

**ASSIGNMENT**

Surveyor: \_\_\_\_\_

DOI: \_\_\_\_\_

Date / Time : \_\_\_\_\_

Registered in Merimen: \_\_\_\_\_

**Pre-assign / CCU / FTE**Insured Vehicle No. : **SMQ 6040B**

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

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

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

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

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

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

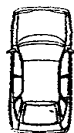
Place of Accident : \_\_\_\_\_

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</b>           |
|                                                                                                                                                                      |                                                   |                                             | Notification ltr (if non-pickup)                                        | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | After call ltr to OI:                                                   | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Authorisation To Act:                                                   | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Release Voucher:                                                        | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Final Repair Bill:                                                      | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Car Rental Invoice:                                                     | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Towing Invoice                                                          | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | LTA / GIA :                                                             | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Medical Bill:                                                           | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | PIR:                                                                    | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Mandate/Reject Instruction:                                             | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | LOD                                                                     | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Payment Breakdown Form:                                                 | <input type="checkbox"/> |
| <b>PRELIMINARY ADVICE</b>                                                                                                                                            | Date/Time:                                        | Sent By:                                    | Post-Repair Photos:                                                     | <input type="checkbox"/> |
|                                                                                                                                                                      |                                                   |                                             | Others:                                                                 | <input type="checkbox"/> |
| <b>FINALIZATION</b>                                                                                                                                                  | Date/Time:                                        | Confirm with:                               | Confirm by:                                                             |                          |
| Repair Cost: <b>L/SUM</b>                                                                                                                                            | S\$ <b>10,650.00</b>                              | ( <b>10</b> days) Reduction: <b>57</b> %    | Email <input type="checkbox"/> Call <input type="checkbox"/>            |                          |
| <b>FINAL SETTLEMENT</b>                                                                                                                                              | Date/Time: <b>07/04/2025</b>                      | Confirm with <b>admin</b>                   | Email <input checked="" type="checkbox"/> Call <input type="checkbox"/> |                          |
| Final Liability:                                                                                                                                                     | % <b>100 (ASS: 100%)</b>                          | Agreed / Assessed) BOLA S/N No. : <b>28</b> | If NO or B 28, Ass. Lia :                                               |                          |
| Repair Cost: <b>WITH GST 9%</b>                                                                                                                                      | S\$ <b>11,608.50</b>                              |                                             |                                                                         |                          |
| Loss of Rental (LOR):                                                                                                                                                | S\$ (      days)                                  |                                             |                                                                         |                          |
| Loss of Use (LOU):                                                                                                                                                   | S\$ <b>600.00</b> (\$ <b>60</b> x <b>10</b> days) |                                             |                                                                         |                          |
| Loss of Income (LOI):                                                                                                                                                | S\$ (\$      x      days)                         |                                             |                                                                         |                          |
| LOR only <input type="checkbox"/> LOU only <input checked="" type="checkbox"/> LOR + LOU <input type="checkbox"/> LOR + LOI <input type="checkbox"/> [Tick only one] |                                                   |                                             |                                                                         |                          |
| GIA/LTA Search                                                                                                                                                       | S\$ <b>2.18</b>                                   |                                             |                                                                         |                          |
| Medical:                                                                                                                                                             | S\$                                               |                                             | 1) Claim status: Normal/Reject/Private Settle                           |                          |
| Disbursement:                                                                                                                                                        | S\$ (e.g. Tow/ Independent )                      |                                             | 2) Report Format: <b>TP</b>                                             |                          |
| Legal Cost                                                                                                                                                           | S\$                                               |                                             | 3) Survey fee: <b>\$650.00</b>                                          |                          |
| <b>Total:</b>                                                                                                                                                        | S\$ <b>12,210.68</b>                              | <b>Global Sum S\$: 12,200.00</b>            |                                                                         |                          |
| <b>FINAL PAYMENT</b>                                                                                                                                                 | Date/Time:                                        | Confirm with:                               | Email <input checked="" type="checkbox"/> Call <input type="checkbox"/> |                          |
| Payee 1:                                                                                                                                                             | S\$ <b>12,200.00</b>                              | Name 1: <b>LION CITY RENTALS PTE LTD</b>    |                                                                         |                          |
| Payee 2: (Strike if N.A.)                                                                                                                                            | S\$                                               | Name 2:                                     |                                                                         |                          |
| Payee 3: (Strike if N.A.)                                                                                                                                            | S\$                                               | Name 3:                                     |                                                                         |                          |