

**ASSIGNMENT**Surveyor: KennethDOI: 18/03/2021Date / Time : 18/03/2021Registered in Merimen: 18/03/2021**Pre-assign / CCU / FTE**Insured Vehicle No. : GBE 6117H

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

Name of Insured : Lim Lit Hong

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

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

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

Excess Sec II :S\$ \_\_\_\_\_ D.O.A : 16/03/2021

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**SKL 574S → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_ → \_\_\_\_\_INSRS:  
WSP: **CITY AUTO**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                               |                                                |                                          | STAGE                                                       | DATE / PIC                                        |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------|-------------------------------------------------------------|---------------------------------------------------|
|                                                                                                                                          | SKL 574S : X ; GBE 6117H : X                   |                                          | Non-Reporting ltr (1st):                                    |                                                   |
| 24/03/2021                                                                                                                               | - OINR *** SENT OUT FIRST NON-REPORTING LETTER |                                          | Non-Reporting ltr (2nd):                                    |                                                   |
|                                                                                                                                          |                                                |                                          | Non-Reporting ltr (Final):                                  |                                                   |
|                                                                                                                                          |                                                |                                          | Notification ltr (if non-pickup):                           |                                                   |
|                                                                                                                                          |                                                |                                          | Call OI:                                                    |                                                   |
|                                                                                                                                          |                                                |                                          | After call ltr to OI:                                       |                                                   |
|                                                                                                                                          |                                                |                                          | <b>Documentation Check List:</b>                            | <b>Handler</b> <b>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"/> Cal <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 + 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: _____                                                                                |                                                |                                          | Email <input type="checkbox"/> Cal <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: _____                            |                                                             |                                                   |