



KGC WORKSHOP PTE LTD

Since 1967
Sincere • Secure • Satisfaction

Co.Reg.No.: 201719986M

Date : 23/05/2020
Our Ref: TP 200404
Your Ref: TBA (AIG Insured vehicle nos. SGZ 9733P)

M/S LKK AUTO CONSULTANTS PTE LTD

Blk 51, Ubi avenue 1, #01-25, Paya Ubi industrial Park, 408933

Dear Sirs,

ROAD TRAFFIC ACCIDENT INVOLVING VEHICLE NOS. SMH 2372S & SGZ 9733P ON 01/04/2020 AT/ALONG MARINE PARADE CENTRAL CARPARK

We are the representative for Jake Ngor Shing Rong, whose vehicle registration number SMH 2372S was damaged in the above accident.

We are instructed to claim for damages against your insured in connection with the above-captioned road traffic accident driven by your insured.

We are instructed that the accident was caused by your insured's negligence and/or management of motor vehicle SGZ 9733P. As a result of the accident, our client's vehicle was damaged and our client had been put to loss and expenses, particular of which are as follows:-

Cost of repairs (\$1,600.00 +7% GST)	\$ 1,712.00 (As your surveyor recommendation)
Loss of use for 5 days \$100 Per Day (1.8cc +SUV)	\$ 500.00 (2 Repair days + PRI + weekend)
GIA search and report fee	\$ 29.00
	<u>\$ 2,241.00</u>

Enclosed are the supporting documents for your perusal :-

Repair bill

Letter of Authorization

GIA Search and report tax invoice

Kindly let us have your payment of \$ **2,241.00** in our workshop's name within next 14 days.

Please do not hesitate to contact Poh Kin, Chong or email pohkin@kgcworkshop.com.sg should you have queries on your matter. We thank you for your kind attention and appreciate your quick remittance.

Your Sincerely

 **KGC WORKSHOP**
Sincere • Secure • Satisfaction
14 Ang Mo Kio St.63, Block B (S) 569116
Tel : 6453 6279 / 6456 5410
Email : contact@kgcworkshop.com.sg

KGC Workshop Pte Ltd

14 Ang Mo Kio St 63, Block B (569116)

Office : 6453 6279 Fax : 6456 5410



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Jake Ngor Shing Rong
14 Ang Mo Kio St 63,
Block B
Singapore 569116

Ref No : TP 200404
Date : 15/05/2020
No Of Page : 1/1

Registration No : SMH 2372S
Job No : 200404

Model : Toyota C-HR
Accident Date : 01/04/2020

REPAIR BILL OF SMH 2372S

Cost Of Repair	\$ 1,600.00
ADD 7% GST	\$ 112.00
TOTAL REPAIR COSTS	\$ 1,712.00

Dollars : One Thousand Seven Hundred And Twelve Only.


(Signature / Company Stamp)


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LETTER OF AUTHORISATION

Accident on

01/04/2020

Along / At

Carpark of Marine Parade Central Carlside Hrv

Involving Vehicles No.

SMH 23725

1. I / We Jake Ngor Shing Rong NRIC No: S9034221E OF
Block 616 Ang Mo Kio Avenue 4, #09-1033 S(560616)
2. Hereby authorise the repairer KGC WORKSHOP PTE LTD to take such steps as may be necessary towards commencing repairs of the said vehicle, having considered the prospect of an own damage claim as opposed to a 3rd party claim and decided on the latter.
3. Authorise my repairer to prepare such documents and / or take such steps as may be necessary to facilitate a 3rd party claim as aforesaid.
4. Appoint my repairer to engage a vehicle surveyor on my behalf as my repairer may deem necessary in order to determine reasonable costs of repair and period of repair and / or to commence repairs and to submit my claim for losses including cost of repairs and / or loss of use / cost of rental of substitute vehicle / loss of hire/ earnings / rental as the case may be.
5. To resolve my claim vis-a-vis such relevant parties in consultation with me and / or my legal advisers as the case may be.
6. Refer me to solicitors on my behalf to negotiate settlement and / or commence proceedings against the 3rd party and / or his insurers including in the event no reasonable offer for direct settlement is forthcoming.
7. I confirm that I am prepared to attend at the solicitor's offices and to attend court in the event it becomes necessary for the purposes of the claim. I shall give my full cooperation and support for the said claim. I further undertake not to do anything to prejudice my claim or accept any payment directly or indirectly from any party / parties except via my repairer or my solicitors.

8. I confirm that in the event and / or to the extent the claim is unsuccessful or cannot be proceeded with or if any judgment or settlement is not honoured by the 3rd party / their insurer, or in the event of my breach of the spirit and / or terms herein, I agree to pay the repairer the cost of repair, survey fee and such expenses as have been reasonably incurred. In the event of a shortfall in recovery, I shall make up the shortfall and shall allow the repairer to offset the sums recovered for loss of use against such shortfall.
9. I authorise my repairers to receive payment on my behalf and to liaise on my behalf with solicitors and all necessary parties for the purpose of facilitating my claim herein. I further instruct that such payment shall for this purpose be made to my repairer, through my solicitors if so appointed.
10. For avoidance of doubt, I shall be responsible for the payment of all repair costs, recovery, costs (including legal fees) incurred.

Dated this _____

x 

Owner's / Hirer's Signature / RTP
(Company Stamp if applicable)

Relief Driver's signature / RTP (if any)

Owner's Address: _____

Owner's Email: _____

Owner's Contact No: _____ (HP) _____ (O) _____ (HOME)

Witness by : _____ Signature : _____

Explained by : _____ in _____ language (if applicable)



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-20-059269

Date of Request: 22/04/2020

Your Ref No: TP200404

Kgc Workshop Pte Ltd
14 Ang Mo Kio Street 63
Blk B
Singapore 569116

Dear Sir/Madam,

Your Search Criteria:

Date of Accident: 01/04/2020

Place of Accident: CARPARK OF MARINE PARADE CTRL

Client's Vehicle No: SMH2372S

DESCRIPTION	AMOUNT (S\$)
E-File Search Fee (Public)	14.02
GST Amount	0.98
Total Amount Due (GST Inclusive)	15.00

Thank You.

This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

☒ GIRO ☐ Cash ☐ Cheque





RECORDS MANAGEMENT CENTRE

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Operating Hours: Monday to Friday 9am to 5pm
GST Registration No: M400017735

TAX INVOICE

Our Ref No: GR-20-059302

Date of Request: 23/04/2020

Your Ref No: TP200404

Kgc Workshop Pte Ltd
14 Ang Mo Kio Street 63
Blk B
Singapore 569116

Dear Sir/Madam,

Date of Accident: 01/04/2020

Vehicle No: SMH2372S

Place of Accident: MARINE PARADE CENTRAL (OUTSIDE NTUC) CAR PARK

Involving Vehicle No: SGZ9733P

With reference to your application for the accident report, we have attached the following accident reports as requested:

DOCUMENTS	ACCIDENT LOCATION	PER DOC (S\$)	QTY	AMOUNT (S\$)
SGZ9733P	MARINE PARADE CENTRAL (OUTSIDE NTUC) CAR PARK	14.00	1	13.08
GST Amount				0.92
Total Amount Due (GST Inclusive)				14.00

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.

Thank You.

This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

☒ G ☐ Cash ☐ Cheque