



TO : L & E Aircon Installation Services
FROM : Finance / Service Accounting
SUBJECT : Delisting Of Authorized Service Partner
DATE : September 22, 2025
REF. NO. : FIN-000-25-9-279
CC : DC FILE / SVC / SAL / MIS / MKTG / AIS / OOP

Dear Mr. Malnegro,

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
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 Kolin Philippines Int'l, Inc.

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