

Our Ref : SFE1330T / TP#1041  
Your Ref : SMQ3704P

**WITHOUT PREJUDICE**

Date : 30 May 2020

**AIG ASIA PACIFIC INSURANCE PTE. LTD.**  
AIG BUILDING  
78 Shenton Way #07-16  
Singapore 079120

Attention: Motor Claims Department

**ACCIDENT INVOLVING SFE1330T & SMQ3704P ON 24/01/2020  
ALONG BALMORAL ROAD**

We refer to the above captioned.

We are claiming the below followings:

- Cost of Repair (incl. of GST)	S\$2,224.02
- Loss of Rental (incl. of GST)	S\$856.00 (S\$200 x 04 days)
- GIA / LTA Search Fees	S\$2.00

<b>Grand Total</b>	<b>S\$3,082.02</b>
--------------------	--------------------

=====

If you have any enquiries, please contact our representative, Ms. Sharon Tan & Ms. Lily at 6481-1522 or email [sharon@ow.sg](mailto:sharon@ow.sg) & [lily.loi@ow.sg](mailto:lily.loi@ow.sg)

All payment is to be issued direct to **Optima Werkz Pte Ltd.**

Your prompt attention is most grateful and look forward to your speedy settlement.

Yours faithfully

OPTIMA WERKZ PTE LTD  
Encl.

*This is a computer generated printout and no signature is required.*

# Optima Werkz Pte Ltd

9A Serangoon North Avenue 5, Singapore 554500

Tel (+65) 6484 9919 Fax: (+65) 6481 1101

Co Reg & GST No: 201212455W

## TAX INVOICE

To: AIG ASIA PACIFIC INSURANCE PTE LTD

78 SHENTON WAY  
#08-16 AIG BUILDING  
SINGAPORE 079120

Tel 64191000  
Fax: 68357416

INV NO. : 122002883  
INVOICE DATE : 30/05/2020  
REF : TP#1041  
VEH NO. : SFE1330T  
CAR MODEL : GLC 250  
CURRENT MILEAGE:  
ADVISOR : ONG HOCK KONG  
TERMS : COD

DESCRIPTION	QTY	UOM	U.PRICE SGD	AMOUNT SGD
REAR WHEEL ARCH EXTENTION COVER CLIPS RH	1	SET	47.52	47.52
LABOUR CHARGES TO REMOVE,REPLACE,REPAIR,READJUST ACCIDENT AREAS & ETC.	1	JOB	300.00	300.00
LABOUR CHARGES FOR PAINTING & TO SUPPLY PAINT & FURNISHING MATERIALS AT REAR DOOR RH,REAR BUMPER,REAR QUARTER PANEL RH & ETC.	1	JOB	480.00	480.00
LABOUR CHARGES TO REMOVE & REPLACE REAR ALLOY RIM RH & ETC.	1	JOB	30.00	30.00
TO WHEEL ALIGNMENT & BALANCING.	1	JOB	60.00	60.00

Remarks: DOA: 24/01/2020 @ 2205 HRS  
CLAIMANT: GAN HUA TIONG  
TP VEHICLE: SMQ3704P

Singapore Dollars: Two Thousand Two Hundred Twenty-Four And Cent Two Only

Name: \_\_\_\_\_

NRIC No.: \_\_\_\_\_

Signature: \_\_\_\_\_

SUB TOTAL	SGD	2,078.52
GST 7.00%	SGD	145.50
GRAND TOTAL	SGD	<u>2,224.02</u>

I/We confirm that I/We incurred the repair costs herein and will observe my/our agreement with the repairs.  
I/We declare the repairs for above vehicle have been completed to my/our satisfaction.

1) New parts purchased and installed by Optima Werkz Pte Ltd, will be entitled to warranty period of one  
(1) year or mileage up to 30,000km, whichever comes first, from the date of invoice, with the exception to  
wear & tear items.

2) Recon Parts purchased and installed by Optima Werkz Pte Ltd, will be entitled to warranty period of six  
(6) months or mileage up to 10,000km, whichever comes first, from the date of invoice, with the exception  
to wear & tear items.

3) Goods sold are not refundable/returnable.

Original Invoice is only valid when the payment is acknowledge receipt by Optima Werkz Pte Ltd. Interest  
of 2% per month will be charged on any outstanding amount

for Optima Werkz Pte Ltd

AUTHORISED SIGNATURE(S)

# Optima Werkz Pte Ltd

9A Serangoon North Avenue 5, Singapore 554500

Tel (+65) 6484 9919 Fax: (+65) 6481 1011

Co Reg & GST No: 201212455W

## TAX INVOICE

To: GAN HUA TIONG

3 ROBIN ROAD  
SINGAPORE 258178

Tel 91081826

Fax:

INV NO. : 122002894  
INVOICE DATE : 30/05/2020  
REF : TP#1041/RA10263  
VEH NO. : SFE1330T  
MAKE : MERCEDES BENZ  
MODEL : GLC250 4MATIC  
CURRENT MILEAGE:  
ADVISOR : TP/OD  
TERMS : COD

#	DESCRIPTION	QTY	UOM	U/P SGD	AMT SGD
1	CAR RENTAL CHARGES RENTAL AGREEMENT NO 10263 VEHICLE NO: SKE9429G MODEL: VOLKSWAGEN TIGUAN 2.0 FROM 13-03-2020 TO 17-03-2020	4	DAYS	200.00	800.00

Remarks: DOA: 24/01/2020 @ 2205HRS

Singapore Dollars: Eight Hundred Fifty-Six Only

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

SUB TOTAL	SGD	800.00
GST 7.00%	SGD	56.00
TOTAL	SGD	856.00
Outstanding	SGD	856.00

For Optima Werkz Pte Ltd

AUTHORISED SIGNATURE(S)

I/We confirm that I/We incurred the repair costs herein and will observe my/our agreement with the repairs.  
I/We declare the repairs for above vehicle have been completed to my/our satisfaction.

1) New parts purchased and installed by Optima Werkz Pte Ltd, will be entitled to warranty period of one (1) year or mileage up to 30,000km, whichever comes first, from the date of invoice, with the exception to wear & tear items.

2) Recon Parts purchased and installed by Optima Werkz Pte Ltd, will be entitled to warranty period of six (6) months or mileage up to 10,000km, whichever comes first, from the date of invoice, with the exception to wear & tear items.

3) Goods sold are not refundable/returnable.

Original Invoice is only valid when the payment is acknowledge receipt by Optima Werkz Pte Ltd. Interest of 2% per month will be charged on any outstanding amount



Head Office:  
6 Kung Chong Road,  
Singapore 159143  
Tel: +65 6472 1313  
Fax: +65 6472 2112

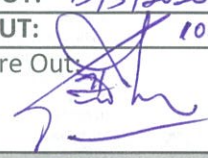
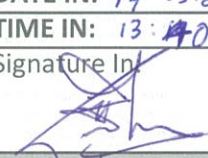


Branch:  
9A Serangoon North Ave 5,  
Singapore 554500  
Tel: +65 6484 9919  
Fax: +65 6481 1011

Branch:  
551 Upper Thomson Road,  
Singapore 574415  
Tel: +65 6452 6868  
Fax: +65 6452 9223

**VEHICLE RENTAL AGREEMENT**

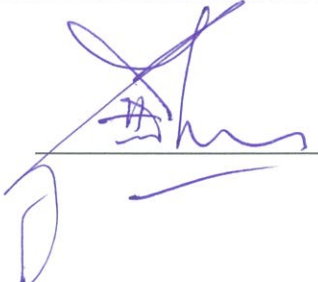
<b>HIRER'S PARTICULARS</b>	
Full Name: <u>GAN HUA TIONG</u>	
NRIC/Passport No.: <u>S1692854B</u>	
Address: <u>3, ROBIN ROAD, SINGAPORE 258178</u>	
Driving Lic No.: <u>S1692854B</u> (Local) / International*	
Issue Date: <u>25/12/2003</u>	
Date of Birth: <u>19/6/1965</u>	
Contact No.:	Handphone: <u>91081826</u>
<b>ADDITIONAL DRIVER'S PARTICULARS</b>	
Full Name:	
NRIC/Passport No.:	
Address:	
Contact:	
<b>REMARKS:</b>	

<b>IMPORTANT THINGS TO NOTE</b>
1. ONLY LICENSED PERSON ABOVE <u>23</u> YEARS OF AGE WITH MORE THAN <u>3</u> YEARS DRIVING EXPERIENCE MAY DRIVE THE VEHICLE.
2. ALL PARKING AND TRAFFIC VIOLATIONS SHALL BE THE RESPONSIBILITY OF THE HIRER. AN ADMINISTRATIVE CHARGE WILL BE LEVIED ON ANY TRAFFIC VIOLATIONS REDIRECTED.
3. IN CASE OF ACCIDENT, THE HIRER SHALL INFORM OPTIMA WERKZ IMMEDIATELY. IF THERE IS BODILY INJURIES, A POLICE REPORT MUST BE MADE WITHIN 24HOURS.
4. THE HIRED VEHICLE IS TO BE USED IN SINGAPORE ONLY. ANY USAGE OUTSIDE OF SINGAPORE WILL BE SUBJECTED TO APPROVAL, WITH ADDITIONAL CHARGES.
5. EXCESS - HIRER IS LIABLE TO PAY INSURANCE EXCESS(ES) WHICH IS/ARE APPLICABLE UNDER THE RENTAL CAR INSURANCE POLICY.

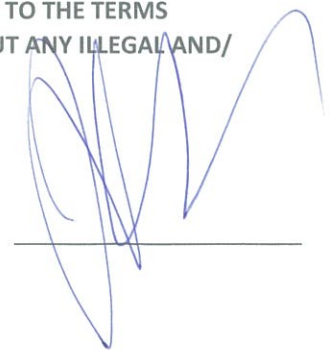
(Rental) <u>SKE 94296</u>	(Principal if any)
Vehicle No.: <u>SJH 1947L</u>	Vehicle No.: <u>SFE1330T</u>
Make/Model.: <u>Mercedes C180</u>	Make/Model.: <u>M/B GLC 250</u>
Mileage Out: <u>10954 TIGUAN</u>	Mileage In: <u>11025</u>
DATE OUT: <u>13/3/2020</u>	DATE IN: <u>17.03.2020</u>
TIME OUT: <u>10:50am</u>	TIME IN: <u>13:40</u>
Signature Out: 	Signature In: 
<b>PETROL LEVEL</b>	
OUT: E <u>1/4</u> <u>1/2</u> 3/4 FULL	
IN: E <u>1/4</u> 1/2 3/4 FULL	
<b>CHARGES</b>	
<u>4</u> Day(s) @ S\$ <u>200</u> per day	S\$ <u>\$800.00</u>
Month(s) @ S\$ per mth	
MISCELLANEOUS	
SURCHARGE	
GST	<u>\$56.00</u>
DEPOSIT COLLECTED	
<b>TOTAL RECEIVABLE</b>	<u>\$856.00</u>
<b>INSURANCE EXCESS</b>	
SECTION 1: OWN DAMAGE	<u>\$2500</u> 
SECTION 2: THIRD PARTY	<u>\$3500</u>
WINSCREEN:	<u>\$200</u> 
<u>DOUBLE EXCESS IF OUT OF SINGAPORE</u>	

I HAVE READ THE TERMS AND CONDITIONS ON BOTH SIDE OF THIS RENTAL AGREEMENT AND AGREE TO THE TERMS STATED THEREIN. I UNDERTAKE NOT TO USE OR LET OTHERS USE THE RENTAL VEHICLE TO CARRY OUT ANY ILLEGAL AND/OR CRIMINAL ACTS INCLUDING CARRYING OF DUTY UNPAID GOODS.

Signature:  
Date:



Driver's  
Signature:  
Date:





RECORDS MANAGEMENT CENTRE

**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-20-017759

Date of Request: 31/01/2020

Your Ref No: Online Purchase

Optima Werkz Pte Ltd  
6 Kung Chong Road  
Singapore 159143

Dear Sir/Madam,

Enquiry Date 31/01/2020  
Enquiry By Sharon Ten Chai Ling  
TP Vehicle No. SMQ3704P  
Accident Date 24/01/2020

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



# 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

## Third Party Insurer Enquiry

Our Ref No: GR-20-017759

Date of Request: 31/01/2020

Your Ref No:

Online Purchase

Optima Werkz Pte Ltd  
6 Kung Chong Road  
Singapore 159143

Dear Sir/Madam,

Enquiry Date 31/01/2020  
Enquiry By Sharon Ten Chai Ling  
TP Vehicle No. SMQ3704P  
Accident Date 24/01/2020

### Enquiry Result

TP Vehicle No.	Insurer	Period of Insurance	Insurer Tel. No.
SMQ3704P	AIG Asia Pacific Insurance Pte. Ltd.	11/11/2019-10/11/2020	65-6419-3000
SMQ3704P	AIG Asia Pacific Insurance Pte. Ltd.	12/11/2019-11/11/2020	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.



## AUTHORISATION TO ACT

I/We, Gan Hua Tiong ("the third party claimant") of  
3 Robin Road, Singapore 258178 (address), owner of  
SFE1330T (vehicle no.) hereby authorize OPTIMA WERKZ PTE LTD ("the  
workshop") to act for me with respect to my claim for repair costs and/or rental and/or loss of  
use ("claim") for my vehicle no. SFE1330T that was damaged pursuant to the accident  
which occurred on 24/01/2020 (date) along Balmoral Road  
(location) involving vehicle no/s SMQ3704P ("the accident").

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

I further acknowledge that any settlement the workshop may reach on my behalf is on a  
without prejudice and without admission of liability basis insofar as the driver/owner/insurers  
of the other vehicle/s is concerned.

Dated this 31 (day) of January (month) 2020 (year)



Signed by "the third party claimant"  
(with chop if applicable)



Signed by "the workshop"  
(with chop)