

Date/ Time	5th 18th 10 - 7		5th 808th 10 - 7		STAGE	DATE / PIC
					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
					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 + LO ☐	[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:				

