

Date/ Time	SLH 4602C - NA/INC20002742/r3 ; 18/02/2020 SJK 6370R - CC4/ASM19005572/Ega3s2 ; 26/03/2019 NA/CTI20004331/h4 ; 20/03/2020		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 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:	CKS
Repair Cost:	L/S S\$ 4,200.00 (4 days) Reduction: 82 %		Email ☐ Call ☐	
FINAL SETTLEMENT	Date/Time: 26.01.21	Confirm with LINA	Email ☐ Call ☐	
Final Liability:	% 100 (Agreed / Assessed)	BOLA S/N No. : 27	IF NO or B 28, Ass. Lia :	
Repair Cost:	w/GST S\$ 4,494.00	OI REAR ENDED TP		
Loss of Rental (LOR):	S\$ 300.00 (3 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\$ 2.00			
Medical:	S\$ -		1) Claim status: Normal/ Reject/Private Settle	
Disbursement:	S\$ 60.00 (e.g. Tow/Independent)		2) Report Format: TP	
Legal Cost	S\$ -		3) Survey fee: \$400	
Total:	S\$ 4,856.00	Global Sum S\$:		
FINAL PAYMENT	Date/Time: 26.01.21	Confirm with: LINA	Email ☐ Call ☐	
Payee 1:	S\$ 4,856.00	Name 1: FASTECH AUTO PTE LTD		
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		