

**ASSIGNMENT**

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

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

Date / Time : 25/06/2021Registered in Merimen: 25/06/2021**Pre-assign / CCU / FTE**Insured Vehicle No. : PC 1020E

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

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

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

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

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

Excess Sec II : \$ \_\_\_\_\_ D.O.A : 25.06.2021

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**GBH 9285UINSRS:  
WSP: **Profi**  
Tel : **Automotive**  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                |                                                   | STAGE                                                        | DATE / PIC                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
|                                                                                                                                                           | <b>GBH 9285U - NA/INC19012933/h4 ; 15.07.2019</b> | Non-Reporting ltr (1st):                                     |                                                   |
|                                                                                                                                                           | <b>PC 1020E - NA/INC18019383/r3 ; 24.10.2018</b>  | 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 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\$ 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: _____                               |                                                              |                                                   |