



**AUTOMOTIVE REPAIR CENTRE PTE LTD**  
38 WOODLANDS INDUSTRIAL PARK E1  
#05-18 SINGAPORE 757700  
TEL: 64688834 / FAX: 64622278  
E-MAIL: [info@automotiverepaircentre.com.sg](mailto:info@automotiverepaircentre.com.sg)

**MS First Capital Insurance Ltd**

Attn: Motor Claims Dept

**LETTER OF DEMAND**

Dear Sir/ Madam,

**Accident involving vehicles: SJN9944A & SHC1677E**

**Date & location: 03/12/24, Donwtown East drop-off point exit**

We understand that you are the insurer of vehicle **SHC1677E**.

I/We wish to inform you that my/our vehicle **SJN9944A** has completed repairs to my/our satisfaction by **M/s Automotive Repair Centre Pte Ltd.** I/We therefore propose to claim from you as follows:

- |    |   |                         |
|----|---|-------------------------|
| 1. | Cost of Repair                            | S\$ 3,924.00 (w/GST 9%) |
| 2. | Loss of Rental (S\$100.00 x total 8 days) | S\$ 800.00              |
- 5 approved days + 1 weekend + 1 non-working day
- The survey was conducted in the late afternoon at 2.45pm on Tuesday, 10/12/24.
  - The number of repair days crossed over the weekend.
  - The non-working Sunday incurred charges as per the rental bill.
- 1 more day
- The rental car was collected in the early morning on Tuesday, 10/12/24.
  - The day of collection incurred charges as the first hiring day as per the rental bill.

**TOTAL** S\$ 4,724.00

Please let us have your reply as soon as possible.

Thank you.

Yours faithfully



03/03/25

## LETTER OF AUTHORISATION

I/We, DOMINIC CHIA KIM SENG ("claimant"), 4071 (NRIC/Fin/ROC),  
here-by authorizes **AUTOMOTIVE REPAIR CENTRE PTE LTD** ("the workshop") to act for me in respect to my claim for repair costs,  
rental, loss of use of my vehicle SJN9944A that was damaged according to the accident which occurred  
on 3/12/2024 (date) along DOWNTOWN EAST DROP OFF POINT EXIT  
 (location), involving vehicle no/s SHC1677E  
 ("in the accident").

Additionally, I/We further authorize the workshop to settle my claim mentioned above in a manner that they deem fit and authorized to receive payment further to the settlement of my claims with payment being made in Favor of the workshop.

I/We acknowledge that any settlement the workshop may reach on my behalf is without prejudice and without admission of liability basis insofar as the driver/owner/insurers of the other vehicle/s are concerned.

By signing, I understand that termination of this authorization has to be agreed upon by me/us and the workshop and that an administrative fee of **S\$200** (excluding GST) will be chargeable once the claim has been submitted.

### Declaration

I/We declare the preceding particulars are true in every aspect.

If you wish to claim against your policy, please be advised that your insurer may have a fourteen (14) days clause whereby the claim must be made within the stipulated period from the day of occurrence. Kindly check with your insurer for more details

Dated this 5 (day) of DEC (month) of 2024 (year)



Signed by "The Claimant"

(With Stamp if applicable)



Signed by "The Workshop"

(With Stamp)



# Automotive Repair Centre Pte Ltd

48 Toh Guan Rd East, #02-143/144/145/146/147, Singapore 608586

Tel: 8918 3288 Fax: 6722 8585

38 Woodlands Industrial Park E1, #05-18, Singapore 757700

Tel: 6468 8834 Fax: 6462 2278

Email: [info@automotiverepaircentre.com.sg](mailto:info@automotiverepaircentre.com.sg)

Co. & GST Reg. No.: 201312913C



PayNow UEN: 201312913C

## TAX INVOICE

### Bill Address

**MS FIRST CAPITAL INSURANCE LTD**

16 Raffles Quay, #42-01, Hong Leong Building

SINGAPORE 048581

Email:

Phone No.:

**Invoice No.** : INV-2274

**Date** : 03 Mar 2025

**Reference No.** : SJN9944A

**Due Date** : 03 Mar 2025

ITEM NO.	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT SGD
	COST OF REPAIR (L/S)	3,600.00	1.00	3,600.00
Subtotal				3,600.00
GST 9%				324.00
Invoice Total SGD				3,924.00
Less: Payment Received SGD				0.00
<b>Amount Due SGD</b>				<b>3,924.00</b>

**Chen Joo Trading**  
**UEN: 53168792M**

**Tax Invoice**

<b>INVOICE TO:</b>
Dominic Chia Kim Seng (Xie JinCheng)
45A Edgefield Plains #06-04
Singapore 828711

<b>INVOICE NUMBER :</b>	241206
<b>DATE:</b>	18/12/2024
<b>OUR VEHICLE NUMBER:</b>	SLD9438Z

DESCRIPTION	# DAYS	RATE	AMOUNT
Rental from 10/12/2024 to 17/12/2024 Your Reference: SJN9944A	8	\$100.00	\$800.00
Account Name: Chen Joo Trading Bank : UOB Account number: 3923025756  All cheques must be made payable to <b>CHEN JOO TRADING</b> *Please indicate invoice and vehicle number in the reference			
	<b>Total</b>		\$800.00