

Date/ Time								
	SLF 8293U	NBA/GAI20002106Y; DOA: 05.02.2020			STAGE	DATE / PIC		
	GBE 2971J				Non-Reporting ltr (1st):			
	OINR. To send out first letter. File pass to Su Li.			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:			☐	☐			
PRELIMINARY ADVICE	Date/Time:	Sent By:			Post-Repair Photos:	☐		
					Others:	☐		
FINALIZATION	Date/Time:	Confirm with:			Confirm by:			
Repair Cost: L/S	S\$ 9800.00	(11 days)	Reduction: 11,693.40 %	54	Email ☐	Call ☐		
FINAL SETTLEMENT	Date/Time: 04/05/2020	Confirm with MICHELLE			Email ☒	Call ☐		
Final Liability:	% 100	(Agreed / Assessed) BOLA S/N No. : 27			If NO or B 28, Ass. Lia :			
Repair Cost: (W/GST)	S\$ 10,486.00							
Loss of Rental (LOR):	S\$ 1200.00	(12 days)	x \$100					
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\$ 36.45							
Medical:	S\$				1) Claim status: ☐ Normal/Reject/Private Settle			
Disbursement:	S\$	(e.g. Tow/ Independent)			2) Report Format: TP			
Legal Cost	S\$	(AXA'S INSTRUCTION)			3) Survey fee: \$350.00			
Total:	S\$ 11,722.45	Global Sum S\$: \$11,300.00						
FINAL PAYMENT	Date/Time:	Confirm with:			Email ☒	Call ☐		
Payee 1:	S\$ \$11,300.00	Name 1:	DYNAMIC AUTOWORK PTE LTD					
Payee 2: (Strike if N.A.)	S\$	Name 2:						
Payee 3: (Strike if N.A.)	S\$	Name 3:						