

**ASSIGNMENT**

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

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

Date / Time : **17.01.2023**Registered in Merimen: **18.01.2023****Pre-assign / CCU / FTE**Insured Vehicle No. : **XD 9033R**

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

Name of Insured : **SANTA WAREHOUSING PTE LTD**Policy No. : **D21MFL0008597\_01**

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

Make / Model : **Man Tgs**Excess Sec II :\$ \$ D.O.A : **16/01/2023 10:30**Place of Accident : **20 Airport Blvd., Singapore 819659**

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

If NO, Driver Name / Age : **PUNITHA KUMAR MUTHULINGAM**

OI GIA REPORT: YES / NO ; TP GIA REPORT: YES / NO

Driver Tel No. : \_\_\_\_\_ (V/L: YES / NO )

Insured Liability : % **Final ? Yes / No****SHC 3837Y**INSRS: **BIFROST**  
WSP: **AUTO**  
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 Date                | Created By                        | DATE / PIC               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------|
| XD 9033R                                                                                                                                                  | CC4/III22008968/Tea3 13/09/2022 SHA 1563K XD 9033R 09/09/2022 HMK                                     | Non-Reporting ltr (1st):          |                          |
|                                                                                                                                                           | NA/AIG19019100/z4 29/10/2019 CHUA KIM NEO ROSALIND KIMMY SGR 8863X XD 9033R 29/10/2019 06/11/2019 HZT | Non-Reporting ltr (2nd):          |                          |
|                                                                                                                                                           | NA/III15002308/d2 07/02/2015 ANG GIM XD 9033R AP 8210L 06/02/2015 09/02/2015 NLS                      | Non-Reporting ltr (Final):        |                          |
|                                                                                                                                                           | NA/TMI18007570/h4 24/04/2018 MR LIM KUN DE SGL 7704K XD 9033R 20/04/2018 30/04/2018 HMK               | Notification ltr (if non-pickup): |                          |
| SHC 3837Y                                                                                                                                                 | CC3/CTI2201017/1/1pa3q2 28/11/2022 SHC 3837Y SLJ 5965M 28/09/2022 HMK                                 | Call OI:                          |                          |
|                                                                                                                                                           | CC3/LCR17009427/H1za3s2 14/07/2017 SHC 3837Y SLK 5286J 10/05/2017 14/07/2017 HMK                      | 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"/> |
|                                                                                                                                                           |                                                                                                       | 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:                                                                                                                                              | \$ \$ ( _____ 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:                                                                                                                                              | \$ \$                                                                                                 |                                   |                          |
| Loss of Rental (LOR):                                                                                                                                     | \$ \$ ( _____ days)                                                                                   |                                   |                          |
| Loss of Use (LOU):                                                                                                                                        | \$ \$ (\$ _____ x _____ days)                                                                         |                                   |                          |
| Loss of Income (LOI):                                                                                                                                     | \$ \$ (\$ _____ 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                                                                                                                                            | \$ \$                                                                                                 |                                   |                          |
| Medical:                                                                                                                                                  | \$ \$                                                                                                 |                                   |                          |
| Disbursement:                                                                                                                                             | \$ \$ (e.g. Tow/ Independent )                                                                        |                                   |                          |
| Legal Cost                                                                                                                                                | \$ \$                                                                                                 |                                   |                          |
| <b>Total:</b>                                                                                                                                             | <b>\$ \$ Global Sum \$ \$:</b>                                                                        |                                   |                          |
| <b>FINAL PAYMENT</b>                                                                                                                                      | Date/Time: _____ Confirm with: _____ Email <input type="checkbox"/> Call <input type="checkbox"/>     |                                   |                          |
| Payee 1:                                                                                                                                                  | \$ \$ Name 1: _____                                                                                   |                                   |                          |
| Payee 2: (Strike if N.A.)                                                                                                                                 | \$ \$ Name 2: _____                                                                                   |                                   |                          |
| Payee 3: (Strike if N.A.)                                                                                                                                 | \$ \$ Name 3: _____                                                                                   |                                   |                          |