

Date/ Time				
	XE 4783L : X		STAGE	
	XE 4490G : CS3/LPC20005643/Esf3e2 ; DOA : 06/05/2020		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: L/S S\$ 20,500.00 (14 days) Reduction: \$63,760.00% 76			Confirm by:	
			Email ☐ Call ☐	
FINAL SETTLEMENT Date/Time: 16/08/2021 Confirm with SHENG			Email ☒ Cal ☐	
Final Liability: % 100 (Agreed / Assessed) BOLA S/N No. : NIL			If NO or B 28, Ass. Lia :	
Repair Cost: S\$ 21,935.00 W/GST				
Loss of Rental (LOR): S\$ (days)			OI REVERSE HIT ONTO TPV	
Loss of Use (LOU): S\$ 3,500.00 (\$ 250 x 14 days)				
Loss of Income (LOI): S\$ (\$ x days)				
LOR only ☐ LOU only ☒ LOR + LOU ☐ LOR + LO ☐ [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: TP	
Legal Cost S\$			3) Survey fee: \$400.00	
Total: S\$ 25,435.00 Global Sum S\$:				
FINAL PAYMENT Date/Time:			Confirm with:	
			Email ☒ Cal ☐	
Payee 1: S\$25,435.00			Name 1: VFIX AUTO PTE LTD	
Payee 2: (Strike if N.A.) S\$			Name 2:	
Payee 3: (Strike if N.A.) S\$			Name 3:	