

INS. CASE OWNER:

CC4/LPC21010648/gs3

LKK:

IDAC:

ASSIGNMENT

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

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

Date / Time : 15/10/2021

Registered in Merimen: \_\_\_\_\_

Pre-assign / CCU / FTE

Insured Vehicle No. : SGK 8118B

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

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

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

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

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

Excess Sec II : \$ \$ D.O.A : 08/10/2021

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**FBL 2494HINSRS:  
WSP: PRO-JEX  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time |                                                       | STAGE                             | DATE / PIC                                        |
|------------|-------------------------------------------------------|-----------------------------------|---------------------------------------------------|
|            | FBL 2494H : CS3/SMO21010394/Avf3e2 ; DOA : 08/10/2021 | Non-Reporting ltr (1st):          |                                                   |
|            | SGK 8118B : CS3/LPC21010398/Atf3e2 ; DOA : 08/10/2021 | Non-Reporting ltr (2nd):          |                                                   |
| 22/11/21   | - TP withdraw case. No survey done.                   | 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"/> <input type="checkbox"/> |
|            |                                                       | Post-Repair Photos:               | <input type="checkbox"/> <input type="checkbox"/> |
|            |                                                       | Others:                           | <input type="checkbox"/> <input type="checkbox"/> |

PRELIMINARY ADVICE Date/Time:

Sent By:

FINALIZATION

Date/Time:

Confirm with:

Confirm by:

Repair Cost:

\$ \$

(

days) Reduction:

%

Email ☐Call ☐

FINAL SETTLEMENT

Date/Time:

Confirm with

Email ☐Call ☐

Final Liability:

%

/ Assessed) BOLA S/N No. :

If NO or B 28, Ass. Lia :

Repair Cost:

\$ \$

Loss of Rental (LOR):

\$ \$

( days)

Loss of Use (LOU):

\$ \$

(\$ x days)

Loss of Income (LOI):

\$ \$

(\$ x

LOR only ☐LOU only ☐LOR + LOU ☐LOR ☐

[Tick

GIA/LTA Search

\$ \$

Medical:

\$ \$

Disbursement:

\$ \$

(e.g. dependent )

Legal Cost

\$ \$

1) Claim status: Normal/Reject/Private Settle

2) Report Format:

3) Survey fee:

Total:

\$ \$

Global

FINAL PAYMENT

Date/Time:

Conf

Email ☐Call ☐

Payee 1:

\$ \$

Payee 2: (Strike if N.A.)

\$ \$

Payee 3: (Strike if N.A.)

\$ \$

Payee 3: