

Date/ Time				
	GBJ1255Z - CC4/ASM19021217/Kps3s2 - 28/11/2019 SH 7149S - NJA/INC09026577/y1 -21/11/2009		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:	
Repair Cost: P/P S\$ 350.00 (2 days) Reduction: 86 %			Confirm by: KSC	
			Email ☐ Call ☐	
FINAL SETTLEMENT Date/Time: 29.09.21			Confirm with CALVIN	
			Email ☐ Call ☐	
Final Liability: % 100 (Agreed / Assessed) BOLA S/N No. : NIL			If NO or B 28, Ass. Lia :	
Repair Cost: S\$ 350.00			OID CHARGED FOR CARELESS DRIVING	
Loss of Rental (LOR): S\$ - (days)				
Loss of Use (LOU): S\$ 160.00 (\$ 80 x 2 days)				
Loss of Income (LOI): S\$ - (\$ x days)				
LOR only ☐ LOU only ☒ LOR + LOU ☐ LOR + LOI ☐ [Tick only one]				
GIA/LTA Search S\$ 7.49				
Medical: S\$ -			1) Claim status: Normal/Reject/Private Settle	
Disbursement: S\$ - (e.g. Tow/ Independent)			2) Report Format: TP	
Legal Cost S\$ -			3) Survey fee: \$350	
Total: S\$ 517.49			Global Sum S\$:	
FINAL PAYMENT Date/Time: 29.09.21			Confirm with: CALVIN	
			Email ☐ Call ☐	
Payee 1: S\$ 517.49			Name 1: TROPICAL TECH AUTOMOBILE SERVICES	
Payee 2: (Strike if N.A.) S\$			Name 2:	
Payee 3: (Strike if N.A.) S\$			Name 3:	