

**ASSIGNMENT**Surveyor: **MARCUS**DOI: **27.02.2023**Date / Time : **27.02.2023**

Registered in Merimen: \_\_\_\_\_

**Pre-assign / CCU / FTE**Insured Vehicle No. : **PC 9296Z**

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

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

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

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

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

**Excess Sec II :S\$** \_\_\_\_\_ D.O.A : **27/02/2023 07:30**

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****SMR 5773X**INSRS:  
WSP: **SPEEDWERKZ**  
Tel : **PTE LTD**  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:INSRS:  
WSP:  
Tel :  
Liability :  
RMKS:

| Date/ Time                                                                                                                                                | STAGE                                                                                      | DATE / PIC                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| SMR 5773X - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Case Date Created By                                              | NBA/TMI23002119/Y 27/02/2023 TAN KOK HENG (CHEN GUOXING) SMR 5773X PC 9296Z 19/04/2022 RBA |                                                                       |
| PC 9296Z - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Case Date Created By                                               | NA/CTI22003593/m4 19/04/2022 AZIZAH BINTE TAIB PC 9296Z GBJ 4536T 19/04/2022 SML           |                                                                       |
|                                                                                                                                                           | NBA/TMI23002119/Y 27/02/2023 TAN KOK HENG (CHEN GUOXING) SMR 5773X PC 9296Z 19/04/2022 RBA |                                                                       |
|                                                                                                                                                           | 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:</b> S\$                                                                                                                                         | <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:                                                                                |                                                                       |