

Dear Sir/Madam,

Attached our LOD for your perusal.

**Do let us know if you need the original copies to be mail to you.**

Our client's claim is as stated below:

2

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<b>COR</b>	<b>\$ 7,296.33</b>
<b>LOR</b>	<b>\$ 1,540.80 (\$171.20/day x 9 days)</b>
	<b>-----</b>
<b>Total</b>	<b>\$ 8,837.13</b>
	<b>-----</b>

Kindly offer for settlement.

Appreciate.

Best Regards,

Loi Ai Ting  
Senior Officer - Admin



**CYCLE & CARRIAGE**

Exceptional Journeys

Cycle & Carriage Singapore • 209 Pandan Gardens, Singapore 609339  
T: +65 6568 4556 • F: +65 6565 1240 • [www.cyclecarriage.com.sg](http://www.cyclecarriage.com.sg)

 A member of the Jardine Cycle & Carriage Group



Exceptional Journeys

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

Attention: [Motor Claims Department]

Date:

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SKQ9443B (*vehicle no.*) (the "**Vehicle**").
2. As a result of a motor incident occurring on 13.02.2020 (*date and time of accident*) on/along JUNCTION OF CLEMENTI AVE 6 & COMMONWEALTH AVE WEST (*location*) between the Vehicle and SHA3700T (*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 "Lee Chong Heng", written above a horizontal line.

Name: LEE CHONG HENG SXXXX114B  
NRIC / Passport No. / Company Registration No.:

**DISCHARGE RECEIPT**

CLAIM REFERENCE : D20001039MFSH  
ACCIDENT DATE : 13/02/2020  
ACCIDENT LOCATION : JUNCTION OF CLEMENTI AVE 6 & COMMONWEALTH AVE WEST  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : CHONG KENG OWN  
INSURED VEHICLE : SHA 3700T  
INVOLVED PARTY : SKQ 9443B  
SETTLEMENT SUM : \$ 8,665.93

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 : LEE CHONG HENG

Signature and Date :  17/9/20

WITNESS : ANG HWEI LUAN

Signature and Date :

 17/9/2020

**SIGNED WITHOUT PREJUDICE FOR  
ANY PERSONAL INJURY CLAIM**



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 : 1977014696

GST Reg No : MR-8500111-X

Invoice Name & Address	Owner Name & Vehicle Info
Lee Chong Heng	Cust No/Name /Lee Chong Heng
Blk 201 Bukit Batok Street 21	Reg No/Reg Date SKQ9443B / 07/01/2015
#16-168	Date In/Mileage 05/03/2020/ 82609
Singapore 650201	Chassis/Package JMYXTGF3WFZ000982 /DC17RP
Contact No Mobile: 94555341	Engine No 4B12NQ9485
05/03/2020	Make/Model MIT/OUTLANDER 2.4 CVT AWD (F27)
	Colour/Trim P02 / BK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No
CTP00040	Cash	26/06/2020/ 10:36	TLE	260 / AiTing	51045	41455540

Description of Goods / Services	Qty	Unit Price	Disc%	Amount
E PNT88000 REPLACE DAMAGED PARTS, REPLACE REAR BUMPER, TAILGATE, REPAIR REAR END PANEL, AND ALL OTHER AFFECTED AREAS, ADJUST AND ALIGN BODY GAPS ALIGNMENT TO THE SAME				1100.00
E PNT98000 RESpray ON REAR BUMPER, TAILGATE, REAR END PANEL, AND ALL OTHER AFFECTED AREAS TO THE SAME				1260.00
E PNT88000 REMOVE & REINSTALL TAILGATE COMPONENTS TO FACILITATE REPAIR				275.00
E PNT88000 REMOVE & REINSTALL REAR FLOOR BOARD, TRIMS & CARPET TO FACILITATE REPAIR				275.00
A 54900099 CHECK WIRING & ELECTRICAL SYSTEM				50.00
A 10028901 CONDUCT DIAGNOSTIC CHECK USING MUT TESTER AND CLEAR TROUBLE CODE				200.00
E PNT88000 REMOVE & REINSTALL REAR WINDSCREEN GLASS TO FACILITATE REPAIR				240.00
M SUNDRY SUPPLY REAR WINDSCREEN GLASS SEALANT				80.00
E PNT88000 REMOVE & REINSTALL REVERSE SENSOR TO FACILITATE REPAIR				80.00
M SUNDRY SUPPLY C&C BADGE				40.00
M SUNDRY SUNDRIES				30.00
X FACE,RR BUMPER	1.00	1063.00	00.00	1063.00
X BRKT,R/BMPR FACE SIDE,LH	1.00	12.00	00.00	12.00
X BRKT,R/BMPR FACE SIDE,RH	1.00	12.00	00.00	12.00
X CLIP,ENG ROOM COVER	8.00	2.00	00.00	16.00
X EXTENSION,RR BUMPER	1.00	516.00	00.00	516.00
X REFLECTOR,TAIL LAMP,RH	1.00	171.00	00.00	171.00
X PANEL ASSY,TAILGATE	1.00	1130.00	00.00	1130.00

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 : NR-8500111-X

Invoice Name & Address	Owner Name & Vehicle Info
Lee Chong Heng	Cust No/Name /Lee Chong Heng
Blk 201 Bukit Batok Street 21	Reg No/Reg Date SKQ9443B / 07/01/2015
#16-168	Date In/Mileage 05/03/2020/ 82609
Singapore 650201	Chassis/Package JMYXTGF3WFZ000982 /DC17RP
Contact No Mobile: 94555341	Engine No 4B12NQ9485
05/03/2020	Make/Model MIT/OUTLANDER 2.4 CVT AWD (F27)
	Colour/Trim P02 / BK

Account No	Terms	Date/Time Printed	CSE	Operator	WIP No	Invoice/Credit Note No		
CTP00040	Cash	26/06/2020/ 10:36	TLE	260 / AiTing	51045	41455540		
Description of Goods / Services					Qty	Unit Price	Disc%	Amount
X	DAM, TAILGATE, UPR				1.00	13.00	00.00	13.00
X	FASTENER, WINDSHIELD				4.00	6.00	00.00	24.00
X	DAM, TAILGATE SIDE				2.00	27.00	00.00	54.00
X	STOPPER, WINDSHIELD GLASS				2.00	3.00	00.00	6.00
X	DAM, TAILGATE, LWR				1.00	41.00	00.00	41.00
X	MARK, OUTLANDER				1.00	95.00	00.00	95.00
X	DECAL, MIVEC				1.00	36.00	00.00	36.00
Z	TEXT							
	TP CLAIM INDIA SHA3700T							
	DOA : 13.02.20							
	SURVEYOR STEVE LKK 05.03.20							
	REPAIR 06 DAYS							
Guarantee Your Warranty, Maintain with Cycle & Carriage!								
Parts	3,189.00					Nett		6,819.00
Labour	3,480.00				7% GST on	6819.00		477.33
Standard Menu	0.00							
Specialist Job	0.00					Total Payable		7,296.33
Diagnostics Job	0.00					Paid		0.00
Sundry/Others	150.00					Total Due		7,296.33
Total(w/o GST)	6,819.00							

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.

**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****LEE CHONG HENG**

INVOICE : AR2003-0213  
DATE : 16/03/2020  
TERMS : C.O.D  
STAFF ID : ELAINE  
AGREEMENT NO. : HA202003-0030

ATTN : ACCOUNTS PAYABLE

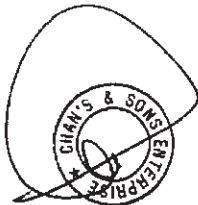
DESCRIPTION	AMOUNT (SGD)
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Vehicle Reg No : SMD8149C 1,440.00  
Make / Model : SUBARU XV 2.0 AUTO  
Rental Dates : Rental Billing From 04/03/2020 To 12/03/2020 (incl)  
Period : 9 days  
Rental Rate : S\$ 171.20 Per Day (Including GST)  
Reference No : SKQ9443B

AMOUNT : S\$

ONE THOUSAND FIVE HUNDRED FORTY DOLLARS  
AND CENT EIGHTY ONLY

NON-TAXABLE VALUE : 0.00  
TAXABLE VALUE : 1,440.00  
GST 7% : 100.80

**TOTAL S\$ : 1,540.80**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**

202003-0030

Hirer's Name <b>LEE CHONG HENRY</b>		Date of Birth <b>19 Feb 1964</b>	Passport/ Nric No. <b>[REDACTED] 1146</b>	Nationality
Address <b>201 #16-168 BT Borneo</b>		Occupation	Driving Licence No.	Date of Expiry
<b>BT 21</b>	Postal Code <b>650201</b>	Contact No.	Mobile Phone No. <b>9455341</b>	
Joint Hirer's / Guarantor's Name		Date of Birth	Passport/ Nric No.	Nationality
Address		Occupation	Driving Licence No.	Date of Expiry
Postal Code		Contact No.	Mobile Phone No.	

**CHECK OUT**

Date <b>4.3.21</b>	Time <b>9.10am</b>	Mileage KM	E 1/4 1/2 3/4 F
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**CHECK IN**

Date <b>12.3.20</b>	Time <b>5pm</b>	Mileage KM	Remarks <b>1st car</b>
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**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	9	160	1440.00
DISCOUNT			
GST @ 7%			100.80
TOTAL			1540.80
EXTENSION			
<b>down 1/2</b>			
<b>8KQ 9443B</b>			
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 out hereon.  
I/We declare that all information given on this form is true and accurate.

Hirer's Signature

Joint Hirer's/ Guarantor's Signature

for CHAN'S & SONS ENTERPRISE

**VEHICLE NO.**

**8MD 8145 C**

**MODEL**

**FROM**

**RETURN**

\*Estimate Date. For actual return see CHECK IN



**FW: [MANDATE REQUEST] EXPRESS VIA LKK // Your ref : D20001039MFSH // ACCIDENT INVOLVING SHA 3700T (OI) AND SKQ 9443B (TP) ON 13/02/2020**

Chris Lim Gan Koon <ChrisLim@msfirstcapital.com.sg>

Fri 9/11/2020 10:58 AM

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

Cc: Karen Tan <karentan@msfirstcapital.com.sg>

Dear Asher,

Kindly ignore my previous email.

Pls offer as per below :

COR - \$7,296.33

LOR - \$128.40 to \$171.20 x 8 days

LOU (PRI) - \$80 to \$100 x 1 day

Total - \$8,403.53 to \$8,765.93

Regards

Chris Lim

Motor Claims Dept.

MS First Capital Insurance Ltd | 36 Robinson Road, City House, #16-01 Singapore 068877 | TEL: 6507 3848

Fax: 6507 3849 | Company Reg. No. 195000106C

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.

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**From:** Chris Lim Gan Koon <[ChrisLim@msfirstcapital.com.sg](mailto:ChrisLim@msfirstcapital.com.sg)>

**Sent:** Friday, September 11, 2020 10:50 AM

**To:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

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

**Subject:** FW: [MANDATE REQUEST] EXPRESS VIA LKK // Your ref : D20001039MFSH // ACCIDENT INVOLVING SHA 3700T (OI) AND SKQ 9443B (TP) ON 13/02/2020

Dear Asher,

Pls offer as per below :

COR - \$7,296.33

LOR - \$171.20 x 8 days

LOU (PRI) - \$80 to \$100 x 1 day

Total - \$8,745.93 to \$8,765.93

Regards

Chris Lim

Motor Claims Dept.

MS First Capital Insurance Ltd | 36 Robinson Road, City House, #16-01 Singapore 068877 | TEL: 6507 3848

Fax: 6507 3849 | Company Reg. No. 195000106C

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**From:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

**Sent:** Saturday, 5 September 2020 11:12 am

**To:** Vic Alpeh S. Sanghilan <[vicsanghilan@msfirstcapital.com.sg](mailto:vicsanghilan@msfirstcapital.com.sg)>

**Cc:** Jason Tea <[JasonTea@msfirstcapital.com.sg](mailto:JasonTea@msfirstcapital.com.sg)>

**Subject:** [MANDATE REQUEST] EXPRESS VIA LKK // Your ref : D20001039MFSH // ACCIDENT INVOLVING SHA 3700T (OI) AND SKQ 9443B (TP) ON 13/02/2020

Your ref : **D20001039MFSH**

Our ref : CC4/FCI20003346/Eea3s2

Dear Sirs,

**ACCIDENT INVOLVING SHA 3700T (OI) AND SKQ 9443B (TP) ON 13/02/2020**

We refer to the above matter.

The accident occurred when our insured rear ended 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 " **CYCLE & CARRIAGE AUTOMOTIVE PTE LTD** " at **\$ 8,837.13(all-in)**.

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The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs (w/GST)	\$ 12,041.78	\$ 7,296.33
2. Loss of Rental w/GST (9days x \$160)	\$ 1,540.80	\$ 1,540.80 (9days x \$160)
<b>Total</b>	<b>\$ 13,582.58</b>	<b><u>\$ 8,837.13</u></b>

Surveyor recommended 6days for repair. (+2weekend + 1PRI)

Enclosed here with all the relevant documents for your perusal.

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

**\*\*Please inform CWS this is a Express settlement case by LKK.**

Thank You.

*Best Regards,*

**Asher Sng** | Case Handler

**LKK Auto Consultants Pte Ltd**

email: [ashersng@lkkauto.com](mailto: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.***