



TO : Airtap Industrial Airconditioning And Refrigeration Service Center  
FROM : Finance / Service Accounting  
SUBJECT : Delisting Of Authorized Service Partner  
DATE : September 22, 2025  
REF. NO. : FIN-000-25-9-269  
CC : DC FILE / SVC / SAL / MIS / MKTG / AIS / OOP

Dear Ms. Acero,

We would like to formally inform your office that your contract to Kolin Philippines International Inc. has not been renewed for this year as we have not received your documentary requirements.

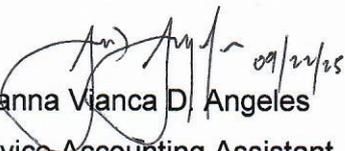
In this regard, the following shall take effect immediately:

1. All transactions will be deemed null and void.
2. Control number requests will not be processed by our office.
3. Non-payment of any labor rebates for both repair and installation jobs.
4. Non-releasing of spare parts whether warranty or chargeable.
5. Non-relaying of service jobs.
6. Repair of any units covered by your 1 year workmanship guarantee will be assigned to other Kolin ASPs or our In-house team, and all accompanying costs will be charged to your office.
7. Delisted from the official list of our Authorized Service Partner.

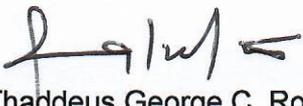
For your information.

Prepared by:

Noted by:

  
Alyanna Vianca D. Angeles  
Service Accounting Assistant

  
Richell V. Hicban  
Service Accounting Supervisor

  
Thaddeus George C. Roman  
Accounting Assistant Manager

 Kolin Philippines Int'l, Inc.

Plant and Head Office:  
Blk 3 Lt 5 Main Drive, FCIE Compound,  
Brgy. Langkaan I, Dasmariñas, Cavite  
Tel: (632) 8749-2118  
Fax (046) 402-0793  
 [www.kolinphil.com.ph](http://www.kolinphil.com.ph) / [kolinphilippines](http://kolinphilippines)

Operation Office:  
1854 Sta. Rita St., Guadalupe Nuevo,  
Makati City  
Tel: (632) 8851-2711, 12 or 15  
Fax: (632) 8852-2170  
Sales Dept. Fax: (632) 8852-4791

