

Our Ref : SFW1126Y  
Your Ref: CC4/EQ119011133/T1pa3

26<sup>th</sup> November 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 SFW1126Y (DOA: 18.06.2019)**

Kindly be informed that our customer, Mr Lai Kit Loong, owner of vehicle registration no. SFW1126Y (insured with AIG) holds vehicle registration no. GBD8816R 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	:	\$ 2,765.95
Loss of Rental	:	\$ 963.00 (\$107 x 9 days)
Total	:	<u>\$ 3,728.95</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 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**

## Hsiao Tong (LKKAUTO)

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**From:** Hsiao Tong (LKKAUTO)  
**Sent:** Tuesday, 25 June 2019 9:19 AM  
**To:** 'SALES@SINHUPHUAT.COM'  
**Subject:** ACCIDENT INVOLVING GBD 8816(EQ) AND SFW 1126Y ALONG/ AT GEYLANG LORONG 17 ON 18/06/2019

25 June 2019

**M/s SIN HUP HUAT SESAME OIL**

Dear Sir/ Mdm

**OUR REF : CC4/EQ119011133/pa3**

**YOUR REF : GBD 8816R**

**ACCIDENT INVOLVING GBD 8816(EQ) AND SFW 1126Y ALONG/ AT GEYLANG LORONG 17 ON 18/06/2019**

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

We have received a claim from SFW 1126Y against your insurance policy.

Based on the accident report and accident scenario, liability is not in your driver's favour as your vehicle reversed and collided onto third party parked vehicle. Under Motor Accident Guide, Moving / reversing vehicle must exercise greater care than parked vehicles. We will therefore proceed to negotiate for an amicable settlement with the Third Party.

Should you however wish to further discuss on the matter prior to our negotiations and settlement, please contact us within 10 days from the date of this letter.

Please note that your No-Claim Discount (NCD) (if any) will be affected upon next renewal due to this Third Party claim. However, if your policy has a NCD protector feature, it will be deemed utilized for this claim and your NCD will be protected.

Please call us if you have further queries.

Best Regards,

**Hsiao Tong, Chew** | Case Handler

**LKK Auto Consultants Pte Ltd**

Phone: 6742-3197 | email: [chewht@lkkauto.com](mailto:chewht@lkkauto.com) | fax: 6741-4108

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



Exceptional Journeys

To:

Cycle and Carriage Automotive Pte Ltd ("Cycle & Carriage")  
209 Pandan Gardens,  
Singapore 609339

Attention: [Motor Claims Department]

Date: 18.06.2019

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SFW1126Y (vehicle no.) (the "Vehicle").
2. As a result of a motor incident occurring on 18.06.2019 12.47PM TO 13.38PM (date and time of accident) on/along LOR 17 GEYLANG (L0024) (location) between the Vehicle and GBD8816R (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,

A handwritten signature in black ink, appearing to be "Lai Kit Leong".

Name: LAI KIT LEONG LOONG   
NRIC / Passport No. / Company Registration No.: 575h

## TAX INVOICE

Co Reg No : 197701469G

GST Reg No : MR-8500111-X

Invoice Name & Address	Owner Name & Vehicle Info
LAI KIT LOONG (LI JIELONG)	Cust No/Name KCV11339/LAI KIT LOONG (LI JIELONG)
25 MILTONIA CLOSE	Reg No/Reg Date SFW1126Y / 22/05/2019
#11-12	Date In/Mileage 26/06/2019/ 6288
SINGAPORE 768060	Chassis/Package MMBSTA13AKH001846
Contact No Mobile: 94886687	Engine No 3A92UHT1685
26/06/2019	Make/Model MIT/19MY ATTRAGE 1.2 CVT
	Colour/Trim W05 WHITE PEARL / BK BLACK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No
CTP00040	Cash	01/11/2019/ 13:05	TLC	260 / AiTing	41185	41445079

Description of Goods / Services	Qty	Unit Price	Disc%	Amount
E PNT88000 REPLACE DAMAGED PARTS, REPLACE FRONT BUMPER, REPAIR ALL OTHER AFFECTED AREAS, ADJUST AND ALIGN BODY GAPS ALIGNMENT TO THE SAME				550.00
E PNT98000 RESPRAY ON FRONT BUMPER, AND ALL OTHER AFFECTED AREAS TO THE SAME				420.00
A 54900099 CHECK WIRING AND CHASSIS ELECTRICAL SYSTEM				20.00
A 10028901 CONDUCT DIAGNOSTIC CHECK USING MUT TESTER AND CLEAR TROUBLE CODE				200.00
M SUNDRY SUNDRIES				20.00
S SPECIALISTJOB SUPPLY & REPLACE FRONT LICENSE PLATE WITH PLASTIC FRAME				50.00
X GRILLE,RADIATOR	1.00	548.00	00.00	548.00
X MARK,THREE-DIA	1.00	51.00	00.00	51.00
X FACE,FR BUMPER	1.00	696.00	00.00	696.00
X CLIP,FR BUMPER	10.00	3.00	00.00	30.00
Z TEXT TP CLAIM EQ GBD8816R DOA : 18.06.19 SURVEYOR TAUFIKH LKK 26.06.19 REPAIR 03 DAYS				
Cycle & Carriage celebrates 120 years. Visit <a href="http://www.cyclecarriage.com/120">www.cyclecarriage.com/120</a> for more info!				

Parts	1,325.00	Nett	2,585.00
Labour	1,190.00	7% GST on	180.95
Standard Menu	0.00		
Specialist Job	50.00	Total Payable	2,765.95
Diagnostics Job	0.00	Paid	0.00
Sundry/Others	20.00	Total Due	2,765.95
Total(w/o GST)	2,585.00		

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****LAI KIT LOONG**

INVOICE : **AR1907-0096**  
DATE : 05/07/2019  
TERMS : C.O.D  
STAFF ID : ELAINE  
AGREEMENT NO. : HA201906-0274

ATTN: ACCOUNTS PAYABLE

DESCRIPTION	AMOUNT (SGD)
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Vehicle Reg No	: SKZ1922R	900.00
Make / Model	: TOYOTA ALTIS 1.6 AUTO	
Rental Dates	: Rental Billing From 26/06/2019 To 04/07/2019 (incl)	
Period	: 9 days	
Rental Rate	: S\$ 107.00 Per Day (Including GST)	
Reference No	: SFW1126Y	

**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 :	



HA 2019 06-0274

## RENTAL AGREEMENT

Hirer's Name Lai Kst Loong		Date of Birth	Passport/ Nric No.	Nationality
Address		Occupation	Driving Licence No	Date of Expiry
Postal Code		Contact No	Mobile Phone No.	
Joint Hirer's / Guarantor's Name		Date of Birth	Passport/ Nric No.	Nationality
Tan Kai Benk Kelvin		03 Nov 1980	[REDACTED] 621A	
Address		Occupation	Driving Licence No	Date of Expiry
523 Bt Botok St 52 #04-77				
Postal Code		Contact No	Mobile Phone No.	
650523			90300011	

## CHECK OUT

## CHECK IN

Date 26-6-14	Time 12pm	Mileage KM	
Date 4-7-14	Time 7pm	Mileage KM	Remarks KQ

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.

[illegible]

I/We have read and agree to the terms and conditions of the rental agreement above and as set forth in the above.

Hirer's Signature

Joint Hirer's/ Guarantor's Signature \_\_\_\_\_

for CHAN'S &amp; SONS ENTERPRISE

VEHICLE NO.	S62 1922 e	MODEL	
FROM		RETURN	<small>*Estimate Date. For actual return see CHECK IN</small>

OPERATING HOURS: MONDAY TO FRIDAY 8.30AM TO 5.00PM. SATURDAY 8.30AM TO 12.00PM. CLOSED ON SUNDAY & PUBLIC HOLIDAY