

## Hsiao Tong (LKKAuto)

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**From:** Lim Yan Shi Jenn <jenn.lim@cyclecarriage.com.sg>  
**Sent:** Tuesday, April 8, 2025 3:40 PM  
**To:** Hsiao Tong (LKKAuto)  
**Cc:** Coco Lu Ting; Loi Ai Ting  
**Subject:** III / TP Claim / DPS / Our ref: SDG552P Your ref: SHD2125U DOA: 03.12.2024  
**Attachments:** 08042025153534-0001.pdf

Dear Sir,

Attached our repair invoice, Car Rental Invoice, and letter of authorization for your perusal.

Our client's claim is as stated below:

COR	\$ 2,965.89	
LOR	\$ 1,308.00	\$130.80 x 10D
	<b>\$ 4,273.89</b>	

Kindly offer for settlement

Thank you.

Best Regards,  
Jenn Lim (Ms)



Exceptional Journeys

Cycle & Carriage Singapore • 209 Pandan Gardens, Singapore 609339  
TEL: 6568 4693 F: +65 6565 1240 • [www.cyclecarriage.com.sg](http://www.cyclecarriage.com.sg)

 A member of the Jardine Cycle & Carriage Group

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To:

Diplomat Parts Pte Limited ("**Diplomat Parts**")  
209 Pandan Gardens,  
Singapore 609339

Attention: [Motor Claims Department]

Date: 4/12/24

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. <sup>06</sup>~~SAD~~552P (vehicle no.) (the "**Vehicle**").
2. As a result of a motor incident occurring on 3/12/24 (date and time of accident) on/along <sup>Aljornied RD</sup>~~SAD225U~~ (location) between the Vehicle and ~~SAD225U~~ (3<sup>rd</sup> party vehicle(s) number, if any) (the "**Accident**"), the Vehicle was damaged and has been sent in for repairs to be conducted at Diplomat Parts' workshop.
3. I/We hereby authorize Diplomat Parts to act for and on my/our behalf in respect of the following:
  - (a) to submit, make, settle and/or resolve any claims (the "**Claims**") which I/we may have against third party insurers and/or any other parties ("**Third Parties**") arising out of the Accident, in any manner as it deems fit;
  - (b) to receive payment from any Third Parties as settlement for the Claims (including accepting cheques made out in favour of Diplomat Parts); and
  - (c) to generally do or cause to be done all acts or things (including signing any forms or documents or giving instructions to any Third Parties) which it deems necessary or expedient for the foregoing purposes.
4. In addition to the above, I/We hereby further authorize Diplomat Parts, for and on our behalf, to **execute and sign any discharge vouchers, indemnity forms and/or any other forms or documents** in relation to or arising from the Claims.

For the avoidance of doubt, all payments towards settlement of the Claims should be made in favour of Diplomat Parts.



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5. I/We further acknowledge and recognize that any settlement which Diplomat Parts may make for and on my/our behalf in respect of any Claims may be on a without prejudice basis and without any admission of liability in so far as any other Third Parties are concerned.

Thank you.

Yours faithfully,

Name: GUR ROSHAN SINGH S/O GUR CHARANJIT SINGH  
NRIC / Passport No. / Company Registration No.: 360A

## EXPRESS SETTLEMENT

### DISCHARGE VOUCHER III-Direct Settlement (PODS)

India Ref: MFL2024D0014453  
Claimant Ref: SDG552P

**SIGNED WITHOUT PREJUDICE FOR  
ANY PERSONAL INJURY CLAIM**

We/I, DIPLOMAT PARTS PTE LTD ("the workshop") hereby confirm that we/I have reached an agreement with the appointed Surveyor of India International Insurance Pte Ltd LKK Auto Consultants Pte Ltd (name of Surveyor) with respect to the amount claimed for S\$ 2,965.89 (repair cost), S\$ 763.00 (loss of use/rental), S\$ --- (search fee), vehicle no. SDG552P that was damaged pursuant to the accident which occurred on 03/12/2024 (date) at ALJUNIED ROAD (location) involving vehicle no. SHD2125U (insured vehicle). This is pursuant to the inspection conducted on 17/01/2025 (date) at "the workshop".

We/I confirm that we/I are/am authorized by the owner GUR ROSHAN SINGH S/O GURCHARANJIT SINGH ("the third party claimant") of vehicle no. SDG552P to make the claim as set out in the above paragraph and we/I have full authority to settle the matter on his/her behalf in a manner that we/I deem fit. We/I enclose herein the letter of authority given by "the third party claimant".

We/I further confirm that we/I will indemnify India International Insurance Pte Ltd for all damages, loss and/or expense that they will or have already incurred in the event that "the third party claimant" after the above said agreement lodges a further claim against the former for any loss and expenses suffered pertaining to cost of repairs and/or rental and/or loss of use pursuant to the damage to SDG552P (vehicle no.) as a result of the accident.

We/I confirm that the agreement reached above is in full and final settlement of all claims of "the third party claimant" pursuant to the accident and that further this settlement is reached on a without prejudice and without admission of liability basis.

This agreement is subject to the application of Singapore law and the Singapore Courts have exclusive jurisdiction over any dispute arising out of the same.

We/I authorize you to pay the total amount of S\$ 3,728.89 to DIPLOMAT PARTS PTE LTD.

Dated this 9 day of APR 20 25

**CLAIMANT:**

Signature: Jenn  
Signed by "the workshop" (with chop)  
Name: Jenn Lim  
NRIC: \_\_\_\_\_  
Address: 209 PANDAN GARDENS  
SINGAPORE 609339  
Nationality: \_\_\_\_\_  
Occupation: \_\_\_\_\_

**WITNESS:**

Signature: MTH  
Signed by appointed Surveyor  
Name: LKK Auto Consultants Pte Ltd  
NRIC: 199607198R  
Address: 51 Ubi Avenue 1  
#02-25 Paya Ubi Ind. Park S(408933)  
Nationality: \_\_\_\_\_  
Occupation: \_\_\_\_\_



**Diplomat Parts Pte. Ltd.**

Company Reg No. 196400304H  
GST Reg No. MR-8500111-X

**TAX INVOICE**

Invoice Name & Address		Owner Name & Vehicle Info	
INDIA INTERNATIONAL INSURANCE PTE LTD MOTOR CLAIM DEPARTMENT 64 CECIL STREET #04-05 IOB BUILDING SINGAPORE 049711 Contact No 63476100		Reg No/Reg Date Date In/Mileage Chassis No Engine No Make/Model	SDG552P / 16/04/2021 17/01/2025/ 67927 JM6BP2SAAM1107160 P520727955 MAZDA3 4DR 1.5 AT M-HYBRID CLASSIC

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice No
RIX00028	Credit	07/04/2025/ 17:36	TLL	260 / AiTing	34983	61035133

Description of Goods / Services		Qty	Unit Price	Disc%	Amount
E	PNT88000 TO REPLACE REAR BUMPER, BOOT LID REPAIR ACCIDENT AFFECTED AREA				500.00
E	PNT98000 PAINT WORK ON REAR BUMPER, BOOT LID				400.00
M	SUNDRY ANTI-RUST PROOFING				60.00
A	10028901 TO CARRY OUT DIAGNOSTIC CHECK ON ELECTRONIC CONTROL SYSTEM				180.00
M	SUNDRY SUNDRIES				20.00
S	SPECIALISTJOB TO SUPPLY REAR LICENSE PLATE WITH FRAME				50.00
E	PNT88000 ADD REPAIR REAR END PANEL				250.00
E	PNT88000 REMOVE AND INSTALL REAR TRIM AND COMPARTMENTS TO FACILITATE REPAIR WORK				125.00
E	PNT98000 ADD RESPRAY REAR END PANEL				200.00
X	WMZ BCJH-51-721 EMBLEM MAZDA 3	1.00	49.00	00.00	49.00
X	WMZ BCJH-51-771A EMBLEM SKYACTIV MAZDA 3	1.00	49.00	00.00	49.00
X	WMZ BCKA-50-221 REAR BUMPER MAZDA 3	1.00	665.00	00.00	665.00
X	WMZ BCKA-50-EK1 BODY TOWING COVER	1.00	40.00	00.00	40.00
X	WMZ BCKA-56-951 WEATHERSTRIP LID TRUNK	1.00	133.00	00.00	133.00
Z	TEXT TP CLAIM INDIA SHD2125U DOA : 03.12.24				

DPS Auto Services

209 Pandan Gardens, Singapore 609339 Tel: (65) 64792792





A subsidiary of BKW Automobile Pte Ltd

**B K W RENT A CAR PTE LTD**  
UEN/GST No.: 200106276D  
120 Lower Delta Road #02-15 Cendex Centre  
Singapore 169208  
Tel: +65 67387777 Fax: 6738 6666  
Website: <https://bkw.sg>

## TAX INVOICE

**Invoiced To**  
DIPLOMAT PARTS PTE LTD  
209  
PANDAN GARDENS  
SINGAPORE 609339

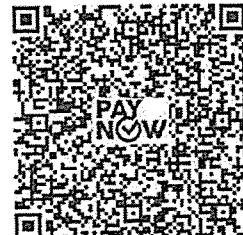
**Invoice Number** P 16017  
**Invoice Date** 28/01/2025  
**Due Date** 28/01/2025  
**VHA Number** P 16017  
**Vehicle Number** SLL 8586 T

S/N	Description	No. of Days	Rate	Amount
1	RENTAL FROM 17 JANUARY 2024 TO 27 JANUARY 2024 YOUR REF : SDG 552 P	10	120.00	1,200.00

Subtotal	1,200.00
GST @ 9%	108.00
<b>Total (Incl. GST)</b>	<b>1,308.00</b>
Less: Payments	-
<b>Amount Due</b>	<b>S\$1,308.00</b>

Account Name: BKW RENT A CAR PTE LTD  
Account No: 118-312-9991 Paynow UEN: 200106276D  
Bank: UNITED OVERSEAS BANK LTD (UOB)  
Branch: UOB Shaw Centre Branch  
Bank Address: 1 Scotts Road #03-04 Shaw Centre Singapore 228208  
Bank Code: 7375 Branch Code: 018 Swift Code: UOVBSGSG

All cheques must be made payable to BKW RENT A CAR PTE LTD.  
\* Please indicate the invoice number and vehicle number in the reference.



This is a computer-generated document. No signature is required.



**BKW**  
RENT-A-CAR

**BKW RENT A CAR PTE LTD**  
120 Lower Delta Road #02-15 Cendex Centre Singapore 169208 Tel: 6738 7777 Fax: 6271 1661  
ACRA No: 20-0106276-D GST Reg. No: 20-0106276-D  
24 HOURS HELPLINE : 6223 1122

**A / BMS / P**

VHA No : 16017

Workshop: CC/PANDORA

**VEHICLE HIRING AGREEMENT**

**HIRER'S PARTICULARS**

Name (as in I/C) RAJANI KAUH D/O JASIN  
NRIC/Passport No: [REDACTED] Date of Birth: 02/08/1964  
Address: 160 JALAN JURONG KECIL Age: 57  
S(598869)  
Name & Address of Employer:  
Occupation: Driving Exp: 11  
Driving Licence No: [REDACTED] Passed Date: 22/02/2013  
D/L Type: Local/Int'l/Other: 90299627

**AUTHORIZED DRIVER'S PARTICULARS**

Name (as in I/C) TUR ROHIAN SINGH S/O GURCHARANJITSINGH  
NRIC/Passport No: [REDACTED] Date of Birth: 5/5/2000  
Address: 12 JALAN RAJAWALI #86-02 Age: 24  
S(598434)  
Occupation: Driving Exp: 3 Yrs  
Driving Licence No: [REDACTED] Passed / Expiry Date: 14/11/2022  
D/L Type: Local/Int'l/Other: Contact No: [REDACTED]

Hirer's Own Vehicle No: 92552P • Replace Veh No:  
Loan Vehicle No: 5CC8586T VR No:  
Make & Model: AC710 Auto/Manual Group:  
CHARGES \$ cts  
Daily 10 day @\$ 120 Per day 1200 00  
Weekly/Monthly week @\$ Per week/Monthly  
Others  
CDW/PAI @\$ Per day/Monthly  
Delivery/Collection Svc  
GST  
OR No: (A) SUB-TOTAL  
Petrol Level & Surchage OUT E 1/4 1/2 3/4 F  
IN  
Return the same petrol level  
First km FREE per day  
Excess mileage is chargeable at cents per km  
GST 9% 108 00  
TOTAL CHARGES 1308 00

**NON WAIVER EXCESS (Subject to GST): \$ 2000/2000**

**ACCESSORIES CHECK**

- ☐ Data Cards ☐ Camera Systems ☐ Hub Cap ☐ Radio / CD Cartridge  
☐ Jack ☐ Tyre Opener ☐ Petrol Cap ☐ Spare Tyre

Hirer's Signature:

Additional Driver's Signature:

**SINGAPORE Use Only** \*Please refer to point 5

**INDICATE:**

- A - Accidents  
D - Dents  
S - Scratches  
X - Crack

I have read and agree to the terms and condition on both sides of this agreement. If I have presented a charge/credit card for payment, I agree that all amounts payable under this agreement and for parking and traffic infringements may be billed to that account and my signature above will be considered to have been made on the charge/credit card voucher. All information I have been given BKW Rent A Car Pte Ltd in connection with this agreement is true.

**IMPORTANT**

- The Hirer and the authorized driver by BKW must be over 23 years of age and under 70 years and be holding valid driving licenses and have a minimum of 2 years regular and qualified driving experience. Failure to observe stipulation may return all damages costs to be Borne by the Hirer/the Authorised Driver.
- All vehicles are supplied with petrol and should returned with petrol level likewise. A service charge of \$10 on top of a petrol surcharge is payable by the hirer should he fail to return the vehicle at the appropriate petrol level.
- No refund for early return of vehicle. The hirer shall be liable for additional charges for any late return at the rate shown per hour per day, inclusive of CDW and/or PAI where applicable. Any returns after our operation hours will be charged as a full day rental.
- Use of the vehicle for illegal purpose (For instance: in connection with theft, drug peddling or trafficking, smuggling, illegal racing), is strictly prohibited.
- Vehicle strictly for Singapore use only and may not be driven out of Singapore without prior written consent of BKW Rent A Car Pte Ltd. The hirer is liable for a penalty fee of minimum \$200 in addition to the appropriate insurance top up in the case of non-disclosure of Malaysia usage.
- The hirer and/or driver shall be responsible for all damages or losses howsoever caused, all traffic violations, fines and penalties imposed on the vehicle for whatsoever reason in respect of or in connection with its use or operation.
- The hirer and/or driver shall be responsible for all claims, damages, losses, increased insurance premiums, non-waiver excess and cost expense (including

- legal costs on a full indemnity basis), whatsoever and howsoever brought against, suffered or incurred by you in respect of the vehicle or the use or the operation of the vehicle. Full excess amount have to be paid immediately in the event of an accident. The owner reserve the right not to replace an replacement vehicle if an accident occurred. Any damage to the car will be repair at BKW authorized workshop.
- Smoke or permit smoking and transport of pets in the vehicle are not allowed. Any offensive smell e.g. cigarette, durian or pet's smell, the hirer and/or driver shall bear the cost of removing the offensive smell or pet's fur between \$300 - \$500.
  - The Hirer agrees that a punctured tyre, empty petrol tank, loss of vehicle's key or locked keys inside of vehicle, by itself, does not constitute a breakdown and that in the event the owner's 24-Hours Emergency Service is called upon to respond to such occurrence, the Hirer shall bear the cost of such response at \$60.00 per trip.
  - In case of accident, the hirer shall report to rental office immediately. An accident report must be made within 24 hours. Failure to comply, the hirer will have to borne all liability from all parties claim. Full excess amount have to be paid immediately in the event of an accident.
  - The hirer/Driver also have the responsibility to ensure that the radiator water level in the car is sufficient and do not drive when the vehicle is stall and does not have sufficient water. Any damage to the engine will be bear by the hirer/Driver.
  - All customers' data will be kept strictly confidential and is solely used for the purpose of completing the sales transactions and other relating matters.
  - I understand and agree to the personal data collection statement stated on the Terms and Conditions Page.

Date Out	Time Out	Mileage	Check By	Remarks
17/01/25	12:10	148232	AC	NRIC + DL + CC (Halter)

Hirer's/Driver Signature

Return Of Vehicle: The Hirer Driver Is Required To Sign In The Column "Signature Of Hirer Driver Failing Which The Day And Time Inserted Below Shall Be Deemed To Be The Day And Time The Vehicle Is Returned To BKW Rent A Car 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. And I had cleared my belonging items from the rental vehicle (cashcard, parking coupons, etc)"

Date In	Time In	Mileage	Check By	Remarks
		148559	N/K	PTN 27/1 W / S 1210pm

Hirer's/Driver Signature



## Claim Audit

AUDIT TRAIL				
No.	On	Audit	Remarks	By
1	11 Dec 2024 16:03	<b>Clim Dtl Modified</b>	Insured Name: -> PRIME CAR RENTAL & TAXI SERVICES PTE LTD. Insured ID: -> 1996 06293Z. Claimant's Name: -> GUR ROSHAN SINGH S/O GURCHARANJIT SINGH. Claimant's ID: -> TXXXX360A.	[A] HOW MEI KWAN
2	11 Dec 2024 16:03	<b>Clim Veh Model Changed</b>	(206417) MAZDA 3 1.5 4DR M-HYBRID CLASSIC (A).	[A] HOW MEI KWAN
3	11 Dec 2024 16:03	<b>Clim Created</b>	Reg No: SDG552P. Acct Date: 2024/12/03. Claim Type: TP. Insurer: India International Insurance Pte Ltd (HQ). TP Insurer: Income Insurance Limited (HQ). Workshop: Diplo mat Parts Pte Ltd (HQ)	[A] HOW MEI KWAN
4	11 Dec 2024 16:03	<b>Adj Co Assigned</b>	LKK Auto Consultants Pte Ltd (HQ):	[A] HOW MEI KWAN
5	11 Dec 2024 16:03	<b>Adj Next Rpt Changed</b>	Next Rpt:Final Rpt.Due Date:2024/12/20	[A] HOW MEI KWAN
6	11 Dec 2024 16:03	<b>Adj Mandate Set</b>	Approved:0.00.Reinsp:Adj decides.	[A] HOW MEI KWAN
7	11 Dec 2024 16:11	<b>Label Added</b>	(30653):Direct Settlement.	[A] HOW MEI KWAN
8	11 Dec 2024 16:11	<b>Adj Adjuster Assigned</b>	[None] -> MOHD TAUFIKH BIN HAMID	[A] HOW MEI KWAN
9	16 Dec 2024 08:28	<b>Adj Mandate Request</b>	Cur.Reg:0.00:PODS LIABILITY: 100% PLS REFER TO 3RD PARTY VIDEO FOOTAGE. ID R EAR-DNDED 3RD PARTY.	[A] CHEW HSIAO TONG
10	16 Dec 2024 08:28	<b>Adj Mandate Request Cancelled</b>		[A] CHEW HSIAO TONG
11	16 Dec 2024 08:28	<b>Adj Mandate Request</b>	Cur.Reg:0.00:PODS LIABILITY: 100% PLS REFER TO 3RD PARTY VIDEO FOOTAGE. ID R EAR-ENDED 3RD PARTY.	[A] CHEW HSIAO TONG
12	17 Dec 2024 02:14	<b>Video Downloaded</b>	Downloaded SDG552P FRONT VIDEO	[I] Priya
13	17 Dec 2024 02:14	<b>Video Downloaded</b>	Downloaded SDG552P REAR VIDEO	[I] Priya
14	17 Dec 2024 02:15	<b>Video Downloaded</b>	Downloaded SDG552P FRONT VIDEO	[I] Priya
15	17 Dec 2024 10:04	<b>Video Downloaded</b>	Downloaded SDG552P FRONT VIDEO	[I] Loganathan S/O Agoram
16	17 Dec 2024 10:04	<b>Video Downloaded</b>	Downloaded SDG552P REAR VIDEO	[I] Loganathan S/O Agoram
17	17 Dec 2024 10:05	<b>Adj Next Rpt Changed</b>	Next Rpt:Final Rpt.Due Date:2024/12/20. Mandate Remarks: Liability is clear in TP favour. Pls proceed with DS. Thank you.	[I] Loganathan S/O Agoram
18	17 Dec 2024 10:05	<b>Adj Mandate Set</b>	Approved:0.00:Liability is clear in TP favour. Pls proceed with DS. Thank you.	[I] Loganathan S/O Agoram
19	24 Mar 2025 11:10	<b>Adj Rpt Initiated</b>		[A] JOANNE LEE KHANG MIN
20	24 Mar 2025 11:10	<b>Clim Dtl Modified</b>	Claim Conclusion: -> 3.	[A] JOANNE LEE KHANG MIN
21	24 Mar 2025 11:10	<b>Clim Dtl Modified</b>	JPJ Reg. Date: -> 2021/04/16.	[A] JOANNE LEE KHANG MIN
22	24 Mar 2025 11:10	<b>Clim Details Notified</b>		[A] JOANNE LEE KHANG MIN
23	08 Apr 2025 16:17	<b>Adj Mandate Request</b>	Cur.Reg:3837.89:Liability: 100% *Quantum: \$3,837.89 (all-in). Pls refer to adjuster report for details. *For your approval please.	[A] CHEW HSIAO TONG

AUDIT TRAIL

No.	On	Audit	Remarks	By
24	08 Apr 2025 18:38	Adj Mandate Set	Approved:3837.89.	[I] Priya

Date From

Date To

Audit Type

None

Go

ACTIVITY

No record

Merimen Billing for this case - Transaction History								
Bill Ref No	Bill Date	Bill Type	Acc Type	Acc Name	Co Name (Branch)	Ref 1	Ref 2	Amount
3290473	12 Dec 2024 09:24:15	TP Case (Insurer)	Motor	LKK Auto Consultants Pte Ltd	India International Insurance Pte Ltd (HQ)	SDG552P	SHD2125U	12.00
3292330	16 Dec 2024 08:27:26	Video Upload	Motor	India International Insurance Pte Ltd (HQ)	India International Insurance Pte Ltd (HQ)	SDG552P	CHEW HSIAO TONG	xx.xx
3292331	16 Dec 2024 08:27:27	Video Upload	Motor	India International Insurance Pte Ltd (HQ)	India International Insurance Pte Ltd (HQ)	SDG552P	CHEW HSIAO TONG	xx.xx
3355357	24 Mar 2025 11:10:28	OD/TP Case (Adjuster)	Motor	LKK Auto Consultants Pte Ltd	LKK Auto Consultants Pte Ltd (HQ)	SDG552P	SHD2125U	12.00