

# **BW WORKSHOP SERVICES PTE LTD**

30 UBI ROAD 4 SINGAPORE 408615  
TEL: 62898800 FAX: 68582120

## **LETTER OF DEMAND**

Your Ref: CC4/AIG19009437/Aha3  
Our Ref: SGQ 8282 C.

M/s AIG Asia Pacific Insurance Pte. Ltd.  
78 Shenton Way  
#07-16  
Singapore 079120

### **Attention: Claims Department.**

**CLAIMANT: Xie Hua Ming Steve.**

**PROPERTY DAMAGED CLAIM ARISING FROM A ROAD TRAFFIC ACCIDENT  
ON 25/05/2019 ALONG BEDOK SOUTH AVENUE 1 INVOLVING VEHICLE NO SGQ 8282 C & SMJ  
6408 L.**

We act for Xie Hua Ming Steve who was the owner of motor vehicle no. SGQ 8282 C.

We are instructed by the above named to claim damages against you/your insured in connection with a road traffic accident on 25/05/2019 involving our client's vehicle registration number SGQ 8282 C and vehicle registration number SMJ 6408 L driven by you/your insured at the material time.

We are instructed that the accident was caused by you/your insured's negligent driving and /or management of your/you insured 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:-

• - Cost of Repair	-	<b><u>\$3,426.14 ( After GST )</u></b>
• - Loss Of Rental	-	<b><u>\$428.00 ( 04Days x \$107.00 per day – After GST )</u></b>
• - GIA Search Fee	-	<b><u>\$2.00</u></b>
• - Total Amount	-	<b><u>\$3,856.14</u></b>

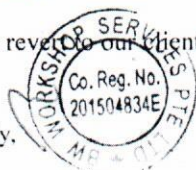
We enclose a copy of each of the following documents for your consideration:-

- ✓ Invoice
- ✓ Rental Invoice / Loss Of Use
- ✓ LTA Search Fee Invoice / Third Party Insurer Enquiry
- ✓ Letter Of Authorization
- ✓ Discharge Voucher

Please kindly revert to our client's claim within the next 7 days.

Yours faithfully,  
Justin Ee

(HP): 9731 8883 Email: justin\_ee@bw.com.sg



# **BW WORKSHOP SERVICES PTE LTD**

30 UBI ROAD 4 SINGAPORE 408615

TEL: 62898800 FAX: 68582120

## **AUTHORIZATION LETTER**

I/We, Steve Xie Hua Ming, owner of SGQ 8282C hereby give My/Our full  
Authorization to BW Workshop Services Pte Ltd to act for me with respect to my claim and  
repairs for my vehicle .

I further authorize the workshop to settle My/Our 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 by cheque/s being made in favour of the workshop.

Dated this 01 June 2019

Signature/Company Stamp : 

Name : Steve Xie Hua Ming

NRIC/UEN : S7780728D

Date : 01 June 2019

Witness

Signature : 

Name : Justin Fe

NRIC No : F28013171



**BW WORKSHOP SERVICES PTE LTD**

30 UBI ROAD 4

Singapore 408615

6289 8800

workshop\_admin@bw.com.sg

GST Registration No. : 201504834E

Company Registration No. 201504834E



## Sales Invoice

**INVOICE TO**

AIG ASIA PACIFIC  
INSURANCE PTE. LTD.  
AIG ASIA PACIFIC  
INSURANCE PTE. LTD.

**INVOICE NO.** 10653**DATE** 24/07/2019**VIN NUMBER**

SGQ8282C

**MAKE & MODEL**

HONDA SHUTTLE

ACTIVITY	QTY	RATE	AMOUNT
<b>TAILGATE -HONDA SHUTTLE</b>	1	956.00	956.00
TAILGATE -HONDA SHUTTLE			
<b>BUMPER RR *NH788P* -HONDA SHUTTLE</b>	1	936.00	936.00
BUMPER RR *NH823M* -HONDA SHUTTLE			
"FIT" EMBLEM	1	0.00	0.00
TAILGATE LOGO "HYBRID "	1	85.00	85.00
REAR BUMPER CLIPS	10	2.50	25.00
<b>OTHER INCOME</b>	1	65.00	65.00
TAIL GATE LOG "SHUTTLE"			
REAR WINDSCREEN MOULDING	1	85.00	85.00
WINDSCREEN SEALANT	1	50.00	50.00
<b>Labour Charges STD</b>	1	400.00	400.00
TO REMOVE ,CUT OUT DAMAGED PARTS,PANEL BEATING, WELDING,ALIGN, REFIT AND TO RENEW AFFECTED PARTS			
<b>Labour Charges STD</b>	1	400.00	400.00
-TO PUTTY AND RESPRAY ON AFFECTED PORTIONS			
<b>Labour Charges STD</b>	1	80.00	80.00
- TO REMOVE AND REFIT REAR TAILGATE FITTING			
<b>Labour Charges STD</b>	1	120.00	120.00
- TO REMOVE AMD REFIT REAR WINDSCREEN GLASS AND CONDUCT WATER LEAK TEST			

Thank you for your business!  
We look forward to serving you again.

BW WORKSHOP SERVICES PTE LTD

SUBTOTAL 3,202.00  
GST TOTAL 224.14  
TOTAL 3,426.14  
BALANCE DUE

**SGD 3,426.14**

Payment method :  
CREDIT CARD & NETS ONLY



**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-19-082821  
Date of Request: 27/05/2019

Your Ref No: Online Purchase

BW Workshop Services Pte Ltd  
30 Ubi Road 4  
Singapore 408615

Dear Sir/Madam,

Enquiry Date 27/05/2019  
Enquiry By Ee Cheng Boon, Justin  
TP Vehicle No. SMJ6408L  
Accident Date 25/05/2019

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

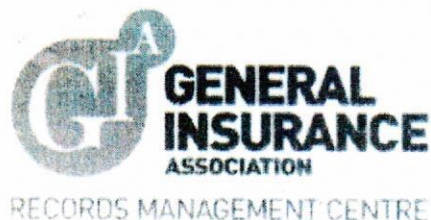
Thank You.

This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

☒ GIRO ☐ Cash ☐ Cheque

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GST Registration No. M400017735

**Third Party Insurer Enquiry**

Our Ref No: GR-19-082821

Date of Request: 27/05/2019

Your Ref No.

Online Purchase

BW Workshop Services Pte Ltd  
30 Ubi Road 4  
Singapore 408615

Dear Sir/Madam,

Enquiry Date 27/05/2019

Enquiry By Ee Cheng Boon, Justin

TP Vehicle No. SMJ6408L

Accident Date 25/05/2019

**Enquiry Result**

TP Vehicle No.	Insurer	Period of Insurance	Insurer Tel. No.
SMJ6408L	AIG Asia Pacific Insurance Pte. Ltd.	14/03/2019-13/03/2021	65-6419-3000
SMJ6408L	AIG Asia Pacific Insurance Pte. Ltd.	28/02/2019-27/02/2021	65-6419-3000

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.

# VENTURE CARS

*It's all about People and Cars...*

Venture Cars Pte Ltd  
30 UBI ROAD 4  
SINGAPORE 408615

UEN #: 200921343K

Bill To:

BW WORKSHOP SERVICES PTE LTD

Tax Invoice

Invoice #: 10003934

Date: 23/9/2019

Ship Via:

Page: 1

Description

Amount

VC/RAC/0086 JETTA SMJ5825Y 25/5/19-29/5/19

S\$400.00

GST: S\$28.00

Total Inc GST: S\$428.00

Amount Applied: S\$0.00

Balance Due: S\$428.00

**BILLING INSTRUCTIONS:**

For billing enquiries, please contact us at +65 6289 8800  
Please make all payments payable to :

**VENTURE CARS PTE LTD**

Authorised Signature



**VENTURE CARS PTE LTD**

30 Ubi Road 4 Singapore 408615

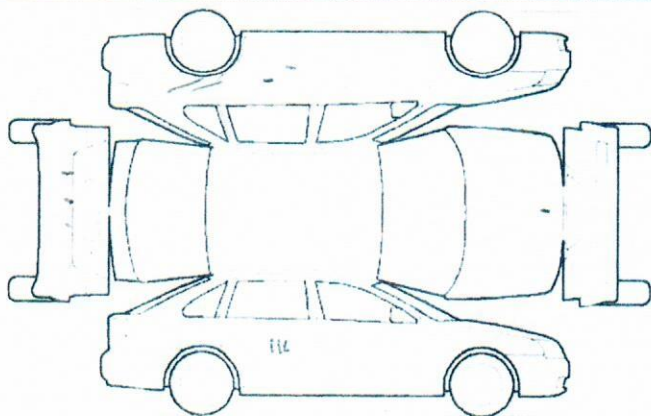
Tel (65) 6282 8800 Fax (65) 6858 2120

Co. Reg. No. 200921343K

GST Reg. No. 20-0921343K

**VENTURECARS****VEHICLE RENTAL AGREEMENT****AGREEMENT NO.:** VC/RAC/ 0086**THE SCHEDULE****AGREEMENT DATE:** 29/5/2019

<b>The OWNER</b>		
Venture Cars Pte Ltd UEN 200921343K address 30 Ubi Road 4 Singapore 408615		
<b>The RENTER</b>		
Name: Xie Hua Ming Steve	Identification No. S77807280	Type:
Address: 65, Tampines Central 7 #03-29, Singapore 528597		
<b>The VEHICLE</b>		
Make & Model: Toyota Ario Volkswagen Jetta	Vehicle Registration No.: S88 947R SMJ58251	
Chassis No.:	Colour: Grey	
<b>The RENTAL TERMS</b>		
1. Rental Commencement Date:	1(a). ERP Charges: NOT Included	1(b). Fuel: NOT Included
2. Rental Period:	days/weeks/months from to	
3. Rental Rate: S\$ per day/week/month excluding GST	3(a). Refundable Security Deposit S\$	
4. Insurance: Inclusive	5. Road Tax: Inclusive	6. Maintenance: Inclusive
7. Own Damage Excess: S\$ 2,500.00	8. Third Party Damage Excess: S\$ 2,000.00	9. Collision Damage Waiver (Per Day): S\$ -
10. Mileage Limitation: Yes (No)	11. Mileage Surcharge: S\$ Per Kilometer	
12. Malaysia Use: Yes (No)	13. Malaysia Use Surcharge:	
14. Collection/ Delivery Charge: S\$50	15. Vehicle Collection: After 2:00pm	16. Vehicle Return: Before 12:00pm
<b>PARTICULARS OF MAIN DRIVER</b>		
Name: AS above		
Address:		
Contact No.: (H)	(O)	(HP)
NRIC/PP/FIN No.:	Nationality:	Date of Birth:
Occupation:	Name of Employer:	
<b>PARTICULARS OF NAMED DRIVER</b>		
Name:		
Address:		
Contact No.: (H)	(O)	(HP)
NRIC/PP/FIN No.:	Nationality:	Date of Birth:
Occupation:	Name of Employer:	



FUEL: E/0.25/0.5/0.75/F 2 Full

CASH CARD AMOUNT:

S\$ Nil

D- Dents

S-Scratches

C-Chips

WS- Windscreen

Date/Time of Delivery: -

29/5/2019, 1.50 pm

Remarks: -

THE TERMS AND CONDITIONS MENTIONED AT THE BACK OF THIS PAGE AND THIS SCHEDULE FORM AN INTEGRAL PART OF THIS VEHICLE RENTAL AGREEMENT. BY SIGNING BELOW, THE RENTER CONFIRMS THAT HE/SHE HAS READ, FULLY UNDERSTOOD AND ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT.

Signature of Renter

Witness Signature/Name/ ID No.

Signature of Owner

White - Owner Yellow - Customer Blue - Accounts

## DISCHARGE VOUCHER

Vehicle No: SGQ 8282C

Date of Accident: 25/5/2019

I/We, Steven Xie Hua Ming

hereby acknowledge and agree that payment by  
to **BW Workshop Services Pte Ltd** shall be full satisfaction liquidation and discharge of all  
claims whatever competent upon AUTHORISED DRIVER in respect of all loss injury or damage  
whether now or hereafter to become manifest arising directly or indirectly from the above-  
captioned accident.

Signature : 

Name : Steven Xie Hua Ming

NRIC/UEN : S7760728D

Date : 01/6/2019

Witness

Signature : 

Name : Justin Fc

NRIC No : F2501319

Address : 30 W. Road 4 Singapore 408615

