

Checklist of Documents for Filing of Claims for BPI MS Motor Insurance Policy Holders

1. [Motor Vehicle Accident Form \(click/tap to download\)](#)
2. Copy Police Report (if available) or Notarized Affidavit or BPI MS Accident Report Form
3. Photocopy of Vehicle's Registration Certificate and current Official Receipt
4. Photocopy of Driver's License and Official Receipt of Authorized Driver
5. Preferred shop estimate, if available
6. Photos of accident scene, if available

A Police Report is necessary in case of any of the following:

- Total Loss
- Theft
- Substantial Third Party Property Damage and Bodily Injury claims
- Where recovery/subrogation is possible against a negligent adverse vehicle

You may submit your claim documents at the BPI MS Head Office, BPI MS Branches servicing you or [BPI MS Motor Claims Evaluation Center](#). If you procured your BPI MS Insurance Policy via a BPI MS Accredited Agent, he/she may also accept and forward your claim documents in your behalf. You can also send your claim documents via email to bpimsclaims@bpims.com.

IMPORTANT NOTE: Evaluation of your claim request will commence upon submission of complete documents.