

**MS First Capital Insurance Limited**

Claim No.: 019/7904 Date: 6 April 2020  
 O+C : Karen  
 TEL: 6507 3848

- ☒ We are looking into your claim and will revert soon.  
☐ We wish to re-inspect your / your client's vehicle.  
 Please give us 1 week notice on date/time/place.  
 Kindly quote our Claim No. in future correspondence.

MS First Capital Insurance Ltd  
 36 Robinson Road  
 #16-01 City House  
 Singapore 068877  
 Attention: Motor Claims

**"Without Prejudice"**

Your Ref:

Our Ref:

Date: 10 March 2020

Subject: **ACCIDENT INVOLVING VEHICLES SKL9005J & SHB4006C ON 15.12.2019**

Dear Sirs

We refer to the above matter.

The accident was caused solely by the negligence on the part of your insured. As a result of the said accident, our client has suffered losses which are set out hereunder as follows:-

Cost of repair	:	S\$	6328.09
Loss of use	:	S\$	360.00 (S\$120.00 x 3 days)
Total	:	S\$	6688.09

A copy of each of the following supporting documents is enclosed:

1. Copy of Final Repair bill
2. Copy of Certificate of Insurance
3. Copy of Letter of Authorisation

Performance Motors  
 Limited  
 1800-Call-BMW  
 (1800-2255-269)

www.pml.com.sg

303 Alexandra Road  
 Sime Darby  
 Performance Centre  
 Singapore 159941  
 Tel Sales 6319 0100  
 Tel Aftersales:  
 6319 0111  
 Fax 6474 7770

315 Alexandra Road  
 #01-01  
 Sime Darby  
 Business Centre  
 Singapore 159944  
 Tel Sales 6319 0511  
 Tel Aftersales  
 6319 0527  
 Fax 6479 6624

280  
 Kampong Arang Rd  
 East Coast Centre  
 Singapore 438180  
 Tel Aftersales  
 6319 0888  
 Fax 6344 1332

Registered office  
 305 Alexandra Road  
 #02-01  
 Vantage  
 Automotive Centre  
 Singapore 159942

Co. Reg. No:  
 197401559W

Yours sincerely

Cresendo Lagman  
 Customer Service Manager, Body & Paint

Bernard Wan  
 Service Manager - Body & Paint

# Performance Motors Limited

A member of the Sime Darby Group



## LETTER OF AUTHORISATION

ACCIDENT INVOLVING SKL9005J & SHB4006C ON 15.12.2019

I, Lau Hong Peng owner of Vehicle Registration No. SKL9005J hereby authorise **Performance Motors Limited** to submit, correspond, negotiate and settle my claim for cost of repair and/or uninsured losses arising from the above accident.

I further authorise **Performance Motors Limited** to execute, sign, seal and deliver all documents whatsoever in relation to this matter and to accept and receive any payment due to me in respect of my claim above.

I hereby declare that all acts and documents done by virtue of this Letter of Authorisation on my behalf shall be good valid and effectual to all intents and purposes whatsoever as if the same had been done or executed by me in person.

I further confirm that the acceptance by **Performance Motors Limited** of the settlement amount in respect of such claim shall constitute the full discharge of my claim in respect of such loss and damage.

Signed by:



22-Feb-2020

Name : Lau Hong Peng

(Date)

NRIC No.: S1182577E

In the presence of:

CHUA KEE SIN  
Performance Motors Limited  
303 Alexandra Road  
Sime Darby Performance Centre  
Singapore 159041

Name :

(Date)

NRIC No.:

**DISCHARGE RECEIPT**

CLAIM REFERENCE : D19007904MFSH/1  
ACCIDENT DATE : 15/12/2019  
ACCIDENT LOCATION : PIE TOWARDS AIRPORT  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : NG KHEE CHEE  
INSURED VEHICLE : SHB4006C  
INVOLVED PARTY : SKL9005J  
SETTLEMENT SUM : \$6,688.09

I/We, the undernoted CLAIMANT being the person/entity entitled to receive the compensation in relation to the accident, hereby agree to accept the SETTLEMENT SUM as full and final settlement of all claims for damages, costs & disbursements arising out of the ACCIDENT, and I/WE also agree that the said settlement sum:

1. is paid without admission of liability on the part of MS First Capital Insurance Limited and/or its INSURED and/or its INSURED DRIVER in respect of the said loss and for damage whether now or hereafter to become manifest,
2. is accepted by me/us to the intent that the said MS First Capital Insurance Limited and /or its INSURED and/or its INSURED DRIVER be absolutely and finally discharged from all claims whatsoever which I/WE now or hereafter may have arising out of or connected with or traceable to the said accident.

I/WE acknowledge that this DISCHARGE RECEIPT is not to be construed as an admission of liability on the part of MS First Capital Insurance Limited and/or its INSURED and /or its INSURED DRIVER and it shall not be used as evidence in any claims or actions which may be made against them or any of them.

CLAIMANT : LAU HONG PENG

Signature and Date :

22/05/2020

WITNESS : LAU JU FAN  
39302884H

Signature and Date :

22/05/2020

## Performance Motors Limited

A Sime Darby Motors Company  
Co. Reg. No. 197401559W GST Reg. No M2-0020081-x



303, Alexandra Road  
Sime Darby Performance Centre  
Singapore 159941  
Tel. 63190100 (Sales & Admin)  
63190111 (AfterSales)  
Fax. 64747770

280, Kampong Arang Road  
East Coast Centre  
Singapore 438180  
Tel. 63190888 (AfterSales)  
Fax. 63449773

315, Alexandra Road  
Sime Darby Business Centre  
Singapore 159944  
Tel. 63190528 (AfterSales)  
63190533/530 (Motorrad)  
Fax. 64796601 (AfterSales)  
64796624 (Motorrad)

## SERVICE TAX INVOICE

Repair Order No. : B1 1430431	Page No. : 1 of 2
Date IN : 13/01/2020	Invoice Number : 2224993 / WSB
Motor Claim Advisor: Chua Kee Sin	Invoice Date : 10/03/2020
	Payment Terms : 30 Days From Invoice
	Invoice By : Toh Jing Xuan

## - CUSTOMER INFORMATION -

Mr Lau Hong Peng  
940, Tampines Avenue 5,  
#06-213

Singapore 520940

## - INVOICE TO - 303

MS First Capital Insurance Limited  
6 Raffles Quay  
#21-00  
Singapore 048580

REGN. NO.	CHASSIS NO.	REGN. DATE	MODEL	MILEAGE
SKL9005J	WBAJA12010BT82710	27/09/2019	520I	9871

## - - - - LABOUR 1 - - - -

To replace rear bumper and attachments, rear bumper carrier including remove attachments to facilitate repairs.

NETT

850.00

To respray rear bumper.

934.00

To check electrical wiring systems and lightings at the rear section for proper function.

150.00

To replace bootlid smart opener top sensor wire, control unit including program and checks bottom sensor wire for proper function.

562.00

Sundries.

80.00

INS CLAIMS : ACCIDENT REPAIR. DIRECT SETTLEMENT.

0.00

DATE OF ACCIDENT : 15.12.2019. 3RD PARTY CAR : SHB4006C.

YOUR REF NO : D19007904MFSH.

VEHICLE WAS SURVEYED BY MR STEVE FROM LKK AUTO ON 13.01.2020 AT 10:30AM. AUTHORISED REPAIR BY MS JOANNE YONG FROM MS FIRST CAPITAL INSURANCE ON 27.12.2019 VIA EMAIL.

PROPOSE LOSS OF USE = \$120x3. THE AMOUNT IS SUBJECTED TO INSURANCE COMPANY CONFIRMATION.

0.00

Total Labour 1: 2,576.00

## - - - - PARTS - - - -

CONTROL UNIT SMART OPENER  
REAR BUMPER PANEL PRIMED (PDC/PMA)  
REAR BUMPER CENTRE GUIDE  
REAR BUMPER TRIM STRIP  
REAR BUMPER BOTTOM REINFORCEMENT  
REAR BUMPER CARRIER  
UNDERBODY PANELLING REAR  
SENSOR WIRE FOR SMART OPENER TOP

Qty	Retail Price	NETT
1	497.05	497.05
1	1,619.15	1,619.15
1	67.45	67.45
1	116.60	116.60
1	88.15	88.15
1	862.10	862.10
1	41.30	41.30
1	46.30	46.30

Total Parts : 3,338.10

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Fax. 64796601 (AfterSales)  
64796624 (Motorrad)

**SERVICE TAX INVOICE**

Repair Order No. : B1 1430431

Date IN : 13/01/2020

Motor Claim Advisor: Chua Kee Sin

Page No. : 2 of 2

Invoice Number : 2224993 / WSB

Invoice Date : 10/03/2020

Payment Terms : 30 Days From Invoice

Invoice By : Toh Jing Xuan

Labour Charges :	2,496.00	Total Labour & Parts Charges :	S\$ 5,914.10
Parts Charges :	3,338.10	Less Insurance Excess :	S\$ 0.00
Lubricant/Misc :	80.00	Invoice Total Amount Exclude GST :	S\$ 5,914.10
		GST @ 7% :	S\$ 413.99
		Invoice Total Amount Include GST :	S\$ 6,328.09

Computer generated invoice. No signature is required.

Amount Payable Include GST : S\$ 6,328.09

All amounts are in Singapore Dollars.

Work was carried out subject to the Company's Terms and Conditions of Service.

No complaints will be entertained unless reported within seven (7) days of the date of this invoice.

For credit purchases, interest @1% per month will be debited on overdue amounts.



## Khanchna (LKK Auto)

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**From:** Karen Tan <karentan@msfirstcapital.com.sg>  
**Sent:** Wednesday, May 6, 2020 3:57 PM  
**To:** Khanchna (LKK Auto)  
**Cc:** Admin A  
**Subject:** RE: MANDATE REQUEST ON QUANTUM AND LIABILITY - URGENT!: EXPRESS SETTLEMENT - D19007904MFSH/1 // LKK REF: CC4/FCI19022202/Eka3  
**Attachments:** LOD (PERFORMANCE MOTORS LIMITED).pdf; LKK Survey Photos.pdf; LKK Inspection report.pdf; LKK Adjustment report.pdf

Dear Sirs/Madam,

You may proceed as recommended.

*Best Regards,*

*Karen Tan*

Motor Claims Dept.

MS First Capital Insurance Ltd | 36 Robinson Road #16-01 City House Singapore 068877 | DID : 6507 3582 | Fax No. : 6507 3849 | Company Regn. No. 195000106C

A Member of  INSURANCE GROUP

Personal Data Protection Act 2012 ("PDPA"):

Under the PDPA, there are various requirements that regulate the processing of your personal data. Please refer to <http://www.msfirstcapital.com.sg> for details of PDPA Personal Data Collection Statement.

Confidentiality Notice: This e-mail is confidential. It may also be legally privileged. If you are not the addressee or to whom it is intended, you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete the message and all copies from your system and notify the sender immediately by return e-mail.

*As a response to the COVID19 outbreak, we are observing staggered working hours and some of us are on Work From Home arrangement. However, we are actively working to support our clients and partners. We have access to e-mails and will work to respond in a timely manner.*

*We appreciate your kind understanding. Stay safe.*

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**From:** Khanchna (LKK Auto) <khanchna@lkkauto.com>  
**Sent:** Wednesday, 6 May 2020 3:00 pm  
**To:** Karen Tan <karentan@msfirstcapital.com.sg>  
**Cc:** Admin A <admin-a@lkkauto.com>  
**Subject:** MANDATE REQUEST ON QUANTUM AND LIABILITY - URGENT!: EXPRESS SETTLEMENT - D19007904MFSH/1 // LKK REF: CC4/FCI19022202/Eka3

**YOUR REF: D19007904MFSH/1**  
**LKK REF: CC4/FCI19022202/Eka3**

Dear Ms. Karen,

We refer to the above matter.

This is a head to rear collision (BOLA 27). We opine liability is down against Insured.

We seek your approval to offer third party repairer “ **PERFORMANCE MOTORS LTD**” at **\$6,628.09 ~ 6,688.09(all in)**.

The summary is as follows: -

	Claimed Amount	Revised Amount
1. Cost of Repair (w/GST)	\$ 11,586.12	\$ 6,328.09
2. Loss of Use (3 days x \$120)	\$ 360.00	\$ 300 ~ 360.00 (3 days x \$100 ~ \$120)
<b>Total</b>	\$ 11,946.12	<b><u>\$ 6,628.09 ~ 6,688.09</u></b>

Surveyor recommended 3 days for repair

Enclosed herewith all the documents for your perusal.

**Kindly let us have your approval/instruction.**

Thank you.

***Note: We are on work from home arrangement. All correspondence should be made via email. Submission of claim related documents will be in softcopy. Any inconvenience caused is much regretted.***

Best Regards,

**Khanchna** | Case Handler

**LKK Auto Consultants Pte Ltd**

DID: **6841 2360** | email: [Khanchna@lkkauto.com](mailto:Khanchna@lkkauto.com) | Fax: 6741-4108

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

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**From:** Karen Tan <[karentan@msfirstcapital.com.sg](mailto:karentan@msfirstcapital.com.sg)>

**Sent:** Wednesday, May 6, 2020 11:14 AM

**To:** Mei Kwan (LKKAuto) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>; Khanchna (LKK Auto) <[khanchna@lkkauto.com](mailto:khanchna@lkkauto.com)>

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Subject:** URGENT!: EXPRESS SETTLEMENT - D19007904MFSH/1 // LKK REF: CC4/FCI19022202/Eka3

Dear Sirs/Madam,

We refer to our email dated 05.05.2020.

The LOD is dated 10.03.2020 therefore kindly let us have your proposal soonest.