

LKK:
IDAC:

Registered in Merimen:



Insured Liability :	%	Final ? Yes / No
1. General Liability		
2. Professional Liability		
3. Directors and Officers Liability		
4. Employment Practices Liability		
5. Commercial Automobile Liability		
6. Umbrella Liability		
7. Other		



RMKS:

Date/ Time		STAGE	DATE / PIC
	SMP55879K-X SME5879K-X	Non-Reporting ltr (1st): Non-Reporting ltr (2nd): Non-Reporting ltr (Final): Notification ltr (if non-pickup): Call OI: After call ltr to OI:	
FILE REVIEW: LIABILITY UNCLEAR / SIDE SWIPE.		Documentation Check List:	Handler Typist
EMAIL WSP TO REQUEST FOR EVIDENCE.		Notification ltr (if non-pickup)	
10/7/19 VIDEO CTRP UPLOADED		After call ltr to OI:	
9/7/2020 E-mail sent to ALG. NO SURVEY TO development. TO close w/o bill.		Authorisation To Act:	
Khangcha		Release Voucher:	
09/7/20 TO CLOSE FILE NO SURVEY DONE.		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: \$\$	(days) Reduction: %	Email ☐	Call ☐
FINAL SETTLEMENT Date/Time: Confirm with: Email ☐ Call ☐			
Final Liability: % 50	(Agreed / Assessed) BOLA S/N No. : 20	If NO or B 28. Ass. Lia : SIDE SWIPE +NO SURVEY	
Repair Cost: \$\$			
Loss of Rental (LOR): \$\$(S x days)			
Loss of Use (LOU): \$\$(S x days)			
Loss of Income (LOI): \$\$(S x days)			
LOR only ☐ LOU only ☐ LOR + LOU ☐ LOR + I.O ☐ [Tick only one]			
GIA/LTA Search: \$\$		1) Claim status: Normal/Reject/Private Settle	
Medical: \$\$		2) Report Format: -	
Disbursement: \$\$	(e.g. Tow/ Independent)	3) Survey fee: -	
Legal Cost: \$\$			
Total: \$\$	Global Sum \$\$:		
FINAL PAYMENT Date/Time: Confirm with: Email ☐ Call ☐			
Payee 1: \$\$	Name 1:		
Payee 2: (Strike if N.A.) \$\$(S x days)	Name 2:		
Payee 3: (Strike if N.A.) \$\$(S x days)	Name 3:		