



Auto  
Consultants  
Pte Ltd

51 UBI AVE 1, #01-25 PAYA UBI INDUSTRIAL PARK, SINGAPORE 408933 TEL : (065) 62563561 FAX : (065) 62564315

Our Ref: CC6/EQ118011983/Ggb3

16 OCTOBER 2019

**SOON HONG MACHINERY CO**  
5 JALAN MINYAK  
#01-340  
SINGAPORE 161005

Dear Sir/Madam,

**ACCIDENT INVOLVING GBD 1602L AND AP 33J ON 12/05/2018**

We refer to the above accident. We are the Appointed Surveyor and Loss Adjuster Company by your Motor Insurer (EQ INSURANCE COMPANY LIMITED) to resolve the claim against you and/or your authorized driver under the Auto Insurance policy taken up with them.

This is to inform you that we received a Third Party Claim from AP 33J.

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.

Your full co-operation in the handling of the claim is required and kindly submit the following to [ceciliachong@lkkauto.com](mailto:ceciliachong@lkkauto.com) within 10 days from the date of this letter **if not provided at our reporting centre**. The list below is not all inclusive and further document may be required:

- Driver's driving license or foreign driving license (if any)
- Driver's Work Permit
- Employment Letter/ Authorisation letter from your company

Please call us if you have further queries.

Yours faithfully,

CECILIA CHONG

Case Handler

DID: 6749 4274

FAX: 6741 4108

EMAIL: [ceciliachong@lkkauto.com](mailto:ceciliachong@lkkauto.com)

*c.c. EQ INSURANCE COMPANY LIMITED  
(Motor Claims Dept)*