



**LETTER OF DEMAND**

Your Ref: XD65135

Our Ref: SMF7319A

To: Longpac

Dear Sirs,

ACCIDENT INVOLVING SMF7319A & XD65135 ON 28/11/2018

We are claiming on behalf of our client Lawrence Koh Chee Keng.

owner of vehicle number SMF7319A involved in accident on 28/11/2018

with vehicle XD65135 along/at BK339 Hougang Ave 7.

Description of claims:

Cost of Repairs \$ 8,004.45 (incl 7% GST)

Loss of Use/Rental \$ 120 X 5 Days = \$ 600 (incl 7% GST)

Search Fee \$ 2 (incl 7% GST)

Miscellaneous Fee \$ \_\_\_\_\_ (incl 7% GST)

TOTAL \$ 8,696.45 (incl 7% GST)

We are claiming in full and final settlement of \$ 8,696.45  
payable to Volkswagen Group Singapore Pte Ltd.

Kindly send us a written acknowledgement within 14 days from receipt of this document.  
Please note that finalization/settlement offer of this claim should be within 8 weeks from the  
date of this document. Please email all settlement offers to [shushi.tang@vw.com.sg](mailto:shushi.tang@vw.com.sg)



Dated this 11/1/19

# Volkswagen Centre Singapore



Service Tax Invoice No. SV19P00252

Biz Reg. No. 53103069E  
GST No. M20098505-2

SERVICE ORDER NO: 18IP3202

SERVICE CUSTOMER NO.: F05635C

SERVICE CUSTOMER NAME.: Lompac Insurance BHD

TELEPHONE NO.:

ADDRESS: 101 Thomson Road  
#18-01 United Square  
Singapore

Post Code: 307591

VEH NO.: SMF7319A

DATE: 03/01/19

Pickup:

VIN NO.: TMBBP7NE2J0357912

KM : 2,882

GEARBOX CODE: SST

Engine No.:

MODEL: Octavia 1.0 85kW Amb

SA : STEVEN CHEE

Next Appointment Date :

Next Appointment Mileage : 0

| No.                               | DESCRIPTION                            | QTY  | UOM  | UNIT PRICE | AMOUNT   |
|-----------------------------------|--|------|------|------------|----------|
| <b>LONPAC DIRECT SETTLEMENT</b>   |  |      |      |            |          |
| <b>DOA : 28/11/2018</b>           |  |      |      |            |          |
| <b>T/P VEH : XD6513S</b>          |  |      |      |            |          |
| <b>SURVEY BY : GUOQIANG (LKK)</b> |  |      |      |            |          |
|                                   | Labor                                  |      |      |            |          |
| 1                                 | LABOUR                                 | 2.00 | UNIT | 840.00     | 1,680.00 |
| 2                                 | SPRAY PAINT                            | 2.00 | LAB  | 800.00     | 1,600.00 |
| 3                                 | Tow SVC- Quality Recovery Services     | 1.00 | UNIT |            |          |
| 4                                 | Tow SVC- Quality Recovery Services     | 1.00 | UNIT |            |          |
| 5                                 | PROGRAMMING & CALIBRATION NETT         | 1.00 | TU   | 480.00     | 480.00   |
| 6                                 | CHECK WIRE HARNESS, ECU, SENSOR, LIGHT | 1.00 | TU   | 280.00     | 280.00   |
|                                   | Item                                   |      |      |            |          |
| 7                                 | GUIDE PROFILE LEFT                     | 1.00 | PCS  | 31.59      | 31.59    |
| 8                                 | FRT BUMPER                             | 1.00 | PCS  | 1,268.86   | 1,268.86 |
| 9                                 | FRONT LHS WHEEL HOUSING                | 1.00 | PCS  | 98.98      | 98.98    |
| 10                                | FRONT LHS FENDER                       | 1.00 | PCS  | 647.76     | 647.76   |
| 11                                | FENDER BRACKET LH                      | 1.00 | PCS  | 127.25     | 127.25   |
| 12                                | SENSOR BRACKET                         | 1.00 | PCS  | 104.58     | 104.58   |
| 13                                | SENSOR BRACKET                         | 1.00 | PCS  | 104.58     | 104.58   |
| 14                                | SENSOR BRACKET                         | 1.00 | PCS  | 104.58     | 104.58   |

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SERVICE CUSTOMER NO.: F05635C

SERVICE CUSTOMER NAME: Lonpac Insurance BHD

TELEPHONE NO.:

ADDRESS: 101 Thomson Road  
#18-01 United Square  
Singapore

Post Code: 307591

VEH NO.: SMF7319A

DATE: 03/01/19

Pickup:

VIN NO.: TMBBP7NE2J0357912

KM : 2,882

GEARBOX CODE: SST

Engine No.:

MODEL: Octavia 1.0 85kW Amb

SA : STEVEN CHEE

Next Appointment Date :

Next Appointment Mileage : 0

| No. | DESCRIPTION    | QTY  | UOM | UNIT PRICE | AMOUNT |
|-----|----------------|------|-----|------------|--------|
| 15  | SENSOR BRACKET | 1.00 | PCS | 104.58     | 104.58 |
| 16  | HEADLAMP LH    | 1.00 | PCS | 775.74     | 775.74 |
| 17  | 2KADHESIVE     | 1.00 | PCS | 89.84      | 89.84  |
| 18  | BONDAGENT      | 1.00 | PCS | 64.27      | 64.27  |
| 19  | NUT            | 2.00 | PCS | 1.15       | 2.30   |

GST (7%) AMOUNT: 529.54

TOTAL AMOUNT: 8,094.45

For Volkswagen Group Singapore Pte Ltd

Customer



## NOTICE

1. All fund transfer payments should be made payable to Volkswagen Group Singapore Pte Ltd Bank Account: 2528214002 Swift Code: DEUTSGSG Please indicate Customer Name and Invoice Number in the payment

# SKYWAY MOTOR PTE LTD

400 ORCHARD ROAD #15-06 ORCHARD TOWER, SINGAPORE 238875  
Tel: 6333 6333 Fax: 6416 8555

## TAX INVOICE

RCB : 199904194N GST : 199904194N

**LAWRENCE KOH CHEE KIANG**

339 HOUGANG AVENUE 7 #10-413  
SINGAPORE 530339

INVOICE : AR201812-000918  
DATE : 26/12/2018  
TERMS : C.O.D  
SALESMAN: JENNIFER  
PO NO : RA03436

| NO. | DESCRIPTION   | UNIT     | AMOUNT (\$\$) |
|-----|---|----------|---------------|
| 1   | Rental Billing From 26/12/2018 To 31/12/2018 (SLJ9635P)<br><br>Your Ref : SMF7319A<br><br>Make and Model: VOLKSWAGEN JETTA 1.4 TSI (DSG)<br><br><div><div>RECEIVED<br/>26 DEC 2018<br/>BY: UOB CC #360</div><div>RECEIVED<br/>31 DEC 2018<br/>BY: UOB CC #240</div></div> | 5 Day(s) | 600.00        |

AMOUNT : S\$

SIX HUNDRED AND DOLLARS AND ZERO CENTS ONLY

Please issue cheque payable to SKYWAY MOTOR PTE LTD and send us a copy of cheque image then bank in to our DBS Bank Ltd. Current A/C No. 003-947-267-6.

|           |   |        |
|-----------|---|--------|
| SUB TOTAL | : | 560.75 |
| GST 7%    | : | 39.25  |
| TOTAL S\$ | : | 600.00 |





MOTOR PTE LTD

SKYWAY MOTOR PTE LTD

400 Orchard Road #15-06

Singapore 238875

Tel : 6333 6333 Email : rental@skyway.com.sg

Company Reg. No. 199904194N

GST Reg. No. 199904194N

RENTAL AGREEMENT

NO. 03436

BILLING COPY

HIRER'S PARTICULARS

Owner's Vehicle No.: SMF 7319A

Model: Octavia

Name: Lawrence Koh Chee Kiang

Address: BUK 339 HOUGANG AVENUE 7  
#10-413 S(-30339)

Office Tel:

Residence Tel:

Occupation

Hp / Pgr No: 96640478

P.P / I.C No.: 276104944

Nationality:

Date of Birth: 10/4/1976

Place of Birth:

Dr. Licence No.

Date of Issue:

Country of Issue:

ADDITIONAL DRIVER'S PARTICULARS

Name:

Address:

Office Tel:

Residence Tel:

Occupation

Hp / Pgr No:

P.P / I.C No.:

Nationality:

Date of Birth:

Place of Birth:

Dr. Licence No.

Date of Issue:

Country of Issue:

IMPORTANT: The vehicle will not be insured after the expiry of the hire period and in case of any accident the Hirer will be liable for all consequences.

RENTAL VEHICLE PARTICULARS

Rental Vehicle No.: SLJ963SP

Model: Jetta

Collection Out

Date & Time

Mileage Out

26/12/18 @ 8.30am 36410

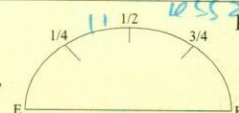
Return In

Date & Time

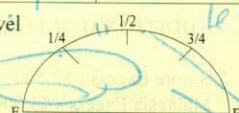
Mileage In

31 27/12/18 @ 12pm 36671

OUT



Petrol Level



IN

RENTAL CHARGES

Months @\$ per month

Weeks @\$ per week

3 Days @\$ 150 per day 360/-

Hours @\$ per hour

+ 2 day \$120/day 240/-

ADDITIONAL CHARGES

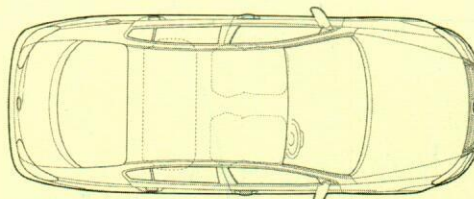
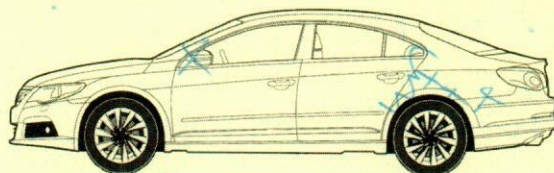
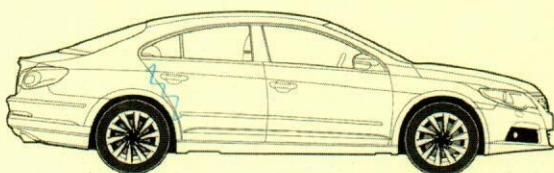
PETROL TOP-UP CHARGES

MISC

TOTAL CHARGES (incl 7% GST) 600.00

PAYMENT MODE

- ☐ Master :  
☐ VISA :  
☐ Cash :  
☐ Others :



Remarks:

CHECKED OUT BY

CHECKED IN BY

I have read and agree to the terms and conditions on both sides of this agreement.

SKYWAY MOTOR PTE LTD

CUSTOMER'S SIGNATURE

**GENERAL INSURANCE ASSOCIATION OF SINGAPORE  
RECORDS MANAGEMENT CENTRE**

6 Raffles Quay #18-00, Singapore 048580  
Phone: +65 6224 0010 Fax: +65 6224 0030  
Operating Hours: Monday to Friday 9am to 5pm  
GST Registration No: M400017735

**Third Party Insurer Enquiry**

Our Ref No: GR-18-185784  
Date of Request: 30/11/2018

Your Ref No: Online Purchase

Volkswagen Centre Singapore  
247 Alexandra Road  
Singapore 159934

Dear Sir/Madam,

Enquiry Date 30/11/2018  
Enquiry By Edmund Goh Hui Huang  
TP Vehicle No. XD6513S  
Accident Date 28/11/2018

**Enquiry Result**

| TP Vehicle No. | Insurer              | Period of Insurance   | Insurer Tel. No. |
|----------------|----------------------|-----------------------|------------------|
| XD6513S        | Lonpac Insurance Bhd | 15/10/2018-14/10/2019 | +65 62507388     |

Thank You.

The images provided to you are taken from the original reports forwarded to the centre by the members of the General Insurance Association of Singapore and we take no responsibility for their accuracy or contents and shall be under no liability whatsoever for any loss or damage arising out of or in connection with the reports or their images.

This is a computer generated document and requires no signature.





## DISCHARGE VOUCHER

I / We Lawrence Koh Chee Kiong (Passport No. S76104944) the  
owner of vehicle number SMF7319A hereby accept from  
Longac (Insurance Company) the sum of  
\_\_\_\_\_ (total repair cost) in full and final settlement for the cost of repairs  
arising from the loss damage of property as a result of the accident involving  
SMF7319A & XD65135 along Blk 339 Hongay Ave 7  
on 28/11/18.

Please pay to Volkswagen Group Singapore Pte Ltd who is authorized to receive  
only on the total cost of repair on my/our behalf.

The lost of use (transport allowance / rental receipts) to be payable to

VOLKSWAGEN GROUP SINGAPORE PTE LTD.

Dated this on 31/12/18 (DD/MM/YYYY)

Lawrence Koh  
(Signature of owner / Company stamp)

Name : Lawrence Koh Chee Kiong

NRIC No. : S76104944

Date : 31/12/18



RECORDS MANAGEMENT CENTRE

**GENERAL INSURANCE ASSOCIATION OF SINGAPORE  
RECORDS MANAGEMENT CENTRE**

6 Raffles Quay #18-00, Singapore 048580

Phone: +65 6224 0010 Fax: +65 6224 0030

Operating Hours: Monday to Friday 9am to 5pm

GST Registration No: M400017735

**TAX INVOICE**

Our Ref No: GR-18-185784

Date of Request: 30/11/2018

Your Ref No: Online Purchase

Volkswagen Centre Singapore  
247 Alexandra Road  
Singapore 159934

Dear Sir/Madam,

Enquiry Date 30/11/2018  
Enquiry By Edmund Goh Hui Huang  
TP Vehicle No. XD6513S  
Accident Date 28/11/2018

| DESCRIPTION                      | AMOUNT (S\$) |
|----------------------------------|--------------|
| TP Insurer Enquiry               | 1.87         |
| GST Amount                       | 0.13         |
| Total Amount Due (GST Inclusive) | 2.00         |

Thank You.

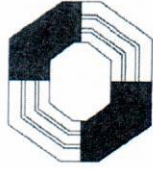
This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

☒ [X] GIRO ☐ [ ] Cash ☐ [ ] Cheque





# LONPAC INSURANCE BHD

CLAIM NO : 18/18/18/VP05/021167

DATE :

## DISCHARGE VOUCHER

I/We, LAWRENCE KOH CHEE KIANG confirmed acceptance from **M/s LONPAC INSURANCE BHD** and/or the owner of XD 6513S the sum of Singapore Dollars Eight Thousand Six Hundred Thirty-One and Cents Forty-Five Only (**\$8,631.45**) in full and final satisfaction, liquidation and discharge of property claim competent to me/us upon the said **M/s LONPAC INSURANCE BHD** in respect of property claim sustained by me/us whether now or hereafter to become manifest, arising either directly or indirectly from an accident to my vehicle, SMF 7319A on 28<sup>th</sup> November 2018 along/at Hougang Avenue 7.

I /We hereby agree to indemnify and keep indemnify (**SHIN KHAI CONSTRUCTION PTE LTD/ LONPAC INSURANCE BHD**) against all claims and any claims whatsoever made by any person/persons on our behalf in respect of the said accident.

I/We further authorize you to pay the above settlement sum directly to **M/s VOLKSWAGEN CENTRE SINGAPORE**.

I/We hereby acknowledge that this payment is made on a without admission of liability basis and without prejudice to all related claims and in respect of our insured's recovery action.

 9/3/19

.....  
Signature of vehicle owner/Date

Lawrence Koh Chee Kiang 9/3/19

.....  
Name of vehicle owner/Date

# Volkswagen Centre Singapore



Biz Reg. No. 53103069E  
GST No. M20098505-2

## LETTER OF AUTHORITY

ACCIDENT INVOLVING SMF 7319 A and XD 6 913 S on 28/11/18  
along BK 339 Hougang Ave 7  
Own vehicle's number Other vehicle's number Date of accident  
Accident location

BY THE LETTER OF AUTHORITY, I/we, Lawrence Koh Chee Liong  
of S 7610444 H  
Name of Policy Holder & IC / Passport number  
owner of Vehicle Registration

Number SMF 7319 A hereby irrevocable appoint **Volkswagen Centre Singapore**  
Own vehicle's number  
(hereinafter refer to VGS), a company incorporated in Singapore and having its registered office at **247 Alexandra Road, Singapore 159934**, its agents of any person authorized by VGS to be \*my / our Attorney and in \*my / our name(s) on \*my / our behalf to do all or any of the following:

1. To submit, resolve and make any claim(s) (including the commencement of legal proceedings) which \*I/we may have against the other \*party/parties to the Accident and under the insurance \*policy/policies taken up by such \*party/parties or **alternatively** under Insurance Policy number \_\_\_\_\_ taken up by \*me/us and pay the **compulsory excess** in respect of the cost repairs suffered by \*me/us arising from the Accident (loss and damage)/.
2. To collect payment(s) due in respect of any such claim(s) for the loss and damage, such payment to be made by way of Cheque in favour of **Volkswagen Centre Singapore** and give a valid receipt and discharge therefore.
3. For any of the purpose aforesaid, to execute, sign and deliver all documents whatsoever in relation thereto.
4. Generally do all such acts as it shall deem necessary for the purpose of settling such claim.

\*I/We hereby declare that all acts, instruments and documents done by virtue of this letter of authority on \*my/our behalf by the Attorney, its agents or any person authorized by VGS in that behalf shall be as good valid and effectual to all intents and purposes whatsoever as if the same had been done or executed by \*me/us in \*my/our own proper person(s) and \*I/we hereby ratify and confirm, all acts, instruments and documents done or executed by virtue of the authority and powers hereby conferred.

\*I/We hereby further declare that the **letter of authority hereby conferred shall remain irrevocable.**

\*I/We further confirm that the acceptance by VGS of the settlement amount in respect of such constitute the full discharge of \*my/our claim(s) in respect of such loss and damage.

IN WITNESS WHEREOF, \*I/we have hereunto to set \*my/our hand and sign this 31 of the month  
12 Year 18.

Signed & Delivered By:

Lawrence Koh X

Policy Holder

Witness By:

[Signature]

