

**ASSIGNMENT**Surveyor: KennethDOI: 22/01/2019Date / Time : 22/01/2019

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

**Pre-assign / CCU / FTE**Insured Vehicle No. : SH 7702U

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****SBM 5555R**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):                                       |                                                   |
| 27/05/2020                                                                                                                                                           | Pls refer to Views for details.                             | Call OI:                                                                |                                                   |
|                                                                                                                                                                      |                                                             | After call ltr to OI:                                                   |                                                   |
|                                                                                                                                                                      |                                                             | <b>Documentation Check List:</b>                                        | <b>Handler</b> <b>Typist</b>                      |
|                                                                                                                                                                      |                                                             | 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"/> |
| <b>PRELIMINARY ADVICE</b>                                                                                                                                            | Date/Time: _____ Sent By: _____                             | Post-Repair Photos:                                                     | <input type="checkbox"/> <input type="checkbox"/> |
|                                                                                                                                                                      |                                                             | Others:                                                                 | <input type="checkbox"/> <input type="checkbox"/> |
| <b>FINALIZATION</b>                                                                                                                                                  | Date/Time: _____ Confirm with: _____                        | Confirm by: _____                                                       |                                                   |
| Repair Cost: <b>P/P</b>                                                                                                                                              | S\$ <b>4,830.79</b> ( <b>6</b> days) Reduction: <b>40</b> % | Email <input type="checkbox"/> Call <input type="checkbox"/>            |                                                   |
| <b>FINAL SETTLEMENT</b>                                                                                                                                              | Date/Time: <b>27/05/2020</b> Confirm with <b>Margaret</b>   | Email <input checked="" type="checkbox"/> Call <input type="checkbox"/> |                                                   |
| Final Liability:                                                                                                                                                     | % <b>100</b> (Agreed / Assessed) BOLA S/N No. : <b>27</b>   | If NO or B 28, Ass. Lia :                                               |                                                   |
| Repair Cost: <b>W/GST</b>                                                                                                                                            | S\$ <b>5,168.95</b>                                         |                                                                         |                                                   |
| Loss of Rental (LOR):                                                                                                                                                | S\$ <b>800.00</b> ( <b>8</b> days) x \$100.00               |                                                                         |                                                   |
| Loss of Use (LOU):                                                                                                                                                   | S\$ (\$ x days)                                             |                                                                         |                                                   |
| Loss of Income (LOI):                                                                                                                                                | S\$ (\$ x days)                                             |                                                                         |                                                   |
| LOR only <input checked="" type="checkbox"/> LOU only <input type="checkbox"/> LOR + LOU <input type="checkbox"/> LOR + LOI <input type="checkbox"/> [Tick only one] |                                                             |                                                                         |                                                   |
| GIA/LTA Search                                                                                                                                                       | S\$ <b>7.45</b>                                             |                                                                         |                                                   |
| Medical:                                                                                                                                                             | S\$ <b>120.00</b>                                           | 1) Claim status: Normal/ <del>Reject/Private Settlement</del>           |                                                   |
| Disbursement:                                                                                                                                                        | S\$ (e.g. Tow/ Independent )                                | 2) Report Format: <b>TP</b>                                             |                                                   |
| Legal Cost                                                                                                                                                           | S\$                                                         | 3) Survey fee: <b>\$350.00</b>                                          |                                                   |
| <b>Total:</b>                                                                                                                                                        | <b>S\$ 6,096.40</b>                                         | <b>Global Sum S\$:</b>                                                  |                                                   |
| <b>FINAL PAYMENT</b>                                                                                                                                                 | Date/Time: _____ Confirm with: _____                        | Email <input checked="" type="checkbox"/> Call <input type="checkbox"/> |                                                   |
| Payee 1:                                                                                                                                                             | S\$ <b>6,096.40</b>                                         | Name 1: <b>K Kim Hin Auto Pte Ltd</b>                                   |                                                   |
| Payee 2: (Strike if N.A.)                                                                                                                                            | S\$                                                         | Name 2:                                                                 |                                                   |
| Payee 3: (Strike if N.A.)                                                                                                                                            | S\$                                                         | Name 3:                                                                 |                                                   |