

# FIRST AUTOWORKS

## Letter of Demand


To : ALFA ASIA PACIFIC INSURANCE PTE LTD

Re : Accident involving my vehicle no. SLM 535M and vehicle no. GBB 8151K on 22/12/2017 at 2015 HRS PM/AM along JUNCTION OF ANG MO KIO AVE 1 AND AVE 10

- 1) I/We, the owner of vehicle no. SLM 535M hereby appoint 1st Autoworks Pte Ltd ("the workshop") to act for me/us to recover damages sustained in the above accident from the third party driver and/or insurers. Claims are as follows :

Vehicle Repair cost / Excess	\$ 3514.74
Vehicle Rental Fee for <u>2</u> days @	
\$ <u>150</u> per day	\$ 321.00
Loss of use/rental for _____ days @	
\$ _____ per day	\$
Loss of income for _____ days @	
\$ _____ per day	\$
Police search fee/police report fee/LTA search fees	\$
Others	\$

Total : \$ 3835.74

Signature of vehicle owner 



Name - CHAN KOK KAI

Witnessed by :

Address : BLK 309A ANG MO

RONNIE

.K10 ST 31 #07-351 (S) 562309

Tel : 91159793

## Zaini (LKK Auto)

---

**From:** Ronnie Tan <ronnie.tan@firstautoworks.com.sg>  
**Sent:** Tuesday, 30 January 2018 3:55 PM  
**To:** Zaini (LKK Auto)  
**Cc:** Suhaimi  
**Subject:** RE: Your Ref: SLM 535M\_ACCIDENT INVOLVING GBB 8151K AND SLM 535M ON 22.12.2017

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Zaini

We are please to accept your offer at Total : \$3728.74

Please send us the Cheque.

Thank You

Regard

Ronnie

---

**From:** "Zaini (LKK Auto)" <Zaini@lkkauto.com>  
**Sent:** Tuesday, 30 January, 2018 3:05 PM  
**To:** "ronnie.tan@firstautoworks.com.sg" <ronnie.tan@firstautoworks.com.sg>  
**Cc:** "Suhaimi" <suhaimi@firstautoworks.com.sg>, "Hsiao Tong (LKKAuto)" <chewht@lkkauto.com>  
**Subject:** RE: Your Ref: SLM 535M\_ACCIDENT INVOLVING GBB 8151K AND SLM 535M ON 22.12.2017

### WITHOUT PREJUDICE

Your Ref: SLM 535M  
Our Ref: CC6/AIG18000219/Wks3

Dear Sirs,

### ACCIDENT INVOLVING GBB 8151K & SLM 535M ON 22/12/2017

We refer to the above matter.

We propose settlement as follows: -

1. Cost of Repair (w/GST)	\$ 3,514.74
2. Loss of Rental(2days x \$100.00)(w/GST)	\$ 214.00
<b>TOTAL</b>	<b><u>\$ 3,728.74</u></b>

Please confirm acceptance.

Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement.



Auto  
Consultants  
Pte Ltd

51 UBI AVE 1, #01-25 PAYA UBI INDUSTRIAL PARK, SINGAPORE 408933 TEL : (065) 62563561 FAX : (065) 67414108

**Our Ref:** CC6/AIG18000219/Wks3

15 JANUARY 2018

**RHINO TECH PTE LTD**  
1002 JALAN BUKIT MERAH  
#07-17  
SINGAPORE 159456  
ATTN: HR / MANAGEMENT

Dear Sir/Madam,

**ACCIDENT INVOLVING GBB 8151K AND SLM 535M ON 22.12.2017**

We refer to the above accident where we are acting for AIG Asia Pacific Insurance Pte Ltd to resolve the claim against you and/or your authorized driver under the Auto Insurance policy taken up with them.

Based on the accident report and accident scenario, liability is down against us. We will therefore proceed to negotiate for an amicable settlement with the Third Party.

Should you however wish to further discuss on the matter prior to our negotiations and settlement, please contact us within 10 days from the date of this letter.

Please note that your No-Claim Discount (NCD)(if any) will be affected and reduced by 30% (20% for commercial vehicles) upon next renewal due to this Third Party claim. However, if your policy has a NCD protector feature, it will be deemed utilized for this claim and your NCD will be protected.

Please call us if you have further queries.

Yours faithfully,

  
Zaini  
Case Handler  
DID: 6841 2132  
FAX: 6741 4108  
Email: [Zaini@lkkauto.com](mailto:Zaini@lkkauto.com)

c.c. AIG Asia Pacific Insurance Pte Ltd  
(Motor Claims Dept)

## Authorization To Act


I, CHAN KOK KAI ("the third party claimant") of  
BK 309A ANG MO KIO ST 31 #07-351 (address), owner  
of SLM 535 M (vehicle no.) hereby authorize  
1st Auto Works Pte Ltd  
("the workshop") to act for me with respect to my claim for repair  
costs and/or rental and/or loss of use ("claim") for my vehicle  
no. SLM 535 M that was damaged pursuant to the accident which  
occurred on 22/12/2017 (date) along JUNCTION OF ANG  
MO KIO AVE 1 AND AVE 10 (location) involving  
vehicle no/s G133 8151 K  
("the accident").

I further authorize the workshop to settle my above mentioned claim in a manner that they deem fit and the workshop is further authorized to receive payment further to settlement of my claim with payment cheque/s being made in favour of the workshop.

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

Dated this 23 day of December (month) 20 17 (year)

  
Signed by "the third party claimant"

  
Signed by "the workshop"

**Letter of Authorisation & Indemnity**

Accident Involving Vehicle no. SLM 535 M and GBB 8157 K On 22/12/2017  
At JUNCTION OF ANG MO KIO AVE 1 AND AVE 10

1. I/We, the owner of vehicle no. SLM 535 M hereby instruct and authorize you to commence repairs to the said vehicle. Pending the outcome of my/our claim against the third party, I/we forthwith pay you the sum of \$ \_\_\_\_\_ being refundable deposit of the repair to my/our said vehicle.
2. You are further authorized to appoint solicitors on my/our behalf and give the solicitors full instructions as if the appointment is made and instructions are given by me/us with respect to the conduct of my/our claim against the third party driver and/or his insurers including if necessary, to commence legal proceedings in court in my/our name against the third party.
3. You have my/our full authority to instruct my/our solicitors to negotiate a settlement with the third party and/or his insurers on such terms as you deem fit.
4. Upon resolving my/our claim, you are authorized to agree with my/our solicitors on the amount of their professional costs and disbursement for acting for me/us and to receive payment of the balance of the settlement sum on my/our behalf directly into your account. In the event that my/our claim or legal costs of the third party as well as the professional costs and disbursements of my/our solicitors notwithstanding that my/our solicitors were appointed by you on our behalf.
5. I/we also hereby instruct and authorise you deduct directly from the claim monies received from the third party all outstanding balances that are still owing to you, namely the balance of repair costs and rental of substitute vehicles.
6. In the event that I/we am/are required to attend at my/our solicitors office or to attend court in connection with my/our claim, I/we shall render full co-operation.
7. In the event that my/our claim against the third party and/or his insurers is not successful or cannot be proceeded with and/or if any Judgement or settlement is not honoured or satisfied by the third party, I/we authorise you to revert the claim against my/our own insurers for the cost of repairs and any other losses recoverable under my/our policy of insurance. In this respect, I/we understand and accept that the excess amount applicable under policy of insurance shall be borne by me/us.
8. If for whatever reasons, my/our insurers reject my/our claim for indemnity for the cost of repairs and/or any other losses recoverable under the policy of insurance or make an offer to pay less than the amount claimed by you, I/we agree and undertake to pay the full amount of your repair bill and survey fees and any other expenses reasonably incurred on my/our behalf or to pay you the difference in amount, as the case may be.
9. I/we shall keep you informed of any correspondences and/or summons that I may receive due to this action agreeing to pay or receive any monies due to this claim.

Dated this 23 day of 12 2017

Signature of vehicle owner [Signature]

Name - CHAN KOK KAI

IC No : S7407405 G  
(Company stamp, if applicable)

Address : BLK 309 A ANG  
MO KIO ST 31 (S) 562309

Tel : 911 59793

Witnessed by : [Signature]

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

**RELEASE VOUCHER**  
**(AIG Asia Pacific – EXPRESS THIRD PARTY CLAIM)**

"We/I, 1st Auto Works Pte Ltd ("the workshop") hereby confirm that we/I have reached an agreement with the appointed surveyor of AIG Asia Pacific Insurance Pte. Ltd. LKK Auto Consultants Pte Ltd ("name of surveyor") with respect to the amount claimed for S\$ 3,514.74 (repair costs), S\$ 214.00 (loss of use/rental) S\$ - (search fees) for vehicle no. SLM 535M that was damaged pursuant to the accident which occurred on 22-12-17 (date) along Ang Mo Kio Avenue 1 (location) involving vehicle no/s G88 8151K.

This is pursuant to the inspection conducted on 29-12-17 (date) at "the workshop".

We/I confirm that we/I are/am authorized by the owner Chan Kok Kai ("third party claimant") of vehicle no. SLM 535M 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 AIG Asia Pacific 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 costs of repairs and/or rental and/or loss of use pursuant to the damage to SLM 535M (vehicle no.) as a result of the accident.

We/I confirm that the agreement reached above is in full and final settlement of any claim 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.

Dated this 31 day of January (month) 2018 (year)



Signed by AIG appointed surveyor



Chopped & Signed by "the workshop"

**1st Autoworks Pte Ltd**

23 Kaki Bukit Ave 4, #04-01 (South Wing) Singapore 415933

**TAX INVOICE****AIG Asia Pacific Insurance Pte. Ltd.**

AIG Building

78 Shenton Way

#07-16, Singapore 079120

GST Ref. No: 20-0000274-Z

Vehicle No: SLM 535M

Chasis No : KL1JA6989GK353962

Engine No: B14NET162850044

Invoice No: CGI-ASC-18IR00155G

Invoice Date: 26/1/2018

DESCRIPTION	AMOUNT SGD
-------------	---------------

**Parts**

No.	Qty.	Description	Price (SGD)
<u>1</u>	1	Rear bumper	1391.00
<u>2</u>	1	Centre Bumper Guide	75.00
<u>3</u>	1	RHRC Bumper Guide	50.00
<u>4</u>	1	LHRC Bumper Guide	50.00
<u>5</u>	1	RHR Bumper Guide	60.00
<u>6</u>	1	LHR Bumper Guide	60.00
<u>7</u>	1	Rear bumper reinforcement	736.00

Total: 2422.00  
Less 10%: 242.20  
Parts Total : 2179.80

**Labour****Labour Description****Price (SGD)****Rear**

<u>1</u>	To dismantle / renew the accident damaged portion, to panel beating, reshape, straighten, orientate and align repair / replacement parts.	550.00
<u>2</u>	Carry out spray painting on accident affected area	450.00
<u>3</u>	To remove and refix reverse sensor and conduct test	30.00

Labour Total : 1030.00

**Other**

<u>No.</u>	<u>Other Description</u>	<u>Price (SGD)</u>
------------	--------------------------	--------------------

**Rear Portion**

1	1	Rear Number plate & bracket	45.00
2	10	Rear bumper clip (set)	30.00

Other Total : 75.00

Total : \$3,284.80  
GST (7%) \$229.94  
**Grand Total: \$3,514.74**

Yours Faithfully,

Ronnie Tan

Service Advisor

Tel: 68441985 Fax:68445185

**E & O E**

- ALL CHEQUE PAYMENTS SHOULD BE CROSSED AND MADE PAYABLE TO "IST Autoworks Pte Ltd".
- PLEASE INDICATE THE INVOICE NO. ON THE REVERSE SIDE.





**Alpine**CarRental

## TAX INVOICE

GST Reg no.: M2-0094320-1  
Co. Reg no.: 199003483E

CHAN KOK KAI  
BLK 309A ANG MO KIO ST 31  
#07-351  
SINGAPORE 562309

REN-18IR00666R  
INVOICE NO.:

23-Jan-18

DATE :

DESCRIPTION		AMOUNT
SKN 4823L		
CAR NO. :		
<u>RENTAL PERIOD:</u> 16/1/2018 - 17/1/2018		
* RENTAL DAILY	\$150.00 * 2 DAYS	\$300.00
* GST 7%		\$21.00
E. & O. E.		
TOTAL:		\$321.00

**ALPINE CAR RENTAL PTE LTD**

This Invoice is computer generated.  
No signature is required.

- ALL CHEQUE PAYMENTS SHOULD BE CROSSED AND MADE PAYABLE TO 'ALPINE CAR RENTAL PTE LTD'.
- PLEASE INDICATE THE INVOICE NO. ON THE REVERSE SIDE.
- PAYMENT IS DUE ON THE TERMS STATED HEREIN. INTEREST WILL BE CHARGED AT THE RATE OF 12% PER ANNUM UNTIL FULL PAYMENT OF THE OUTSTANDING SUM.



RENTAL TO: CHAN KOK KAI

Repl CAR FOR: SKM 535M

## Check Out / Check In List

CAR NO: SKN 4823 L MAKE/MODEL: CRUZE AT/MT

### 1. ITEMS FITTED / PLACED INSIDE THE CAR

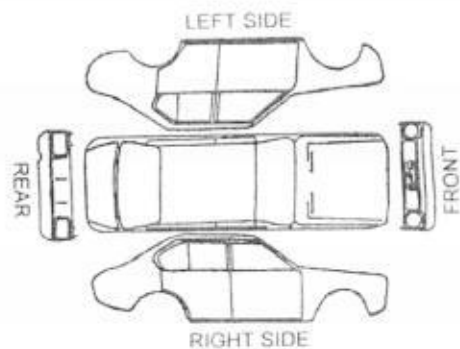
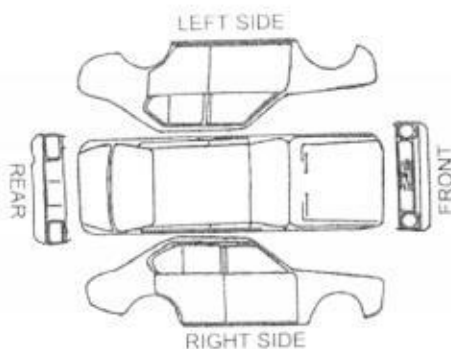
O		I	O		I
<input type="checkbox"/>	RADIO / CASSETTE / CD PLAYER	<input type="checkbox"/>	<input type="checkbox"/>	RADIO REMOTE CONTROL (1 PC)	<input type="checkbox"/>
<input type="checkbox"/>	CIGARETTE LIGHTER	<input type="checkbox"/>	<input type="checkbox"/>	RADIO SPEAKERS (4 PCS)	<input type="checkbox"/>
<input type="checkbox"/>	CENTRE ASH-TRAY (1PC)	<input type="checkbox"/>	<input type="checkbox"/>	FRONT ASH-TRAY (1PC)	<input type="checkbox"/>
<input type="checkbox"/>	FRONT SEAT BELTS (2 PCS)	<input type="checkbox"/>	<input type="checkbox"/>	REAR SEAT BELTS (3 PCS)	<input type="checkbox"/>
<input type="checkbox"/>	FLOOR MATS (4/5/6 PCS)	<input type="checkbox"/>	<input type="checkbox"/>	REAR SIDE DOOR ASH-TRAY (2 PCS)	<input type="checkbox"/>
<input type="checkbox"/>	FRONT / CENTRE ROOF LIGHT	<input type="checkbox"/>	<input type="checkbox"/>	CAR / RADIO MANUALS	<input type="checkbox"/>
<input type="checkbox"/>	SPEAKER BOARD (1 PC) HATCHBACKCAR	<input type="checkbox"/>	<input type="checkbox"/>	REAR VIEW MIRROR (1 PC)	<input type="checkbox"/>

### 2. ITEMS FITTED / PLACED INSIDE THE BOOT

<input type="checkbox"/>	BOOT CARPET (1 PC)	<input type="checkbox"/>	<input type="checkbox"/>	BOARD COVER (1 PC)	<input type="checkbox"/>
<input type="checkbox"/>	SPARE TYRE (1PC)	<input type="checkbox"/>	<input type="checkbox"/>	SPARE TOOLS / JACK	<input type="checkbox"/>
<input type="checkbox"/>	CD CHANGER (1 PC) WITH 6 / 10 MAG	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

### 3. ITEMS FITTED ON THE EXTERIOR

<input type="checkbox"/>	SIDE VIEW MIRRORS (2 PCS)	<input type="checkbox"/>	<input type="checkbox"/>	FRONT WIPERS (2 PCS)	<input type="checkbox"/>
<input type="checkbox"/>	REAR WIPER (1 PC)	<input type="checkbox"/>	<input type="checkbox"/>	HEADLIGHT WIPERS (2 PCS)	<input type="checkbox"/>
<input type="checkbox"/>	TYRES (4PCS)	<input type="checkbox"/>	<input type="checkbox"/>	HUB CARS (4PCS)	<input type="checkbox"/>
<input type="checkbox"/>	PETROL COVER (1 PC)	<input type="checkbox"/>	<input type="checkbox"/>	FRONT / REAR NUMBER PLATES (2 PCS)	<input type="checkbox"/>



REMARKS: Mileage: 43077 Petrol: (1/8), (1/4), (3/8), (1/2), (5/8), (3/4), (7/8), FULL

Minor Scratches & Dents

CHECKED OUT BY: Donnie

CHECKED IN BY: Donnie

DATE/TIME: 16 / 1 / 2018 PM/AM

DATE/TIME: 17 / 1 / 2018 PM/AM

HIRER'S SIGNATURE

HIRER'S SIGNATURE