

Our Ref : SJG7888D  
Your Ref: SHA7964Y

26th 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 SJG7888D (DOA: 16.08.2019)**

Kindly be informed that our customer, Mr Tan Morgan, owner of vehicle registration no. SJG7888D (insured with AIG) holds vehicle registration no. SHA7964Y 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	:	\$ 9,625.72
Loss of Rental	:	\$ 2,182.80 (\$128.40 x 17 days)
Total	:	<u>\$ 11,808.52</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 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**



Exceptional Journeys

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

Attention: [Motor Claims Department]

Date: 17.08.2019

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SJG7888D (*vehicle no.*) (the "**Vehicle**").
2. As a result of a motor incident occurring on 16.08.2019 (*date and time of accident*) on/along FARRER RD TOWARDS QUEENSWAY (*location*) between the Vehicle and SHA7964Y (*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 "Tan Mengyan".

Name: Tan Mengyan [Redacted]  
NRIC / Passport No. / Company Registration No.:

## EXPRESS SETTLEMENT

### DISCHARGE VOUCHER III- Direct Settlement (PODS)

India Ref: MCT19080379  
Claimant Ref: SJG7888D

We/I, Cycle & Carriage Automotive Pte Ltd ("the workshop") hereby confirm that we/I have reached an agreement with the appointed Surveyor of India International Insurance Pte Ltd LKK Auto Consultants Pte Ltd (name of Surveyor) with respect to the amount claimed for S\$ 9,625.72 (repair cost), S\$ 1,070.00 (loss of ~~use~~/rental), S\$        (search fee), vehicle no. SJG7888D that was damaged pursuant to the accident which occurred on 16/08/2019 (date) at Farrer Road Towards Queensway (location) involving vehicle no. SHA7964Y (insured vehicle). This is pursuant to the inspection conducted on 26/08/2019 (date) at "the workshop".

We/I confirm that we/I are/am authorized by the owner TAN MORGAN ("the third party claimant") of vehicle no. SJG7888D to make the claim as set out in the above paragraph and we/I have full authority to settle the matter on his/her behalf in a manner that we/I deem fit. We/I enclose herein the letter of authority given by "the third party claimant".

We/I further confirm that we/I will indemnify India International Insurance Pte Ltd for all damages, loss and/or expense that they will or have already incurred in the event that "the third party claimant" after the above said agreement lodges a further claim against the former for any loss and expenses suffered pertaining to cost of repairs and/or rental and/or loss of use pursuant to the damage to SJG7888D (vehicle no.) as a result of the accident.

We/I confirm that the agreement reached above is in full and final settlement of all claims of "the third party claimant" pursuant to the accident and that further this settlement is reached on a without prejudice and without admission of liability basis.

This agreement is subject to the application of Singapore law and the Singapore Courts have exclusive jurisdiction over any dispute arising out of the same.

We/I authorize you to pay the total amount of S\$ 10,695.72 to Cycle & Carriage Automotive Pte Ltd

Dated this 20<sup>th</sup> day of January 20 20

#### CLAIMANT:

Signature: [Signature]  
Signed by "the workshop" (with chop)  
Name: Loi Aiz Tey  
NRIC: S7579678E  
Address: 269 Pandan Gardens  
Singapore 609339  
Nationality: Malaysian  
Occupation: Senior Officer - Admin



#### WITNESS:

Signature: [Signature]  
Signed by appointed Surveyor  
Name: LKK Auto Consultants Pte Ltd  
NRIC: 199607198R  
Address: 51 Ubi Avenue 1  
#01-25 Paya Ubi Ind. Park S(408933)  
Nationality:         
Occupation:       



## 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  26/08/2019	Cust No/Name	/Tan Morgan
	Reg No/Reg Date	SJG7888D / 12/02/2018
	Date In/Mileage	26/08/2019/ 30022
	Chassis/Package	MMBSTA13AJH000934 /DC17S3C
	Engine No	3A92UGP1003
	Make/Model	MIT/18MY ATTRAGE 1.2 CVT
	Colour/Trim	T06 MED BLUE MICA / BK BLACK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No		
CTP00040	Cash	01/11/2019/ 13:40	TLE	260 / AiTing	43894	41445105		
Description of Goods / Services					Qty	Unit Price	Disc%	Amount
E PNT88000								1650.00
REPLACE DAMAGED PARTS, REPLACE REAR BUMPER BODY KIT, REAR END PANEL, REAR BUMPER, REAR BOOT LID, REPAIR REAR FLOOR PANEL, AND ALL OTHER AFFECTED AREAS, ADJUST AND ALIGN BODY GAPS ALIGNMENT TO THE SAME								
E PNT98000								1890.00
RESPRAY ON REAR BUMPER, REAR BUMPER BODY KIT, BOOT LID , REAR FLOOR PANEL, REAR END PANEL, AND ALL OTHER AFFECTED AREAS TO THE SAME								
E PNT88000								275.00
REMOVE & REINSTALL BOOT LID COMPONENTS, AND ALL OTHER ATTACHMENTS TO FACILITATE REPAIR								
E PNT88000								275.00
REMOVE & REINSTALL REAR FLOOR BOARD, TRIMS & CARPETS TO FACILITATE REPAIR								
A 54900099								30.00
CHECK WIRING & ELECTRICAL SYSTEM								
A 10028901								200.00
CONDUCT DIAGNOSTIC CHECK USING HI-SCAN PRO TEST AND CLEAR TROUBLE CODE								
M SUNDRY								80.00
APPLY ANTI CORROSION ON AFFECTED AREAS								
M SUNDRY								80.00
APPLY BODY SEALANT ON AFFECTED AREAS								
E PNT88000								60.00
REMOVE & REINSTALL REVERSE SENSOR TO FACILITATE REPAIR								
M SUNDRY								40.00
SUPPLY C&C BADGE								
M SUNDRY								20.00
SUNDRIES								
S SPECIALISTJOB								220.00
SUPPLY ONE SET OF REVERSE SENSOR								
X FACE,RR BUMPER				1.00	740.00	00.00	740.00	
X BRACKET,RR BUMPER,RH				1.00	27.00	00.00	27.00	
X CLIP,RR BUMPER				4.00	3.00	00.00	12.00	
X PANEL,RR END				1.00	421.00	00.00	421.00	

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.



CYCLE &amp; CARRIAGE

**CYCLE & CARRIAGE AUTOMOTIVE PTE LIMITED**  
**PANDAN GARDENS CUSTOMER SERVICE CENTRE**

209 Pandan Gardens Singapore 609339 Tel: 65684555 Fax: 65691056

**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  26/08/2019	Cust No/Name	/Tan Morgan
	Reg No/Reg Date	SJG78880 / 12/02/2018
	Date In/Mileage	26/08/2019/ 30022
	Chassis/Package	MMBSTA13AJH000934 /DC17S3C
	Engine No	3A92UGP1003
	Make/Model	MIT/18MY ATTRAGE 1.2 CVT
	Colour/Trim	T06 MED BLUE MICA / BK BLACK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No		
CTP00040	Cash	01/11/2019/ 13:40	TLE	260 / AiTing	43894	41445105		
Description of Goods / Services					Qty	Unit Price	Disc%	Amount
X	TRIM,RR END				1.00	65.00	00.00	65.00
X	BOARD,TRUNK ROOM FLOOR				1.00	193.00	00.00	193.00
X	PANEL,TRUNK LID				1.00	688.00	00.00	688.00
X	WEATHERSTRIP,TRUNK LID				1.00	155.00	00.00	155.00
X	MARK,ATTRAGE				1.00	21.00	00.00	21.00
X	MARK,THREE-DIA				1.00	45.00	00.00	45.00
X	DECAL,MIVEC				1.00	36.00	00.00	36.00
X	BODY KIT, ATTRAGE, T69				1.00	1643.00	00.00	1643.00
X	BUZZER,KEYLESS OPERATIO,RR				1.00	90.00	00.00	90.00
X	COVER,RR VENTILATOR				1.00	40.00	00.00	40.00
Z	TEXT							
	TP CLAIM INDIA SHA7964Y							
	DOA : 16.08.19							
	SURVEYOR TAUFIKH LKK 26.08.19							
	REPAIR 07 DAYS							
<p style="text-align: center;">Cycle &amp; Carriage celebrates 120 years. Visit <a href="http://www.cyclecarriage.com/120">www.cyclecarriage.com/120</a> for more info!</p>								

Parts	4,176.00	Nett	8,996.00
Labour	4,380.00	7% GST on	8996.00
Standard Menu	0.00		629.72
Specialist Job	220.00	Total Payable	9,625.72
Diagnostics Job	0.00	Paid	0.00
Sundry/Others	220.00	Total Due	9,625.72
Total(w/o GST)	8,996.00		

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# 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

TAN MORGAN

SINGAPORE

ATTN: ACCOUNTS PAYABLE

INVOICE : AR1909-0209  
DATE : 13/09/2019  
TERMS : C.O.D  
STAFF ID : ELAINE  
AGREEMENT NO. : HA201908-0213

DESCRIPTION	AMOUNT (SGD)
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Vehicle Reg No : SKX8803R 2,040.00  
Make / Model : KIA FORTE K3 1.6A EX  
Rental Dates : Rental Billing From 26/08/2019 To 12/09/2019  
Period : 17 days  
Rental Rate : S\$ 128.40 Per Day (Including GST)  
Reference No : SJG7888D

AMOUNT : S\$

TWO THOUSAND ONE HUNDRED EIGHTY-TWO  
DOLLARS AND CENT EIGHTY ONLY

NON-TAXABLE VALUE : 0.00  
TAXABLE VALUE : 2,040.00  
GST 7% : 142.80  
**TOTAL S\$ : 2,182.80**

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

201908 - 0213

Hirer's Name <b>IAN MORGAN</b>		Date of Birth	Passport/ Nric No. <b>443 A</b>	Nationality
Address		Occupation	Driving Licence No.	Date of Expiry
Postal Code		Contact No.	Mobile Phone No. <b>94528888</b>	
Joint Hirer's / Guarantor's Name <b>Lim MENG CHING</b>		Date of Birth <b>07.01.1967</b>	Passport/ Nric No. <b>1057</b>	Nationality
Address <b>9 SENGKANG SQUARE</b>		Occupation	Driving Licence No.	Date of Expiry
Postal Code <b>13-14</b>		Contact No.	Mobile Phone No.	

### CHECK OUT

Date <b>26.8.19</b>	Time <b>11 a</b>	Mileage <b>KM</b>	E 1/4 1/2 3/4 F
Date <b>12.9.19</b>	Time <b>12.02pm</b>	Mileage <b>KM</b>	Remarks <b>12.02pm</b>

### CHECK IN

#### 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	17	@	120 + 95 <sup>1</sup>	2040.00
DISCOUNT				
GST @ 7%				142.80
TOTAL				2182.80
EXTENSION				
<i>Handwritten:</i> 12.02pm Pl. ST 7888 D				
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.

*[Signature]*

Hirer's Signature

Joint Hirer's/ Guarantor's Signature

*[Signature]*

for CHAN'S & SONS ENTERPRISE

VEHICLE NO. <b>SICX 8803 N</b>	MODEL
FROM	RETURN

Estimate Date. For actual return see CHECK IN