

INS. CASE OWNER:

ASSIGNMENT

Surveyor: _____

DOI: _____

Date / Time : 21/07/2022

Registered in Merimen: _____

Pre-assign / CCU / FTEInsured Vehicle No. : GBE 3460K

Claim No. : _____

Name of Insured : _____

Policy No. : _____

Insured Tel No. : _____ HP: _____

Make / Model : _____

Excess Sec II :\$S\$ _____ D.O.A : _____

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****SHB 161M**INSRS:
WSP:
Tel :
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:

Date/ Time	Reference Entry	Date	Customer Name	Vehicle No.	TP Vehicle No.	Accident Date	Close Date	Created By	DATE / PIC
SHB 161M -	CC3/AXA11025016/R1ndf1	18/06/2012	SHB 161M PA 7062E	27/11/2011	20/06/2012	CXS	Non-Reporting ltr (1st):		
	CS/EQI22002171/Rqy3n2	28/03/2022	SHB 161M SGW 1670E	07/03/2022	28/03/2022	NLY	Non-Reporting ltr (2nd):		
	NS/INC12013031/T1zk3	03/12/2012	SHB 161M GZ 2956J	02/07/2012	05/12/2012	LYT	Non-Reporting ltr (Final):		
GBE 3460K - X							Notification ltr (if non-pickup):		
							Call OI:		
							After call ltr to OI:		
							Documentation Check List:	Handler	Typist
							Notification ltr (if non-pickup)	☐	☐
							After call ltr to OI:	☐	☐
							Authorisation To Act:	☐	☐
							Release Voucher:	☐	☐
							Final Repair Bill:	☐	☐
							Car Rental Invoice:	☐	☐
							Towing Invoice	☐	☐
							LTA / GIA :	☐	☐
							Medical Bill:	☐	☐
							PIR:	☐	☐
							Mandate/Reject Instruction:	☐	☐
							LOD	☐	☐
							Payment Breakdown Form:		☐
PRELIMINARY ADVICE	Date/Time:		Sent By:				Post-Repair Photos:	☐	☐
							Others:	☐	☐
FINALIZATION	Date/Time:		Confirm with:		Confirm by:				
Repair Cost:	S\$	(	days)	Reduction:	%		Email	☐	Call ☐
FINAL SETTLEMENT	Date/Time:		Confirm with		Email	☐	Call	☐	
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 ☐	LOU only ☐	LOR + LOU ☐	LOR + LOI ☐	[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:		
Total:	S\$		Global Sum S\$:						
FINAL PAYMENT	Date/Time:		Confirm with:		Email	☐	Call	☐	
Payee 1:	S\$		Name 1:						
Payee 2: (Strike if N.A.)	S\$		Name 2:						
Payee 3: (Strike if N.A.)	S\$		Name 3:						