



National Power Corporation

1. Requirements to be submitted TO PROCESS/AUDIT DVs:

- 1.1. **Claimants in the COA validated lists who will receive the payment in person.**
 - 1.1.1. Duly accomplished/notarized [Quit Claim](#) (← click link for template);
- 1.2. **For representative(s) of Deceased claimants in the COA validated lists.**
 - 1.2.1. Duly accomplished/notarized **Quit Claim**;
 - 1.2.2. **Death Certificate** of the deceased Claimant (PSA). Must be authenticated by the Philippine Consular Office, if claimant died overseas;
 - 1.2.3. **Marriage Contract** of the deceased claimant (PSA). Must be authenticated by the Philippine Consular Office if married overseas;
 - 1.2.4. **Birth Certificate/s** of compulsory surviving legal heir/s (PSA). Must be authenticated by the Philippine Consular Office, if born overseas;
 - 1.2.5. For the designation of representative (whichever is applicable):
 - 1.2.5.1. **Affidavit of Sole Heir**
 - 1.2.5.2. **Affidavit of Next of Kin**
 - 1.2.5.3. **Extrajudicial Settlement of the Estate** that includes the DAMA Claim of the deceased claimant (preferably with waiver of rights of other compulsory heirs in favor of the designated representative compulsory heir)
 - 1.2.5.4. **Court Appointment of Administrator of Estate** wherein the DAMA claim of the deceased claimant is the estate or part of the estate
 - 1.2.5.5. **Court Decision on Probate of Will**, bequeathing the DAMA Claim of the deceased claimant

If applicable:

- **Affidavit of Waiver of Right to Claim DAMA Money Claims** executed by of compulsory heir/s of the deceased claimant in favor of a single compulsory heir; to be executed by the spouse and other children, if the designated compulsory heir claiming is a child of the deceased claimant; or to be executed by all children if the designated compulsory heir claiming is the spouse. In case the child of the deceased claimant is also deceased, his or her child/children (grandchild/grandchildren of the deceased claimant) shall execute the waiver pertaining to the share of the deceased child/children of the deceased claimant.
- **Affidavit of Waiver of Right to Claim DAMA Money Claims** executed by the other next of kin of the deceased claimant in favor of the next of kin designated to claim, in case all legal heirs in the direct descending line are deceased.

2. Requirements for CHECK RELEASE, claimant/representative must present the following:

- 2.1. **Claimants in the COA validated lists who will receive the payment in person.**
 - 2.1.1. Two (2) valid government IDs with photo and signature.
- 2.2. **For representative(s) of Deceased claimants in the COA validated lists.**
 - 2.2.1. [Special Power of Attorney \(SPA\)](#) (← click link for template);
 - 2.2.2. Two (2) valid government IDs with photo and signature of the living Claimant and designated representative.
- 2.3. **For Claimants from Visayas and Mindanao who cannot personally claim their check, who does not have a representative AND who maintains a Land Bank account.**
 - 2.3.1. Authorization to the NPC Cashier to deposit the check to the claimant's Landbank Account Number using the format below:

<p>AUTHORIZATION</p>
<p>_____</p> <p>(Date)</p>
<p>This is to authorize the NPC Cashier to deposit the check representing the payment of my DAMA claims to my LBP Account No. _____ maintained with Land Bank of the Philippines, _____ Branch.</p>
<p>_____</p> <p>Signature over Printed Name of Claimant</p>
<p>Attach two (2) Valid Government Issued Identification Card with signature.</p>

Note: Appropriate bank charges, IF ANY, shall be for the account of the claimant