

KURU & CO

Advocates & Solicitors

UEN No. 53130937A / GST Registration No: M90366606R

150 South Bridge Road
#04-06 Fook Hai Building
Singapore 058727

Tel: 65322 009 (5 lines) / Fax: 65322 007 (Our fax no. is not for service of court documents)

Our ref: **L.20.0037.CYN/JT**
(Please quote our reference when replying)

Your ref: **SKW 3157K**

BY CERTIFICATE OF POSTING

20 February 2020

Low Han Kiat
BLk 26B St. George's Lane
#30-37
Singapore 322026

Dear Sir,

**ACCIDENT INVOLVING SHC 5344P AND SKW 3157K ON 01.02.2020
AT/ALONG GEYLANG ROAD TOWARDS KPE
INJURED: TAN KHAI HEE**

We act for **Tan Khai Hee**, driver of vehicle registration number **SHC 5344P**.

We are instructed that **our client was injured** in the above captioned accident by the negligent driving of your vehicle registration number **SKW 3157K**.

Please let us have the following information/particulars:-

1. the name, address and NRIC number of the driver of the said motor vehicle at the time of the accident;
 - 1.1. Name as in NRIC/Passport : _____
 - 1.2. NRIC No : _____
 - 1.3. Address : _____

2. whether the said driver was at the time of the accident driving as your servant or agent;
3. whether the said driver was an authorized driver and covered by your insurance policy.

TAKE NOTICE – If we do not hear from you within **seven (7) days** from the date hereof, there is a presumption in law that the said driver was driving as your servant/agent and we shall commence action against you as a Defendant.

We wish to advise you that you have to notify your insurers of the above accident. Failing to do so may entitle your insurers to repudiate liability for breach of condition. In which case, you will be personally liable for any claims resulting from the above accident.

Yours faithfully,

Kuru & Co

Cc: AIG Asia Pacific Insurance Pte. Ltd. / **BY HAND**
Attn: Motor claims Department / Your ref: SKW 3157K
78 Shenton Way
#07-16 AIG Building
Singapore 079120

PLANNING

1. The first step in the planning process is to identify the problem or opportunity that requires a plan.

2. The second step is to gather information about the problem or opportunity.

3. The third step is to develop alternative plans.

4. The fourth step is to evaluate the alternative plans.

5. The fifth step is to select the best plan.

6. The sixth step is to implement the selected plan.

7. The seventh step is to monitor and evaluate the results of the plan.

8. The eighth step is to revise the plan if necessary.

9. The ninth step is to terminate the plan when it is no longer needed.

10. The tenth step is to document the planning process.

11. The eleventh step is to communicate the plan to those who will be responsible for its implementation.

12. The twelfth step is to obtain resources for the plan.

13. The thirteenth step is to establish a timeline for the plan.

14. The fourteenth step is to assign responsibilities for the plan.

15. The fifteenth step is to develop a budget for the plan.

16. The sixteenth step is to develop a risk management plan for the plan.

17. The seventeenth step is to develop a communication plan for the plan.

18. The eighteenth step is to develop a monitoring and evaluation plan for the plan.

19. The nineteenth step is to develop a contingency plan for the plan.

20. The twentieth step is to develop a final report for the plan.

21. The twenty-first step is to develop a lessons learned report for the plan.

22. The twenty-second step is to develop a final evaluation report for the plan.

23. The twenty-third step is to develop a final summary report for the plan.

24. The twenty-fourth step is to develop a final conclusion report for the plan.

25. The twenty-fifth step is to develop a final recommendation report for the plan.

26. The twenty-sixth step is to develop a final action plan for the plan.

27. The twenty-seventh step is to develop a final implementation plan for the plan.

28. The twenty-eighth step is to develop a final monitoring and evaluation plan for the plan.

29. The twenty-ninth step is to develop a final communication plan for the plan.

30. The thirtieth step is to develop a final risk management plan for the plan.

31. The thirty-first step is to develop a final budget plan for the plan.

32. The thirty-second step is to develop a final assignment plan for the plan.

33. The thirty-third step is to develop a final timeline plan for the plan.

34. The thirty-fourth step is to develop a final resource plan for the plan.

35. The thirty-fifth step is to develop a final documentation plan for the plan.

36. The thirty-sixth step is to develop a final reporting plan for the plan.

37. The thirty-seventh step is to develop a final evaluation plan for the plan.

38. The thirty-eighth step is to develop a final conclusion plan for the plan.

39. The thirty-ninth step is to develop a final recommendation plan for the plan.

40. The fortieth step is to develop a final action plan for the plan.

41. The forty-first step is to develop a final implementation plan for the plan.

42. The forty-second step is to develop a final monitoring and evaluation plan for the plan.

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100. The hundredth step is to develop a final risk management plan for the plan.

