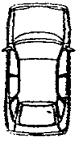


INS. CASE OWNER:

**ASSIGNMENT**

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

**Pre-assign / CCU / FTE**

Insured Vehicle No. : **SHA 9317C** 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 :

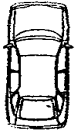
Driver Tel No. :

(V/L: YES / NO )

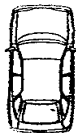
OI GIA REPORT: YES / NO ; TP GIA REPORT: YES / NO

Insured Liability :

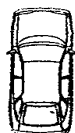
%

**Final ? Yes / No**

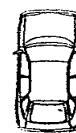
INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:



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"/> |

**PRELIMINARY ADVICE** Date/Time: \_\_\_\_\_ Sent By: \_\_\_\_\_

**SUBMIT**

| FINALIZATION                                                                                                                                              | Date/Time: | Confirm with:          | Confirm by:                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|----------------------------------------------------------------|
| Repair Cost: <b>Part by Part</b> S\$ <b>19,054.70</b> ( <b>5</b> days) Reduction: <b>28</b> %                                                             |            |                        | Email <input type="checkbox"/> Call <input type="checkbox"/>   |
| <b>FINAL SETTLEMENT</b> Date/Time: <b>07/04/2025</b> Confirm with <b>Kerry Tan</b>                                                                        |            |                        | Email <input type="checkbox"/> Call <input type="checkbox"/>   |
| Final Liability: % <b>100</b> (Agreed / Assessed) BOLA S/N No. : <b>NIL</b>                                                                               |            |                        | 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>\$400.00</b>                                 |
| <b>Total:</b> S\$                                                                                                                                         |            | <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:                |                                                                |