

INS. CASE OWNER:

CC 0/AxA1802

LKK:	
IDAC:	

Surveyor:

DOI:

Date / Time :

Registered in Merimen:

Pre-assign / CCU / FTE



Insured Vehicle No.

Name of Insured

Insured Tel No.

Excess Sec II :SS

Is driver the owner?

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

Driver Tel No. :

(V/L: YES / NO)

Claim No.

Policy No.

Make / Model :

Place of Accident :

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

Insured Liability :

%	Final ? Yes / No
100	Yes
90	Yes
80	Yes
70	Yes
60	Yes
50	Yes
40	Yes
30	Yes
20	Yes
10	Yes
0	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	
	5/11/2015 - 4	5/11/2015 B - 4		
		Non-Reporting ltr (1st):		
		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:		☐

PRELIMINARY ADVICE		Date/Time:	Sent By:	Post-Repair Photos:	☐	☐
				Others:	☐	☐
FINALIZATION	Date/Time:	Confirm with:		Confirm by:		
Repair Cost:	\$S	(	days)	Reduction:	%	Email ☐ Call ☐
FINAL SETTLEMENT	Date/Time:	Confirm with		Email	☐	Call ☐
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 ☐	LOU only ☐	LOR + LOU ☐	LOR + LO ☐	[Tick only one]		
GIA/LTA Search	\$S					
Medical:	\$S	1) Claim status: Normal/Reject/Private Settle				
Disbursement:	\$S	(e.g. Tow/ Independent)				
Legal Cost	\$S	2) Report Format:				
		3) Survey fee:				
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:				

