



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



NOTICE TO THE PUBLIC

In connection with the Notice to the Public posted on the website of the Insurance Commission and published in the Philippine Star on 07, 14 and 21 October 2023, notifying the public of the liquidation status of **LOYOLA PLANS CONSOLIDATED, INC. (LPCI)** effective 29 September 2023 and directing the concerned claimants to file their claims, further notice is hereby given on the **Five (5) – Step Guide** implemented by the Office of the Liquidator, Atty. Dionne Marie M. Sanchez, to facilitate the evaluation of claims filed and to ensure the inclusion of the planholders in the master list if their claims are found valid and legitimate.

Please see the attached Annex “A” for the English Version and Annex “B” for the Filipino Version of the Five (5) – Step Guide.

Once claims are filed, concerned claimants may follow-up the acknowledgment and result of the evaluation of their claims from the Office of the Liquidator at lpci.conservator@gmail.com or at 3309 One Corporate Centre Building, Julia Vargas corner Meralco Avenue, Barangay San Antonio, Ortigas, Pasig City.

For any subsequent announcements, all concerned claimants and stakeholders may regularly visit the IC website: <https://www.insurance.gov.ph>

Please be guided accordingly.


REYNALDO A. REGALADO
Insurance Commissioner



**FIVE (5) – STEP GUIDE
ENGLISH VERSION**

1. Provide the following information and / or documents:
 - a. Full Name of the Planholder
 - b. Contract Number
 - c. Type of Plan
 - d. Date of Maturity
 - e. Copy of Certificate of Full Payment
 - f. Copy of Contract Plan
 - g. Valid ID
 - h. Marriage Certificate (if married)

2. In case of deceased planholders, please provide the additional requirements:
 - a. Copy of Death Certificate
 - b. Proof of Relationship of Beneficiary (Photocopy of Birth or Marriage Certificate **and** Valid ID)

3. Fill up the LPCI Availment Form

4. Submit the documents at Unit 3309 Once Corporate Centre Building, Julia Vargas corner Meralco Avenue, Barangay San Antonio, Ortigas Center, Pasig City **OR** via electronic mail at lpci.conservator@gmail.com.

5. Await further official updates from the Office of the Liquidator and the Insurance Commission.

**FIVE (5) – STEP GUIDE
FILIPINO VERSION**

1. Ihanda ang mga sumusunod:
 - a. Kumpletong Pangalan ng Planholder
 - b. Contract Number
 - c. Type of Plan
 - d. Date of Maturity
 - e. Kopya ng Certificate of Full Payment
 - f. Kopya ng Contract Plan
 - g. Valid ID
 - h. Marriage Certificate (kung ikinasal na)

2. Kung sakaling pumanaw na ang planholder, ipasa ang mga karagdagang dokumento:
 - a. Kopya ng Death Certificate
 - b. Patunay ng Kaugnayan sa Benepisyaro o sa Planholder (Kopya ng Birth o Marriage Certificate **AT** Valid ID)

3. Punan ang LPCI Availment Form

4. Dalhin ang mga dokumento sa Unit 3309 Once Corporate Centre Building, Julia Vargas corner Meralco Avenue, Barangay San Antonio, Ortigas Center, Pasig City **Q** ipadala sa pamamagitan ng e-mail gamit ang sumusunod na e-mail address: lpci.conservator@gmail.com.

5. Maghintay sa mga opisyal na updates mula sa tanggapan ng Liquidator at ng Insurance Commission.