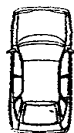


**ASSIGNMENT**Surveyor: KENNETHDOI: 06/05/2020Date / Time : 05/05/2020Registered in Merimen: 05/05/2020**Pre-assign / CCU / FTE**Insured Vehicle No. : SMR 3852P  
Name of Insured : LAU SIEW CHEN (LIU XIUZHEN)Claim No. : 7018957341SGPolicy No. : 1900264448Insured Tel No. : \_\_\_\_\_ HP: 91131658Make / Model : MAZDA CX3Excess Sec II : S\$ \_\_\_\_\_ D.O.A : 03/05/2020Place of Accident : BLK 8C BOON KENG ROAD (MSCP) @ DECK 3BIs 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****SMS 3716U**INSRS:  
WSP: MBM  
Tel : WHEELPOWER  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                | SMS 3716U - X                        | SMR 3852P - X          | 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:                         |                                                   |
|                                                                                                                                                           |                                      |                        | <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"/>                          |
|                                                                                                                                                           |                                      |                        | Post-Repair Photos:                           | <input type="checkbox"/> <input type="checkbox"/> |
|                                                                                                                                                           |                                      |                        | Others:                                       | <input type="checkbox"/> <input type="checkbox"/> |
| <b>PRELIMINARY ADVICE</b>                                                                                                                                 | Date/Time:                           | Sent By:               |                                               |                                                   |
| <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\$                                  |                        | 1) Claim status: Normal/Reject/Private Settle |                                                   |
| Disbursement:                                                                                                                                             | S\$ (e.g. Tow/ Independent )         |                        | 2) Report Format:                             |                                                   |
| Legal Cost                                                                                                                                                | S\$                                  |                        | 3) Survey fee:                                |                                                   |
| <b>Total:</b>                                                                                                                                             | <b>S\$</b>                           | <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:                |                                               |                                                   |