

NATIONWIDE AUTHORIZED SERVICE CENTERS

SERVICE DEPARTMENT

SUBJECT : ASC ACCREDITATION RENEWAL 2024

REF. NO. 7 : SVC-000-24-01-008 DATE : January 19, 2024

CC : FILE/ DC/SERVICE ACCTG

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 15, 2024.

Documents to submit:

- ASC Accreditation Form (must be computerized)
- Business Permits
- DTI Accreditation
- Fire & Safety Inspection Certificate
- NC2 Certificate (for renewed and additional technicians)
- Updated Service Report (Installation, Repair, Cleaning and other services)
- Updated screenshot of Google Map Address

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

- All transactions commencing on April 1, 2024 will be deemed null and void.
- Control number requests will not be processed by our office.
- Non-payment of labor rebate for both repair and installation jobs.
- Non-releasing of spare parts whether warranty or chargeable.
- Non-relaying of service jobs.
- Repair of units covered by your workmanship warranty will be assigned to other Kolin ASC or In-house team. Accompanying cost will be charged to your office.
- Delisted from the official list of our Authorized Service Center as reference of all dealers and customers.

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

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

Prepared by:

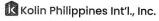
Mr. Jorge Resley Mauricio

Service Supervisor - Process Center Office

Noted by:

Ar Alvin De Rivera

Service Assistant Manager



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

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