

Our ref : SLE6774S  
Your ref: CC4/III190110329/wa3

Date : 16<sup>th</sup> October 2019

Ms Vivian Lau (Case Handler)  
LKK AUTO CONSULTANTS PTE. LTD.  
Blk. 51 Paya Ubi Industrial Park  
Ubi Avenue 1 #02-25  
Singapore 408933

Dear Sir/ Madam,

**RE: SUBMISSION OF DOCUMENTS FOR SLE6774S – DOA: 07/06/2019**

Kindly be informed that our customer, Ho Kok Soon, owner of vehicle registration no. SLE6774S (insured with AIG) holds vehicle registration no. SH9952B 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	:	\$ 4,790.39	
Loss of Rental/ Use	:	\$ 963.00	(\$ 107.00 x 09 days)
Total	:	\$ 5,753.39	

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 make payable to Cycle & Carriage Automotive Pte. Ltd.

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

Yours faithfully,  
CYCLE & CARRIAGE AUTOMOTIVE PTE LTD

  
\_\_\_\_\_  
**MANAGER**  
**SERVICE OPERATIONS - PG**

## TAX INVOICE

Co Reg No : 197701469G

GST Reg No : MR-8500111-X

Invoice Name & Address	Owner Name & Vehicle Info
INDIA INTERNATIONAL INSURANCE PTE LTD MOTOR CLAIM DEPARTMENT 64 CECIL STREET #04-05 IOB BUILDING SINGAPORE 049711 Contact No	Cust No/Name /Ho Kok Soon Reg No/Reg Date SLE6774S / 29/07/2016 Date In/Mileage 22/07/2019/ 94890 Chassis/Package MMBSTA13AHH001574 /FS315N Engine No 3A92UDG3209 Make/Model MIT/17MY ATTRAGE 1.2 CVT Colour/Trim U01 TITANIUM GREY M/ BK BLACK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No		
CTP00040	Cash	03/10/2019/ 08:58	TLE	881 / Jojo Cheng	40756	41443147		
Description of Goods / Services					Qty	Unit Price	Disc%	Amount
E PNT88000								1100.00
RENEW RR BUMPER, REPAIR RR FENDER LH, RR END PANEL & BOOTLID								
E PNT98000								1470.00
RESPRAY RR BUMPER, RR END PANEL, BOOTLID & RR FENDER LH								
E PNT88000								275.00
REMOVE & REFIT RR FLR BOARD,TRIM & CARPET TO FACILITATE REPAIR								
A 54900099								50.00
CHECK WIRING & CHASSIS ELECTRICAL SYSTEM								
A 10028901								200.00
TO CARRY OUT DIAGNOSTIC CHECK USING HI-SCAN PRO TEST USING HI-SCAN PRO TEST								
M SUNDRY								80.00
APPLY ANTI CORROSION ON AFFECETED AREAS								
E PNT88000								80.00
REMOVE & REFIT REVERSE SENSOR								
M SUNDRY								40.00
SUPPLY C&C BADGE								
M SUNDRY								30.00
SUNDRIES								
X	FACE,RR BUMPER				1.00	740.00	00.00	740.00
X	CLIP,RR BUMPER				4.00	3.00	00.00	12.00
X	BRACKET,RR BUMPER,LH				1.00	27.00	00.00	27.00
X	BRACKET,RR BUMPER,RH				1.00	27.00	00.00	27.00
X	MARK,THREE-DIA				1.00	45.00	00.00	45.00
X	MARK,ATTRAGE				1.00	21.00	00.00	21.00
X	BUZZER,KEYLESS OPERATIO,RR				1.00	90.00	00.00	90.00
X	ANT,KEYLESS OPERATION,RR				1.00	84.00	00.00	84.00
X	COVER,RR VENTILATOR				1.00	40.00	00.00	40.00
X	DUCT,RR VENTILATOR				1.00	30.00	00.00	30.00
X	DECAL,MIVEC				1.00	36.00	00.00	36.00
Z TEXT								
INDIA TP CLAIM SH9952B								

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.

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GST Reg No : MR-8500111-X

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Description of Goods / Services					Qty	Unit Price	Disc%	Amount
DOA: 07/06/2019 SURVEYOR: RASUL LKK 22/07/2019								
Cycle & Carriage celebrates 120 years. Visit <a href="http://www.cyclecarriage.com/120">www.cyclecarriage.com/120</a> for more info!								
Parts		1,152.00				Nett		4,477.00
Labour		3,175.00			7% GST on	4477.00		313.39
Standard Menu		0.00						
Specialist Job		0.00				Total Payable		4,790.39
Diagnostics Job		0.00				Paid		0.00
Sundry/Others		150.00				Total Due		4,790.39
Total(w/o GST)		4,477.00						

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

HO KOK SOON

SINGAPORE

ATTN : ACCOUNTS PAYABLE

INVOICE : AR1907-0529  
DATE : 31/07/2019  
TERMS : C.O.D  
STAFF ID : ELAINE  
AGREEMENT NO. : HA201907-0181

DESCRIPTION	AMOUNT (SGD)
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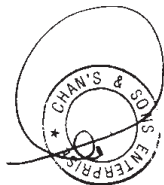
Vehicle Reg No : SKW315R 900.00  
Make / Model : HONDA VEZEL  
Rental Dates : Rental Billing From 22/07/2019 To 30/07/2019  
Period : 9 days  
Rental Rate : S\$ 107.00 Per Day (Including GST)  
Reference No : SLE6774S

AMOUNT : S\$  
NINE HUNDRED SIXTY-THREE DOLLARS ONLY

NON-TAXABLE VALUE : 0.00  
TAXABLE VALUE : 900.00  
GST 7% : 63.00

**TOTAL S\$ : 963.00**

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

201907-0101

Hirer's Name <b>HO KOK SOON</b>	Date of Birth <b>21.12.1959</b>	Passport/ Nric No. <b>[REDACTED]</b>	Nationality <b>Singapore</b>
Address <b>BLK. 80 BEDOK NORTH RD.</b>	Occupation	Driving Licence No.	Date of Expiry
<b># 14-280</b>	Postal Code <b>460080</b>	Contact No.	Mobile Phone No. <b>9850 1575</b>
Joint Hirer's / Guarantor's Name	Date of Birth	Passport/ Nric No.	Nationality
Address	Occupation	Driving Licence No.	Date of Expiry
	Postal Code	Contact No.	Mobile Phone No.

### CHECK OUT

Date <b>22.07.2019</b>	Time <b>1200</b>	Mileage KM	E 1/4 1/2 3/4 F
Date <b>30.7.19</b>	Time <b>6pm</b>	Mileage KM	Remarks

### 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.

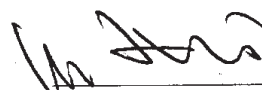
	UNIT		RATE (\$)	TOTAL (\$)
RATE	9	@	100 + gst	900.00
DISCOUNT				
GST @ 7%				63.00
TOTAL				963.00
EXTENSION				
Edwin / Teban - TP / India In				
SLE GT4S				
DEPOSIT (refundable) S\$				
CHANGED OVER FROM VEH. DATE				

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.

x 

Hirer's Signature

Joint Hirer's/ Guarantor's Signature



for CHAN'S & SONS ENTERPRISE

VEHICLE NO. <b>SKW315R</b>	MODEL
FROM <b>22.07.2019</b>	RETURN

\*Estimate Date. For actual return see CHECK IN



Exceptional Journeys

Surveyor : Rasul - LKK  
Company : India  
DOA : 07/06/2019  
CSE : Edwin  
Date of Survey : 22/07/2019

VEHICLE NO : SLE6774S  
MODEL : MIT/ 17MY ATTRAGE 1.2 CVT  
WIP : 40756

Material	:	\$	1,152.00
Labour	:	\$	3,325.00
Sub-Total	:	\$	4,477.00
Less Excess	:	\$	-
Total	:	\$	4,477.00
GST 7%	:	\$	313.39
Grand Total	:	\$	4,790.39
Finalise By/Date	:	JoJo dtd	10/09/2019

Email : 10/09/19 11:46am

☒ REVERT BACK WITHIN 7 DAYS,  
OTHERWISE WILL PROCEED WITH INVOICING

☐ SURVEYOR'S REPORT REQUIRED

REPAIR TOOK 5 WORKING DAYS + 2 Days ( 1 ) Weekends  
+        Days (        ) Public Holiday  
+ 1 Survey - 22/07/2019 - Mon  
TOTAL DAYS REPAIR TOOK = 8

☒ TP Claim India - SH9952B

☐ Claim GIA / LTA fee                     

☒ Claim Loss ☐ Use ☒ Rental

☐ Claim Medical Fee / Others                     

☐ Third Party Report



Exceptional Journeys

To:  
Cycle & Carriage Automotive Pte Limited  
209 Pandan Gardens,  
Singapore 609339

Attention: [Motor Claims Department]

Date: 08.06.2019

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SLE6774S (*vehicle no.*) (the "**Vehicle**").
2. As a result of a motor incident occurring on 07.06.2019 (*date and time of accident*) on/along PIE BETWEEN EUNOS & PAYA LEBAR (*location*) between the Vehicle and SH9952B (*3<sup>rd</sup> party vehicle(s) number, if any*) (the "**Accident**"), the Vehicle was damaged and has been sent in for repairs to be conducted at Cycle & Carriage's workshop.
3. I/We hereby authorize Cycle & Carriage to act for and on my/our behalf in respect of the following:
  - (a) to submit, make, settle and/or resolve any claims (the "**Claims**") which I/we may have against third party insurers and/or any other parties ("**Third Parties**") arising out of the Accident, in any manner as it deems fit;
  - (b) to receive payment from any Third Parties as settlement for the Claims (including accepting cheques made out in favour of Cycle & Carriage); and
  - (c) to generally do or cause to be done all acts or things (including signing any forms or documents or giving instructions to any Third Parties) which it deems necessary or expedient for the foregoing purposes.
4. In addition to the above, I/We hereby further authorize Cycle & Carriage, for and on our behalf, to **execute and sign any discharge vouchers, indemnity forms and/or any other forms or documents** in relation to or arising from the Claims.

For the avoidance of doubt, all payments towards settlement of the Claims should be made in favour of Cycle & Carriage.



Exceptional Journeys

5. I/We further acknowledge and recognize that any settlement which Cycle & Carriage may make for and on my/our behalf in respect of any Claims may be on a without prejudice basis and without any admission of liability in so far as any other Third Parties are concerned.

Thank you.

Yours faithfully,

Name: HO KOK SOON  
NRIC / Passport No. / Company Registration No.: 097E