

**ASSIGNMENT**

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

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

Date / Time : 04/12/2020Registered in Merimen: 04/12/2020**Pre-assign / CCU / FTE**Insured Vehicle No. : YN 7388R

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

Name of Insured : CROWN CONSTRUCTION PTE LTD

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

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

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

**Excess Sec II :S\$** \_\_\_\_\_ D.O.A : 24/11/2020

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 / NODriver Tel No. : \_\_\_\_\_ (V/L: ☒ YES / NO )Insured Liability : \_\_\_\_\_ % **Final ? Yes / No**SH 6983G → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_INSRS:  
WSP: **BIFROST**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                               |                                                      |                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------|
|                                                                                                                                                          | SH 6983G : CS1/III20003417/Bqf3s2 ; DOA : 03/12/2018 |                                                                       |
|                                                                                                                                                          | YN 7388R : X                                         |                                                                       |
|                                                                                                                                                          | <b>STAGE</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"/>                                              |
| <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:                                                         |
| Repair Cost:                                                                                                                                             | S\$ ( _____ days) Reduction:                         | % Email <input type="checkbox"/> Call <input type="checkbox"/>        |
| <b>FINAL SETTLEMENT</b>                                                                                                                                  | Date/Time:                                           | Confirm with                                                          |
| Final Liability:                                                                                                                                         | % (Agreed / Assessed) BOLA S/N No. :                 | Email <input type="checkbox"/> Cal <input type="checkbox"/>           |
| Repair Cost:                                                                                                                                             | S\$                                                  | If NO or B 28, Ass. Lia :                                             |
| 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 + LO <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:                                                         |
| Payee 1:                                                                                                                                                 | S\$                                                  | Name 1: _____                                                         |
| Payee 2: (Strike if N.A.)                                                                                                                                | S\$                                                  | Name 2: _____                                                         |
| Payee 3: (Strike if N.A.)                                                                                                                                | S\$                                                  | Name 3: _____                                                         |