

**ASSIGNMENT**

Surveyor: \_\_\_\_\_

DOI: \_\_\_\_\_

Date / Time : **21/07/2020**Registered in Merimen: **22/07/2020****Pre-assign / CCU / FTE**Insured Vehicle No. : **SMM 1249X**Claim No. : **7558066107SG**

Name of Insured : \_\_\_\_\_

Policy No. : \_\_\_\_\_

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

Make / Model : \_\_\_\_\_

**Excess Sec II :S\$** \_\_\_\_\_ D.O.A : **20/07/2020 17:35**

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****SLK 6851X**INSRS:  
WSP: **VIN'S**  
Tel : **MOTOR**  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                |                                                      |                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                                                                                                           | <b>SLK 6851X - X</b>                                 | <b>STAGE</b>                                                                       |
|                                                                                                                                                           | <b>SMM 1249X - CC3/AIG20007507/Avf3 ; 20.07.2020</b> | <b>DATE / PIC</b>                                                                  |
|                                                                                                                                                           |                                                      | 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: 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"/> <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: 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: _____                                                                                                         |                                                      |                                                                                    |