

Date/ Time	STAGE	DATE / PIC
11/3/19	Non-Reporting ltr (1st):	10/07/2019
	Non-Reporting ltr (2nd):	
	Non-Reporting ltr (Final):	
	Notification ltr (if non-pickup):	
	Call OI:	EMAIL 06.08.19
	After call ltr to OI:	
06.08.19	Documentation Check List:	Handler Typist
	Notification ltr (if non-pickup)	☐ ☐
23-03-20	After call ltr to OI:	☐ ☐
	Authorisation To Act:	☐ ☐
23-03-20	Release Voucher:	☐ ☐
	Final Repair Bill:	☐ ☐
23/3/20	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:	SS (days) Reduction: %	Email ☐ Call ☐
FINAL SETTLEMENT		
Date/Time:	Confirm with	Email ☐ Call ☐
Final Liability:	% 100 (Agreed / Assessed) BOLA S/N No. : 34	If NO or B 28, Ass. Lia :
Repair Cost:	SS	DID MOVE OUT OF PARKING LOT.
Loss of Rental (LOR):	SS (days)	
Loss of Use (LOU):	SS (\$ x days)	
Loss of Income (LOI):	SS (\$ x days)	
LOR only ☐ LOU only ☐	LOR + LOU ☐ LOR + LO ☐ [Tick only one]	
GIA/LTA Search	SS	
Medical:	SS	1) Claim status: Normal/Reject/Private Settle
Disbursement:	SS (e.g. Tow/ Independent)	2) Report Format:
Legal Cost	SS	3) Survey fee:
Total:	SS Global Sum SS:	
FINAL PAYMENT		
Date/Time:	Confirm with:	Email ☐ Call ☐
Payee 1:	SS Name 1:	
Payee 2: (Strike if N.A.)	SS Name 2:	
Payee 3: (Strike if N.A.)	SS Name 3:	