

Date/ Time			STAGE	DATE / PIC
SMH 3056Z - X			Non-Reporting Ltr (if non-pickup)	
SH 6866L - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Acc No. Date Closed Date Created By			Non-Reporting Ltr (if non-pickup)	
CC3/AIG17017934/K1hb3q2 29/03/2018 SH 6866L SLA 9603D 13/09/2018 08/2018 LSP			Non-Reporting Ltr (Final)	
CS/FC117017880/Agbn2 29/09/2017 SLA 9603D SH 6866L 13/09/2018 08/2018 NMY			Notification Ltr (if non-pickup)	
CS3/ASM21013327/Gty3e2 04/01/2022 FBE 4082L SH 6866L 25/12/2021 06/01/2022 NMY			Car Bill	
NA/INC11017497/s2 01/09/2011 ABDUL JALIL BIN ALI SFL 1739L SH 6866L 28/08/2011 05/09/2011 SLK			After call ltr to OI	
NS/INC18022317/K1qbn2 19/12/2018 SH 6866L CB 7663U 10/12/2018 12/12/2018 CKL			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\$ 8,200.00 (6 days) Reduction: 62 %		Email ☐ Call ☐	
FINAL SETTLEMENT	Date/Time: 02/03/2023	Confirm with SUKYI	Email ☒ Call ☐	
Final Liability:	% 100 (Agreed / Assessed) BOLA S/N No. : 27		If NO or B 28, Ass. Lia :	
Repair Cost: 8% GST	S\$ 8,856.00			
Loss of Rental (LOR):	S\$ 700.00 (7 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\$ 26.75			
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\$ 9,582.75	Global Sum S\$: 9,500.00		
FINAL PAYMENT	Date/Time:	Confirm with:	Email ☒ Call ☐	
Payee 1:	S\$ 9,500.00	Name 1: SM AUTOMOTIVE		
Payee 2: (Strike if N.A.)	S\$	Name 2:		
Payee 3: (Strike if N.A.)	S\$	Name 3:		