

Date/ Time				
	SDZ 8U - NA/INC16022904/r3 ; 01.12.2016	STAGE	DATE / PIC	
	SLU 8823L - 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:		
		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 / <u>GIA</u> :	☒	☐
		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: L/S	S\$ 16,500.00 (4 days) Reduction: 76.37 %		Email ☐	Call ☐
FINAL SETTLEMENT	Date/Time: 21/09/2020 Confirm with LINA		Email ☒	Call ☐
Final Liability:	% 100 (Agreed / Assessed) BOLA S/N No. : 23		If NO or B 28, Ass. Lia :	
Repair Cost: (W/GST)	S\$ 17,655.00			
Loss of Rental (LOR):	S\$ 1,540.00 (7 days) X \$220.00		OI hit parked vehicle when reversing	
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\$ 2.00			
Medical:	S\$		1) Claim status: <u>Normal/Reject/Private Settle</u>	
Disbursement:	S\$ (e.g. Tow/ Independent)		2) Report Format: TP	
Legal Cost	S\$		3) Survey fee: \$400.00	
Total:	S\$ 19,197.00	Global Sum S\$:	18,200.00	
FINAL PAYMENT	Date/Time:	Confirm with:	Email ☐ Call ☐	
Payee 1:	S\$ 18,200.00	Name 1:	FASTECH AUTO PTE LTD	
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		