

15/5/2010

INS. CASE OWNER:

CC P/III1802

LKK:

IDAC:

Surveyor:

DOI:

Date / Time:

Registered in Merimen:

## ASSIGNMENT

Pre-assign / CCU / FTE



Insured Vehicle No. :

Name of Insured :

Insured Tel No. :

Excess Sec II : \$

Is driver the owner?

( YES / NO )

Nature of Accident :

HP:

D.O.A :

Claim No. :

Policy No. :

Make / Model :

Place 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                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------|
| SBT 437E                                                                                                                                 | Non-Reporting ltr (1st):           |                                                              |
| SBT 437E                                                                                                                                 | 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)   | <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:                           | Confirm by:                                                  |
| FINALIZATION Date/Time:                                                                                                                  | Confirm with:                      | Confirm by:                                                  |
| Repair Cost: \$                                                                                                                          | ( days) Reduction: %               | Email <input type="checkbox"/> Call <input type="checkbox"/> |
| FINAL SETTLEMENT Date/Time:                                                                                                              | Confirm with                       | 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: \$                                                                                                                          |                                    |                                                              |
| Loss of Rental (LOR): \$                                                                                                                 | ( days)                            |                                                              |
| Loss of Use (LOU): \$                                                                                                                    | ( \$ x days)                       |                                                              |
| Loss of Income (LOI): \$                                                                                                                 | ( \$ x days)                       |                                                              |
| LOR only <input type="checkbox"/> LOU only <input type="checkbox"/> LOR + LOU <input type="checkbox"/> LOR + LO <input type="checkbox"/> | [Tick only one]                    |                                                              |
| GIA/LTA Search                                                                                                                           | \$                                 |                                                              |
| Medical:                                                                                                                                 | \$                                 |                                                              |
| Disbursement:                                                                                                                            | \$ (e.g. Tow/ Independent )        | 1) Claim status: Normal/Reject/Private Settle                |
| Legal Cost                                                                                                                               | \$                                 | 2) Report Format:                                            |
|                                                                                                                                          |                                    | 3) Survey fee:                                               |
| Total: \$                                                                                                                                | Global Sum \$:                     |                                                              |
| FINAL PAYMENT Date/Time:                                                                                                                 | Confirm with:                      | Email <input type="checkbox"/> Call <input type="checkbox"/> |
| Payee 1: \$                                                                                                                              | Name 1:                            |                                                              |
| Payee 2: (Strike if N.A.) \$                                                                                                             | Name 2:                            |                                                              |
| Payee 3: (Strike if N.A.) \$                                                                                                             | Name 3:                            |                                                              |

