

LKK:
IDAC:

25/2/20

२५/७/१९.

Pre-assign / CCU / FTE



Claim No. :

Name of Insured :

Policy No. : _____

Insured Tel No. : HP: 4

Make / Model :

Excess Sec II :SS

D.O.A: 8/7/19.

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
1. General Liability		
2. Professional Liability		
3. Directors and Officers		
4. Employment Practices		
5. Automobile Liability		
6. Umbrella Liability		
7. Other		

680 85491



INSRS:
WSP: Our
Tel: Bro's
Liability:
RMKS:



INSRS:
WSP:
Tel :
Liability :
RMKS:



INSRS:
WSP:
Tel :
Liability :
RMKS:



INSRS:
WSP:
Tel :
Liability :
RMKS:

Date/ Time	STAGE		DATE / PIC	
670854912 670854912	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:	
		Confirm by: LWP		
FINALIZATION		Date/Time:	Confirm with:	
Repair Cost:	L/S	S\$ 2,550.00	(4 days) Reduction:	64 %
FINAL SETTLEMENT		Date/Time:	Confirm with:	
Final Liability:	%	(Agreed / Assessed) BOLA S/N No. :		Email ☐ Call ☐
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)		1) Claim status: Normal/ Reported ☐
Legal Cost	S\$			2) Report Format: TP/WP
Total:	S\$	Global Sum S\$:		3) Survey fee: \$290
FINAL PAYMENT		Date/Time:	Confirm with:	
Payee 1:	S\$	Name 1:		Email ☐ Call ☐
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		