

# NATIONAL Assessment Centre Services

(wef 1 Jan'05) MHA 10046754

Date In: 18/12-15:24	Job description	Date & Time Completed	Done by
Ref No: HA/INC 2005784/724	SAS e-filing		
Veh No: SVR3874	E-mail (within 3hrs, AIC 2hrs)		
D.O.A: 7/1/20-13:45	i-Motor Claim Form	17/10/2005-201	18/12/20 15:43
<input checked="" type="radio"/> OD / TP / Reporting Only	i-Motor W/O (Within: OD 2hrs, TP 4hrs)		
	i-Photo Uploaded		
	Assessment/Survey Report		
TP Insurer:	Ass't Report by Fax / Hand to Owner/Wksp		

Preferred Wksp / INC Assign Wksp / QW: (	Tel: (	Fax: (
TP Particulars:	Veh No: SJR1643A	INC ( ) / Non-INC ( )
Owner / Driver: (	Tel: (	
Policy No: (	Period: (	Cover Type: (
Confirmed by: (	Date: (	Time: (
Insured/Driver Liability: (	%) [Note-Est. Status (WO): N: 0-20%; P: 21-79% P: 80-100%]	
Year of Registration: (	Warranty: YES ( ) / NO ( )	
Excess: (\$	Loading: \$1,000 ( ) / \$2,000 ( )	

General Remarks:-

( ) Walk-In Customer: Customer's information strictly Confidential & Strictly NO refer of repairer.

( ) Total Loss Case : to e-mail Insurer URGENTLY.

Drive-In ( ) / Towed-In ( ) ; Invoice: YES ( ) / NO ( ) ; Towing Co: ( )

Remarks: (INC hotline: 6788 6616)	Date & Time Completed	Done by
1) Apply for Transport Allowance ( ) / Courtesy Car ( )		
2) QC Check / Post Repair Inspection ( )		
3) Upload Resurvey Photo [Repair Cost > \$3000] ( )		

Injury: \_\_\_\_\_

Date/Time	Actions

Claimant's Particulars :- Driver/Owner: Contact No: Damaged Portion: QC Checked by (Engr-In-Charge): Auditors' Comments :- Cat. 1: Cat. 2 / 3:	Invoice Preparation Checklist		Ant (\$)	Ant (\$)
	1st Bill	Add Bill		
	1) AR: Accident Reporting (\$30);			
	2) DA: Damage Assessment (\$100); INC (\$80)			
	3) TF: Towing Fee \$40/\$45			
	4) FT: Follow-Through Survey \$120			
	5) FT: Follow-Through Survey (Resurvey) \$30			
	For claiming against UNC Only (wef 10 Jan 2005)			
	6) TR: Re-inspection \$75			
	7) N1: Idac DA + SMRT Survey \$160			
8) NTUC Additional Services:-				
OP:				
*N5: Courtesy Car / Tpt Allowance \$5				
*N6: Repair Co-ordination \$10				
*N7: Post Repair Inspection \$25				
*N8: DV / Collect Excess Coordination \$5				
TP (N11): TP (N11 INC) against INC \$20				
9) N12: Idac Mobile \$0				
Invoice dated		Fee Charged		
Invoice dated		Fee Charged		



## SINGAPORE ACCIDENT STATEMENT

### IMPORTANT NOTICE

1. Please report correctly the details of the accident to speed up the claims process.
2. This Form must be completed by the Policyholder and/or the Authorised Driver.
3. Information provided must be as truthful and accurate as possible. Any wilful misrepresentation or withholding of material facts may allow insurance companies to repudiate policy liability.
4. The issue and acceptance of this Form by insurance companies is not an admission of policy liability on the part of the insurance companies.
5. **Any false reporting may be referred to the Police for investigation.**
6. This report will be forwarded by the insurers of the GIA Records Management Centre established by the General Insurance Association of Singapore (GIA) for archiving and that copies of this report will, for a fee, be made available upon application by interested parties.
7. By the lodgement of this report to the insurers, you hereby consent to the archiving of this report at the centre and to copies of the report being made available aforesaid.

### ACCIDENT STATEMENT

Date Of Report	18/05/2020 15:29
Date Of Accident	17/05/2020 13:05
Exact Location Of Accident	CHOA CHU KANG AVE 1 TWDS CHOA CHU KANG WAY
Country/State of Loss	SINGAPORE

### DETAILS OF OWN VEHICLE

Vehicle Registration Number	SLR387Y
<b>Insured/Policyholder</b>	
Name Of Registered Owner	ROHAYA BT SATLI
NRIC No	SXXXX238D
Email Address	NOEMAIL
Mobile Phone No	(LOCAL) +65-91793874
Alternative Phone No	OFFICE-91793874

### Vehicle Particulars

Manufacturer	TOYOTA
Model	SIENTA 1.5G
Exact Purpose for which vehicle was being used at time of accident	PRIVATE USE
Are you claiming under your own insurance policy for repair to your vehicle?	YES
If No, Please state action to be taken	
Vehicle Category	PRIVATE CAR

### Insurance Company

Name of Insurance Company	NTUC INCOME INSURANCE CO-OPERATIVE LTD
Type Of Coverage	COMPREHENSIVE
Fleet Policy	NO
Policy Number	5109589992
Cover Note Number	

### Driver

Name of Driver	NUR AQILAH BINTE HALID
NRIC No	SXXXX860E
Date Of Birth	25/04/1997
Occupation	INDOOR
Date Of Driving Pass	04/08/2016
Driving Experience	3 YEARS AND 9 MONTHS
Gender	FEMALE
Mobile Number	(LOCAL) +65-89382504
Fax Number	
Contact Number	OFFICE-89382504
Email Address	NOEMAIL

Address	BLK 143 PETIR ROAD #08-230
Postcode	670143
Was driver an employee of the Insured's Company	NO
If No, Relationship of the Driver with the Insured	CHILDREN
Vehicle Registration Number of Driver's Own Vehicle	-
	-
	-
Insurance Company of Driver's Own Vehicle	-
	-
	-

#### General Information of the Accident

Type Of Accident	COLLISION - CROSS JUNCTION
Weather Conditions	CLEAR
Road Surface	DRY

#### Other Information

Was any foreign vehicle involved in this accident?	NO
Number of vehicles (including own vehicle) involved in the accident	2
Was any body injured in the Accident?	NO
Was any injured conveyed to hospital by ambulance?	
Was any other material or property damaged?	YES
I have been approached by unknown person(s) soliciting/offering accident claims assistance.	NO
Number of Passengers (Including Driver)	2
Passenger 1	NAME: : - GENDER: : FEMALE

#### Details of Police Action

Was the accident reported to the police?	YES
If Yes, Please state which Police Station	
Police Station Name	CHOA CHU KANG NPC
Police Station Address	ROAD: 20 CHOA CHU KANG ST 52 #01-02 , POSTCODE: 689286 , COUNTRY: SINGAPORE
Police Station Contact	TEL NO: - FAX NO:
Was notice of intended Prosecution given?	NO
If Yes, against whom?	

#### Circumstances of Accident

REFER TO POLICE REPORT - T/20200517/2020.

#### Attachment(s)

Are accident photos available for attachment?	YES
Was there any video captured by Car Camera?	YES
Remarks/ Reasons:	VIDEO FOOTAGE WITH TRAFFIC POLICE
Was there any audio recorded?	NO

#### DETAILS OF OTHER VEHICLE PROPERTY 1

Vehicle Registration Number	SJR1643A
Vehicle Make/Model/Colour	
Details Of Properties	
Vehicle Category	PRIVATE CAR
Name of Driver	MUHAMMAD SHAHRUL ASYRAF BIN SHIFUL BAHARI
NRIC/Passport Number	SXXXX782G

Contact Number	91069157
Address	
Postcode	
Insurance Company Name	
Nature Of Damage	
No. Of Passenger (Including Driver)	1



## SKETCH PLAN

### IMPORTANT NOTICE

1. Please report **correctly** the details of the accident to speed up the claims process.
2. This Form must be **completed by the Policyholder and/or the Authorised Driver**.
3. Information provided must be as **truthful and accurate as possible**. Any wilful misrepresentation or withholding of material facts may allow insurance companies to **repudiate policy liability**.
4. The issue and acceptance of this Form by insurance companies is not an admission of policy liability on the part of the insurance companies.
5. **Any false reporting may be referred to the Police for investigation.**
6. The report will be forwarded by the insurers of the GIA Records Management Centre established by the General Insurance Association of Singapore (GIA) for archiving and that copies of this report will for a fee be made available upon application by interested parties.
7. By the lodgment of this report to the insurers, you hereby consent to the archiving of this report at the centre and to copies of the report being made available aforesaid.
8. **Consent under the Personal Data Protection Act (PDPA)**

I understand, acknowledge, agree and consent that:

- (a) My insurer, my workshop and the General Insurance Association of Singapore ("GIA") may/are permitted to collect, use, disclose and/or process my personal data/personal information set out in this [form] and any other personal information provided by me or possessed by my insurer (collectively the "**Personal Information**") and disclose and transfer such Personal Information to all insurer(s) who have insured vehicle(s) involved in this accident (all insurer(s) who have insured vehicle(s) involved in this accident shall be collectively referred to as the "**Insurers**"), the Insurers' lawyers/law firms, the Monetary Authority of Singapore and any relevant government agency/authority (such as the police), for the purpose(s) of:
  - (i) processing, handling and/or dealing with my claims including the settlement of the claims and any necessary investigations relating to the claims;
  - (ii) investigating the accident and/or my claims;
  - (iii) carrying out and/or dealing with my instructions or responding to any enquiries by me;
  - (iv) administering my claims (including the mailing of correspondence, statements, invoices, reports or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages); and/or
  - (v) complying with applicable law in administering, processing, handling and/or dealing with my claims.(collectively the "**Purposes**")
- (b) all insurer(s) who have insured vehicle(s) involved in this accident and the Insurers' lawyers/law firms, may/are permitted to collect, use, disclose and/or process my Personal Information for one or more of the above Purposes; and
- (c) my Personal Information may/can be disclosed by any of the Insurers and/or GIA to their third party service providers or agents(including their lawyers/law firms), which may be sited outside of Singapore, for one or more of the above Purposes.
- (d) my Personal Information will also be collected and used to compile claims history for the purpose of fraud detection, investigation and management in present and all future claims.
- (e) the information so collected under (d) above may be shared / disclosed:
  - (i) to all insurers and/or any other third parties that assist in evaluating, investigating, controlling or managing fraud, regulators, law enforcement and government agencies as reasonably required for the purposes stated, or
  - (ii) for complying with requirements under any regulations, laws or court orders.

Policyholder's Signature  
Date & Time:

Driver's Signature  
(If driver is not the policyholder)  
Date & Time:

Reporting Centre Personnel's Signature  
Name:  
NRIC/FIN No.:

A: SLR 38  
B: SJR 16

DESCRIBE CIRCUMSTANCES OF THE ACCIDENT

A: SLR 387y  
B: SJR 1643A

Refer to police report - 7/20/2005 12/20W.

I/We declare the foregoing particulars are true in every respect.

Reporting Centre Personnel's Signature  
Name:  
NRIC/FIN No.:



# ACCIDENT STATEMENT

ACCIDENT DATE: (17 / 5 / 20) (DD/MM/YYYY), TIME: (13 : 05) (HH:MM)

LOCATION: Choa Chu Kang Ave 1 towards Choa Chu Kang way

## 1. DETAILS OF VEHICLE

- a) VEHICLE NUMBER: SLR3874  
b) INSURANCE COMPANY: NHUC  
c) POLICY NUMBER: 5102589992  
d) POLICY TYPE: (COMPREHENSIVE / THIRD PARTY / THIRD PARTY FIRE & THEFT)  
e) MAKE & MODEL: \_\_\_\_\_  
f) TYPE: (SALOON / COUPE / MPV / VAN / LORRY / MOTORCYCLE / OTHERS)  
g) VEHICLE CATEGORY: (PRIVATE / COMMERCIAL / MOTORCYCLE)  
h) PURPOSE OF USING AT ACCIDENT TIME: Private  
i) ARE YOU CLAIMING UNDER YOUR OWN INSURANCE (YES/NO)  
IF NO, PLEASE STATE (THIRD PARTY CLAIM / REPORTING ONLY)

## 2. INSURED / POLICY HOLDER

- A) NAME: Rahya Binte Sgati (MALE / FEMALE)  
b) NRIC/FIN/PASSPORT: 8 CONTACT: 91793874  
c) ADDRESS: \_\_\_\_\_

\* CONTINUE TO 3.d IF DRIVER ALSO POLICY HOLDER

### DRIVER

- a) NAME: Mr Agilah Binte Haid (MALE / FEMALE)  
b) NRIC/FIN/PASSPORT: 5773860E CONTACT: 89382504  
c) ADDRESS: \_\_\_\_\_

\*d) DATE OF BIRTH: (25 / 4 / 1997) (DD/MM/YYYY)

e) OCCUPATION: (INDOOR / OUTDOOR)

f) YEARS OF DRIVING EXPERIENCE: \_\_\_\_\_

4. WAS DRIVER AN EMPLOYEE OF THE INSURED'S COMPANY? (YES / NO)  
IF NO, RELATIONSHIP OF THE DRIVER WITH INSURED: children

5. a) WEATHER CONDITION: (CLEAR / RAINING / OTHERS)

b) ROAD SURFACE: (DRY / WET / OTHERS)

6. WAS ANYBODY INJURED (YES / NO)

7. a) REPORTED TO POLICE (YES / NO)

IF YES, PLEASE STATE WHICH POLICE STATION: \_\_\_\_\_

## 8. THIRD PARTY VEHICLE

- a) VEHICLE NUMBER: 5JR1643A MODEL: \_\_\_\_\_  
b) DRIVER'S NAME: Muhammad Shahrul Azyraf Bin Shiful Bahari  
c) NRIC/FIN/PASSPORT: 893397826 CONTACT: 91069157

## 9. THIRD PARTY VEHICLE

- d) VEHICLE NUMBER: \_\_\_\_\_ MODEL: \_\_\_\_\_  
e) DRIVER'S NAME: \_\_\_\_\_  
f) NRIC/FIN/PASSPORT: \_\_\_\_\_ CONTACT: \_\_\_\_\_

Preferred Workshop

Mta Auto Solutions Pte Ltd

82658352

fax =

VIDEO = with TP

Email = ~~isscream~~ iscreamchocolate@icloud.com





**SINGAPORE  
POLICE FORCE**



T/20200517/2020

1 of 4

Report No. T/20200517/2020

Police Station Of Origin:  
Choa Chu Kang N.P.C  
20 Choa Chu Kang Street 52 #01-02  
SINGAPORE 689286  
Tel No: 1800-7659999

**REPORT OF A TRAFFIC ACCIDENT**

Date/Time Report Made: 17/05/2020 15:51		Vide Report No.: J/20200517/0110		Station Diary No.: 69	
<b>Informant's Particulars</b>					
Name of Informant: NUR AQILAH BINTE HALID			Address: APT BLK 143 PETIR ROAD #08-230 SINGAPORE 670143		
ID Type / ID No.: NRIC NO / S9713860E			Contact No.: Home/Office: Mobile: 89382504		
Nationality: SINGAPORE CITIZEN			Email:		
Sex: Female	Age: 23	Date of Birth: 25/04/1997	Type of Informant: Driver		
Race: Boyanese			Language: English		Institution / School Name:
Occupation: ASSISTANT PROCUREMENT			Driving Licence Information: Class: 3 Date of Expiry:		

**General Information of the Accident**

Type of Accident:	Non-Injury Attended by Police	Drink Drive: No	Date/Time of Accident: 17/05/2020 13:05	Type of Location: X-Junction
Location: Along Road 1 CHOA CHU KANG AVENUE 1				
Turning right into Choa Chu Kang Way				
Weather: Clear		Road Surface: Dry		Road Speed Limit:
Traffic Flow: Two Way		Traffic Control: Traffic Light - Working		Traffic Volume: Heavy
Type of Collision: Between Moving Vehicles - Head To Side				Anyone conveyed by ambulance: No

**Details of Vehicle Involved**

Vehicle No.	Type	Make	Model	Color	Condition	No of Passenger
SJR1643A	Car				Seriously Damaged	0
SLR387Y	Car				Seriously Damaged	1

**Details of Person Involved**

Any Pedestrian Involved: No	
No. of Pedestrians Injured: NIL	Use of Pedestrian Crossing: NA





**SINGAPORE  
POLICE FORCE**



T/20200517/2020

2 of 4

Report No. T/20200517/2020

Police Station Of Origin:  
Choa Chu Kang N.P.C  
20 Choa Chu Kang Street 52 #01-02  
SINGAPORE 689286  
Tel No: 1800-7659999

**CONTINUATION OF REPORT**

<b>Driver</b>			
Name	MUHAMMAD SHAHRUL ASYRAF BIN SHIFUL BAHARI	ID No.	S9339782G
Related Vehicle	SJR1643A (Car)	Contact No.	91069157
Hospital/Clinic	NIL	Class of Driving Licence & Expiry Date	Class: NIL Date of Expiry: NIL
Date Treatment	NIL	Date Discharge	NIL
No. of Days granted Medical Leave	NIL	Degree of Injury	NIL
<b>Driver</b>			
Name	NUR AQILAH BINTE HALID	ID No.	S9713860E
Related Vehicle	SLR387Y (Car)	Contact No.	89382504
Hospital/Clinic	NIL	Class of Driving Licence & Expiry Date	Class: 3 Date of Expiry: NIL
Date Treatment	NIL	Date Discharge	NIL
No. of Days granted Medical Leave	NIL	Degree of Injury	NIL

**Brief Details.**

On the above mentioned date and time at the given location. When I was about to make a right turn from Choa Chu Kang Avenue 1 to Choa Chu Kang Way, a vehicle (SJR1643A) approached from the on coming traffic and hit onto my vehicle (SLR387Y). After which the other vehicle skidded and hit onto a pillar or the LRT track.

Both of us came out of our vehicle to make a check on each other. Traffic police attended shortly after, ref: J/2020517/0110. SCDF attended and make a check on us. Traffic police seized my Micro SD card and handed me a acknowledgement slip. Both of us are not injured and we exchanged particulars.

I wish to state that my vehicle had huge crack on the front right bonnet and a dent on the front right bumper. The other vehicle had a huge dent on both side of his door and a huge dent on the front bonnet and bumper.

I wish to state that when the other vehicle skidded, it hit onto the road stone barricade at the pedestrian crossing and it broke. After which the vehicle continue skidding and hit onto a LRT track pillar before it came to a stop. The LRT pillar was not damage.

I am lodging this report as instructed by the traffic police officer.



**SINGAPORE  
POLICE FORCE**



T/20200517/2020

Police Station Of Origin:  
Choa Chu Kang N.P.C  
20 Choa Chu Kang Street 52 #01-02  
SINGAPORE 689286  
Tel No: 1800-7659999

3 of 4

Report No. T/20200517/2020

**CONTINUATION OF REPORT**





**SINGAPORE  
POLICE FORCE**



T/20200517/2020

Police Station Of Origin:  
Choa Chu Kang N.P.C  
20 Choa Chu Kang Street 52 #01-02  
SINGAPORE 689286  
Tel No: 1800-7659999

4 of 4

Report No. T/20200517/2020

**CONTINUATION OF REPORT**

**Sketch Plan**

Informant is not able to provide sketch plan

**IMPORTANT:** Please attach a copy of your vehicle's Insurance Certificate to this report. If you don't have the certificate with you now, please fax a copy to 65474885 stating the **report number** as reference.

Signature Of Officer Recording The Report:

J /

Sgt 2 DARRYL LIM JUN DE

Signature Of Interpreter:

Not applicable

Officer In Charge Of Case:

TP / GIT /

Sgt 3 MUHAMMAD RIZWAN BIN KAMALUDIN

Contact No.: 65476185

Signature Of Informant:

Date/Time:

17/05/2020 15:51

Classification Of Case:

Authentication Stamp

NP168

eBaoTech

GeneralClaim

Hello, NAC\_PAYA\_UBI\_800601

[Change Language](#)[Change Password](#)[Log Out](#)[My Desktop](#)[Notice of Loss](#)

## Policy Query

Policy No.  Date of Accident

Vehicle No. (For Motor)  Certificate Number

Select	Policy No.	Certificate Number	Policyholder Name	Policyholder NRIC	Product	Cover Type	Vehicle No.	Insured Object	Commence Date	Expiry Date
<input type="radio"/>	5109589992		ROHAYA BT SATLI	S6845238D	GPC	drivo CLASSIC	SLR387Y	SLR387Y	24/05/2019	27/07/2020



## Policy Information

Policy No.	5109589992	Policyholder Name	ROHAYA BT SATLI	Policyholder NRIC	S6845238D
Certificate No.					
Address	BLK 143 #08-230 PETIR ROAD SINGAPORE 670143				
Product Name	PRIVATE CAR INSURANCE	Plan		Group Policy Flag	N
Policy Issue Date	23/05/2019	Effective Date	24/05/2019 00:00	Expiry Date	27/07/2020 23:59
Excess Type	Per Accident	All Claims Excess			
Third Party Excess	0	Own damage Excess	600	Windscreen Excess	100
Additional Excess	0	OS Premium	0		
Outside Singapore OD Excess	600	Outside Singapore TP Excess	0	Young/Inexperience Driver Excess	
Agent	ASOKA INVESTMENT PTE LTD	Agent Tel.	65525555	GST Flag	Y
Co-insurance Flag	No				
Open Policy Info					
Certificate Info					

## Policyholder Mailing Address

Address 1	BLK 143 #08-230	Address 2	PETIR ROAD	Address 3	SINGAPORE 670143
Address 4		Address Type	Singapore address	Post Code	670143
Unit No.	08-230	Related Policy Number	5109589992		

## Insured Object: SLR387Y

## Endorsements

Sequence	Date of Endorsement	Endorsement Type	Endorsement Status	Endorsement Content
<div>Continue</div> <div>Cancel</div>				

## Claim Handling

## Accident MT/1092835

Policy No.	5109589992	Vehicle No.	SLR387Y	GST Registration No.	
Certificate No.					
Policyholder Name	ROHAYA BT SATLI	Cover Type	drive CLASSIC	Policyholder NRIC	S6845238D
Product Code	PRIVATE CAR INSURANCE	Contact No.(Office)	0	Loading	0
Contact No.(Mobile)	91793874	Special Remark		Contact No.(Home)	0
Email Address		TCA	<input checked="" type="radio"/> No <input type="radio"/> Yes	eCode	<input type="text" value=""/>
KPK	<input checked="" type="radio"/> No <input type="radio"/> Yes	NCD Entitlement(%)	50	eCode Reason	
NCD Protection	Yes			Private Hire	No

**Accident Details**

Report Date	18/05/2020 15:40	Accident Report Within 24 hrs	Yes	Accident Type	Collision - Cross Junction
Date of Accident	17/05/2020	Time of Accident h:mm	13:05	Country of Accident	Singapore
Reporting Centre		Orange Force		ICM No.	
Accident Location	CHOA CHU KANG AVE 1 TWDS CHOA CHU KANG WAY				

## Total Excess Applicable

Excess Type	Per Accident	Windscreen Excess	100.00		
OD Standard Excess	500.00	TP Standard Excess	0.00		
YIED OD Excess	2,500.00	YIED TP Excess		Driver is Covered?	
Additional Excess	0.00				
Total OD Excess Applicable	3,100.00	Total TP Excess Applicable			

## Benefits

## GST Registered Information

GST Registered	No	GST Registration Date	
GST Registration No.		GST Status Verified	Yes
Modification History			

## Policyholder Mailing Address

Address 1	BLK 143 #08-230	Address 2	PETIR ROAD	Address 3	SINGAPORE 670143
Address 4		Address Type	Singapore address	Post Code	670143
Unit No.	08-230	Related Policy Number	5109589992		

## OT Driver Info

Driver Name	Unnamed Driver	Driver Type	Unnamed Driver	Driver DOB	25/04/1997
Unnamed driver Name	NUR AQILAH BINTI HALID	Driver NRIC	SXXX850E	Driving Experience	3
Register Date of Driver License	04/08/2016	Driver Age	23	Contact No.(Home)	0
Contact No.(Mobile)	89382504	Contact No.(Office)	0	Address 3	SINGAPORE 670143
Address 1	BLK 143	Address 2	PETIR ROAD	Post Code	670143
Address 4		Address Type	Singapore address		
Unit No.	08-230				
Does he own a Singapore Registered car?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Driver Vehicle No.		Driver Insurer Company	

## Declaration

Breathalyzer or Blood Test Reading?	0 mg	Any injury?	<input type="radio"/> Yes <input checked="" type="radio"/> No
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## Modification History

Claim 001 OD-MD **New**

Claim Type *	OD-MD	Insured Name	ROHAYA BT SATLI	Insured NRIC	S6845238D
Contact No.(Mobile)		Contact No.(Home)	N/A	Contact No.(Office)	
Email Address		O1 Vehicle Number	SLR387Y	TP Vehicle Number	SJR1643A
Claimant Type Claimant *	Please Select	Type of Benefit *	Please Select		
Claimant Name *		Claimant NRIC *			
Claimant Address					
Claim Description	SLR387Y / SJR1643A ON 17 May 2020				
Preferred Workshop Contact No.	92658352	Insured Liability *	Fully at Fault	Name of Preferred Workshop	MTA AUTO SOLUTIONS PTE LTD
Require Finalisation	Yes	Preferred Repair Option	Preferred Workshop (refer below)	GIA report	Received
Date Registered	18/05/2020 15:43	Claim Close Date		Date Received	18/05/2020 15:44
Report Taken By	Jackson	Workshop Repairer		Total Loss but Repaired	
<input checked="" type="checkbox"/> Print AK letter				OD Excess Collected by Workshop	

Save Submit








## Attachment

Accident No.	MT/1092835	Claim No.	001
Last Doc. Received	<input checked="" type="radio"/> Yes <input type="radio"/> No	Upload Date	18/05/2020 15:46

Path *	Category *	Confidential	Urgency *	Description *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



☐ Send Message

Attachment List						
Attachment	Uploaded By/Date	Category	Urgency	Description	Msg Sent? (CD)	
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:46	NRIC/ Driving License	Y Normal	NRIC/ Driving License 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:46	SAS	Normal	SAS 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:44	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:44	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:44	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:44	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:44	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
	NAC_PAYA_UBI_800601( NATIONAL ASSESSMENT CENTRE SERV1 CES) on 18 May 2020 15:43	Photos	Normal	Photos 2020-5-18		
Video List						
Uploaded By/Date	Folder Date	File Name		Source	Action	
<div> <div>Display in New Window</div> <div>Scan and uploading</div> </div>						

**ASSIGNMENT (IDAC)****By CSO- Nature of Accident:****1) Vehicle hit Vehicle:**

- a) Motorcar ( )  
 b) M/cycle ( )  
 c) Bicycle ( )

**2) Vehicle hit ??**

- a) Pedestrian ( )  
 b) Animal ( )

**3) Vehicle hit Road Side Objects:**

- a) Govn. Property ( )  
 (Eg: signboard, barrier, tree etc)  
 b) Road Work Object ( )  
 c) Private Property ( )

**4) Vehicle drop into drain****5) Damage due to Act of God:**

- a) Fallen Object ( )  
 b) Flood ( )  
 c) Other, \_\_\_\_\_

**6) Parked & Found Damaged:**

- a) Vandalism ( )  
 b) Hit by Moving Object ( )

**7) Theft Case**

- a) Stolen ( )  
 b) Damage found ( )  
 when recovered.

**8) Fire**

- a) Whilst driving ( )  
 b) Parked ( )

**9) Accident date more than 24hrs**

( )

**By Assessor- 1) Vehicle Information**

Veh No:

SLR 387Y

Yr Regn:

2017 / July

Type: M.Car / M.Cycle / Bus / Van / Lorry / Taxi / Prime Mover / MPV  
/ Truck / Trailer or

Make &amp; Model:

Toyota Sienna c.c 1496

Colour

Black

Transmission Type: Auto / Manual

Eng/No:

2NR8773659

Sp. Reading:

79775

C/No:

HSP1707103221

Gen. Cond:

Good / Fair / Poor / Burnt or

Steering:

In order / Jammed / Leaked / Burnt or

Brake:

In order / Jammed / Leaked / Burnt or

Modi:

Nil / S/Rim / STD A/Rim or

Tyre Size: F:

185/60 R15

R:

— 11 —

BS / DUN / EXNOVA / GY / FS / LIZA / MIC / OHTSU / PIR / SUMI /

TOYO / YOKO or

Gudyear

Front

Rear

R/Bal.

mm

R/Bal.

mm

L/Bal.

mm

L/Bal.

mm

Parallel Import: Yes / No

Towed-In: Yes / No

Repair Type: LS I.B.I

Towing Required: Yes / No

No of Repair Days:

Vehicle in Idac: Yes / No

D.O.I.

19/05/2020

Time:

1108ms.

**By Assessor- 2) Comments**

1) Damages not due to recent accident.

2) Damages do not seem hit onto:

- a. Vehicle ( ) b. Motorcycle ( ) c. Bicycle ( ) d. Pedestrian ( )  
 e. Animal ( ) f. Govn Object ( ) g. Road Work Object ( )  
 h. Private Property ( ) i. Drain ( ) j. Road Kerb/Grass Verge ( )

3) Vehicle does not seem damaged as a result of:

- a. Fallen Object ( ) b. Flood ( ) c. Vandalism ( ) d. Fire ( )  
 e. Moving Object ( ) f. Stolen ( ) g. Stolen & Recovered ( )

Time Started:

Time completed:

1) CSO

2) ASS

3) Entire Operation Completed Time:

**Remarks for internal information****Remarks to appear in Works Order & Assessment report**

1) Potential Total Loss ( )

2) SRS Light on ( )

3) ABS Light on ( )



- 1.) ~~Front~~ Bannet X 1 Dental
- 2.) ~~——~~ " — hinge X 2 Bt
- 3.) ~~Front~~ RH fender X 1 Bnc
- 4.) ~~——~~ " — inner shield X 1 damaged
- 5.) ~~Front~~ RH wheel rim X 1 repair
- 6.) ~~Front~~ right hand door X 1 repair
- 7.) ~~Front~~ RH headlamp X 1 scratched
- 8.) ~~Front~~ bumper X 1 torn
- 9.) ~~——~~ " — ~~etc~~ retain RH X 1 dislodged
- 10.) ~~——~~ " — sponge X 1 torn
- 11.) ~~——~~ " — reinforcement X 1 Bt
- 12.) ~~——~~ " — lower grille X 1 crack
- 13.) ~~——~~ " — lower garnish X 1 cut
- 14.) ~~——~~ " — radiator grille X 1 crack/damaged
- 15.) ~~——~~ " — logo X 1 cut
- 16.) ~~——~~ " — tow hook (RH) X dislodged

- 17.) Front RH fog lamp X 1 mainly cracked
- 18.) ——— " — garish X 1 cnt
- 19.) Front support panel X 1 Dented
- 20.) Front RH top panel X 1 Bt
- 21.) Front Bonnet lock X 1 Bt
- 22.) Front bumper lower rubber X 1 deformed
- 23.) Front bumper <sup>top inner</sup> ~~top~~ garish X 1 deformed.
- 24.) Air con condenser X 1 ?
- 25.) Radiator X 1 ?
- 26.) Front number plate X 1 Bt/cnt
- 27.) ——— " — casing X 1 broken



[> Back to OneMotoring](#)

## Enquire PARF/COE Rebate for Registered Vehicle

Vehicle Owner Particulars	
Owner ID Type:	Singapore NRIC
Owner ID:	238D
Vehicle Details	
Vehicle No.:	SLR387Y
Vehicle to be Exported:	Yes
Intended Deregistration Date:	19 May 2020
Vehicle Make:	TOYOTA
Vehicle Model:	SIENTA 1.5G
Primary Colour:	Black
Manufacturing Year:	2017
Engine No.:	2NR8773659
Chassis No.:	NSP1707103221
Maximum Power Output:	80.0 kW (107 bhp)
Open Market Value:	\$21,627.00
Original Registration Date:	28 Jul 2017
First Registration Date:	28 Jul 2017
Transfer Count:	1
Actual ARF Paid:	\$12,278.00
Intended PARF Rebate Details	
PARF Eligibility:	Yes
PARF Eligibility Expiry Date:	27 Jul 2027
PARF Rebate Amount:	\$9,208.00
Intended COE Rebate Details	
COE Expiry Date:	27 Jul 2027
COE Category:	A - Car up to 1600cc & 97kW (130bhp)
COE Period(Years):	10
QP Paid:	\$44,002.00
COE Rebate Amount:	\$31,629.00
<b>Total Rebate Amount:</b>	<b>\$40,837.00</b>

The information contained herein is correct as at 19 May 2020

OK

## Claim Handling

Task Transfer Exit

## Accident MT/1092835

LOS SAL SUB

Policy No.	S109589992	Vehicle No.	SLR387Y	GST Registration No.	
Certificate No.					
Policyholder Name	ROHAYA BT SATLI	Cover Type	drive CLASSIC	Policyholder NRIC	S6845238D
Product Code	PRIVATE CAR INSURANCE	Contact No. (Office)	0	Loading	0
Contact No. (Mobile)	91793874	Special Remark		Contact No. (Home)	0
Email Address		TCA	<input checked="" type="radio"/> No <input type="radio"/> Yes	aCode	
KPK	<input checked="" type="radio"/> No <input type="radio"/> Yes	NCD Entitlement(%)	50	aCode Reason	
NCD Protection	Yes			Private Hire	No

## Accident Details

Report Date	18/05/2020 15:40	Accident Report Within 24 hrs	Yes	Accident Type	Collision - Cross Junction
Date of Accident	17/05/2020	Time of Accident hh:mm	13:05	Country of Accident	Singapore
Reporting Centre	NATIONAL ASSESSMENT CENTR	Orange Force	No	ICM No.	
Accident Location	CHOA CHU KANG AVE 1 TWDS CHOA CHU KANG WAY				

## Total Excess Applicable

Excess Type	Per Accident	Windscreen Excess	100.00		
OD Standard Excess	600.00	TP Standard Excess	0.00		
YIED OD Excess	2,500.00	YIED TP Excess		Driver is Covered?	
Additional Excess	0.00				
Total OD Excess Applicable	3,100.00	Total TP Excess Applicable			

## Benefit

## GST Registered Information

GST Registered	No	GST Registration Date	
GST Registration No.		GST Status Verified	Yes
Modification History			

## Policyholder Mailing Address

Address 1	BLK 143 #08-230	Address 2	PETIR ROAD	Address 3	SINGAPORE 670143
Address 4		Address Type	Singapore address	Post Code	670143
Unit No.	08-230	Related Policy Number	S109589992		

## OT Driver Info

Driver Name	Unnamed Driver	Driver Type	Unnamed Driver		
Unnamed driver Name	NUR AQILAH SINTE HALID	Driver NRIC	SXXXX860E	Driver DOB	25/04/1997
Register Date of Driver License	04/08/2016	Driver Age	23	Driving Experience	3
Contact No. (Mobile)	89382504	Contact No. (Office)	0	Contact No. (Home)	0
Address 1	BLK 143	Address 2	PETIR ROAD	Address 3	SINGAPORE 670143
Address 4		Address Type	Singapore address	Post Code	670143
Unit No.	08-230				
Does he own a Singapore Registered car?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Driver Vehicle No.		Driver Insurer Company	

## Declaration

Breathalyzer or Blood Test Reading?	0 mg	Any injury?	<input type="radio"/> Yes <input checked="" type="radio"/> No
-------------------------------------	------	-------------	---------------------------------------------------------------

Modification History

## Investigation

## Claim 001 OD-MD

## Claim Case Officer Ng Hak Joo

LOS SAL SUB

Claim Type	OD-MD	Insured Name	ROHAYA BT SATLI	Insured NRIC	S6845238D
Contact No. (Mobile)		Contact No. (Home)	NIL	Contact No. (Office)	
Email Address		OT Vehicle Number	SLR387Y	TP Vehicle Number	SR1643A
Claimant Type		Type of Benefit			
Claimant Name		Claimant NRIC			
Claimant Address					
Claim Description	SLR387Y / SR1643A ON 17 May 2020			Name of Preferred Workshop	MTA AUTO SOLUTIONS PTE LTD
Preferred Workshop Contact No.	82058352	Insured Liability	Fully at Fault		
Require Finalisation	Yes	Preferred Repair Option	Preferred Workshop (refer below)	GSA report	Received
Date Registered	18/05/2020 15:47	Claim Close Date		Date Received	18/05/2020 15:44
Report Taken By	Jackson	Workshop Repairer		Total Loss but Repaired	
<input checked="" type="checkbox"/> Print AK letter				OD Excess Collected by Workshop	

Modification History

## Special Claim Creation Approval

Approval Reason

Remarks

## Damage assessment

## Attachment

## Vehicle Info

Vehicle Make	TOYOTA	Vehicle Model	SIENTA	Engine Capacity	
Date of Registration	28/07/2017	Classis No.	NSP1707103221		
Towing Required *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Vehicle in IDAC *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Parallel Import *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Type of Tender *	Own Damage	Assessor Name *	BRYAN	Survey Current Status	
IDAC/Workshop Name	NATIONAL ASSESSMENT CENTR	IDAC/Workshop Location	51 UBI AVENUE 1 #01-25 PAYA		



Windscreen Parts & Labour  
Cost

Total Loss \*

☐ Yes ☒ No

Market Value(\$)

Scrap Value(\$)

Economical Repair Value(\$)

Remark

REMARK: 1X FRT BONNET - DENTED. 2 X FRT BONNET HINGE - BT. 1 X FRT RH FENDER - BNC. 1 X FRT RH FENDER INNER SHIELD - DETMED. 1 X FRT RH HAND DOOR - REPAIR. 1 X FRT RH HEADLAMP - SCRATCHED. 1 X FRT BUMPER - TORN. 1 X FRT RH BUMPER RETAINER - DISLODGED. 1 X FRT BUMPER SPONGE - TORN. 1 X FRT BUMPER REINFORCEMENT - BT. 1 X FRT BUMPER LOWER GRILLE - CRACK. 1 X FRT BUMPER LOWER GARNISH - CUT. 1 X FRT BUMPER RADIATOR GRILLE - CRACK. 1 X FRT BUMPER LOGO - CUT. 3 X FRT BUMPER TOW HOOK COVER - DISLODGED. 1 X FRT RH FOG LAMP - CRACK. 1 X FRT RH FOG LAMP GARNISH - CUT. 1 X FRT SUPPORT PANEL - DENTED. FRT RH TOP PANEL - BT. 1 X FRT BONNET LOCK - BT. 1 X FRT BUMPER LOWER RUBBER - DETMED. 1 X FRT BUMPER TOP INNER GARNISH - DETMED. 1 X FRT BUMPER PLATE - BT. 1 X FRT BUMPER PLATE CASING - BROKEN.

Remark for Supplementary

#### Damage Listing

Find a Part

9901

Not Applicable  
ABS  
ABSORBER  
ACCELERATOR  
ACTUATOR  
ADVERTISEMENT STICKER  
AIR BAG  
AIR BLOWER  
AIR BOX  
AIR CHAMBER BOX  
AIR CLEANER  
AIR COMPRESSOR  
AIR CON  
AIR CON (VAN)  
AIR COOLER  
AIR DISTRIBUTOR  
AIR FILTER  
AIR FLOW  
AIR GRILLE  
AIR HORN

No.

Part No.

Description

Qty \*

Repair Code \*

1

440014

WHEEL RIM

1

Repair

X

2

112023

AIR CON CONDENSER

1

Unconfirm

X

3

344001

RADIATOR

1

Unconfirm

X

Save Submit

## LKK Paya Ubi

---

**From:** Ng Hak Joo <hakjoo.ng@income.com.sg>  
**Sent:** Wednesday, 20 May 2020 3:53 pm  
**To:** Hock Wah Motor Pte Ltd  
**Cc:** Teng Ken Leong; Clarence Richard Anthony; LKK Paya Ubi  
**Subject:** RE: SLR387Y UNDER OD CLAIM: MT/102835

**Importance:** High

Dear HWM

Please tow this vehicle from Idac and contact owner Ms ROHAYA at 91793874 or her daughter Ms NUR AQILAH at 89382504 when the repair is done as we have informed both of them the excess of \$3100/-.

Our Ref: MT/CA/OD/051/1092835-001/NHJ  
20 May 2020  
HOCK WAH MOTOR WORKSHOP PTE LTD  
BLK 3011 BEDOK NORTH AVE 4 #01-2008/10/12  
BEDOK INDUSTRIAL PARK E  
SINGAPORE 489977

Dear Sir

**CLAIM NUMBER: MT/1092835-001**  
**REPAIR OF VEHICLE NUMBER: SLR387Y**

We are pleased to inform you that you are successful in your tender to repair the vehicle. The details are as follows:

Award Date: 20 May 2020  
Make: TOYOTA  
Model: SIENTA  
Estimated Repair Days: 7  
Location: NATIONAL ASSESSMENT CENTRE SERVICES  
Address: 51 UBI AVENUE 1 #01-25 PAYA UBI INDUSTRIAL PARK SINGAPORE 408933  
Benefits Applicable: N/A  
Excess Applicable: 3100.00

Please note that supplementary items will not be allowed.

If you have any queries, please contact Ng Hak Joo at 7890 or email us at [motor@income.com.sg](mailto:motor@income.com.sg).

Yours sincerely

Jenny Pe  
Deputy Vice President  
Motor Insurance

Thank You

**Ng Hak Joo**  
Executive  
Operations, Motor and Personal Lines  
T +65 64307890  
[www.income.com.sg](http://www.income.com.sg)



**From:** Hock Wah Motor Pte Ltd [mailto:motor@hockwah.com.sg]  
**Sent:** Wednesday, 20 May 2020 1:32 PM  
**To:** Ng Hak Joo <hakjoo.ng@income.com.sg>  
**Cc:** Teng Ken Leong <kenleong.teng@income.com.sg>  
**Subject:** RE: SLR387Y UNDER OD CLAIM: MT/102835

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you can confirm the sender and know the content is safe.]

Dear Hak Joo

We confirmed our tender amount is including remark items.

Thank you.

Best Regards

Jia Yi

Customer Service Executive

**Hock Wah Motor Workshop Pte Ltd**

Blk 3011 Bedok North Avenue 4 | #01-2008/2010/2012/2014 | Singapore 489977

Tel: 6441 5655 | Fax: 6243 8121 | Website: [www.hockwah.com.sg](http://www.hockwah.com.sg)

---

**From:** Ng Hak Joo <hakjoo.ng@income.com.sg>  
**Sent:** Wednesday, 20 May, 2020 11:03 AM  
**To:** Hock Wah Motor Pte Ltd <motor@hockwah.com.sg>  
**Cc:** Teng Ken Leong <kenleong.teng@income.com.sg>  
**Subject:** FW: SLR387Y UNDER OD CLAIM: MT/102835  
**Importance:** High

Dear HWM

You have tendered under part by part at only **\$3600/-** for below vehicle, therefore, please check and revert, especially those below parts under the Remark column as strictly NO Supplementary after awarding.:

2017 TOYOTA SIENTA 1.5G  
Engine No. 2NR8773659  
Chassis No. NSP1707103221

**REMARK:** 1X FRT BONNET - DENTED. 2 X FRT BONNET HINGE - BT. 1 X FRT RH FENDER - BNC. 1 X FRT RH FENDER INNER SHIELD - DETMED. 1 X FRT RH HAND DOOR - REPAIR. 1 X FRT RH HEADLAMP - SCRATCHED. 1 X FRT BUMPER- TORN. 1 X FRT RH BUMPER RETAINER - DISLODGED. 1 X FRT BUMPER SPONGE - TORN. 1 X FRT BUMPER REINFORCEMENT - BT. 1 X FRT BUMPER LOWER GRILLE - CRACK. 1 X FRT BUMPER LOWER GARNISH - CUT. 1 X FRT BUMPER RADIATOR GRILLE - CRACK. 1 X FRT BUMPER LOGO - CUT. 1 X FRT BUMPER TOW HOCK COVER - DISLODGED. 1 X FRT RH FOG LAMP - CRACK. 1 X FRT RH FOG LAMP GARNISH - CUT. 1 X FRT SUPPORT PANEL - DENTED. FRT RH TOP PANEL - BT. 1 X FRT BONNET

LOCK - BT. 1 X FRT BUMPER LOWER RUBBER - DETMED. 1 X FRT BUMPER TOP INNER GARNISH - DETMED. 1 X FRT BUMPER PLATE - BT. 1 X FRT BUMPER PLATE CASING - BROKEN.

Thank You

**Ng Hak Joo**

Executive

Operations, Motor and Personal Lines

T+65 64307890

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Vehicle Movement Form

Vehicle Check-In

Vehicle No: SLR 3814 Date In: 21/05/20 Time In: 0910 with Keys: Yes / No

*For Office use*

Attended by: \_\_\_\_\_

Workshop Collection of Vehicle

Workshop: HOCK WAH MOTOR

Collection Date: 21/05/20 Time: 0910 with Keys: Yes / No

Tow Truck No: YH 1388C Tow Man: ONG ENG BEN NRIC: S7048447A

Signature: [Signature]

*For office use*

Attended by: Jackson

Approved by: \_\_\_\_\_

Workshop Return of Vehicle

Workshop: \_\_\_\_\_

Returned Date: \_\_\_\_\_ Time: \_\_\_\_\_ with Key: Yes / No

\* Tow In / Drive In

Tow Man / Workshop Representative: \_\_\_\_\_ NRIC: \_\_\_\_\_

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

*For office use*

Attended by: \_\_\_\_\_

Owner Collection of Vehicle

Collection Date: \_\_\_\_\_ Time: \_\_\_\_\_ with Key: Yes / No

Owner: \_\_\_\_\_ NRIC: \_\_\_\_\_

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

*For office use*

Attended by: \_\_\_\_\_

Approved by: \_\_\_\_\_