

**ELITE AUTO RESTORATION PTE LTE**  
**Letter of Demand**

Our Ref: SKW8228G

23/4/2025

LONPAC INSURANCE BHD  
300 Beach Road  
07 The Concourse  
#17-04  
S(199555)

Dear Sir/Mdm:

**ACCIDENT INVOLVING SKW8228G & YN4633C ALONG CLAYMORE DRIVE ON 14/11/2024**

**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					\$ 3,815.00
Loss Of Rental	\$150.00	X	4	days	\$ 600.00
Search Fees (LTA)					\$ 2.18
Amount					\$ 4,417.18

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



### LETTER OF AUTHORIZATION

Accident involving my vehicle SKW 8228G & YN 4633C on 14/11/24 at  
along Claymore Drive

I/We, Global Schools Holding Pte Ltd, owner of vehicle no. SKW 8228G hereby  
authorize **Elite Auto Restoration Pte Ltd** to proceed with the repair for my vehicle  
SKW 8228G which was damaged in the above accident.

I/We further authorize **Elite Auto Restoration 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 and 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 : Global Schools Holdings Pte Ltd  
NRIC : 2XXXXX43D  
HP Tel : 81809515  
Address : 10 St Thomas walk  
# 35-01  
S 238102



**ELITE AUTO RESTORATION PTE LTD** UEN: 202424577D

23 Kaki Bukit Ave 4, #04-01, Singapore 415933 ■ Tel: +65 6721 9017 ■ Email: eliteautorestore.sg@gmail.com



# LONPAC INSURANCE BHD

CLAIM NO : 23/24/24/VC06/03018

DATE : 28 APR 2025

## DISCHARGE VOUCHER

I/We, GLOBAL SCHOOLS HOLDINGS PTE LTD confirmed acceptance from **M/s LONPAC INSURANCE BHD** and/or owner of YN 4633C the sum of Singapore Dollar Four Thousand Two Hundred Ninety-Seven and Cents Eighteen Only **(\$4,297.18)** in full and final satisfaction, liquidation and discharge of all property losses competent to me/us upon the said M/s **LONPAC INSURANCE BHD** in respect of all property losses sustained by me/us whether now or hereafter to become manifest, arising either directly or indirectly from an accident involving YN 4633C and SKW 8228G on 14/11/2024 along/at CLAYMORE DR.

I /We hereby agree to indemnify and keep indemnify (**LONPAC INSURANCE BHD/ AUTOWAY LOGISTIC PTE LTD/ LI RENSHAN**) against all claims and any claims whatsoever made by any person/persons on our behalf in respect of the said accident.

I/We further authorize you to pay the above settlement sum directly to **"ELITE AUTO RESTORATION PTE LTD"**.

I/We hereby acknowledged that this payment is made on a without admission of liability basis and without prejudice to all related claims and in respect of our insured's recovery action.



09/05/2025

Signature of vehicle owner/Date

**"WITHOUT PREJUDICE FOR ANY OTHER CLAIMS"**

Global Schools Holdings Pte Ltd

Name of vehicle owner /Date



# Invoice

# EINV-0081

## Bill To:

LONPAC INSURANCE BHD  
300 BEACH ROAD  
#17-04-06 THE CONCOURSE  
SINGAPORE 1999555

Invoice Date : 2025-04-29

Invoice Due Date : 2025-04-29

Reference : SKW8228G

#	Description	Qty	Amount
1	SKW8228G - TESLA MODEL DATE OF ACCIDENT : 14/11/2024 LUMP SUM REPAIR FOR THIRD PARTY CLAIM	1.00	3,500.00

Sub Total	3,500.00
Total GST 9%	315.00
Total	SGD 3,815.00

**1ST AUTOMOTIVE SERVICES PTE LTD**  
53 Ubi Avenue 1 #01-23  
Paya Ubi Industrial Park Singapore 408934  
Tel: (65) 6844 6767 | (65) 8818 6767  
Email: Accounts@1as.com.sg  
Company & GST Reg. No. 202144249H



Bill To

**ELITE AUTO RESTORATION PTE LTD**  
23 KAKI BUKIT AVENUE 4, (S) 415933  
CONTACT : 6721 9017

Invoice Date: 21 Nov 2024  
Invoice Number: ASR1272  
Due Date: 01 Dec 2024  
Reference: SKF6287M

**TAX INVOICE**

Description	Qty	Unit Price	Tax	Amount (SGD)
SKF6287M AUDI S5				
REPLACEMENT OF VEHICLE SKW8228G				
LEASING FROM 15 NOV 2024 TO 19 NOV 2024	4.00	137.6147	9%	550.46
			Subtotal	550.46
			GST 9%	49.54
			<b>Total Amount Due (SGD)</b>	<b>\$ 600.00</b>

**Payment Details:**

Please make all cheques crossed & payable to **1st Automotive Services Pte. Ltd.**  
UOB Limited Account No: 330-322-9211  
PayNow UEN: 202144249H  
Please include the invoice number in the transaction description.



**Terms & Condition:**

- Customer shall ensure the vehicle is of good and accepted condition before leaving the workshop. Should there be any complaints, customer shall advise the company upon vehicle collection.
- Please check for any errors or discrepancies in this invoice and advice the company before payment is made.
- This is a computer-generated invoice. No Signature is required.

SCAN TO PAY

Thank you for your business!



1ST AUTOMOTIVE SERVICES  
PTE LTD

53 Ubi Avenue 1 #01-23 Paya Ubi Industrial  
Park Singapore 408934

Veh. No SKW 8228G	Rental Veh. No JKE 6287M
Veh. M / M TESLA MODEL 3	Rental Veh. M / M AUDI S5

### VEHICLE RENTAL AGREEMENT

VHA REF: 00170

HIRER'S PARTICULAR		DRIVER'S PARTICULAR	
Name:	ARJAN TEMURNIKA	Name:	
Address:	10 ST THOMAS WALIC #35-09 (9) 93802	Address:	
I/C:	59170770E	I/C:	
Contact:	81509515	Contact:	
D.O.B:	04/04/1991	D.O.B:	
Pass Date:	12/01/2021	Pass Date:	

A - ACCIDENT	Hirer's acceptance
C - CRACKED	
D - DENTS	Driver's acceptance
S - SCRATCHES	

RENTAL DETAILS			
Mileage Out		Mileage In	
Date Out	15/11/2024	Date In	15/11/2024
Time Out	12:30 pm	Time In	4:30 pm
ASSIGNED BY VANCE	REMARKS	CHECKED BY VANCE	REMARKS

RENTAL CHARGES					PETROL / DIESEL LEVEL				
Daily	@ \$		Days @	\$	OUT	E	¼	½	¾
Weekly	@ \$		Wks @	\$					
Monthly	@ \$		Mth @	\$	IN	E	¼	½	¾
Hours	@ \$		Hrs @	\$					
Inclusive of additional charges (if any)				Amt payable	\$	Petrol Charges	YES	NO	AMT:
						CDW	YES	NO	AMT:
Payment	CASH	NETS	CHQ	VISA	MAST	Security Deposit	YES	NO	AMT:
Bank / Cheque No						Advance Payment	YES	NO	AMT:

I/We have read and agree to the terms and conditions stated on this page and overleaf. I/We am/are also aware that should there be any parking and/or traffic offence committed during the leasing period when the vehicle is in my/our possession, we will be billed accordingly. Subsequently, our personal details may be tender accordingly to the government parking and/or traffic offence department. With us undersigning below, I/We am/are sure that all information I/We have given to 1<sup>st</sup> Automotive Services Pte Ltd in connection with this agreement are true and accurate.

IMPORTANT INFORMATION (To be go through by the personal of 1<sup>st</sup> Automotive Services Pte Ltd to the hirer and/or driver upon leasing of vehicle)

- Only persons above 23 and below 65 years of age with 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 1<sup>st</sup> Automotive Services Pte Ltd.
- Use of the vehicle illegal purpose such as in connection with theft, drug peddling or trafficking, smuggling is strictly prohibited.
- Additional drivers are required to register with us before they are allowed to drive the vehicle. Otherwise, he/she will not be protected by the insurance cover.
- The hirer shall be liable for excess charges for any late return of the rate shown per hour or on a per day basis.
- In case of any accident, the hirer MUST report to 1<sup>st</sup> Automotive Services Pte Ltd immediately regardless of the seriousness of the impact occurred. If there are bodily injuries, a police report MUST be made within the next 24 hours.
- In view of all accident, the hirer will bear the full responsibility for the SGD\$3000/- excess payable to 1<sup>st</sup> Automotive Services Pte Ltd and also the first SGD\$3000/- excess for damaged to the third party.

ACKNOWLEDGEMENT	
Signature of hirer / driver (company stamp if any)	For and on behalf of 1AS (authorised signature only)


INSURER ENQUIRY

Find insurer

Vehicle reg. no.

yn4633c

Date of Accident

14/11/2024 

Reset

% RESULT & RECEIPT

TP Insurer Enquiry

Insurance ..... Lonpac Insurance Bhd

Period of Insurance ..... 02/12/2023 - 01/12/2025

Requested By ..... VANCE (1ST AUTOMOTIVE SER...

Requested Date ..... 15/11/2024 10:41

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

## Yan (LKK Auto)

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**From:** GERALD POH WEE BIN <GERALDPOH@lonpac.com>  
**Sent:** Friday, April 25, 2025 3:02 PM  
**To:** Yan (LKK Auto); CHARMAINE KONG  
**Cc:** MT\_Claim\_SG; Admin A; Hsiao Tong (LKKAuto)  
**Subject:** OREF: 23/24/24/VC06/030181 - [SEEK MANDATE] RE: FW: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

## Lonpac External - General

## Lonpac External - General

Dear Yan,

Please proceed as proposed but for Loss of Rental, start from \$480.00 up to \$600.00

BEST REGARDS

GERALD POH  
CLAIMS EXECUTIVE  
LONPAC INSURANCE BHD  
300 BEACH ROAD #17-04/06 THE CONCOURSE  
SINGAPORE 195555  
TEL NO. 62507388 ext- 255

We are committed to acting professionally, fairly and with integrity. We do not condone bribery, fraud or corrupt practices.

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**From:** Yan (LKK Auto) <yan@lkkauto.com>  
**Sent:** Friday, 25 April 2025 1:53 pm  
**To:** CHARMAINE KONG <charmainekong@lonpac.com>  
**Cc:** MT\_Claim\_SG <mt\_claim@lonpac.com>; Admin A <admin-a@lkkauto.com>; Hsiao Tong (LKKAuto) <chewht@lkkauto.com>  
**Subject:** [SEEK MANDATE] RE: FW: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

## Lonpac External - General

**Caution:** This email is from an external sender. **DO NOT** click links or open attachments if you do not recognize the sender.

Your ref: **23/24/24/VC06/03018**  
Our ref : CD/LPC24110336/Aua3

Dear Sirs/Mdm,



**ACCIDENT INVOLVING YN 4633C(LONPAC) AND SKW 8228G(TP) ON 14/11/2024**

We refer to the above matter.

We are of the view that liability is not in our driver's favour as insured reverse out from loading bay collided onto third party which travelling straight.

We seek your approval to offer repairer **"ELITE AUTO RESTORATION PTE LTD"** at **\$4,417.18(all-in)**.

The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repair	\$ 13,279.80	\$ 3,815.00 (\$3,500.00 + 9%GST)
2. Loss of RENTAL (4days x \$150.00)	\$ 600.00	\$ 600.00 (4DAYS X \$150.00)
4. LTA/ GIA SEARCH FEE	\$ 2.18	\$ 2.18
<b>Total</b>	<b>\$ 13,881.98</b>	<b><u>\$ 4,417.18</u></b>

Surveyor recommended 4days for repair.

Enclosed here with all the relevant documents for your perusal.

Kindly note that this inspection report dated 26/03/2025 is only for mandate purpose.

**Kindly let us have your approval / instruction.**

Best Regards,

**Yan**

**LKK Auto Consultants Pte Ltd**

Email: [yan@lkkauto.com](mailto:yan@lkkauto.com) | DID: 6841-6051 | fax: 6256-4315  
Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

We are committed to acting professionally, fairly and with integrity. We do not condone bribery, fraud or corrupt practices.

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**From:** Hueh Yin (LKK Auto) <[huehyin@lkkauto.com](mailto:huehyin@lkkauto.com)>

**Sent:** Monday, November 18, 2024 10:41 AM

**To:** CHARMINE KONG <[charmainekong@lonpac.com](mailto:charmainekong@lonpac.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>; assignments <[assignments@lkkauto.com](mailto:assignments@lkkauto.com)>

**Cc:** MT\_Claim\_SG <[mt\\_claim@lonpac.com](mailto:mt_claim@lonpac.com)>

**Subject:** RE: FW: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

Dear Charmaine,

Thank you for the assignment.

Best Regards,

**Hueh Yin** | Admin

**LKK Auto Consultants Pte Ltd**

**From:** CHARMAINE KONG <[charmainekong@lonpac.com](mailto:charmainekong@lonpac.com)>

**Sent:** Monday, November 18, 2024 10:15 AM

**To:** Elite Auto Restoration Pte Ltd <[eliteautorestore.sg@gmail.com](mailto:eliteautorestore.sg@gmail.com)>; assignments <[assignments@lkkauto.com](mailto:assignments@lkkauto.com)>

**Cc:** MT\_Claim\_SG <[mt\\_claim@lonpac.com](mailto:mt_claim@lonpac.com)>

**Subject:** FW: FW: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

## Lonpac External - General

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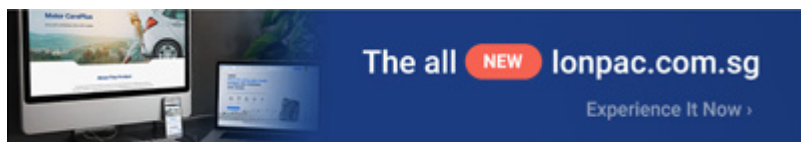
Dear Huey Yin (LKK),

Please arrange survey.

Our insured has yet to file the report.

Thank you.

Best Regards,  
Charmaine Kong  
Claims Officer | Lonpac Insurance Bhd  
300 Beach Road, #17-04/06 The Concourse, Singapore 199555  
Tel: (65) 6250 7388 Ext.268 | Fax: (65) 6296 2706



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**From:** Elite Auto Restoration Pte Ltd <[eliteautorestore.sg@gmail.com](mailto:eliteautorestore.sg@gmail.com)>

**Sent:** Monday, 18 November 2024 10:09 am

**To:** CHARMAINE KONG <[charmainekong@lonpac.com](mailto:charmainekong@lonpac.com)>

**Subject:** Re: FW: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

Dear Charmaine

We would like to appoint LKK Auto Consultants Pte Ltd to conduct the pre-repair inspection.

Thanks  
Nancy

We are committed to acting professionally, fairly and with integrity. We do not condone bribery, fraud or corrupt practices.

On Fri, Nov 15, 2024 at 5:15 PM CHARMAINE KONG <[charmainekong@lonpac.com](mailto:charmainekong@lonpac.com)> wrote:

## Lonpac External - General

## Lonpac External - General

WITHOUT PREJUDICE

Dear Sirs,

Our insured has yet to file the report.

We intend to conduct a pre-repair survey of your client's vehicle and enclose the names of our Motor surveyor firms for your attention:-

1. FormTeam Adjusters Pte Ltd
2. LKK Auto Consultants Pte Ltd

Thank you.

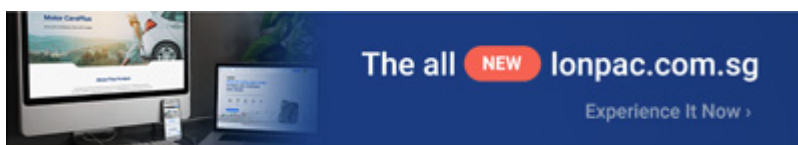
Best Regards,

Charmaine Kong

Claims Officer | Lonpac Insurance Bhd

300 Beach Road, #17-04/06 The Concourse, Singapore 199555

Tel: (65) 6250 7388 Ext.268 | Fax: (65) 6296 2706



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Please let us hear from you within the next 2 working days.

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From: Elite Auto Restoration Pte Ltd <[eliteautorestore.sg@gmail.com](mailto:eliteautorestore.sg@gmail.com)>

Sent: Friday, 15 November 2024 5:02 pm

To: MT\_Claim\_SG <[mt\\_claim@lonpac.com](mailto:mt_claim@lonpac.com)>

Subject: ACCIDENT INVOLVING OUR VEHICLE SKW8228G & YN4633C DOA 14/11/2024

Dear Officer in charge ,

We are appointed by a workshop bearing the car plates SKW8228G,an accident happened due to the collision by your insured YN4633C.

**Kindly help to advise if your insured SKW8228G reported the accident, and help to register the claim.**

Our company details is as follow:

Elite Auto Restoration Pte Ltd

No 23 Kaki Bukit ave 4

#04-01

S(415933)

Regards,

Allan

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