

INS. CASE OWNER:

ASSIGNMENT

Surveyor: _____

DOI: _____

Date / Time : 21.03.2023

Registered in Merimen: 21.03.2023

Pre-assign / CCU / FTE

Insured Vehicle No. : SNE1809K

Claim No. : _____

Name of Insured : MERCEDES-BENZ FLEET MANAGEMENT SINGAPORE LTD

PTE Policy No. : _____

Insured Tel No. : _____ HP: _____

Make / Model : _____

Excess Sec II : \$ _____ D.O.A : 17.03.2023 15:45

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****SNB 120K**INSRS: JL PERFECT
WSP: AUTOWORK
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
SNB 120K	NA/CTI23002839/d4	20/03/2023	KENDRE LOY KHING	SNB 120K	SNE 1809K	17/03/2023	17/03/2023	Created By	
SNE 1809K	NA/CTI23002839/d4	20/03/2023	KENDRE LOY KHING	SNB 120K	SNE 1809K	17/03/2023	17/03/2023	Created By	
Non-Reporting ltr (1st):									
Non-Reporting ltr (2nd):									
Non-Reporting ltr (Final):									
Notification ltr (if non-pickup):									
Call OI:									
After call ltr to OI:									
Documentation Check List:								Handler	Typist
Notification ltr (if non-pickup)								☐	☐
After call ltr to OI:								☐	☐
Authorisation To Act:								☐	☐
Release Voucher:								☐	☐
Final Repair Bill:								☐	☐
Car Rental Invoice:								☐	☐
Towing Invoice								☐	☐
LTA / GIA :								☐	☐
Medical Bill:								☐	☐
PIR:								☐	☐
Mandate/Reject Instruction:								☐	☐
LOD								☐	☐
Payment Breakdown Form:								☐	☐
Post-Repair Photos:								☐	☐
Others:								☐	☐
PRELIMINARY ADVICE Date/Time: _____ Sent By: _____									
FINALIZATION Date/Time: _____ Confirm with: _____ Confirm by: _____									
Repair Cost:	S\$	(	days)	Reduction:	%	Email	☐	Call	☐
FINAL SETTLEMENT Date/Time: _____ Confirm with: _____ Email ☐ Call ☐									
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	☐	LOU only	☐	LOR + LOU	☐	LOR + LOI	☐	[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:				
Total:	S\$	Global Sum S\$:							
FINAL PAYMENT Date/Time: _____ Confirm with: _____ Email ☐ Call ☐									
Payee 1:	S\$	Name 1:							
Payee 2: (Strike if N.A.)	S\$	Name 2:							
Payee 3: (Strike if N.A.)	S\$	Name 3:							