



TO : Polar Aire Refrigeration & Airconditioning
 FROM : Finance / Service Accounting
 SUBJECT : Delisting Of Authorized Service Partner
 DATE : September 22, 2025
 REF. NO. : FIN-000-25-9-282
 CC : DC FILE / SVC / SAL / MIS / MKTG / AIS / OOP

Dear Mr. Mazo,

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:

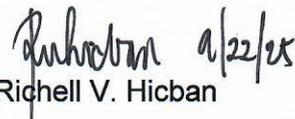
1. All transactions will be deemed null and void.
2. Control number requests will not be processed by our office.
3. Non-payment of any labor rebates for both repair and installation jobs.
4. Non-releasing of spare parts whether warranty or chargeable.
5. Non-relaying of service jobs.
6. Repair of any 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.

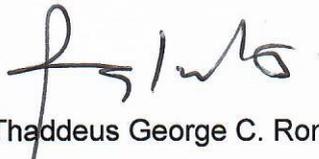
For your information.

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 / 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

