

**ASSIGNMENT**Surveyor: **BRYAN**

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

Date / Time : **30/12/2020**Registered in Merimen: **31/12/2020****Pre-assign / CCU / FTE**Insured Vehicle No. : **GBD 2219D**

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

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

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

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

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

Excess Sec II :\$ \_\_\_\_\_ D.O.A : **26/12/2020**

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 / NO

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

Insured Liability : % **Final ? Yes / No****SKS 6999Z**INSRS:  
WSP: **TEAMWORK**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                |                  |                                            |                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------|------------------------------------------------------------------------------------|
|                                                                                                                                                           | <b>SKS 6999Z</b> | <b>NBA/TMI16013263/k4 ; 17.07.2016</b>     | <b>STAGE</b>                                                                       |
|                                                                                                                                                           | <b>GBD 2219D</b> | <b>NA/MSG20014559/z4 ; 26.12.2020</b>      | <b>DATE / PIC</b>                                                                  |
|                                                                                                                                                           |                  | <b>CC3/AIG14019191/Rvj3d1 ; 29.09.2014</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:</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:                                    |                                                                                    |