

Date/ Time					
SJK 2338L - Reference Entry Date Customer Name Vehicle No. TP Vehicle No. Accident Date Close Date	CV/INC15018057/Cvd1 27/10/2015 SJK 2338L 29/10/2015 CMJ			STAGE Created By DATE / PIC	
GBE 663L - X				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:	
Repair Cost:	S\$	(days)	Reduction: %	Email ☐	Call ☐
FINAL SETTLEMENT	Date/Time:	Confirm with		Email ☐ Call ☐	
Final Liability:	%	(Agreed / Assessed) BOLA S/N No. :		If NO or B 28, Ass. Lia :	
Repair Cost:	S\$				
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:			