

**ASSIGNMENT**

Surveyor: \_\_\_\_\_ DOI: \_\_\_\_\_ Date / Time : \_\_\_\_\_  
 Registered in Merimen: \_\_\_\_\_

**Pre-assign / CCU / FTE**Insured Vehicle No. : **SJN 64Z**

Claim No. : \_\_\_\_\_

Name of Insured : \_\_\_\_\_

Policy No. : \_\_\_\_\_

Insured Tel No. : \_\_\_\_\_ HP: \_\_\_\_\_

Make / Model : \_\_\_\_\_

**Excess Sec II :S\$** \_\_\_\_\_ D.O.A : \_\_\_\_\_

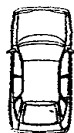
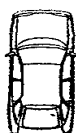
Place of Accident : \_\_\_\_\_

Is driver the owner? ( YES / NO ) Nature of Accident : \_\_\_\_\_

If **NO**, Driver Name / Age :

OI GIA REPORT: YES / NO ; TP GIA REPORT: YES / NO

Driver Tel No. : \_\_\_\_\_ (V/L: YES / NO )

Insured Liability : \_\_\_\_\_ % **Final ? Yes / No**
 INSRS:  
 WSP:  
 Tel :  
 Liability :  
 RMKS:

 INSRS:  
 WSP:  
 Tel :  
 Liability :  
 RMKS:

 INSRS:  
 WSP:  
 Tel :  
 Liability :  
 RMKS:

 INSRS:  
 WSP:  
 Tel :  
 Liability :  
 RMKS:

| Date/ Time |  | STAGE                             | DATE / PIC                                        |
|------------|--|-----------------------------------|---------------------------------------------------|
|            |  | Non-Reporting ltr (1st):          |                                                   |
|            |  | Non-Reporting ltr (2nd):          |                                                   |
|            |  | Non-Reporting ltr (Final):        |                                                   |
|            |  | Notification ltr (if non-pickup): |                                                   |
|            |  | Call OI:                          |                                                   |
|            |  | After call ltr to OI:             |                                                   |
|            |  | <b>Documentation Check List:</b>  | <b>Handler      Typist</b>                        |
|            |  | Notification ltr (if non-pickup)  | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | After call ltr to OI:             | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Authorisation To Act:             | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Release Voucher:                  | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Final Repair Bill:                | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Car Rental Invoice:               | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Towing Invoice                    | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | LTA / GIA :                       | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Medical Bill:                     | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | PIR:                              | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Mandate/Reject Instruction:       | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | LOD                               | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Payment Breakdown Form:           | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Post-Repair Photos:               | <input type="checkbox"/> <input type="checkbox"/> |
|            |  | Others:                           | <input type="checkbox"/> <input type="checkbox"/> |

|                                                                                                                                           |                              |                                          |                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------|----------------------------------------------------------------|
| <b>PRELIMINARY ADVICE</b>                                                                                                                 | Date/Time:                   | Sent By:                                 |                                                                |
| <b>SUBMIT</b>                                                                                                                             |                              |                                          |                                                                |
| <b>FINALIZATION</b>                                                                                                                       | Date/Time:                   | Confirm with:                            | Confirm by:                                                    |
| Repair Cost: <b>L/SUM</b>                                                                                                                 | S\$ <b>6,650.00</b>          | ( <b>10</b> days) Reduction: <b>73</b> % | Email <input type="checkbox"/> Call <input type="checkbox"/>   |
| <b>FINAL SETTLEMENT</b>                                                                                                                   | Date/Time: <b>29/01/2026</b> | Confirm with <b>JOANNE</b>               | Email <input type="checkbox"/> Call <input type="checkbox"/>   |
| Final Liability:                                                                                                                          | %                            | (Agreed / Assessed) BOLA S/N No. :       | If NO or B 28, Ass. Lia :                                      |
| Repair Cost:                                                                                                                              | S\$                          |                                          |                                                                |
| Loss of Rental (LOR):                                                                                                                     | S\$                          | (      days)                             |                                                                |
| Loss of Use (LOU):                                                                                                                        | S\$                          | (\$      x      days)                    |                                                                |
| Loss of Income (LOI):                                                                                                                     | S\$                          | (\$      x      days)                    |                                                                |
| LOR only <input type="checkbox"/> LOU only <input type="checkbox"/> LOR + LOU <input type="checkbox"/> LOR + LOI <input type="checkbox"/> |                              |                                          | [Tick only one]                                                |
| GIA/LTA Search                                                                                                                            | S\$                          |                                          |                                                                |
| Medical:                                                                                                                                  | S\$                          |                                          | 1) Claim status: <b>Normal/Reject/Private Settle</b> <b>WP</b> |
| Disbursement:                                                                                                                             | S\$                          | (e.g. Tow/ Independent )                 | 2) Report Format: <b>TP</b>                                    |
| Legal Cost                                                                                                                                | S\$                          |                                          | 3) Survey fee: <b>\$300.00</b>                                 |
| <b>Total:</b>                                                                                                                             | <b>S\$</b>                   | <b>Global Sum S\$:</b>                   |                                                                |
| <b>FINAL PAYMENT</b>                                                                                                                      | Date/Time:                   | Confirm with:                            | Email <input type="checkbox"/> Call <input type="checkbox"/>   |
| Payee 1:                                                                                                                                  | S\$                          | Name 1:                                  |                                                                |
| Payee 2: (Strike if N.A.)                                                                                                                 | S\$                          | Name 2:                                  |                                                                |
| Payee 3: (Strike if N.A.)                                                                                                                 | S\$                          | Name 3:                                  |                                                                |