



TO : NATIONWIDE AUTHORIZED SERVICE PARTNER
FROM : SERVICE DEPARTMENT
SUBJECT : ASP ACCREDITATION RENEWAL 2025
REF NO : SVC-000-25-1-005
DATE : JANUARY 16, 2025
CC : FILE/DC/SVC ACCTNG

Good Day Partners!

We would like to remind your office that deadline of submission of renewal accreditation form and other renewed documents will be on or before **February 28, 2025**.

Documents to submit:

- New ASP Accreditation Form (**must be computerized**)
- DTI Accreditation 2025
- Business Permits 2025
- Fire and Safety Inspection Certificate
- NC2/ NC3 Certificate (For renewed and additional technicians)
- Updated Service Report (Installation, Repair, Cleaning and other services)
- Updated screenshot of Google Map Address
- Updated picture of Office Facade
- Updated group picture with company's uniform

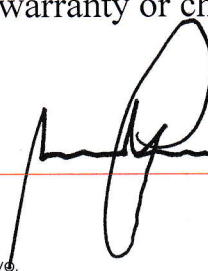
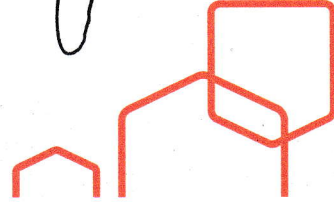
Non-compliance will result to non-renewal of your contract which is tantamount to the following:

- All transaction commencing on April 1, 2025 will be deemed null and void.
- Control number request will not be processed by our office.
- Non-payment of labor rebate for repair jobs.
- Non-releasing of spare parts whether warranty or chargeable.
- Non- relaying of service jobs.

 Kolin Philippines Int'l., Inc.

Plant and Head Office:
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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

 1/16/2025


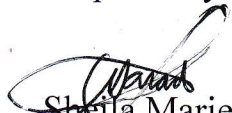


- Repair of units covered by your workmanship warranty will be assigned to other Kolin ASP or In-house team. Accompanying cost will be charged to your office.
- Delisted from the official list of our Authorized Service Partner as reference of all dealers and customers.


Please disregard the notice if necessary documents were already submitted to Ms. Richel Hicban, Service Accounting- Supervisor.


Thank you and we look forward to continue our good business relationship!

Prepared by:

 01-16-25
Sheila Marie Garado
Senior ASP Job Coordinator

Noted by:

 1/16/2025
Engr. Jorge Resley Mauricio
Service Supervisor- Process Center Office

 1/16/2025
Mr. Alvin De Rivera
Service Manager

