

INS. CASE OWNER:

CC 3 UR 9879, t2j03
AIG1800

LKK:

IDAC:

Surveyor:

Falin

DOI:

ASSIGNMENT

20/5/18

Date / Time:

20/5/18

Registered in Merimen:

21/5/18

Pre-assign / CCU / FTE



Insured Vehicle No. :

SLG 5678H

Claim No. :

Name of Insured :

UR

Policy No. :

Insured Tel No. :

HP:

Make / Model :

Excess Sec II :S\$

D.O.A :

20/5/18

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

SHO 4266H



INSRS:

WSP:

Tel :

Liability :

RMKS:

WSP



INSRS:

WSP:

Tel :

Liability :

RMKS:



INSRS:

WSP:

Tel :

Liability :

RMKS:



INSRS:

WSP:

Tel :

Liability :

RMKS:

Date/ Time	STAGE	DATE / PIC
SHO 4266H - 1	Non-Reporting ltr (1st):	
466528H - 1	Non-Reporting ltr (2nd):	
	Non-Reporting ltr (Final):	
	Notification ltr (if non-pickup):	
	Call OI:	
	After call ltr to OI:	
	Documentation Check List:	Handler Typist
	Notification ltr (if non-pickup)	☐ ☐
	After call ltr to OI:	☐ ☐
	Authorisation To Act:	☐ ☐
	Release Voucher:	☐ ☐
	Final Repair Bill:	☐ ☐
	Car Rental Invoice:	☐ ☐
	Towing Invoice:	☐ ☐
	LTA / GIA :	☐ ☐
	Medical Bill:	☐ ☐
	PIR:	☐ ☐
	Mandate/Reject Instruction:	☐ ☐
	LOD	☐ ☐
	Payment Breakdown Form:	☐ ☐
	Post-Repair Photos:	☐ ☐
	Others:	☐ ☐
PRELIMINARY ADVICE	Date/Time:	Sent By:
FINALIZATION	Date/Time:	Confirm with:
Repair Cost:	S\$	(days) Reduction: %
		Email ☐ Call ☐
FINAL SETTLEMENT	Date/Time:	Confirm with:
Final Liability:	%	(Agreed / Assessed) BOLA S/N No. :
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 ☐ LOU only ☐ LOR + LOU ☐ LOR + LOI ☐		[Tick only one]
GIA/LTA Search	S\$	
Medical:	S\$	
Disbursement:	S\$	(e.g. Tow/ Independent)
Legal Cost	S\$	
Total:	S\$	Global Sum S\$:
FINAL PAYMENT	Date/Time:	Confirm with:
		Email ☐ Call ☐
Payee 1:	S\$	Name 1:
Payee 2: (Strike if N.A.)	S\$	Name 2:
Payee 3: (Strike if N.A.)	S\$	Name 3:

Workshops

59 Loyang Drive Singapore 508958 24 Serangoon Loop Singapore 758158
383 Sin Ming Drive Singapore 575717 7 Sungei Kadut Way Singapore 728791
45 Pandan Road Singapore 609286 6 Defu Avenue 1 Singapore 339537
320 Hill Road Singapore 200015

member of COMFORTDELGRO

Date/Time: 30.05.2018 11:09

Page : 1

Team: ARC Repair TP(CLSO)1

JOB CARD Sales Order: 3827895

JC NO: 305166033

TOMER

VS. COMFORT TRANSPORTATION PTE LTD
TOMER NO. 7010045
RESS 383 SIN MING DRIVE
Singapore SINGAPORE 575717
(R) 65508755 (O)
(P)

OUNT CARD NO.

REGN NO.

SHD4266H

MILEAGE

MAKE

HYUNDAI

FUEL

E.....1/2.....F

MODEL

SONATA

DATE/TIME IN 29.05.2018 23:05

YR OF MANU

24.05.2012

TARGET DATE

CHASSIS CODE

KMHET41VMCA825205

COMPLETION DATE/TIME:

JOB DESCRIPTION

ccident Date: 29.05.2018
ATURE: 3P 29.05.2018

/NO
00010

LABOR CODE
23-01

DESCRIPTION
TOWING FEE

#60

CKED & PASSED OUT BY:

SERVICE ADVISOR

CUSTOMER'S SIGNATURE

wledgement Slip

Exit Pass

No.: SHD4266H

LKE

Vehicle No.:

SHD4266H

of Service Advisor

Signature/Date

Name of Service Advisor

Date

eturned to Service Reception upon collection

To be kept by Security Guard



JOB REQUISITION FOR BREAKDOWN / TOWING SERVICE

Job Requisition			
1. Date: 29/05/18 Time Received: 23 45		3. Vehicle Type: ☐ Private ☒ Taxi (CTPL/CCPL) ☐ Fleet ☐ STK (Boon Lay)	
2. ☐ New ☐ SPARK Kakis Name of Customer : Mahendran Contact No. : 93895857 Vehicle No. : SHD 4266 H Make / Model / Colour : suata Email :		4. Type of Towing: ☒ Normal Tow ☐ King Dolly ☐ Flat Bed ☐ Crane-up	
5. Nature of Service: ☐ Jumpstart ☐ Recovery ☐ Change Tyre / Battery		6. Parts Replaced/Remarks:	
7. Location: 100A Eu Tong Sen St		8. Vehicle Tow - In Workshop: ☐ Smoky Exhaust ☐ Wheel Jammed ☐ Overheating ☐ Steering Faulty ☐ Brake Faulty ☐ Alternator Faulty ☐ Starting Problem ☐ Loss Power ☒ Accident ☐ Engine Stalled ☐ Return Taxi	
9. Preferred Workshop: ☐ Braddell ☒ Loyang ☐ Pandan ☐ Sin Ming ☐ Sungei Kadut ☐ Ubi ☐ Senoko ☐ Komoco (UBI / Leng Kee) ☐ Cycle & Carriage (PD) ☐ Others:		10. Odometer Reading : Fuel Level : F 1/4 1/2 3/4 E	
11. Radio / CD Player ☐ OK ☐ Faulty ☐ Not tested			
Job Attended			
12. Tow Truck / Recovery Van : ☐ VRS ☒ QA ☐ GAO ☐ TZ ☐ YISHUN ☐ OTHERS Name of Driver : Vehicle No. : TN 3901K Time Dispatch : 23 45 Time of Arrival : 00 05 Time Completed : 00 45		# : Cracked X : Dented / : Scatched O : Missing Signature of Customer	
Cash Invoice Details (if applicable)			
13. Cash Invoice No. :			
Customer Acknowledgement			
a. I have been advised to remove all valuable items in my vehicle, including Global Positioning System (GPS), audio compact disk, thumbdrive, carpark coupons, cash cards, spectacles, pen, etc. b. I understand that any items left behind are at my own risk and SPARK Car Care™ will not be held liable for such losses. c. Surcharge: Towing fee will be levied if the customer decides neither to tow nor proceed with the repairs in SPARK Car Care™.			
29/05/18		00 05	
Date		Time	
		Signature of Customer	
14. WORKSHOP			
Name of Attending Staff/Guard		Date & Time of Arrival	
		Signature of Attending Staff/Guard	