

**ASSIGNMENT**

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

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

Date / Time : **6/5/22**

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

**Pre-assign / CCU / FTE**Insured Vehicle No. : **SMP 3796D**

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

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

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

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

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

Excess Sec II :S\$ \_\_\_\_\_ D.O.A : **04/05/2022**

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****SLM 3246C**INSRS:  
WSP: **MG**  
Tel : **SOLUTION**  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                |                                                      |                                                 |                                               |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|---------------------------------------------------|
|                                                                                                                                                           | <b>SLM 3246C - CS/LCR17016226/Urbe2 ; 13/04/2017</b> | <b>STAGE</b>                                    | <b>DATE / PIC</b>                             |                                                   |
|                                                                                                                                                           | <b>NA/INC17007252/k4 ; 12/04/2017</b>                | Non-Reporting ltr (1st):                        |                                               |                                                   |
|                                                                                                                                                           | <b>NA/INC17007386/h4 ; 13/04/2017</b>                | Non-Reporting ltr (2nd):                        |                                               |                                                   |
|                                                                                                                                                           | <b>SMP 3796D - CS/CTI22001283/Aty3 ; 8/2/22</b>      | 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: _____                             | 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: _____                                   |                                               |                                                   |