

	<h1>Insurance</h1> <h2>Service Level Agreement</h2>	<b>Document Number:</b>  SLA-SS-08.05
	<b>Department:</b> Materials Management	<b>Effective Date:</b> November 20, 2022
		<b>Revision No</b> 1

### Agreements:

1. Give regular updates on all insured properties, vehicles (monthly) - BDO, Orix, Lacson.
2. Immediate, within 24 hrs, assistance and response of Broker Adjuster in the accident sites and submit report to F2 MMD office, 24 hrs after the inspection.
3. Timely release of LOA for affected vehicle, 3 days for Own Damage and 7 days for Third Party after receipt of complete documents.
4. Timely release of cash settlement from insurance at least 30 days after receipt of complete documents based on insurance checklist.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**