effective Date:</p> <p style="text-align: center;">August 23, 2022</p>	<p>Revision No</p> <p style="text-align: center;">1</p>

Scope

This procedure applies to all employees of F2 Logistics Philippines Inc. and F2 Global Logistics Inc. involved in the management and use of trucks, trailers and company issued car in reporting and submission of Insurance claim documents.

Ownership

The MMD Manager/Asset Management Supervisor is responsible for ensuring that this procedure is cascaded to all concerned personnel and that it reflects actual practice.


Policy

1. Damaged company property shall be reported within 24 hours via SMS, or through phone call by the driver involved to respective BU Operations Assistant and/or BU Dispatcher, BU Supervisor, BU Manager, Fleet Supervisor, Fleet Manager, Asset Management Specialist and Asset Management Supervisor.
2. The BU Supervisor or BU Manager shall submit the accomplished Insurance Claims Checklist together with the other documents to Asset Management Specialist and/or Asset Management Supervisor within 30 days from the time of accident.
3. Asset Management Specialist shall take note of the following Insurance Provider's guidelines and agreed timeline in making follow up with the Insurance Provider on the status of claim.
 - 3.1. Service Level of Agreement with Insurance Provider on the issuance of Letter of Authorization (LOA) and Cash Settlement Offer.

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3.1.1 Own Damage Claim – 3days upon completion of documents

3.1.2 Third Party Claim – 5days upon completion of documents

3.2. Type of Insurance Settlement

3.2.1 Letter of Authority (LOA) – LOA will be provided if the shop is accredited by Insurance Provider.

3.2.2 Cash Settlement

a. Cash Settlement will be provided if the shop is not accredited by Insurance Provider.


b. Cash Settlement will be provided for Insurance Reimbursement Claims. Advance settlement should be coordinated by Asset Management Specialist and approved by Insurance Provider or else it will be subject for denial of claim.

4. Upon receipt of LOA and/or Cash Settlement Offer, Asset Management Specialist shall advise the Operations Team to deliver the unit within 60days from LOA date.

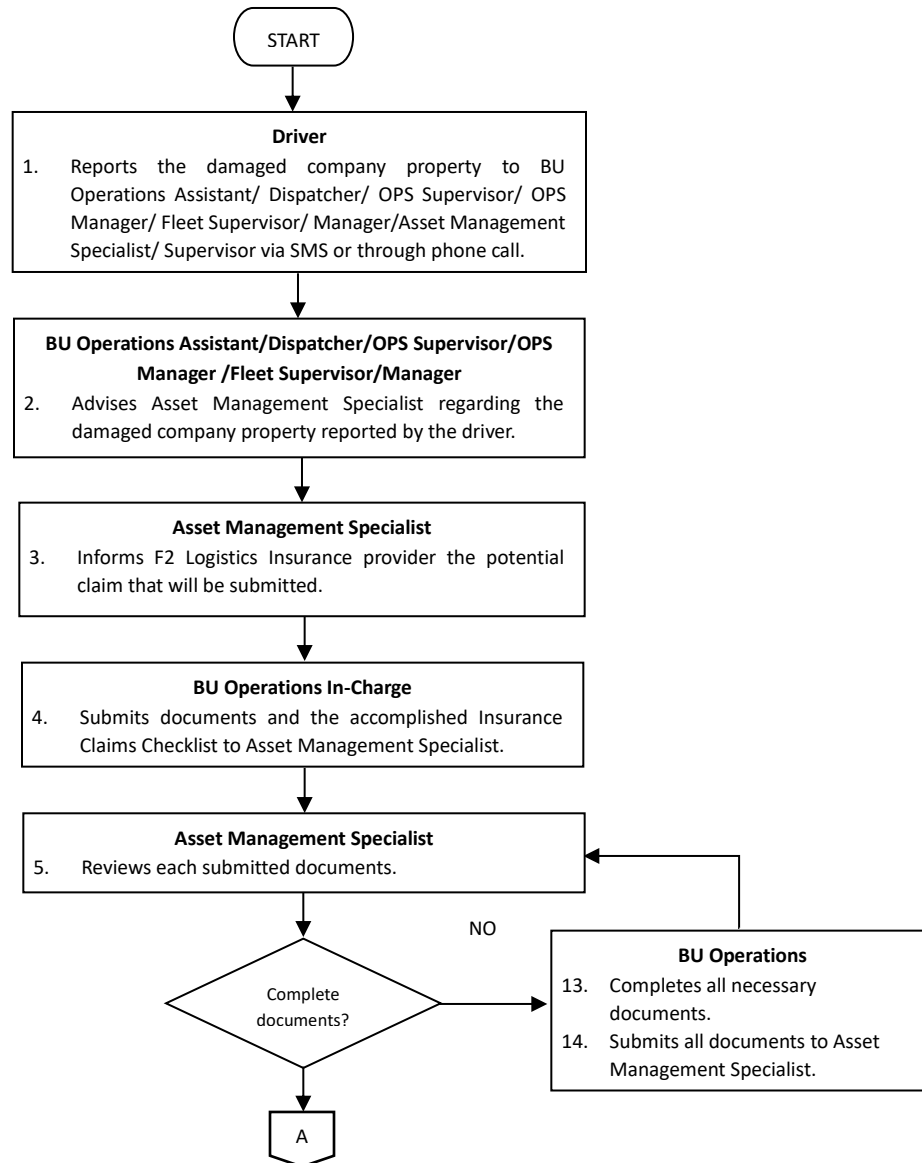
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Procedure

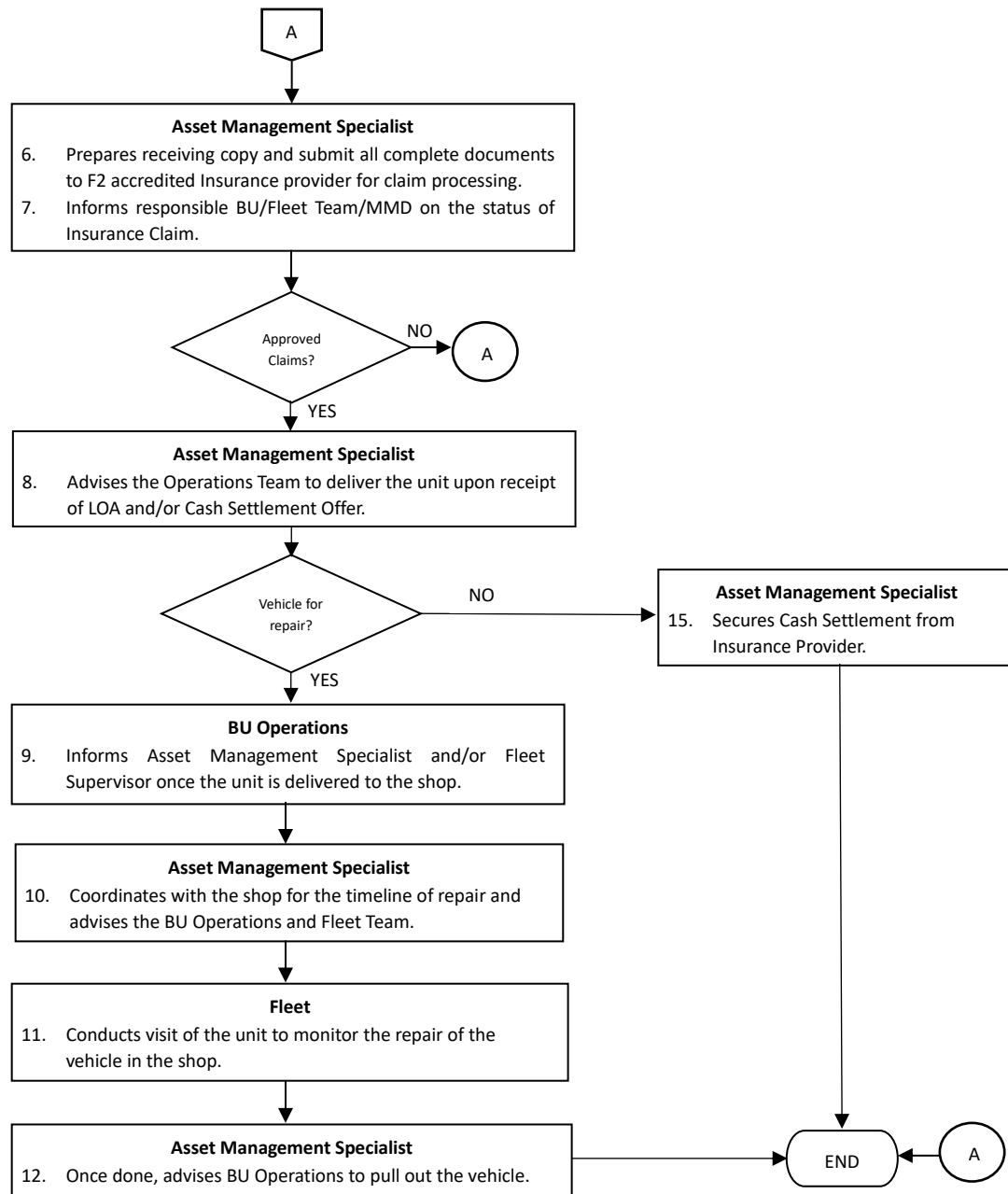


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