

INS. CASE OWNER:

**ASSIGNMENT**

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

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

Date / Time : **03.08.2022**Registered in Merimen: **03.08.2022****Pre-assign / CCU / FTE**Insured Vehicle No. : **SKK 3106X**

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

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

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

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

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

**Excess Sec II :S\$**D.O.A : **29/07/2022 17:50**Place of Accident : **Punggol Road, Singapore**

Is driver the owner? ( YES / NO ) Nature of Accident : \_\_\_\_\_

**HEADING TOWARDS PUNGGOL END AT JUNCTION NEXT TO BLK 305D**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****FBF 9048Z**INSRS:  
WSP: **Sanfu Motor Pte Ltd**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                |                                    |                      | STAGE                                         | DATE / PIC                    |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|-----------------------------------------------|-------------------------------|
|                                                                                                                                           | <b>FBF 9048Z - X</b>               | <b>SKX 3106X - X</b> | Non-Reporting ltr (1st):                      |                               |
|                                                                                                                                           |                                    |                      | 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"/>      |
|                                                                                                                                           |                                    |                      | After call ltr to OI:                         | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Authorisation To Act:                         | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Release Voucher:                              | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Final Repair Bill:                            | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Car Rental Invoice:                           | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Towing Invoice                                | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | LTA / GIA :                                   | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Medical Bill:                                 | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | PIR:                                          | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Mandate/Reject Instruction:                   | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | LOD                                           | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Payment Breakdown Form:                       | <input type="checkbox"/>      |
| <b>PRELIMINARY ADVICE</b> Date/Time:                                                                                                      | Sent By:                           |                      | Post-Repair Photos:                           | <input type="checkbox"/>      |
|                                                                                                                                           |                                    |                      | Others:                                       | <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: 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:                            |                      |                                               |                               |