

Date/ Time			
YP 9454J - X			
SHB 3622E - Reference		Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Non-Reporting Date Created By	
CC3/AIG09006890/Yaj 19/10/2009 SHB 3622E SGT 2589S 28/03/2009 20/10/2009 TMO		Non-Reporting ltr (2nd):	
CC3/AIG11007637/H1n1g2p1 02/10/2012 SHB 3622E SJT 6374H 23/04/2013 03/10/2013 NSM		Non-Reporting ltr (Final):	
CC3/AIG15012343/H1ha3v2 06/10/2015 SHB 3622E SGZ 3293G 21/07/2015 08/10/2015 CWY		Notification ltr (if non-pickup):	
CS/FC18501145/Kqd3n2 25/06/2018 SHD 32S SHB 3622E 16/01/2018 26/06/2018 NVT		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: S\$ (days) Reduction: %		Confirm by:	
		Email ☐ Call ☐	
FINAL SETTLEMENT Date/Time:		Confirm with	
Final Liability: % (Agreed / Assessed) BOLA S/N No. :		Email ☐ Call ☐	
Repair Cost: S\$		If NO or B 28, Ass. Lia :	
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 + LOI ☐ [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 ☐ Call ☐	
Payee 1: S\$		Name 1:	
Payee 2: (Strike if N.A.) S\$		Name 2:	
Payee 3: (Strike if N.A.) S\$		Name 3:	