

To: **MS First Capital Insurance Limited**
36 Robinson Road
#16-01 City House
Singapore 068877

Attn: **Motor Claims Department**

Date: 21st April 2020

Dear Sir/Madam,

Claimant: **Wel Transport Services LLP**

"WITHOUT PREJUDICE"

We are instructed by the above named to claim damages against you in connection with a road traffic accident on 16/01/2020 at along Eu Tong Sen Street, in front of People's Park involving our client's vehicle registration number PA 8493 M and vehicle registration number SHD 3238 X driven by your insured at the material time.

We are instructed that the accident was caused by your insured's negligent driving and/or management of your vehicle. As a result of the accident, our client's vehicle was damaged and our client has been put to loss and expense, particulars of which are as follows:

1) Vehicle Repair Costs	\$1,200.00
2) Loss of Use (SGD\$150.00 x 4Days)	\$600.00
3) Purchase of GIA Report	\$29.00

Total : **\$1,829.00**

A copy each of the following supporting documents is enclosed:

- GIA Report
- Rental Agreement & Invoice
- Purchase of GIA Report Receipts

Please send us an acknowledgement of receipt within 14 days of your receipt of this letter, failing which our client will have no alternative but to commence proceedings against you without further notice.

Yours faithfully,

Elin Cai

Zoom Autowerks Pte Ltd

130 Bedok Reservoir Road, Eunos Spring
#08-1339 Singapore 470130

Mobile: 9450 7920 | E-mail: zoomautowerks@gmail.com



ZOOM AUTOWERKS PTE LTD

130 Bedok Reservoir Road, Eunos Spring

#08-1339 Singapore 470130

Tel: 9450 7920

✉ zoomautowerks@gmail.com

LETTER OF AUTHORIZATION

Accident on 16/01/2020 @ 11:55am along En Tong Sen St in front of People's Park.
Involving vehicles PAB493M & SHD3238X.

In consideration of **Zoom Autowerks Pte Ltd, 130 Bedok Reservoir Road, Eunos Spring, #08-1339 Singapore 470130**, repairing my/our motor vehicle no PAB493M at my request, I/We, WEL Transport Services LLP ("the claimant") of _____ (address) bearing NRIC No TXXXXX0236 the owner of motor vehicle no PAB493M, hereby authorize them to demand claim, settle and receive whatever amount settle payable by the insurance company or third party or commence legal proceeding for cost of repairs, loss of use and etc to any of their appointed solicitors to act for me/us in respect of the said accident/claim and all the amount claimed or settled shall belong and make payable to them absolutely by the insurance company of the third party. I/We further authorized them to give an absolute discharge on my/our behalf and to sign discharge voucher(s) and any other documents necessary or incidentals to the conduct and disposal of my/our above claims.

I/We further agree to fully co-operate and attend all court hearings that are necessary to prosecute the claims maintained by **Zoom Autowerks Pte Ltd**.

I/We further agree and undertake to indemnify them against my/our claim for costs which arise therewith.

In the event that my/our claim is unsuccessful, I/we undertake to pay to **Zoom Autowerks Pte Ltd** the cost of repairs to my/our vehicle.

In the event that settlement cheque were to be drawn in my/our favour, I/we hereby give my/our instructions to clear the said cheque on my/our behalf by presenting the same for payment directly into **Zoom Autowerks Pte Ltd** account. Upon clearance of the said cheque, I/we further authorize **Zoom Autowerks Pte Ltd** and/or their appointed law firm to utilize the monies to pay their charges without further reference to me. I confirm that the payment to **Zoom Autowerks Pte Ltd** shall amount to a good discharge of **Zoom Autowerks Pte Ltd** and/or their appointed law firm's obligation to me in respect of the settlement monies.

Dated this 16 day of 01 (month) 20 20 (year)

WEL
TRANSPORT

Signed by "the claimant"

Name: WEL Transport

NRIC No: TXXXXX0236



Signed by Zoom Autowerks Pte Ltd

Name: Elin Gan

DISCHARGE RECEIPT

CLAIM REFERENCE : D20000463MFSH
ACCIDENT DATE : 16/01/2020
ACCIDENT LOCATION : EU TONG SEN ST INFRONT PEOPLE'S PARK
INSURED : COMFORT TRANSPORTATION PTE LTD
INSURED DRIVER : WONG KONG SENG
INSURED VEHICLE : SHD 3238X
INVOLVED PARTY : PA 8493M
SETTLEMENT SUM : \$ 1,600.00

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 : WEL TRANSPORT SERVICES LLP

Signature and Date :



WITNESS

Cai Qianwen, Elin

Signature and Date :



**ZOOM AUTOWERKS PTE LTD**

130 Bedok Reservoir Road, Eunos Spring

#08-1339 Singapore 470130

email: zoomautowerks@gmail.com | Contact: 9450 7920

Co. Reg No.: 201725603G

INVOICE

To: MS First Capital Insurance Limited
36 Robinson Road
#16-01 City House
Singapore 068877

Invoice No. : ZI0000437
Date : 8/7/2020
VRN : PA 8493 M
Make & Model : Toyota Hiace
DOA : 16/1/2020
Terms : COD

S/N.	Description	Qty	U/P	Amt
1	Repair & Respray Accident Affected Portions			1,200.00

TOTAL : **\$1,200.00**

I agree to the price as listed above and confirm that
goods are received in good condition.

(Customer's Signature)

(by Zoom Autowerks Pte Ltd)



RE: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Rachel Wu <RachelWu@msfirstcapital.com.sg>

Wed 6/24/2020 5:51 PM

To: Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>

Dear Asher,

Please offer as per below:

COR : \$1,200.00

LOU : \$180.00 - \$400.00 (\$60-\$100 x 3-4 days)

GIA fee : \$29.00

Total : \$1,409.00 - \$1,629.00

- Kindly request repair tax invoice from third party.

Thank you

Best Regards

Rachel Wu
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862
| Fax No. : 6507 3849 | Email: rachelwu@msfirstcapital.com.sg | Company Regn. No. 195000106C
A Member of MS&AD 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.

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From: Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>

Sent: Thursday, 14 May 2020 11:06 am

To: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Subject: Re: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Hi Rachel,

We refer to the email below.

Enclosed the amended LOD for your perusal.

Thank You.

Best Regards,

Asher Sng | Case Handler

LKK Auto Consultants Pte Ltd

phone: 6841-6051 | email: ashersng@lkkauto.com | fax: 6741-4108

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

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.

From: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Sent: Wednesday, May 13, 2020 5:36 PM

To: Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

Subject: RE: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Dear Asher,

Kindly assist to ask third party to amend the **letter of authorisation** under the subject > Involving vehicles.

- To amend our insured vehicle to SHD3238X instead of SHD3235K.

The amend LOD that you had sent is still under SHD3235K.

- Kindly assist to ask TP to amend it to SHD3238X.

Thank you

Best Regards

Rachel Wu

Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862 | Fax No. : 6507 3849 | Email: rachelwu@msfirstcapital.com.sg | Company Regn. No. 195000106C

A Member of **MS&AD** Insurance Group

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From: Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

Sent: Wednesday, 13 May 2020 5:30 pm

To: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Subject: Re: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Hi Rachel,

We refer to the email below.

Enclosed the amended LOD and GIA search invoice for your easy reference.

Third party will issue the tax invoice upon final settlement.

Thank You.

Best Regards,

Asher Sng | Case Handler

LKK Auto Consultants Pte Ltd

phone: 6841-6051 | email: ashersng@lkkauto.com | fax: 6741-4108

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

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From: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Sent: Wednesday, May 13, 2020 5:01 PM

To: Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>

Subject: RE: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Dear Asher,

Kindly assist to ask third party to amend the letter of authorisation under Involving vehicles.

- To amend our insured vehicle to SHD3238X instead of SHD3235K.
- To get repair tax invoice (With signature and company stamp) from third party as the one attached in the LOD is Proforma.
- To get \$14 GIA receipt as it is not attached in the LOD.

Thank you

Best Regards

Rachel Wu
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862 | Fax No. : 6507 3849 | Email: rachelwu@msfirstcapital.com.sg | Company Regn. No. 195000106C
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From: Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>

Sent: Wednesday, 13 May 2020 3:09 pm

To: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Subject: [MANDATE REQUEST] Re: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Your ref : **D20000463MFSH**

Our ref : CC4/FCI20002006/Uea3q2

Dear Sirs,

ACCIDENT INVOLVING SHD 3238X (OI) AND PA 8493M (TP) ON 16/01/2020

We refer to the above matter.

The accident occurred when our insured change lane and hit third party vehicle.

Basing on the reports of the circumstance of the accident, we propose to settle third-party claim at 100% liability.

We seek your approval to offer repairer " **ZOOM AUTOWERKS PTE LTD**" at **\$ 1,629.00 (all-in)**.

-

The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs	\$ 11,239.27	\$ 1,200.00
2. Loss of Rental (4days x \$150)	\$ 600.00	\$ 400.00 (4days x \$100)
3. LTA Search Fee	\$ 29.00	\$ 29.00
Total		\$ <u>1,629.00</u>

Surveyor recommended 3days for repair.

Enclosed here with all the relevant documents for your perusal.

Kindly let us have your approval / instruction.

Thank You.

Best Regards,

Asher Sng | Case Handler

LKK Auto Consultants Pte Ltd

phone: 6841-6051 | email: ashersng@lkkauto.com | fax: 6741-4108

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

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.

From: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Sent: Monday, April 6, 2020 3:00 PM

To: Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

Subject: RE: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Dear Asher,

Please proceed with express settlement.

Best Regards

Rachel Wu
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862 | Fax No. : 6507 3849 | Email: rachelwu@msfirstcapital.com.sg | Company Regn. No. 195000106C
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From: Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

Sent: Wednesday, April 1, 2020 9:43 AM

To: Rachel Wu <RachelWu@msfirstcapital.com.sg>

Subject: [EXPRESS SETTLEMENT] Claim No: D20000463MFSH // ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

Claim No: D20000463MFSH
LKK Ref: CC4/FCI20002006/Uea3

Dear Sir/Madam,

ACCIDENT INVOLVING SHD 3238X AND PA 8493M ON 16/01/2020

We refer to the above matter.

Enclosed for your perusal is:

- Preliminary Advice
- Third party marked estimate

Kindly advise if we can process with express settlement.

Thank You.

Best Regards,

Asher Sng | Case Handler

LKK Auto Consultants Pte Ltd

phone: 6841-6051 | email: ashersng@lkkauto.com | fax: 6741-4108

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