

## Vic (LKKAuto)

---

**From:** Vic (LKKAuto)  
**Sent:** Friday, 13 December, 2019 7:48 PM  
**To:** Kse2000@singnet.com.sg  
**Cc:** Admin A; Vic (LKKAuto)  
**Subject:** RE: YOUR REF: GBB 5913Z - ACCIDENT INVOLVING GBB 5913Z AND SLK 815R ALONG SIMEI STREET ON 22.01.2019  
**Attachments:** LETTER OF EMPLOYMENT AND AUTHORIZATION SAMPLE.docx  
**Importance:** High

Dear Sir/Madam,

We refer further to our below email.

Kindly furnish us a copy of the below requested document by our principal.

- **Authorization Letter for the Driver to drive the vehicle**

Thank you.

*"Best Wishes for Merry Christmas & Happy New Year 2020"*

Best Regards,

**Vic Alpeh** | Case Handler

**LKK Auto Consultants Pte Ltd**

Phone: 6841-2096 | email: [vicalpeh@lkkauto.com](mailto:vicalpeh@lkkauto.com) | fax: 6741-4108

Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)



*Save the Earth. Print only when necessary.*

This e-mail contain confidential and privileged material, and are for the sole use of the intended recipient. Use or distribution by an unintended recipient is prohibited, and may be a violation of law. If you believe that you received this e-mail in error, please do not read this e-mail or any attached items. Please delete the e-mail and all attachments, including any copies thereof, and inform the sender that you have deleted the e-mail, all attachments and any copies thereof. Thank you.

---

**From:** Vic (LKKAuto)  
**Sent:** Wednesday, 4 December, 2019 8:59 AM  
**To:** Kse2000@singnet.com.sg  
**Cc:** Admin A; Vic (LKKAuto)  
**Subject:** YOUR REF: GBB 5913Z - ACCIDENT INVOLVING GBB 5913Z AND SLK 815R ALONG SIMEI STREET ON 22.01.2019

04 DECEMBER 2019

**KWANG SING ENGINEERING PTE LTD  
2 PENJURU PLACE  
#01-02 2.8 PENJURU TECH HUB  
SINGAPORE 608783  
ATTN: THE MANAGEMENT**

**By Post & By Email**

Dear Sir/Madam,

**OUR REF : CC4/ASM19001697/Uhb3**

**YOUR REF : GBB 5913Z**

**ACCIDENT INVOLVING GBB 5913Z AND SLK 815R ALONG SIMEI STREET ON 22.01.2019**

We refer to the above subject matter. We write to inform you that we are the loss adjuster appointed by your motor insurer, AXA Insurance Pte Ltd to deal with the third-party claim against your policy.

We have received a claim from M/s HOCK WAH MOTOR WORKSHOP PTE LTD acting on behalf of the owner of SLK 815R against your motor insurance policy.

Based on the accident report, accident scenario, available evidence at hand and pursuant to the above said accident wherein you and/or your authorized driver had amongst other information given us your version of how the accident had occurred, we as the appointed agent of your insurers shall proceed to negotiate for an amicable settlement with third party claimant.

Please be informed that your No Claim Discount (NCD – if applicable) may be affected as a result of the claim against your policy.

We shall proceed to deal with the claim(s) subject to the merits of the case and according to the rights afforded under the policy. Should you not be seeking the protection of your policy and seek to take conduct of third party claim(s) arising from this incident, at your own cost and defence, please reply to us within 7 days from the date of this letter.

Your full co-operation in the handling of the claim is required and kindly submit the following to [vicalpeh@lkkauto.com](mailto:vicalpeh@lkkauto.com) within 7 days from the date of this letter **if not provided at AXA's reporting centre**. The list below is not all inclusive and further document may be required:

- Police report, Police Investigation result, appeal against the Traffic Police offence and status (if any)
- **Authorization Letter for the Driver to drive the vehicle**
- Driver's driving license or foreign driving license (if any)
- Coloured photographs of accident scene (if any)
- Coloured photographs of damage to all vehicles involved (If any)
- Video footage of accident (if any)
- Statement and/or police report from independent witness(es) (if any)
- If you or your passenger(s) are filing a claim against any of the involved Third Party(s), you are to keep us informed of your legal representative(s) and the status of the claim

To protect your interest(s) in the handling of this claim, please do not discuss liability with any of the Third Party(s) and/or their legal representatives, or make any compromise or settlement without AXA's prior knowledge and consent.

This letter should **not** be regarded as a waiver by AXA of their rights to repudiate any claim because of any breach of policy terms and conditions you and/or your authorised driver may have committed.

In the event of receiving and handling of any third party injury claim(s), AXA shall keep you informed of the final indemnity upon conclusion of the matter(s).

If you need any clarification, please do not hesitate to contact us at 6841 2096 or email us at [vicalpeh@lkkauto.com](mailto:vicalpeh@lkkauto.com).

Please quote the claim reference when you contact us that we can assist you more effectively.

Best Regards,

**Vic Alpeh** | Case Handler

**LKK Auto Consultants Pte Ltd**

Phone: 6841-2096 | email: [vicalpeh@lkkauto.com](mailto:vicalpeh@lkkauto.com) | fax: 6741-4108

Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)



*Save the Earth. Print only when necessary.*

This e-mail contain confidential and privileged material, and are for the sole use of the intended recipient. Use or distribution by an unintended recipient is prohibited, and may be a violation of law. If you believe that you received this e-mail in error, please do not read this e-mail or any attached items. Please delete the e-mail and all attachments, including any copies thereof, and inform the sender that you have deleted the e-mail, all attachments and any copies thereof. Thank you.