

INS. CASE OWNER:

**ASSIGNMENT**Surveyor: **KENNETH**

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

Date / Time : **06/09/2022**Registered in Merimen: **06/09/2022****Pre-assign / CCU / FTE**Insured Vehicle No. : **SML 373G**

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

Name of Insured : **TEO ENG GUAN ANDY**Policy No. : **SP2001902660-01**

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

Make / Model : **Mercedes C180****Excess Sec II :S\$** \_\_\_\_\_ D.O.A : **26/08/2022 07:25**Place of Accident : **BRADDELL RD TWDS BISHAN**

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****SLE 1636R**INSRS:  
WSP: **K KIM HIN**  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                        | Entry Date                        | Customer Name                      | Vehicle No.                        | TP Vehicle No.  | Accident Date                                                | Close Date | Created By                        | DATE / PIC               |
|-----------------------------------|-----------------------------------|------------------------------------|------------------------------------|-----------------|--------------------------------------------------------------|------------|-----------------------------------|--------------------------|
| SLE 1636R - Reference Entry       | CS3/CTI19013784/Fcf3e2            | 22/08/2019                         | SLE 1636R SDZ 6886L                | 02/08/2019      | 23/08/2019                                                   | 15/08/2019 | ST1                               |                          |
| SML 373G - Reference Entry        | CS/AIS22008399/Ecy3               | 30/08/2022                         | SML 373G                           | 26/08/2022      | NMY                                                          |            |                                   |                          |
|                                   |                                   |                                    |                                    |                 |                                                              |            | 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>  |                          |
|                                   |                                   |                                    |                                    |                 |                                                              |            | Handler                           | Typist                   |
|                                   |                                   |                                    |                                    |                 |                                                              |            | 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"/> |
|                                   |                                   |                                    |                                    |                 |                                                              |            | Post-Repair Photos:               | <input type="checkbox"/> |
|                                   |                                   |                                    |                                    |                 |                                                              |            | Others:                           | <input type="checkbox"/> |
| <b>PRELIMINARY ADVICE</b>         |                                   |                                    |                                    |                 |                                                              |            |                                   |                          |
| Date/Time:                        |                                   | Sent By:                           |                                    |                 |                                                              |            |                                   |                          |
| <b>FINALIZATION</b>               |                                   |                                    |                                    |                 |                                                              |            |                                   |                          |
| Date/Time:                        |                                   | Confirm with:                      |                                    |                 | Confirm by:                                                  |            |                                   |                          |
| Repair Cost:                      | S\$                               | (                                  | days)                              | Reduction:      | %                                                            | Email      | <input type="checkbox"/>          | Call                     |
| <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\$                               |                                    |                                    |                 |                                                              |            |                                   |                          |
| Disbursement:                     | S\$                               | (e.g. Tow/ Independent )           |                                    |                 | 1) Claim status: Normal/Reject/Private Settle                |            |                                   |                          |
| Legal Cost                        | S\$                               |                                    |                                    |                 | 2) Report Format:                                            |            |                                   |                          |
|                                   |                                   |                                    |                                    |                 | 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:                            |                                    |                 |                                                              |            |                                   |                          |