

Date/ Time			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:	Confirm by:	LWP
Repair Cost:			L/S S\$ 18,300	(18 days) Reduction:	37 %	Email ☐ Call ☐
FINAL SETTLEMENT			Date/Time: 08.09.22	Confirm with AUN TENG	Email ☐	Call ☐
Final Liability:			% 100	(Agreed / Assessed) BOLA S/N No. : 28	If NO or B 28, Ass. Lia : 0%	
Repair Cost:			S\$ 18,300.00	5VEH CC OID 4TH		
Loss of Rental (LOR)w/GST			S\$ 2,354.00	(22 days) x \$100		
Loss of Use (LOU):			S\$ -	(\$ x days)		
Loss of Income (LOI):			S\$ -	(\$ x days)		
LOR only ☒			LOU only ☐	LOR + LOU ☐	LOR + LOI ☐ [Tick only one]	
GIA/LTA Search			S\$ 7.45			
Medical:			S\$ -	1) Claim status: Normal/ Reject/Private Settle		
Disbursement:			S\$ 120.00	(e.g. Tow/ Independent)	2) Report Format: TP	
Legal Cost			S\$ -	3) Survey fee: \$400		
Total:			S\$ 20,781.45	Global Sum S\$: 20,780.00		
FINAL PAYMENT			Date/Time: 08.09.22	Confirm with: AUN TENG	Email ☐	Call ☐
Payee 1:			S\$ 20,780.00	Name 1:	PREMIUM CARZ SERVICES PTE LTD	
Payee 2: (Strike if N.A.)			S\$	Name 2:		
Payee 3: (Strike if N.A.)			S\$	Name 3:		