

15/5/2010

INS. CASE OWNER:

CC 3 /AIG1900 0257, R1463

LKK:
IDAC:

Surveyor:

Rahul

DOI:

ASSIGNMENT

Date / Time :

Registered in Merimen:

Pre-assign / CCU / FTE



Insured Vehicle No. :

Name of Insured :

Insured Tel No. :

Excess Sec II :S\$

Is driver the owner?

(YES / NO)

HP:

D.O.A :

Nature of Accident :

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:

SMRT.



INSRS:

WSP:

Tel :

Liability :

RMKS:



INSRS:

WSP:

Tel :

Liability :

RMKS:



INSRS:

WSP:

Tel :

Liability :

RMKS:

Date/ Time	STAGE	DATE/ PIC
SHB 4317	Non-Reporting ltr (1st):	
SHB 4317	Non-Reporting ltr (2nd):	
SHB 4317	Non-Reporting ltr (Final):	
SHB 4317	Notification ltr (if non-pickup):	
SHB 4317	Call OI:	
SHB 4317	After call ltr to OI:	
SHB 4317	Documentation Check List:	Handler Typist
SHB 4317	Notification ltr (if non-pickup)	
SHB 4317	After call ltr to OI:	
SHB 4317	Authorisation To Act:	
SHB 4317	Release Voucher:	
SHB 4317	Final Repair Bill:	
SHB 4317	Car Rental Invoice:	
SHB 4317	Towing Invoice:	
SHB 4317	LTA / GIA :	
SHB 4317	Medical Bill:	
SHB 4317	PIR:	
SHB 4317	Mandate/Reject Instruction:	
SHB 4317	LOD:	
SHB 4317	Payment Breakdown Form:	
SHB 4317	Post-Repair Photos:	
SHB 4317	Others:	
PRELIMINARY ADVICE	Date/Time:	Send By:
FINALIZATION	Date/Time:	Confirm with:
Repair Cost:	S\$	(days) Reduction: %
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 + LO ☐		[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:
Payee 1:	S\$	Name 1:
Payee 2: (Strike if N.A.)	S\$	Name 2:
Payee 3: (Strike if N.A.)	S\$	Name 3:

