

Date/ Time				
	SJV 7534X : CS/AGI20010857/Asd3 ; DOA : 03/10/2020		STAGE	
	SHA 8660S : CC4/AlG20000069/Fka3q2 ; DOA : 24/12/2019		DATE / PIC	
	- Please check / verify OID DL		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:	
Repair Cost:	S\$ (days)	Reduction: %	Email ☐	Call ☐
FINAL SETTLEMENT	Date/Time:	Confirm with	Email ☐	Cal ☐
Final Liability:	% (Agreed / Assessed)	BOLA S/N No. :	If NO or B 28, Ass. Lia :	
Repair Cost:	S\$			
Loss of Rental (LOR):	S\$ (days)			
Loss of Use (LOU):	S\$ (\$ x days)			
Loss of Income (LOI):	S\$ (\$ x days)			
LOR only ☐ LOU only ☐ LOR + LOU ☐ LOR + LC ☐	[Tick only one]			
GIA/LTA Search	S\$			
Medical:	S\$		1) Claim status: Normal/Reject/Private Settle	
Disbursement:	S\$ (e.g. Tow/ Independent)		2) Report Format:	
Legal Cost	S\$		3) Survey fee:	
Total:	S\$	Global Sum S\$:		
FINAL PAYMENT	Date/Time:	Confirm with:	Email ☐	Cal ☐
Payee 1:	S\$	Name 1:		
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		