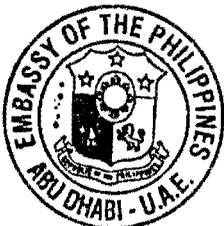


Documentary and Procedural Requirements for the Shipment of Remains

- The death of a Filipino national in the UAE is reported to the Embassy by any of the following:
 1. Walk-in family member, co-worker, employer/sponsor, company's representative or any person concerned.
 2. Reporting through telephone by the family member, co-worker, employer/sponsor/company representative or any other person concerned. They are advised to appear before the ATN Section.
- The informant shall be required to accomplish the ATN Form, copy attached.
- Interviews are conducted on the informant regarding the circumstances surrounding the death of the Filipino national.
- Initial report will be sent to the Department of Foreign Affairs, Manila.
- The informant shall be advised to submit the following documentary requirements:
 1. Original Passport of the deceased
 2. Original Death Certificate (English and Arabic versions)
 3. Letter from the company/employer/sponsor stating the following:
 - a) informing the Embassy about the death of the employee,
 - b) informing the Embassy that the family in the Philippines was informed already by the employer,
 - c) complete name, address and telephone number/s of the family member who will receive the remains upon arrival at the airport in Manila,
 - d) complete name, address and telephone number/s in the Philippines and in the UAE of the person who will accompany the body to the Philippines, if any,
 - e) period of employment indicating the date the employee was hired, and
 - f) service benefits and other compensations from the employer.



4. Police Report (if there is a police case)
 5. Medical Report
 6. Flight details of the cargo, which will carry the body to the Philippines
 7. Pay AED200 for the following two certifications to be issued by the Embassy
 - a. Certificate of No Objection to the embalming of the deceased's body (sample copy attached) – this is required by the hospital for the embalming of the body. The hospital will not embalm the body without this certification.
 - b. Consular Certificate of Mortuary (sample copy attached) – this is required by the cargo services. It will be included in a big envelope, along with the deceased's passport and death certificate as well as the envelope issued by the hospital containing the embalming certificate and certificate of no contagious disease. The said envelope will be attached to the box carrying the remains.
- Upon the receipt of the confirmation of the flight of the cargo carrying the body to Manila, a fax will be sent to the Department of Foreign Affairs in Manila to convey the date and time of the arrival of the remains in Manila for the information of the consignee/s and family.

The Embassy is no longer required to inspect and seal the box/casket under Department Order No. 21-05 dated 05 October 2005, copy attached.

