

Our Ref: SKP7758L  
Your Ref: CC4/III18018723/pa3

Date: 25<sup>th</sup> March 2019

Ms Chew Hsiao Tong (Motor Claims Department)  
LKK Auto Consultants Pte Ltd  
Blk 51 Paya Ubi Industrial Park  
#02-25 Ubi Avenue 1  
Singapore 408933

Dear Sir/Madam,

**RE: SUBMISSION OF DOCUMENTS FOR SKP7758L (DOA: 12.10.18)**

Kindly be informed that our customer, Ms Goh Sue Lynn Fiona, owner of vehicle registration no. SKP7758L (insured with AVIVA) holds vehicle registration no. SHD3204T which is insured with you at the time of an accident liable and hereby submitting a claim against your insured for the cost incurred.

On behalf of our customer, we provide the following claim for your settlement as below :

Repair cost	:	\$ 2,626.85
Loss of Rental	:	\$ 856.00 (\$107 x 8 days)
Total	:	<u>\$ 3,482.85</u>

We are pleased to enclose the documents as set out in the attached checklist.

Please contact Mr. Andre Chow En De at 91449137 or email him at [andre.chow@cyclecarriage.com.sg](mailto:andre.chow@cyclecarriage.com.sg) **within 7 working days** from the date of this letter should there be any missing documents or any other additional documents required. If we do not hear from you during these 7 days, we would take it that all documents submitted to you are complete and in order.

Cheque should be made payable to Cycle & Carriage Kia Pte. Ltd.

We look forward to receiving your early settlement of the invoice(s). Thank you.

Yours faithfully  
**CYCLE & CARRIAGE KIA PTE LTD**

  
\_\_\_\_\_  
**MANAGER  
SERVICE OPERATIONS – PG**



CYCLE &amp; CARRIAGE

**CYCLE & CARRIAGE KIA PTE LTD**  
**PANDAN GARDENS CUSTOMER SERVICE CENTRE**

209 Pandan Gardens Singapore 609339 Tel: 65684567 Fax: 65651240

**TAX INVOICE**

Co Reg No : 199405410K

GST Reg No : MR-8500111-X

Invoice Name & Address	Owner Name & Vehicle Info	
INDIA INTERNATIONAL INSURANCE P/L  64 CECIL STREET #04/05 IOB BUILDING SINGAPORE 049711  Contact No 63476100Main 24/10/	Cust No/Name	/Goh Fiona
	Reg No/Reg Date	SKP7758L / 09/10/2014
	Date In/Mileage	24/10/2018/ 106515
	Chassis/Package	KNAFX411MF5332094
	Engine No	G4FGEH741550
	Make/Model	KIA/15MY F K3 1.6 A EX
	Colour/Trim	MST / WK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No
LIX00017	Credit	22/03/2019/ 13:55	TLE	260 / AiTing	37226	81395932

Description of Goods / Services	Qty	Unit Price	Disc%	Amount
E PNT88000 REPLACE REAR DAMAGED PARTS, REPLACE REAR BUMPER, REPAIR ALL OTHER AFFECTED AREAS, ADJUST AND ALIGN BODY GAPS ALIGNMENT TO THE SAME				550.00
E PNT98000 RESPRAY ON REAR BUMPER, AND ALL OTHER AFFECTED AREAS TO THE SAME				420.00
E PNT88000 REMOVE & REINSTALL REAR FLOOR BOARD, TRIMS & CARPET TO FACILITATE REPAIR				120.00
A 54900099 CHECK WIRING & ELECTRICAL SYSTEM				30.00
A 10028901 CONDUCT DIAGNOSTIC CHECK USING HI-SCAN PRO TEST AND CLEAR TROUBLE CODE				200.00
E PNT88000 REMOVE & REINSTALL REVERSE SENSOR TO FACILITATE REPAIR				80.00
M SUNDRY SUNDRIES				20.00
X COVER-RR BUMPER	1.00	768.00	00.00	768.00
X COVER-RR BUMPER,UPR	1.00	234.00	00.00	234.00
X BRACKET-RR BUMPER SIDE MTG,LH	1.00	33.00	00.00	33.00
Z TEXT TP CLAIM INDIA SHD3204T DOA : 12.10.18 SURVEYOR TAUFIKH LKK 24.10.18 3 DAYS				
Cycle & Carriage celebrates 120 years. Visit <a href="http://www.cyclecarriage.com/120">www.cyclecarriage.com/120</a> for more info!				

Parts	1,035.00	Nett	2,455.00
Labour	1,400.00	7% GST on	171.85
Standard Menu	0.00		
Specialist Job	0.00	Total Payable	2,626.85
Diagnostics Job	0.00	Paid	0.00
Sundry/Others	20.00	Total Due	2,626.85
Total(w/o GST)	2,455.00		

Payment should be made strictly by cash, NETS or credit cards. Thank you.

Any dispute to the invoice must be made within 3 days. This is a computer generated document, no signature is required.



# CHAN'S & SONS ENTERPRISE

363 Sembawang Road  
Singapore 758379  
Tel 67532536 Fax:67567565  
GST Reg No: 51-936900-M

**chan's**  
www.chans.com.sg

## TAX INVOICE

GOH SUE LYNN FIONA

SINGAPORE

ATTN: ACCOUNTS PAYABLE

INVOICE : AR1811-0106  
DATE : 07/11/2018  
TERMS : C.O.D  
STAFF ID : ELAINE  
AGREEMENT NO. : HA201810-0188

DESCRIPTION	AMOUNT (SGD)
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Vehicle Reg No : SKU8583R  
Make / Model : KIA FORTE K3 1.6A EX  
Rental Dates : Rental Billing From 24/10/2018 To 01/11/2018  
Period : 8 days  
Rental Rate : S\$ 107.00 Per Day (Including GST)  
Reference No : SKP7758L

800.00

AMOUNT : S\$  
EIGHT HUNDRED FIFTY-SIX DOLLARS ONLY

NON-TAXABLE VALUE : 0.00  
TAXABLE VALUE : 800.00  
GST 7% : 56.00

**TOTAL S\$ : 856.00**

Please make your cheques payable to : **CHAN'S & SONS ENTERPRISE**



For Official Use Only

Payment Date :	F / Amt
CS / CC / CH :	
CS / CC / CH :	

# RENTAL AGREEMENT

HA201810 -0188

Hirer's Name <b>Goh Sue Lynn Fiona</b>	Date of Birth	Passport/ Nric No. <b>S7832522D</b>	Nationality
Address <b>As Below</b>	Occupation	Driving Licence No.	Date of Expiry
Postal Code	Contact No.	Mobile Phone No.	
Joint Hirer's / Guarantor's Name <b>Teo Lee Wee</b>	Date of Birth <b>29/8/75</b>	Passport/ Nric No. <b>S7526138A</b>	Nationality
Address <b>BLK 607 Serja Road</b>	Occupation	Driving Licence No. <b>As Above</b>	Date of Expiry <b>4/11</b>
Postal Code <b>#10-06 670607</b>	Contact No.	Mobile Phone No. <b>96488968</b>	

## CHECK OUT

Date <b>24-10-18</b>	Time <b>8.40am</b>	Mileage KM	E 1/4 1/2 3/4 F
Date <b>1-11-18</b>	Time <b>5.30pm</b>	Mileage KM	Remarks <b>India Insurance</b>

## CHECK IN

### IMPORTANT NOTES:-

- Car is restricted to SINGAPORE use. See clause 1(f) for non-compliance.
- No refund will be given for vehicle that returns early.
- Own Damage Liability - First \$1500 for damage to vehicle plus loss of earnings while damaged vehicle is under repair.
- Third Party Liability - First \$2000 for any Third Party Accident Claim.
- Additional Excess of \$3000 for drivers under 24yrs old or above 70yrs and/or less than 2yrs driving experience.
- Hirer is responsible for all parking fines & traffic summons.
- Extension:- One day's advance notice is required otherwise no extension will be allowed.
- Vehicle should be returned at the same time as collection except on Saturday where return time is before 10am.
- Vehicle returned after office hour will be charged to the next working day.
- Hourly extension is charged at 1/5 of the daily rate.
- As preventive maintenance, please check water & engine oil daily.
- Please check that you have not left any of your personal belongings in the vehicle. Our company and staff will not be responsible for any loss of belongings after the vehicle is returned.
- For the comfort of other users, please refrain from smoking, eating or carrying of pets in the car. A cleaning charge of \$200 will be imposed for smoky, smelly or dirty vehicle.
- Carrying of PASSENGERS in commercial vehicle is strictly prohibited. Only WORKERS covered under hirer's workmen compensation are allowed.

	UNIT	RATE (\$)	TOTAL (\$)
RATE	8 @	100 + GST	800.00
DISCOUNT			
GST @ 7%			56.00
TOTAL			856.00
EXTENSION			
Cycle/Edwin SKP7758L			
DEPOSIT (refundable) S\$.			
CHANGED OVER FROM VEH.		DATE	

I/We have read and agree to the terms and conditions of the rental agreement above and as set overleaf.  
I/We declare that all information given on this form is true and accurate.

Hirer's Signature

Joint Hirer's/ Guarantor's Signature

for CHAN'S & SONS ENTERPRISE

VEHICLE NO.

**SKU8583R**

MODEL

FROM

RETURN

\*Estimate Date. For actual return see CHECK IN



## AUTHORIZATION TO ACT



I, GOH SUE LYNN FIONA ("the third party claimant")  
of BLK 607 SENJA ROAD #10-06 (S) 670607 (address), owner of  
SKP7758L (vehicle no.) hereby authorize  
CYCLE & CARRIAGE KIA 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. SKP7758L  
that was damaged pursuant to the accident which occurred on 12 OCT 2018  
(date) along BKE BEFORE DAIRY FARM ROAD EXIT  
(location) Involving vehicle no/s SHD3204T  
(\*the accident\*).

I further authorized 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 any 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 12 day of OCT (month) 2018 (year)

  
Signed by "the third party claimant"

  
  
Signed by "the workshop"



Aviva Ltd., 4 Shenton Way, #01-01 SGX Centre 2, Singapore 068807. Tel: (65) 6827 9966 www.aviva.com.sg

## CERTIFICATE OF INSURANCE

ROAD TRANSPORT ACT 1987 (MALAYSIA)  
THE MOTOR VEHICLES (THIRD-PARTY RISKS) RULES, 1959 (FEDERATION OF MALAYSIA)  
THE MOTOR VEHICLES (THIRD-PARTY RISKS AND COMPENSATION) ACT (CAP 189 OF THE REVISED EDITION)  
(REPUBLIC OF SINGAPORE)  
THE MOTOR VEHICLES (THIRD-PARTY RISK AND COMPENSATION) RULES, 1996 EDITION  
(REPUBLIC OF SINGAPORE) OR ANY AMENDMENT, ACT OR ACTS PASSED IN SUBSTITUTION THEREOF

CERTIFICATE NUMBER: 10614934

1) VEHICLE REGISTRATION NO.

SKP7758L

2) NAME OF INSURED

FAMILY NAME  
GIVEN NAME

GOH  
SUE LYNN FIONA

3) EFFECTIVE DATE OF COMMENCEMENT OF INSURANCE FOR THE  
PURPOSE OF THE ACT

09-Oct-2018 00:00hours

4) DATE OF EXPIRY OF INSURANCE

08-Oct-2019 23:59hours

5) PERSONS OR CLASSES OF PERSONS ENTITLED TO DRIVE

You and your spouse

Provided that the person driving is permitted in accordance with the licensing or other laws or regulations to drive the Motor Vehicle or has been so permitted and is not disqualified by order of a Court of Law or by any reason of any enactment or regulation in that behalf from driving the Motor Vehicle.

And provided further that the Motor Vehicle is registered under the Road Traffic Act and its registration under the Road Traffic Act has not been canceled at the time of accident or loss.

Please refer to the policy document for full terms and conditions.

6) LIMITATIONS AS TO USE\*

Use only for social, domestic and pleasure purposes and for the Insured's business. The Policy does not cover use for hire or reward, tuition or driving tests, racing, pace-making, reliability trials, speed-testing or the carriage of goods other than samples in connection with any trade or business or use for any purpose in connection with the Motor Trade.

\* Limitations rendered inoperative by Section 8 of the Motor Vehicles (Third-Party Risks and Compensation) Act (Chapter 189) and Section 95 of the Road Transport Act, 1987 (Malaysia), are not to be included under these headings.

NAMED DRIVER

FAMILY NAME  
GIVEN NAME

TEO  
LEE WEE

7) FINANCE COMPANY

MAYBANK

I/We hereby Certify that the policy to which this Certificate relates is issued in accordance with the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act (Chapter 189) and Part IV of the Road Transport Act, 1987 (Malaysia), or any amendment, act or acts passed in substitution thereof.

Issued in Singapore: 08-Sep-2018 at 10:11hours

Aviva Ltd.

IMPORTANT NOTE:

- If you want to cancel your policy at any time, you will need to return the certificate to us.
- You must report all accidents to us within 24 hours of the occurrence or by the next working day at our accident reporting centre regardless of whether you intend to claim on your own policy or not, or whether your car is damaged or not. Should you fail to do so, Your NCD could be affected and your claim may be prejudiced.

For the list of our accident reporting centres, please visit <https://www.aviva.com.sg/Car/Repairs>. Alternatively, you may call us at 6333 2222 for assistance (including assistance on windscreen damage).

Nishit Majmudar  
Chief Executive Officer

In case of vehicle breakdown, accident or windscreen damage, please call 6333 2222 (24 hours) immediately.

ORIGINAL