

# ***Jin Auto Services Pte Ltd***

**Blk 14 Defu Lane 10 #01-412**

**Singapore 539195**

**Tel:62898126 Fax :62870590**

**Business Registration No:200704370C GST Registration No:200704370C**

Date: 25/6/2020

Your Ref : D20002196MFSH

**M/S First Capital Insurance Ltd**

Dear Sir/Madam

Accident Involving **SMA2153U** & **SH8847D** On 20-05-2020 AT 15:15:00HRS

We are instructed by the owner : **SMA2153U** to write, negotiate and settle claim on his behalf for the above mentioned accident. We are now seeking the total amount of claim as follow:

1) Repair cost	\$	1712.00
2) Loss of Used		210.00
		-----
	S\$	1922.00
		=====

Yours faithfully

Jouis Seow

[jouis@jinauto.com.sg](mailto:jouis@jinauto.com.sg)

# LETTER OF AUTHORITY

To: Jin Auto Services Pte Ltd  
Block 14 Defu Lane 10  
#01-410/412  
Singapore 539195

Dear Sir

ACCIDENT INVOLVING SMA21534 & SH8847D ON 20/5/2020.

I/We, the owner of vehicle no: SMA21534 hereby instruct and authorise you to commence repairs to the said vehicle.

I/We, hereby appoint you recover my damages sustained in the above accident.

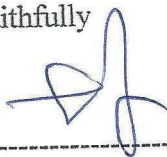
Please recover the following:

1. Cost of repairs/Excess
2. Loss Of Use/Rental fees
3. Survey report fees

You may proceed to apply to the relevant authorities for all necessary reports/documents to enable you to process my claim. Thereafter, you may negotiate with the third party and or his insurers for a settlement. If a settlement cannot be reached, you may without referring to me, commence legal proceedings against third party on my behalf to recover my damages. The entire amount claimed shall belong and make payable to Jin Auto Services Pte Ltd absolutely.

I further authorize you to give an absolute discharge on my behalf and to sign discharge voucher(s), any other documents necessary or incidentals to the conduct and disposal of my/our above claims.

Yours faithfully



Name: Lin Xue Dey  
NRIC NO: SXXXX 478 A  
Address:  
Dated: 20/5/2020

**DISCHARGE RECEIPT**

CLAIM REFERENCE : D20002196MFSH  
ACCIDENT DATE : 20/05/2020  
ACCIDENT LOCATION : HOUGANG AVE 4  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : NEO CHWEE CHUA  
INSURED VEHICLE : SH 8847D  
INVOLVED PARTY : SMA 2153U  
SETTLEMENT SUM : \$ 1,892.00

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 : LIN XUEDENG

Signature and Date :

 16-12-2020

WITNESS :



Signature and Date :

**JIN AUTO SERVICES PTE LTD**

Blk 14 #01- 410/412 Defu Lane 10 Singapore 539195

Tel: 6289 8126 (24 hrs) Fax: 6287 0590

Email: jin@jinauto.com.sg

Company Reg. No: 200704370C GST Reg. No: 200704370C

## TAX INVOICE

M/s MS FIRST CAPITAL INSURANCE LTD

Invoice No: 17493

Vehicle No: SMA 2153 U

Date: 2/6/2020.

[illegible]

N.B No responsibility will be accepted for any loss or damage to any Vehicles or parts left in this workshop for any reason whatsoever.

*E. & O. E.*

ADD GST	\$ 112-00
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TOTAL	\$1712-	00
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**JIN AUTO SERVICES PTE LTD**

**FW: [MANDATE REQUEST] Re: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT // ACCIDENT INVOLVING SH 8847D (OI) AND SMA 2153U (TP) ON 20/05/2020**

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

Wed 9/9/2020 11:04 AM

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

Cc: Admin A <admin-a@lkkauto.com>; Karen Tan <karentan@msfirstcapital.com.sg>

Our Ref : D20002196MFSH

Your Ref : CC4/FCI20005916/Uea3q2

Dear Asher,

Pls offer as per below :

COR - \$1,712.00

LOU - \$50 to \$60 x 3 days

Total - \$1,862.00 to \$1,892.00

Pls request for the final repair tax invoice to be bill to MSFCL.

Regards

Chris Lim

Motor Claims Dept.

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

**Sent:** Saturday, 5 September 2020 10:35 pm

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

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

**Subject:** [MANDATE REQUEST] Re: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT // ACCIDENT INVOLVING SH 8847D (OI) AND SMA 2153U (TP) ON 20/05/2020

Your ref : **D20002196MFSH**

Our ref : CC4/FCI20005916/Uea3q2

Dear Sirs,

**ACCIDENT INVOLVING SH 8847D (OI) AND SMA 2153U (TP) ON 20/05/2020**

We refer to the above matter.

The accident occurred when our insured changed lane hit 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 " **JIN AUTO SERVICES PTE LTD** " at **\$ 1,892.00 (all-in).**

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The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs (w/GST)	\$ 3,643.56	\$ 1,712.00
2. Loss of Use (3days x \$70)	\$ 210.00	\$ 180.00 (3days x \$60)
<b>Total</b>	<b>\$ 3,853.56</b>	<b><u>\$ 1,892.00</u></b>

Surveyor recommended 3days for repair.

Enclosed here with all the relevant documents for your perusal.

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

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.***



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**From:** Mei Kwan (LKKAuto) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>  
**Sent:** Friday, June 5, 2020 4:03 PM  
**To:** Heng Ding Chao <[HengDingChao@msfirstcapital.com.sg](mailto:HengDingChao@msfirstcapital.com.sg)>  
**Cc:** Asher Sng (LKKAuto) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>  
**Subject:** RE: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT

**YOUR REF: D20002196MFSH**  
**LKK REF: CC4/FCI20005916/Uea3**

Dear Sir / Madam,

We refer to the above matter.

Enclosed for your perusal is:

- TP estimated cost of repair
- Preliminary advice

Please take note that the case handler in-charge is Asher and she can be contacted at DID: 6841 6051.

*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:** Mei Kwan (LKKAuto)  
**Sent:** Wednesday, 27 May 2020 3:06 PM  
**To:** Heng Ding Chao  
**Cc:** Asher Sng (LKKAuto); Admin A; Motor Claims  
**Subject:** RE: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT

Dear Ding Chao,

TP video footage enclosed.

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:** Heng Ding Chao [<mailto:HengDingChao@msfirstcapital.com.sg>]  
**Sent:** Wednesday, 27 May 2020 2:52 PM  
**To:** Mei Kwan (LKKAUTO); Motor Claims  
**Cc:** Asher Sng (LKKAUTO); Admin A  
**Subject:** RE: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT

Hi Mei Kwan,

Attached is our insured accident report for your reference.

Good Day,

Cathan Heng Ding Chao,  
Motor Claims Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | DID : 6507 3848/EXT:104 | Fax No. : 6507 3849 | Email: [HengDingChao@msfirstcapital.com.sg](mailto:HengDingChao@msfirstcapital.com.sg) | Company Regn. No. 195000106C  
A Member of  Insurance Group

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.

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As a response to the COVID19 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 partners. We have access to e-mails and will work to respond in a timely manner.

We appreciate your kind understanding. Stay safe.

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**From:** Mei Kwan (LKKAUTO) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>  
**Sent:** Wednesday, 27 May 2020 2:51 pm  
**To:** Heng Ding Chao <[HengDingChao@msfirstcapital.com.sg](mailto:HengDingChao@msfirstcapital.com.sg)>; Motor Claims <[MotorClaims@msfirstcapital.com.sg](mailto:MotorClaims@msfirstcapital.com.sg)>  
**Cc:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>  
**Subject:** RE: SURVEY ASSESSMENT - D20002196MFSH/1 // EXPRESS SETTLEMENT

**YOUR REF: D20002196MFSH**  
**LKK REF: CC4/FCI20005916/Uea3**

Dear Sir / Madam,

We refer to the above matter.

Please be informed that the estimated cost of repair is not ready yet.

We will revert to you on preliminary advice in due course.

Kindly let us have a copy of insured's accident report for our necessary action.

Please take note that the case handler in-charge is Asher and she can be contacted at DID: 6841 6051.



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)

**From:** Claim Workflow System <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>

**Sent:** Friday, 22 May, 2020 10:36 PM

**To:** [ASSIGNMENTS@LKKAUTO.COM](mailto:ASSIGNMENTS@LKKAUTO.COM)

**Cc:** [CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG](mailto:CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG);

[HENGdingCHAO@MSFIRSTCAPITAL.COM.SG](mailto:HENGdingCHAO@MSFIRSTCAPITAL.COM.SG)

**Subject:** PRI: SURVEY ASSESSMENT - D20002196MFSH/1

Dear Sir/Mdm,

We refer to the above reference.

Please find attached the necessary documents for survey.

Kindly submit your report via CWS within the next 14 days.

**Note: All the accident reports are uploaded into CWS for your perusal.**

Best Regards,

Admin Team

Claim Workflow System

Motor Claims Department

MS First Capital Insurance Limited

Tel : 6507 3848

Fax : 6507 3849

**PS: This is a system generated mail. Please do not reply to this mail.**