

Date/ Time			STAGE	DATE / PIC
	GBF 4636J : X		Non-Reporting ltr (1st):	
	ES 2773E : CS/AWA16000785/Ugh3d1 ; DOA : 13/01/2016		Non-Reporting ltr (2nd):	
			Non-Reporting ltr (Final):	
			Notification ltr (if non-pickup):	
18/08/2021	Pls refer to VIEWS for details.		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: L/sum	S\$ 10,800.00 (10 days)	Reduction: 46 %	Email ☐	Call ☐
FINAL SETTLEMENT	Date/Time: 18/08/2021	Confirm with Sebastian	Email ☒	Call ☐
Final Liability:	% 28 (Agreed / Assessed)	BOLA S/N No. : 100	If NO or B 28, Ass. Lia : 100	
Repair Cost: W/GST	S\$ 11,556.00			
Loss of Rental (LOR):	S\$ 1,000.00 (10 days)	x \$100.00		
Loss of Use (LOU):	S\$ (\$ x days)			
Loss of Income (LOI):	S\$ (\$ x days)			
LOR only ☒	LOU only ☐	LOR + LOU ☐	LOR + LOU ☐ [Tick only one]	
GIA/LTA Search	S\$ 7.45			
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:	\$350.00
Total:	S\$ 12,563.45	Global Sum S\$: 12,500.00		
FINAL PAYMENT	Date/Time:	Confirm with:	Email ☒	Call ☐
Payee 1:	S\$ 12,500.00	Name 1:	LEE BROTHERS AUTOMOTIVE PTE LTD	
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		