

INS. CASE OWNER:

ASSIGNMENT

Surveyor: _____

DOI: _____

Date / Time : **29.03.2023**Registered in Merimen: **29.03.2023****Pre-assign / CCU / FTE**Insured Vehicle No. : **XD 7278P**

Claim No. : _____

Name of Insured : _____

Policy No. : _____

Insured Tel No. : _____ HP: _____

Make / Model : _____

Excess Sec II :S\$ _____ D.O.A : **27.03.2023 09:00**

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****SLN 7837R**INSRS: **XIN HUA**
WSP: **WORKSHOP**
Tel : **PTE LTD**
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:INSRS:
WSP:
Tel :
Liability :
RMKS:

Date/ Time	Customer Name	Vehicle No.	TP Vehicle No.	Accident Date	Close Date	Created By	DATE / PIC																																
SLN 7837R	CC6/AIG21000982/Abs3q2	03/06/2021	SLN 7837R	SLU 7328G	14/01/2021	03/06/2021	SL1																																
XD 7278P	NA/FWD23003162/d4	28/03/2023	XU QIANG	SLN 7837R	XD 7278P	27/03/2023	NVT																																
SLN 7837R - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Close Date XD 7278P - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Close Date						STAGE 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: <table border="1"> <thead> <tr> <th>Handler</th> <th>Typist</th> </tr> </thead> <tbody> <tr><td>Notification ltr (if non-pickup)</td><td></td></tr> <tr><td>After call ltr to OI:</td><td></td></tr> <tr><td>Authorisation To Act:</td><td></td></tr> <tr><td>Release Voucher:</td><td></td></tr> <tr><td>Final Repair Bill:</td><td></td></tr> <tr><td>Car Rental Invoice:</td><td></td></tr> <tr><td>Towing Invoice</td><td></td></tr> <tr><td>LTA / GIA :</td><td></td></tr> <tr><td>Medical Bill:</td><td></td></tr> <tr><td>PIR:</td><td></td></tr> <tr><td>Mandate/Reject Instruction:</td><td></td></tr> <tr><td>LOD</td><td></td></tr> <tr><td>Payment Breakdown Form:</td><td></td></tr> <tr><td>Post-Repair Photos:</td><td></td></tr> <tr><td>Others:</td><td></td></tr> </tbody> </table>		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:	
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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\$	1) Claim status: Normal/Reject/Private Settle																																					
Disbursement:	S\$	(e.g. Tow/ Independent)																																					
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:																																					