

INS. CASE OWNER:

**ASSIGNMENT**Surveyor: **ADRIAN**DOI: **13/02/2020**Date / Time : **13/02/2020.**Registered in Merimen: **13/02/2020****Pre-assign / CCU / FTE**Insured Vehicle No. : **SJD 1968L**

Claim No. : \_\_\_\_\_

Name of Insured : **ADRIAN CHEONG WAI MENG**Policy No. : **1800067061**

Insured Tel No. : \_\_\_\_\_ HP: \_\_\_\_\_

Make / Model : **AUDI A4 SEDAN 2.0 TFSI 8W****Excess Sec II :S\$** \_\_\_\_\_ D.O.A : **08/02/2020 16:30**Place of Accident : **NEWTON ROAD AND THOMSON ROAD SLIP**

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****SLS 8204J**INSRS:  
WSP: **ACE AUTO**  
Tel : **SOLUTION**  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                | STAGE                                                        | DATE / PIC                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
| SLS 8204J - X                                                                                                                                             | Non-Reporting ltr (1st):                                     |                                                   |
| SJD 1968L - CC3/AIG20002438/Avf3; DOA: 08.02.2020                                                                                                         | Non-Reporting ltr (2nd):                                     |                                                   |
| CS/RSI14005847/Kvm3u2; DOA: 26.03.14                                                                                                                      | Non-Reporting ltr (Final):                                   |                                                   |
|                                                                                                                                                           | Notification ltr (if non-pickup):                            |                                                   |
|                                                                                                                                                           | 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: S\$ _____ ( _____ days) Reduction: _____ %                                                                                                   | Email <input type="checkbox"/> Call <input type="checkbox"/> |                                                   |
| <b>FINAL SETTLEMENT</b> 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: S\$ _____                                                                                                                                    |                                                              |                                                   |
| Loss of Rental (LOR): S\$ _____ ( _____ days)                                                                                                             |                                                              |                                                   |
| Loss of Use (LOU): S\$ _____ (\$ _____ x _____ days)                                                                                                      |                                                              |                                                   |
| Loss of Income (LOI): S\$ _____ (\$ _____ x _____ days)                                                                                                   |                                                              |                                                   |
| LOR only <input type="checkbox"/> LOU only <input type="checkbox"/> LOR + LOU <input type="checkbox"/> LOR + LOI <input type="checkbox"/> [Tick only one] |                                                              |                                                   |
| GIA/LTA Search S\$ _____                                                                                                                                  |                                                              |                                                   |
| Medical: S\$ _____                                                                                                                                        |                                                              |                                                   |
| Disbursement: S\$ _____ (e.g. Tow/ Independent )                                                                                                          |                                                              |                                                   |
| Legal Cost S\$ _____                                                                                                                                      |                                                              |                                                   |
| <b>Total:</b> S\$ _____ <b>Global Sum S\$:</b> _____                                                                                                      |                                                              |                                                   |
| <b>FINAL PAYMENT</b> Date/Time: _____ Confirm with: _____ Email <input type="checkbox"/> Call <input type="checkbox"/>                                    |                                                              |                                                   |
| Payee 1: S\$ _____ Name 1: _____                                                                                                                          |                                                              |                                                   |
| Payee 2: (Strike if N.A.) S\$ _____ Name 2: _____                                                                                                         |                                                              |                                                   |
| Payee 3: (Strike if N.A.) S\$ _____ Name 3: _____                                                                                                         |                                                              |                                                   |

