

**SERVE YOU MOTOR PTE LTD**  
**BLOCK 5033 ANG MO KIO INDUSTRIAL PARK 2**  
**#01-265 SINGAPORE 569536**  
**TEL. NO: 64815652 FAX: 64831654**  
**E-MAIL: elainesyms@gmail.com / claim@serveyou.com.sg**

Your ref no.: PC 7152 T

Our ref no: PC 7901 Z

Date: 06/11/2024

M/s: LKK Auto Consultants Pte Ltd  
Ins: CHINA TAIPING INSURANCE (SINGAPORE) PTE LTD

Dear Sir/ Madam,

**ACCIDENT INVOLVING VEHICLE NOS. PC 7152 T AND PC 7901 Z AT/ALONG TANJONG PAGAR ROAD ON 24/10/2024.**

We have been authorized by the registered owner of the above vehicle **PC 7901 Z** (the owner) which was involved in the above-mentioned accident.

We understand that the vehicle **PC 7152 T** was insured by you at the time of the said accident.

We have been informed by the owner that the accident was caused by the negligence of your insured's driver. As a result of the accident, the owner's vehicle was damaged and has been put to loss as follows:

(a)	Cost of repairs, As agreed (Invoice no: 7387 )	S\$4,850.00
(b)	Excess claim (Section II)	-
(c)	Loss of Use (05 Days X \$200.00 per day)	S\$1,000.00
(d)	LTA search	\$27.25
(d)	Surveyor fee	-
(e)	Third Party Report Fee	-
<b>TOTAL</b>		<b>S\$5,877.25</b>

We enclose here with copies of the relevant supporting documents in support of the owner's vehicle damage claim as follows:

(1) Certificate of Insurance/Log Card		(4) Police/SAS Reports/ Results	
(2) Surveyor's reports		(5) Repair bill/Letter of Authority	X
(3) Rental Invoices		(6) GIA/LTA search invoices	X

\*Place X to mark

Kindly let us hear from you within the **next 14 days** from the date hereof, failing which the owner shall proceed to hand over the matter to his solicitors to recover his losses. In this event, you shall be liable for the unnecessary legal costs incurred.

Yours faithfully,

  
**Elaine Chia**  
**SERVE YOU MOTOR PTE LTD**

## LETTER OF AUTHORITY

To Whom it may concern

ACCIDENT INVOLVING VEHICLES NO: PC7901Z and PC7152T  
ON 24/10/2024 AT/ALONG Tanjong Pagar Road

I, We RET TOURS Pte Ltd NRIC No: 20117970Z

of \_\_\_\_\_

the owner of vehicle bearing registration number: PC7901Z

I hereby agreed my workshop MESSRS **SERVE YOU MOTOR PTE LTD** as my authorized representative to write, negotiate and settle my vehicle damage claims on my behalf against the parties involved in the said accident.

**I confirmed I have been informed and explained of the followings:**

- 1) Either you (the owner) or you wish us to appoint a surveyor to inspect your vehicle prior to repair or alternatively, we will let the third party insurance to appoint their in-house surveyor to inspect your vehicle.
- 2) We will proceed with the repair based on the recommendation from the surveyor to carry out the repair.
- 3) You will then authorise us to assist you in making a claim against the third-party insurance on your behalf.
- 4) However, in the event if there is a difference in the liability, you will be personally responsible for the shortfall.  
**(EG: If liability is 80% to 20% in our favour, you (the owner) must pay the differences of 20% in the cost of repair.)**
- 5) in the event of there is a settlement, you are obliged to sign a discharge voucher issued by the third-party insurance
- 6) you are also authorising us to accept the settlement sum from the insurer on your behalf
- 7) Upon receiving the settlement sum, we will then pay you the loss of use which is entitled to you (if any).

I, We also HEREBY AGREE VOLUNTARILY AND UNEQUIVOCALLY to the agreed settlement sum being issued in favour of, MESSRS **SERVE YOU MOTOR PTE LTD** and the said payment would be forwarded to them as full and final settlement of my claim.



*JA*



Name: RET TOURS Pte Ltd

Owner of Vehicle No: PC7901Z



Land Transport Authority  
 10 Sin Ming Drive  
 Singapore 575701  
 GST Registration No. : M4-0006529-2

Print Date/Time : 28 Oct 2024 / 10:32:49

Receipt Date/Time : 28 Oct 2024 / 10:31:45

### Tax Invoice/Receipt

Receipt No. : ITNET-00000-241028-001128

Previous Receipt No. :

S/N	Item Description/ Business Transaction Reference No.	Amount Before GST (S\$)	GST Amount (S\$)	Amount After GST (S\$)
-----	--	-------------------------------	------------------------	------------------------------

Result of Insurance Enquiry - PC7152T  
 As at 24 Oct 2024/18:15:00  
 Insurance Co: CHINA TAIPING INSURANCE (SINGAPORE) PTE LTD

1 Insurance Enquiry - PC7152T

Enquiry Fee	25.00	2.25	27.25
20241028102922108032			

<b>Sub-Total</b>	25.00	2.25	27.25
------------------	-------	------	-------

<b>Total Before Rounding</b>	25.00	2.25	27.25
------------------------------	-------	------	-------

<b>Rounding Difference</b>			0.00
----------------------------	--	--	------

<b>Total Amount Payable</b>			27.25
-----------------------------	--	--	-------

Paid By			
559221XXXXXX6876	eNETS Credit Card		27.25

Total			27.25
-------	--	--	-------

Cash Change			0.00
-------------	--	--	------

Tendered Amount			27.25
-----------------	--	--	-------

Excess Refundable Amount			0.00
--------------------------	--	--	------

THANK YOU AND HAVE A NICE DAY!

Please ensure that all payments to the Authority are good and promptly settled by the payment service provider / financial institution. Otherwise, the transaction and receipt is considered void and late fee may apply.