

To: **EQ Insurance Company Limited**
5 Maxwell Road
#17-00 Tower Block MND Complex
Singapore 069110

Attn: **Motor Claims Department**

Date: 4th October 2018

Dear Sir/Madam,

Claimant: **Yeo Choong Hee**
206A Compassvale Lane
#09-67 Singapore 541206

"WITHOUT PREJUDICE"

We are instructed by the above named to claim damages against you in connection with a road traffic accident on 25/09/2018 at along Upper Paya Lebar Road involving our client's vehicle registration number SLL 5487 R and vehicle registration number SKP 365 H driven by your insured at the material time.

We are instructed that the accident was caused by your insured's negligent driving and/or management of your vehicle. As a result of the accident, our client's vehicle was damaged and our client has been put to loss and expense, particulars of which are as follows:

1) Vehicle Repair Costs	\$2,300.00
2) Loss of Rental (SGD\$120.00 x 4Days)	\$480.00
3) LTA Search Fee	\$7.45

Total : **\$2,787.45**

A copy each of the following supporting documents is enclosed:

- Singapore Accident Statement
- Rental Invoice
- LTA Search Fee Receipt

Please send us an acknowledgement of receipt within 14 days of your receipt of this letter, failing which our client will have no alternative but to commence proceedings against you without further notice.

Yours faithfully,

Elin Cai

Zoom Autowerks Pte Ltd
130 Bedok Reservoir Road, Eunus Spring
#08-1339 Singapore 470130
Mobile: 9450 7920 | E-mail: zoomautowerks@gmail.com



ZOOM AUTOWERKS PTE LTD

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LETTER OF AUTHORIZATION

Accident on 25/09/18 @ 08:00 along Upp Paya Lebar Rd, beside Bus Stop
Involving vehicles SLL5487R and SEP 365H

In consideration of **Zoom Autowerks Pte Ltd, 130 Bedok Reservoir Road, Eunos Spring, #08-1339 Singapore 470130**, repairing my/our motor vehicle no SLL5487R at my request, I/We, Yeo Choong Hee ("the claimant") of 206A Compassvale Lane #09-67 S(541206) (address) bearing NRIC No S16050451C the owner of motor vehicle no SLL5487R, hereby authorize them to demand claim, settle and receive whatever amount settle payable by the insurance company or third party or commence legal proceeding for cost of repairs, loss of use and etc to any of their appointed solicitors to act for me/us in respect of the said accident/claim and all the amount claimed or settled shall belong and make payable to them absolutely by the insurance company of the third party. I/We further authorized them to give an absolute discharge on my/our behalf and to sign discharge voucher(s) and any other documents necessary or incidentals to the conduct and disposal of my/our above claims.

I/We further agree to fully co-operate and attend all court hearings that are necessary to prosecute the claims maintained by **Zoom Autowerks Pte Ltd**.

I/We further agree and undertake to indemnify them against my/our claim for costs which arise therewith.

In the event that my/our claim is unsuccessful, I/we undertake to pay to **Zoom Autowerks Pte Ltd** the cost of repairs to my/our vehicle.

In the event that settlement cheque were to be drawn in my/our favour, I/we hereby give my/our instructions to clear the said cheque on my/our behalf by presenting the same for payment directly into **Zoom Autowerks Pte Ltd** account. Upon clearance of the said cheque, I/we further authorize **Zoom Autowerks Pte Ltd** and/or their appointed law firm to utilize the monies to pay their charges without further reference to me. I confirm that the payment to **Zoom Autowerks Pte Ltd** shall amount to a good discharge of **Zoom Autowerks Pte Ltd** and/or their appointed law firm's obligation to me in respect of the settlement monies.

Dated this 25 day of 09 (month) 20 18 (year)

YEO CHOONG HEE

Signed by "the claimant"

Name: Yeo Choong Hee

NRIC No: S16050451C

[Signature]

Signed by Zoom Autowerks Pte Ltd

Name: Elin Cai