



TO : NATIONWIDE AUTHORIZED SERVICE CENTERS
FROM : SERVICE DEPARTMENT
SUBJECT : ASC ACCREDITATION RENEWAL 2024
REF. NO. : 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:

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Noted by:

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