

INS. CASE OWNER:

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	
	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 + LOI ☐	[Tick only one]
GIA/LTA Search	S\$			
Medical:	S\$	1) Claim status: Normal/Reject/Private Settle		
Disbursement:	S\$	(e.g. Tow/ Independent) 2) Report Format:		
Legal Cost	S\$	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:		

