

Date : _____

Attn: Motor Claims Dept

DATE IN: 21/02/15

DATE OUT:

RE: OWN DAMAGE CLAIM UNDER POLICY NO. P2029236 FOR
VEHICLE NO. GBN 8375E ON 10/02/2015 AT 1220 HOURS

LETTER OF AUTHORITY

Dear Sir/Mdm,

I/We hereby acknowledge that I/We are claiming the repair of our motor vehicle GBN 8375E under our own insurance policy P2029236 that has involved in an accident on the 10/02/2015 at 1220 hour and authorise Sng Ah Tee Motor & Panel Service to undertake the repair. I/We also acknowledge that the repair of my vehicle will be done in lumpsum as per what the insurer's surveyor has recommended. In any case of failure or dispute to claim under own insurance policy, I/we are willing to bear any cost and disbursement. The payment is to be made directly to m/s **Sng Ah Tee Motor & Panel Service Pte Ltd**. I authorized the driver LEE BOON HAN, Engineer to make the report/claim under own insurance policy.

Yours Faithfully,

X

[Signature]



Sng Ah Tee Motor & Panel Service Pte Ltd reserved all rights. I/ We, are fully aware that there will be a long wait for the spareparts of our vehicle as per informed by our workshop, Sng Ah Tee Motor & Panel Service Pte Ltd on _____ (date). There will no cancellation of claim once the order of the spareparts had been placed and I/We will bear whatever handling & disbursement cost of the spareparts if I/We do intend to cancel the claim.