

Date/ Time			STAGE	DATE / PIC
	FBN 8395K - X		Non-Reporting ltr (1st):	
	SHC 3650T - CC3/CTI18000607/Des3q2 ; 08/01/2018		Non-Reporting ltr (2nd):	
	NBA/INC14019750/b4 ; 16/10/2014		Non-Reporting ltr (Final):	
			Notification ltr (if non-pickup):	
			Call OI:	
29/04/2021	Pls refer to VIEWS for details.		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:
Repair Cost: L/sum			S\$ 3,200.00	(4 days) Reduction: 46 %
			Email ☐	Call ☐
FINAL SETTLEMENT			Date/Time: 29/04/2021	Confirm with Lee Lee
Final Liability:			% 100	(Agreed / Assessed) BOLA S/N No. : NIL
Repair Cost:			S\$ 3,200.00	
Loss of Rental (LOR):			S\$	(days)
Loss of Use (LOU):			S\$ 100.00	(\$ 20 x 5 days)
Loss of Income (LOI):			S\$	(\$ x days)
LOR only ☐			LOU only ☒	LOR + LOU ☐ LOR + LOI ☐ [Tick only one]
GIA/LTA Search			S\$	
Medical:			S\$	
Disbursement:			S\$	(e.g. Tow/ Independent)
Legal Cost			S\$	
Total:			S\$ 3,300.00	Global Sum S\$:
FINAL PAYMENT			Date/Time:	Confirm with:
			Email ☒	Call ☐
Payee 1:			S\$ 3,300.00	Name 1: Erofia Motor Trading Pte Ltd
Payee 2: (Strike if N.A.)			S\$	Name 2:
Payee 3: (Strike if N.A.)			S\$	Name 3: