

**ASSIGNMENT**

Surveyor:

**ADRIAN**DOI: **30.08.2022**Date / Time : **30.08.2022**Registered in Merimen: **02.09.2022****Pre-assign / CCU / FTE**Insured Vehicle No. : **GBL 7710B**

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

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

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

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

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

Excess Sec II :S\$ \_\_\_\_\_ D.O.A : **14.08.2022 12:30**

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

**SNF 3600B**INSRS:  
WSP: **HD PERFECT  
AUTOWORK  
PTE LTD**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                        |                                              |                                                            |                                               |                               |                          |
|-----------------------------------|----------------------------------------------|------------------------------------------------------------|-----------------------------------------------|-------------------------------|--------------------------|
|                                   | <b>SNF 3600B</b>                             | <b>NM/GTI22007735/Ar3 ; 14.08.2022</b>                     | <b>STAGE</b>                                  | <b>DATE / PIC</b>             |                          |
|                                   | <b>GBL 7710B</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"/>      | <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:                      | <b>L/Sum S\$ 4,800.00</b>                    | ( <b>5</b> days) Reduction: <b>64</b> %                    | Email <input type="checkbox"/>                | Call <input type="checkbox"/> |                          |
| <b>FINAL SETTLEMENT</b>           | Date/Time: <b>29/12/2022</b>                 | Confirm with <b>Irene</b>                                  | Email <input checked="" type="checkbox"/>     | Call <input type="checkbox"/> |                          |
| Final Liability:                  | % <b>50</b>                                  | (Agreed / Assessed) BOLA S/N No. : <b>Nil -Conflicting</b> | If NO or B 28, Ass. Lia :                     |                               |                          |
| Repair Cost:                      | S\$ <b>2,400.00</b>                          | <b>(\$4,800.00)</b>                                        |                                               |                               |                          |
| Loss of Rental (LOR):             | S\$ _____                                    | ( _____ days)                                              |                                               |                               |                          |
| Loss of Use (LOU):                | S\$ <b>250.00</b>                            | (\$ <b>100</b> x <b>5</b> days) <b>(\$500.00)</b>          |                                               |                               |                          |
| Loss of Income (LOI):             | S\$ _____                                    | (\$ _____ x _____ days)                                    |                                               |                               |                          |
| LOR only <input type="checkbox"/> | LOU only <input checked="" type="checkbox"/> | LOR + LOU <input type="checkbox"/>                         | LOR + LOI <input type="checkbox"/>            | [Tick only one]               |                          |
| GIA/LTA Search                    | S\$ <b>7.45</b>                              |                                                            |                                               |                               |                          |
| Medical:                          | S\$ _____                                    |                                                            | 1) Claim status: Normal/Reject/Private Settle |                               |                          |
| Disbursement:                     | S\$ _____                                    | (e.g. Tow/ Independent )                                   | 2) Report Format: <b>TP</b>                   |                               |                          |
| Legal Cost                        | S\$ _____                                    |                                                            | 3) Survey fee: <b>\$320</b>                   |                               |                          |
| <b>Total:</b>                     | <b>S\$ 2,657.45</b>                          | <b>Global Sum S\$:</b>                                     |                                               |                               |                          |
| <b>FINAL PAYMENT</b>              | Date/Time:                                   | Confirm with:                                              | Email <input checked="" type="checkbox"/>     | Call <input type="checkbox"/> |                          |
| Payee 1:                          | S\$ <b>2,657.45</b>                          | Name 1: <b>HD PERFECT AUTOWORK PTE LTD</b>                 |                                               |                               |                          |
| Payee 2: (Strike if N.A.)         | S\$ _____                                    | Name 2:                                                    |                                               |                               |                          |
| Payee 3: (Strike if N.A.)         | S\$ _____                                    | Name 3:                                                    |                                               |                               |                          |