

**Mei Kwan (LKKAuto)**

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**From:** Mei Kwan (LKKAuto)  
**Sent:** Friday, 5 June 2020 4:37 PM  
**To:** 'Merina Chia'  
**Cc:** Jasper Chua (LKK Auto); Admin A  
**Subject:** RE: New survey assignment , MSFCIL D20002162MFSH // EXPRESS SETTLEMENT  
**Attachments:** Preliminary Advice.pdf; TP ESTIMATE - MARKED.PDF

**YOUR REF: D20002162MFSH**  
**LKK REF: CC4/FCI20005841/Gba3**

Dear Sir / Madam,

We refer to the above matter.

We had inspected TP vehicle GBB 2981X on a WP basis and TP repairer proposed for a direct settlement.

Enclosed for your perusal is:

- TP estimated cost of repair
- Preliminary advice

Please take note that the case handler in-charge is Jasper.

To check availability of the case handler, you may contact the undersigned.

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.

Thank you.

Best Regards,

**Mei Kwan** | Admin

LKK Auto Consultants Pte Ltd

Phone: 6366 0055 | email: [MeiKwan@lkkauto.com](mailto:MeiKwan@lkkauto.com) | fax: 67414108

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

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**From:** Admin-D (LKKAuto)  
**Sent:** Wednesday, 20 May 2020 11:19 AM  
**To:** 'Jim Soon'; assignments; Admin A  
**Cc:** 'Merina Chia'; 'Teo Swee Keong'; 'Aini Binte'  
**Subject:** RE: New survey assignment , MSFCIL D20002162MFSH

Dear Sir/Madam,

Thank you for the assignment.

Please be informed that vehicle currently not in the workshop, repairer will arrange.

Best Regards,  
Summer Lee | Admin  
LKK Auto Consultants Pte Ltd  
Phone: 6741-8434 | email: [assignments@lkkauto.com](mailto:assignments@lkkauto.com) | fax: 6256-4315 Blk 51, Paya Ubi Industrial Park,  
Ubi Avenue 1, #02-25 | S(408933)

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**From:** Jim Soon <[JimSoon@msfirstcapital.com.sg](mailto:JimSoon@msfirstcapital.com.sg)>  
**Sent:** Wednesday, 20 May, 2020 9:20 AM  
**To:** [assignments@lkkauto.com](mailto:assignments@lkkauto.com)  
**Cc:** Merina Chia <[MerinaChia@msfirstcapital.com.sg](mailto:MerinaChia@msfirstcapital.com.sg)>; Teo Swee Keong  
<[TeoSweeKeong@msfirstcapital.com.sg](mailto:TeoSweeKeong@msfirstcapital.com.sg)>; Aini Binte <[Aini@msfirstcapital.com.sg](mailto:Aini@msfirstcapital.com.sg)>  
**Subject:** New survey assignment , MSFCIL D20002162MFSH

Dear Sirs

New survey assignment for your handling.

Thank You

Jim Soon  
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848  
| DID : 6507 3852| Fax No. : 6507 3849 |Email: [JimSoon@msfirstcapital.com.sg](mailto:JimSoon@msfirstcapital.com.sg) |Company Regn. No.  
195000106C  
A Member of  Insurance Group

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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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As a response to the COVID 19 outbreak, we are observing staggered working hours and some of us are on Work From Home arrangement. However, we are actively working to support our clients and business partners. We have access to emails and will work to respond in a timely manner.

We appreciate your kind understanding. Stay safe.