

INS. CASE OWNER:

**ASSIGNMENT**

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

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

Date / Time : **06.01.2023**Registered in Merimen: **06.01.2023****Pre-assign / CCU / FTE**Insured Vehicle No. : **SGW 8335C**

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

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

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

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

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

Excess Sec II :\$ D.O.A : **03.01.2023 14:35**

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****SLD 9124D**INSRS: **BEST SOLUTION**  
WSP: **AUTOCARE**  
Tel : **PTE LTD**  
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       | SLD Created By                                               | DATE / PIC               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------|
| SLD 9124D -                                                                                                                                               | NA/AIG16016625/S 05/09/2016 ENG NAM HENG SKB 3570K SLD 9124D 04/09/2016 07/09/2016 YWKK |                                                              |                          |
| SGW 8335C - X                                                                                                                                             |                                                                                         |                                                              |                          |
|                                                                                                                                                           |                                                                                         | 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 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:</b>                                                                                                                                             | <b>S\$ 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:                                                                             |                                                              |                          |