

**ASSIGNMENT**Surveyor: KENNETHDOI: 27/05/2020Date / Time : 27/05/2020Registered in Merimen: 27/05/2020**Pre-assign / CCU / FTE**Insured Vehicle No. : SKW 5528KClaim No. : 4247804940SGName of Insured : TOH LAY HARPolicy No. : 1900232175

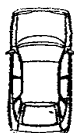
Insured Tel No. : \_\_\_\_\_ HP: \_\_\_\_\_

Make / Model : TOYOTA CAMRYExcess Sec II :S\$ \_\_\_\_\_ D.O.A : 25/05/2020Place of Accident : CHAI CHEE ROAD TWDS NEW UPP CHANGI RDIs 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**SHC 5542JINSRS:  
WSP: TRANS CAB  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                |                                                                                                   |                                                 |                          |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------|-------------------------------|
|                                                                                                                                                           | SHC 5542J - CS/FCI19005517/Kqd3n2 ; 23/03/2019                                                    | STAGE                                           | DATE / PIC               |                               |
|                                                                                                                                                           | CC3/EQI18012435/Kea3s2 ; 05/07/2018                                                               | Non-Reporting ltr (1st):                        |                          |                               |
|                                                                                                                                                           | CC3/AIG08006932/VDn ; 25/01/2008                                                                  | Non-Reporting ltr (2nd):                        |                          |                               |
|                                                                                                                                                           |                                                                                                   | Non-Reporting ltr (Final):                      |                          |                               |
|                                                                                                                                                           | SKW 5528K - X                                                                                     | Notification ltr (if non-pickup):               |                          |                               |
|                                                                                                                                                           |                                                                                                   | Call OI:                                        |                          |                               |
|                                                                                                                                                           |                                                                                                   | After call ltr to OI:                           |                          |                               |
|                                                                                                                                                           |                                                                                                   | <b>Documentation Check List: Handler 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"/>      |
| <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\$ _____                                                                                         | 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\$ _____ 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: _____                                                                           |                                                 |                          |                               |