

**REPORT OF DEATH:
GUIDELINES ON REPATRIATING A DECEASED FILIPINO:**

Information on the Following (in a letter from the Company or Manning Agent):

1. Name of the Deceased
2. Place of Death
3. Cause of Death
4. Company

Documents Required:

Submit two (2) original copies and four (4) photocopies of the following documents:

1. Police Report and/or Medical Report
2. Notarized Death Certificate
3. Notarized Embalmer's Certificate
4. Notarized Transport/Exit Permit from the Entry-Exit
5. Notarized Encoffin Certificate
6. Notarized Hygienic Supervision Declaration Form

Additional Information Needed:

1. Personal belongings of the deceased (to be shipped by the Company)
2. Consignee in the Philippines (Name, Address, Telephone and/or Fax Numbers)
3. Transportation/Flight Details (Departure and Arrival)

**PROCESSING TIME:
ONE (1) TO THREE (3) WORKING DAYS**