

ASSIGNMENT

Surveyor: _____

DOI: _____

Date / Time : 22.06.2023Registered in Merimen: 22.06.2023**Pre-assign / CCU / FTE**Insured Vehicle No. : SMS 5705M

Claim No. : _____

Name of Insured : _____

Policy No. : _____

Insured Tel No. : _____ HP: _____

Make / Model : _____

Excess Sec II :\$ _____ D.O.A : 21.06.2023 10:30

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**SMN 3689RINSRS:
WSP: **BIFROST**
Tel : **AUTO PTE**
Liability : **LTD**
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
SMN 3689R	NA/CTI23006321/d4	22/06/2023	KWEK CHIEW BENG	SMN 3689R	SMS 5705M	21/06/2023	22/06/2023	NVT	
SMS 5705M	NA/CTI23006321/d4	22/06/2023	KWEK CHIEW BENG	SMN 3689R	SMS 5705M	21/06/2023	22/06/2023	NVT	
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:				
Repair Cost:	\$S	(days) Reduction:				%	Email	Call	
FINAL SETTLEMENT									
Date/Time:					Confirm with				
Final Liability:	%	(Agreed / Assessed) BOLA S/N No. :							
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)				2) Report Format:			
Legal Cost	\$S					3) Survey fee:			
Total:	\$S					Global Sum \$S:			
FINAL PAYMENT									
Date/Time:					Confirm with:				
Payee 1:	\$S					Name 1:			
Payee 2: (Strike if N.A.)	\$S					Name 2:			
Payee 3: (Strike if N.A.)	\$S					Name 3:			