

Xin Hua Workshop Pte Ltd
Letter of Demand

Our Ref: ES6628R

24/Apr/2025

AIG ASIA PACIFIC INSURANCE PTE LTD
AIG BUILDING #07-06
78 SHENTON WAY
S(079120)

Dear Sir/Mdm:

**ACCIDENT INVOLVING ES6628R & SCY6308G ALONG BLK 827A TAMPINES ST 81
CARPARK ON 08/10/2024**

**We are acting on behalf of the owner/driver to recover his vehicle damages and losses
sustainer in the above accident from the third party driver/ or insurers.**

<u>Description</u>					Amount
Repair Costs					\$ 8,175.00
Loss Of Rental	\$150.00	X	6	days	\$ 900.00
LTA Search Fees					\$ 2.18
Amount					\$ 9,077.18

Please look into our client claims and let us hear from you shortly.

Thank you

ALLAN
XIN HUA WORKSHOP PTE LTD
Tel : 87867171
email : xinhuaworkshop@gmail.com



Xin Hua Workshop Pte Ltd
23 Kaki Bukit Ave 4
#04-01 (South Wing)
Singapore 415933
xinhuaworkshop@gmail.com
GST Registration No. : 201838521G

Profoma Invoice

ADDRESS

AIG Asia Pacific Insurance Pte
Ltd
AIG Building #07-06
78 Shenton Way
079120

PROFOMA INVOICE 887

NO.

DATE 24/04/2025

DESCRIPTION	AMOUNT
ES6628R - MERCEDES E200	7,500.00
DATE OD ACCIDENT : 08/10/2024	
LUMP SUM REPAIR FOR THIRD PARTY CLAIM	

SUBTOTAL	7,500.00
GST TOTAL	675.00
TOTAL	S\$8,175.00

Accepted By

Accepted Date

Auto Star Automotive Pte Ltd

23 Kaki Bukit Ave 4

04-01

Singapore 415933

autostar.automotive@yahoo.com

Company Registration No. 202029008Z



Estimate

ADDRESS

YEO SIAU PHONG

BLK 677B JURONG WEST ST

64

#13-297

S642677

ESTIMATE NO. 1553

DATE 16/04/2025

DESCRIPTION

AMOUNT

SKZ9229G - HYUNDAI ELANTRA
RENTAL PERIOD FROM 09/10/24 TO 15/10/24
\$150 X 6 DAYS = \$900.00
REPLACEMENT VEHICLE ES6628R

900.00

Cheque should be crossed and made to Auto Star Automotive Pte Ltd
or E-transfer A/C: 601-304835-001 OCBC Bank.

TOTAL

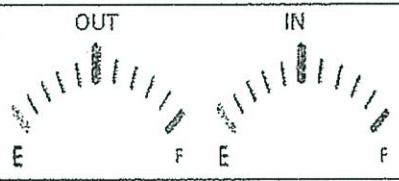
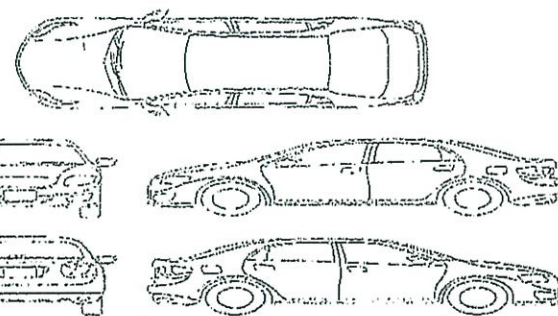
S\$900.00

Accepted By

Accepted Date

We appreciate your business and look forward to serve you again soon.

VEHICLE RENTAL AGREEMENT

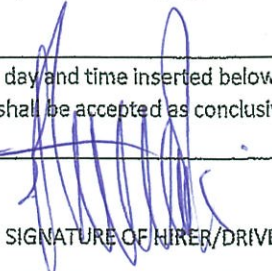
HIRER'S PARTICULAR		Veh No: <u>SK8 9229 G</u>		Replace Veh No: <u>ES 6628 R</u>	
Name: (as in I/C) <u>Geo Siau Phong</u>		Mileage Out: _____		Mileage Out: _____	
NRIC / Passport No.: <u>S7014640A</u>		Make & Model <u>Myndu</u>		Make & Model <u>Mercedes</u>	
Address (Res): <u>B1K 67TB Tury West St 64</u>		Auto / Manual <u>Electric</u>		Auto / Manual _____	
#13-297 5642677		OUT: Date <u>09/10/2024</u>		OUT: Date <u>15/10/24</u>	
Name & Address of Employer: _____		OUT: TIME <u>1130</u>		OUT: TIME <u>4pm</u>	
Occupation: _____ Driving Exp: _____		RENTAL CHARGES			
D/L No: _____ D/L Type: Local / International		Daily <u>6</u> @ \$ <u>150</u> <u>900</u> <u>00</u>			
Pass Date: _____ Date of Birth: _____		Weekly <u>6</u> @ \$ _____			
Tel / HP: _____		Monthly @ \$ _____			
ADDITIONAL DRIVER'S PARTICULARS		Hours @ \$ _____			
Name: (as in I/C) _____		Others @ \$ _____			
NRIC / Passport No.: _____		CDW @ \$ _____			
D/L No: _____ D/L Type: Local / International		PAI @ \$ _____			
Address (Res): _____		Delivery Service _____			
Tel / HP: _____		SUB - TOTAL \$ <u>900</u> <u>00</u>			
Refundable Deposit: _____					
Cash/Nets/Cheque/Visa/MC Card No: _____		EXTENSION _____			
(A) - ACCIDENTS (D) - DENTS (S) - SCRATCHES		Collection Service _____			
		Misc. _____			
ACCESSORIES CHECK		ESTIMATED TOTAL RENTAL \$ _____			
<input type="checkbox"/> Ashtray <input type="checkbox"/> Cig Lighter <input type="checkbox"/> S / Tyre <input type="checkbox"/> STD Tools <input type="checkbox"/> Jack <input type="checkbox"/> Hub Caps <input type="checkbox"/> Radio / Cass <input type="checkbox"/> CD / Cartridges <input type="checkbox"/> S / RIM		Hirer is responsible for the first \$ _____ excess for collision/damage to first party. (i.e.) Auto Star Automotive Pte Ltd Vehicle (including windscreen) and also first \$ _____ excess for collision/damage to third party's vehicle for each and every accident/damage.			
		Hirer's Signature: _____			
		Addition Driver's Signature: _____			

I/We agreed to the terms and conditions above, overleaf and that all information given are true & correct in all respect. My/Our driving license(s) is/are current and not disqualified from driving. You may charge all amount due on the rental to my/our credit card.

*IMPORTANT

- ONLY PERSONS ABOVE 25 YEARS OF AGE WITH MORE THAN 2 YEARS DRIVING EXPERIENCE, AUTHORISED, LICENSED AND SIGNING THIS AGREEMENT MAY DRIVE THE VEHICLE.
- VEHICLE IS STRICTLY FOR SINGAPORE USE ONLY AND MAY NOT BE DRIVEN OUT OF SINGAPORE WITHOUT PRIOR CONSENT OF THE COMPANY AUTO STAR AUTOMOTIVE PTE LTD.
- IN THE EVENT OF AN ACCIDENT, THE HIRER OF AUTHORIZED DRIVER:
 - shall report all accidents involving the said vehicle to the owner immediately;
 - shall take immediate steps to complete and sign Form MAR1 (Motor Accident Report Form) and do all others acts required in compliance with the 'NON-INJURY MOTOR ACCIDENT REPORTSCHEME' (the form will be made available when the accident is report to the owner);
 - shall report to the police within 24 hours from the occurrence, the following types of accidents:
 - injury case
 - non-injury case involving a Government vehicle, or damage to Government property.
 - non-injury case involving a foreign vehicle (to obtain their motor insurance policy (Passport No./ Name of the driver, vehicle number, Log card and vehicle road tax information.
 - non-injury case involving a pedestrian or cyclist.

RETURN OF VEHICLE. The Hirer/Driver is required to sign in the column "Signature of Hirer/Driver" tailing which the day and time inserted below shall be deemed to be the day and time the vehicle is returned to AUTO STAR AUTOMOTIVE PTE LTD and the same shall be accepted as conclusive evidence of the same and shall not be challenged or questioned on any account whatsoever.

DATE IN	TIME IN	MILEAGE	CHECKED BY	REMARKS	DEPOSIT REFUND	SIGNATURE OF HIRER/DRIVER
<u>15/10/24</u>	<u>4pm</u>					

HIRER:

TERMS & CONDITIONS

1. Hirer/ Named driver shall not use the vehicle for speeding, reckless driving, racing or any illegal activities. AUTO STAR AUTOMOTIVE PTE LTD reserves the rights to repossess the vehicle with additional SGD \$1,500/- compensation. Hirer shall be fully responsible for any damages and any other cost incurred as a result of such activities.
2. Hirer shall ensure the usage of vehicle is limited to Singapore only.
3. Should the vehicle be involved in any traffic offence during the rental period, the hirer agreed to be liable for and agree to pay all fines and any other amount government or semi government authority shall levy or impose.
4. Only the hirer or named driver is allowed to use the vehicle. In any circumstances that another driver apart from the hirer or named driver is found using the vehicle, the Owner reserves the rights to repossess the vehicle and Hirer is responsible for such cost incurred.
5. Should the Hirer meet with an accident or any loss or damage is caused to the Vehicle during the lease/ rental period, the Hirer must inform the Owner immediately. No repair is to be done without the Owner's approval. If ACCIDENT REPORT to the Insurance Company is required, the Hirer/ Named driver must assist us to lodge within 24 hours and assist us in the insurance claim pertaining to the accident.
6. The Hirer is responsible for the below Excess for loss or damage to vehicle or third party property for each and every accident during the period of rental.

Windscreen Excess: S\$ 100.00
Own Damage Excess (Section 1): S\$ 2,000.00
Third Party Excess (Section 2): S\$ 2,000.00
Young and Inexperienced Driver: Additional S\$ 3,000.00
(Below 26 yrs old and driving experience of 2 yrs and below)

7. Hirer is liable for any loss of, or any damage which include physical damage or any other general damages to the vehicle and its accessories during the rental period, the Hirer must make payment of such repair or replacement cost immediately.
8. The Hirer has to return the vehicle with the fuel at the same level as when collected the vehicle on _____ (Date Out).
9. The Owner will not be responsible for any loss of or damage to personal belongings in the vehicle during rental period and after returning the vehicle.
10. Smoking, or transportation of pets is NOT allowed in the hired vehicle. Hirer is responsible for a penalty of S\$ 500.
11. The maintenance of the vehicle will be borne by AUTO STARS AUTOMOTIVE PTE LTD. If there is any problem to the vehicle or vehicle breakdown, Hirer/ Named Driver must report to the Owner immediately to seek advice or assistance.
12. During vehicle breakdown due to wear and tear or maintenance issue, the Owner shall within twenty-four (24) hours substitute with a similar replacement of the same or closest specifications & capacity. Replacement vehicle will be provided for any repair /maintenance / inspection of vehicle, which requires more than 4 hours. In the event whereby the Owner is unable to furnish a replacement vehicle, a rental rebate (based on prorated contract rate) will be credited to the Hirer for loss of vehicle usage during that period.
13. At any point of time, if the vehicle breakdown due to Hirer/ driver's negligence, tire puncture, empty petrol tank, loss of keys, keys locked in car or any other breakdown not due to vehicle maintenance or wear and tear, a nominal fee of S\$ 50 (Weekdays 8am to 8pm) and S\$ 100 (PH, Sat, Sun & Weekdays before 8am or after 8pm).
14. Should there be any breach of any of the above clauses, the Owner reserves the right to repossess the vehicle without any refund and Hire shall be liable to pay for the cost for the repossession.

Dated:

Signature of the Hirer

Name:

Auto Star Automotive Pte Ltd (the Owner)

Name:

Designation:


INSURER ENQUIRY

Find insurer

Vehicle reg. no.

SCY6308G

Date of Accident

08/10/2024 

Reset

% RESULT & RECEIPT

TP Insurer Enquiry

Insurance **AIG Asia Pacific Insurance Pte....**Period of Insurance **12/12/2022 - 11/12/2024**Requested By **VANCE (1ST AUTOMOTIVE SER...**Requested Date **09/10/2024 13:21**

Payment details

Request Amount: **S\$2**GST Amount: **S\$0.18**Total Amount Due (GST Inclusive): **S\$2.18**

General Insurance Association

Records Management Centre

GST Registration No: **M400017735**

XIN HUA WORKSHOP PTE LTD
REG: 201838521G



LETTER OF AUTHORIZATION

Accident involving my vehicle ES6628R & SLY63086 on 8/10/24 at along BIK 82TA Tampines st81 carpark

I/We, Yeo Siau Phong Kenneth, owner of vehicle no. ES6628R hereby authorize **XIN HUA WORKSHOP PTE LTD** to proceed with the repair for my vehicle ES6628R which was damaged in the above accident.

I/We further authorize **XIN HUA WORKSHOP PTE LTD** to claim against the driver and/or the owner of the other vehicle(s) involved in the said accident for the repair cost and the loss of use/rental, and etc of my vehicle on my behalf and for the own benefit.

You are further authorized to appoint your solicitor and give instruction in my name for the purpose of seeking recovery of the said cost of repairs and the loss of use/rental, and etc.

I further authorize you and/or your representative(s) to sign all and any documents including but not limited to Release Forms and Discharge Vouchers, so as to effect settlement of the repair costs, loss of use/rental and etc, as well as legal fee and all disbursements related thereof.

I hereby undertake to co-operate with you and render you all the assistance (Including the re-inspection of my vehicle an being a witness at trial) that may be necessary for you to recover the cost of repairs and the loss of use of my vehicle against any party.

Owner Signature / Company Stamp / Date

Name : Yeo Siau Phong
NRIC : SXXXX640A
HP Tel : 98478783
Address : BIK 677B Jurong West st64
#13-297
5642677

XIN HUA WORKSHOP PTE LTD
REG: 201838521G




Warrant To Act

In the matter of an accident involving motor vehicles ES 6628R & SCY63086
at BIK827A Tampines St81 carpark on 08/10/2024

I/We, Yeo Siau Phong Kenneth (NRIC) Sxxxx640A
of ES 6628R

hereby appoint and instruct **XIN HUA WORKSHOP PTE LTD** to act for and on my/our behalf in respect of the above matter, including,

- (a) to claim for my cost of repairs/ loss of use/ cost of rental and all costs properly incurred in respect of these claim;
- (b) to negotiate, settle or litigate the claim and to receive all monies of claim on my/our behalf;
- (c) to pay to yourselves all monies and party and party costs you may at any time receive from the third parties in connection with the above matter;
- (d) to release all monies or proceeds of settlement monies received by you (after deducting your legal costs) to my repairs **XIN HUA WORKSHOP PTE LTD** in settlement of my outstanding bill/ account with them.



Owner Signature / Company Stamp / Date