

INS. CASE OWNER:

**ASSIGNMENT**

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

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

Date / Time : **19.02.2023**Registered in Merimen: **19.02.2023****Pre-assign / CCU / FTE**Insured Vehicle No. : **SMK 2545U**

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

Name of Insured : **BIS MOTORING PTE LTD**

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

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

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

Excess Sec II :\$ \_\_\_\_\_ D.O.A : **17/02/2023 02:10**Place of Accident : **Lavender St., Singapore  
kallang junction**

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****SHC 2275A**INSRS:  
WSP: **CDGE  
LOYANG**  
Tel :  
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 | STAGE                                                        | Created By               | DATE / PIC               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------|--------------------------|
| SHC 2275A -                                                                                                                                               | CC3/AXA12007306/H1ec3q2 19/10/2012 SHC 2275A SFM 4357E 26/03/2012 30/10/2012 TLF  | Non-Reporting ltr (1st):                                     |                          |                          |
| NS/INC10024435/Fr1 04/01/2011 SHC 2275A SGS 4153H 26/11/2010 10/01/2011 TGI                                                                               | NS/INC18002455/M1vbe2 02/03/2018 SHC 2275A SJK 7721E 05/02/2018 06/03/2018        | Non-Reporting ltr (2nd):                                     |                          |                          |
| SMK 2545U - X                                                                                                                                             |                                                                                   | 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: 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:                                                                           |                                                              |                          |                          |