

INS. CASE OWNER:

**ASSIGNMENT**

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

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

Date / Time : **21/08/2020**Registered in Merimen: **17/08/2020****Pre-assign / CCU / FTE**Insured Vehicle No. : **SHA 3745P**Claim No. : **MCT20080246**Name of Insured : **COMFORT TRANSPORTATION PTE LTD**Policy No. : **MCOM0015**

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

Make / Model : **HYUNDAI I40****Excess Sec II :S\$** \_\_\_\_\_ D.O.A : **16/08/2020 00:45**Place of Accident : **THE CLEARWATER BEDOR RESERVOIR VIEW**

Is driver the owner? ( YES / NO ) Nature of Accident : \_\_\_\_\_

If **NO**, Driver Name / Age : **NEO HEN TECK**

OI GIA REPORT: YES / NO ; TP GIA REPORT: YES / NO

Driver Tel No. : \_\_\_\_\_ (V/L: YES / NO )

Insured Liability : % **Final ? Yes / No****SJK 1125R**INSRS:  
WSP: **SME MOTOR**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                |                                                      |                                                                                    |
|-----------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                           | <b>SJK 1125R - CS3/AXA15014993/Fbc2 ; 29/08/2015</b> | <b>STAGE</b>                                                                       |
|                                                           | <b>CS3/AXA15014993/Gqbc2-1 ; 29/08/2015</b>          | <b>DATE / PIC</b>                                                                  |
|                                                           | <b>SHA 3745P - CC4/III20004779/Uga3 ; 28/03/2020</b> | Non-Reporting ltr (1st):                                                           |
|                                                           | <b>CC6/III17005959/Kea3q2 ; 24/03/2017</b>           | Non-Reporting ltr (2nd):                                                           |
|                                                           | <b>CS/LAW18010854/Uvbe2 ; 01/10/2017</b>             | Non-Reporting ltr (Final):                                                         |
|                                                           | <b>CS/TMI19019499/Fsf3e2 ; 02/11/2019</b>            | Notification ltr (if non-pickup):                                                  |
|                                                           | <b>NA/INC20004640/z4 ; 28/03/2020</b>                | 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: _____                                                                                                         |                                               |