



陳林摩哆私人有限公司  
**TAN LIM MOTOR PTE LTD**

Address: 1 Defu Lane 6 Singapore 539365

Tel: 6858 5151 Fax: 6858 0877

Our Ref : TP008072020

Date : 18/8/2020

Your Ref : D20002754MFSH

**M/s MS First Capital Insurance Ltd**  
**Attn: Motor Claim Department - c/o LKK**

**Without Prejudice**  
**Save As To Costs**

Dear Sir/Madam,

**ACCIDENT INVOLVING SLS4504U & SHD3168P ON 09.07.2020**

We refer to the above accident.

It appears that your insured is the proximate cause of the accident.

We herewith enclose the relevant supporting documents to substantiate our client's property damage claim as our client has authorized us to quantify, to act and to reach settlement on behalf.

✓Original Tax-invoice number- TP0720/017

✓Original rental invoice number- INV20/187/TL

✓Certificate of Insurance

○ Vehicle search result

✓Authorisation To Act

○ \_\_\_\_\_

The quantification of our client's property damage claim is as follows:-

a) Cost of repair (inclusive GST)	\$	2,568.00
b) Rental Fee	\$	321.00
<b>Total</b>	<b>\$</b>	<b>2,889.00</b>

Please acknowledge receipt of this Letter of Demand within fourteen (14) days.

If you are agreeable to the above, please forward discharge voucher for our client's signature and payment issued directly to "Tan Lim Motor Pte Ltd" within 28 days.

Yours faithfully,

Tan Lim Motor Pte Ltd  
Email: [pt@tlmotor.com.sg](mailto:pt@tlmotor.com.sg)

## AUTHORIZATION TO ACT

TO : TAN LIM MOTOR PTE LTD

FROM : OWNER OF VEHICLE NUMBER SLS4504U

ACCIDENT INVOLVING SHD 3168P

ALONG/AT PIE ON 09.07.2020

I/We hereby authorize you to act on my/our behalf in pursuance of my/our claim for losses arising out of the above accident.

This letter serves as the 'AUTHORITY TO ACT'

I/We also hereby authorize all agreed settlement payment be made in favour to TAN LIM MOTOR PTE LTD.

Name Chiu Cheng Siong

NRIC (Last 4 character) 8777 636Z

Date 17.07.2020

Signature



Owner's / Hirer's signature / RTP

(Company's stamp if applicable)

### **DISCHARGE RECEIPT**

CLAIM REFERENCE : D20002754MFSH  
ACCIDENT DATE : 09/07/2020  
ACCIDENT LOCATION : PIE TOWARDS CHANGI  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : LIM JEE TEE  
INSURED VEHICLE : SHD 3168P  
INVOLVED PARTY : SLS 4504U  
SETTLEMENT SUM : \$ 2,889.00

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 : CHIU CHENG SIONG

Signature and Date :

WITNESS :

TAN AI LAN

Signature and Date :

16/09/2020

16/09/2020

TAX-INVOICE  
NUMBER: TP0720/017

(Please quote our reference number TP008072020 for payment)



陳林摩哆私人有限公司  
TAN LIM MOTOR PTE LTD

Chiu Cheng Siong

Date: 23/07/2020

Vehicle No: SLS4504U  
Model: HYUNDAI ELANTRA

Description	Amount
To lump sum repair as recommended by surveyor.	\$2,400.00

Sub Total	\$2,400.00
Add 7% GST	\$168.00
Total	\$2,568.00

Tan Lim Motor Pte Ltd

No. 1 Defu Lane 6 Singapore 539365

~~No. 51 Defu Lane 10 Singapore 539216~~

Tel : 6858 5151 (24 hours) Fax : 6858 0877

email@tlmotor.com.sg www.tlmotor.com.sg

Co. Reg. No.: 199503965M GST Reg. No. : M2-8922054-2

**Citi-Lux Pte Ltd**

1 Defu Lane 6  
Singapore 539365  
Tel: 6100 0328  
finance@citilux.com.sg  
www.citilux.com.sg  
GST Registration No. : 201026049G  
Company Registration No. : 201026049G

**Invoice To**

Mr Chiu Cheng Siong  
c/o M/s Tan Lim Motor Pte Ltd  
Block 360 Hougang Avenue 5  
#10-332  
Singapore 530360

**Tax Invoice**

Invoice No: INV20/187/TL

Invoice Date: 17/07/2020

Description	Amount
Rented Vehicle : SKC1322T - Toyota Altis 1.6(A) Rental from 15/07/2020 to 17/07/2020 3 days @ \$100.00 per day	\$ 300.00
Sub-total	\$ 300.00
7% GST	\$ 21.00
<b>Total</b>	<b>\$ 321.00</b>

PAID  
31 JUL 2020  
BY: WOB 189366

No official receipt will be issued. This is a computer generated document.  
No signature is required.





Citi-Lux Pte Ltd c/o 1 Defu Lane 6 Singapore 539365

GST / UEN No : 201026049G

RENTAL AGREEMENT REFERENCE: CTL00 124/20

Date: 15-07-2020

#### Vehicle Details

Registration No.: SKC1300T Make / Model / Capacity: Toyota Aaris 1.6(A)

#### Hirer Details

Name: Chiu Cheng Siong

NRIC/Fin/UEN No.: S1633636Z Contact Name: \_\_\_\_\_

Tel (H/O): \_\_\_\_\_ H/P 9733 8133

#### 1st Driver Details

Name: Chiu Cheng Siong NRIC/Fin No.: S1633636Z

Address: Block 360 Hougang Avenue 5 #10-332 Singapore 536260

Driving License No.: S1633636Z Class: 3A/ 3 / 4 / 5

Tel (H/O): \_\_\_\_\_ (H/P): 9733 8133

#### Additional Driver Details

Name: \_\_\_\_\_ NRIC/Fin No.: \_\_\_\_\_

Address: \_\_\_\_\_

Driving License No.: \_\_\_\_\_ Class: 3A/ 3 / 4 / 5

Tel (H/O): \_\_\_\_\_ (H/P): \_\_\_\_\_

#### Important Notes

The hirer/drivers acknowledge of a \$2000.00 collision damage excess per accident applies.  
Rental Vehicle is strictly for Singapore use only and may driven out of Singapore with prior consent of the owner with an additional excess of \$3000.00 collision damage excess per accident applies.  
In the event of breakdown / accident, the hirer/driver has to immediately call 98303886 to notify us.

Rental period from 15/07/2020 @ 0940hrs to 17/07/2020 @ 1640hrs.

Rental charges S\$ 100.00 p/day for 3 day/s

Deposit collect S\$ \_\_\_\_\_

Total rental charges S\$ 321.00 include GST

I/ WE HAVE READ & AGREED TO THE ABOVE SCHEDULE AND THE TERMS & CONDITIONS OF THIS AGREEMENT & CERTIFY THE ABOVE INFORMATION PROVIDED TO BE TRUE AND CORRECT.

(Hirer's Signature & Co Stamp)

(Driver's Signature)

(Representative of Citi-Lux)

CITI-LUX PTE LTD

**RE: [MANDATE REQUEST] Re: SURVEY ASSESSMENT - D20002754MFSH/CTPL/TPD1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020**

Rachel Wu <RachelWu@msfirstcapital.com.sg>

Tue 9/8/2020 10:19 AM

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

Cc: Admin A <admin-a@lkkauto.com>

Dear Asher,

Please offer as per your recommendation at \$2,889.00.

Thank you

Best Regards

Rachel Wu  
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862  
| Fax No. : 6507 3849 | Email: [rachelwu@msfirstcapital.com.sg](mailto:rachelwu@msfirstcapital.com.sg) | Company Regn. No. 195000106C  
**A Member of MS&AD 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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**From:** Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>

**Sent:** Saturday, September 5, 2020 9:34 PM

**To:** Rachel Wu <RachelWu@msfirstcapital.com.sg>

**Subject:** [MANDATE REQUEST] Re: SURVEY ASSESSMENT - D20002754MFSH/CTPL/TPD1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

Your ref : **D20002754MFSH**

Our ref : CC4/FCI20007271/Uea3q2

Dear Sirs,

**ACCIDENT INVOLVING SHD 3168P (OI) AND SLS 4504U (TP) ON 09/07/2020**

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 " **TAN LIM MOTOR PTE LTD** " at **\$ 2,889.00 (all-in)**.

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The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs (w/GST)	\$ 4,760.13	\$ 2,568.00
2. Loss of Rental w/GST (3days x \$100)	\$ 321.00	\$ 321.00 (3days x \$100)
<b>Total</b>	<b>\$ 5,081.13</b>	<b>\$ <u>2,889.00</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:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

**Sent:** Thursday, August 27, 2020 11:38 AM

**To:** Rachel Wu <[RachelWu@msfirstcapital.com.sg](mailto:RachelWu@msfirstcapital.com.sg)>; Mei Kwan (LKKAUTO) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Subject:** Re: SURVEY ASSESSMENT - D20002754MFSH/CTPL/TPD1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

Hi Rachel,

We refer to the email below.

We will generate our report to seek approval from you in due course.



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:** Rachel Wu <[RachelWu@msfirstcapital.com.sg](mailto:RachelWu@msfirstcapital.com.sg)>

**Sent:** Thursday, August 27, 2020 11:28 AM

**To:** Mei Kwan (LKKAUTO) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>

**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 - D20002754MFSH/CTPL/TPD1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

Dear LKK,

Third party had sent in LOD.  
For your necessary action.

Thank you

Best Regards

Rachel Wu  
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848 | DID : 6507 3862  
| Fax No. : 6507 3849 |Email: [rachelwu@msfirstcapital.com.sg](mailto:rachelwu@msfirstcapital.com.sg) |Company Regn. No. 195000106C

A Member of **MS&AD** Insurance Group

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**From:** Rachel Wu

**Sent:** Tuesday, July 21, 2020 4:20 PM

**To:** Mei Kwan (LKKAUTO) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>

**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 - D20002754MFSH/CTPL/TPD1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

Dear Mei Kwan,

Please proceed with express settlement.

Thank you

Best Regards

Rachel Wu  
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Tel: 6507 3848  
| DID : 6507 3862  
| Fax No. : 6507 3849 |Email: [rachelwu@msfirstcapital.com.sg](mailto:rachelwu@msfirstcapital.com.sg) |Company Regn. No. 195000106C  
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**From:** Mei Kwan (LKKAUTO) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>  
**Sent:** Thursday, 16 July 2020 4:47 pm  
**To:** Rachel Wu <[RachelWu@msfirstcapital.com.sg](mailto:RachelWu@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 - D20002754MFSH/1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

**YOUR REF: D20002754MFSH**  
**LKK REF: CC4/FCI20007271/Uea3**

Dear Sir / Madam,

We refer to the above matter.

We had inspected TP vehicle SLS 4504U on a WP basis and TP repairer proposed for express settlement.

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.***

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)

*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:** Tuesday, 14 July, 2020 2:49 PM  
**To:** [RACHELWU@MSFIRSTCAPITAL.COM.SG](mailto:RACHELWU@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 - D20002754MFSH/1 // EXPRESS SETTLEMENT - ACC INV SLS4504U AND SHD3168P ON 9.7.2020

Hi Rachel,

Enclosed TP video footage for your perusal.

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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Submission of claim related documents will be in softcopy. Any inconvenience caused is much regretted*

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From: Admin-D (LKKAuto) <[admin-d@lkkauto.com](mailto:admin-d@lkkauto.com)>  
Sent: Tuesday, 14 July, 2020 1:53 PM  
To: 'Claim Workflow System' <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>; assignments <[assignments@lkkauto.com](mailto:assignments@lkkauto.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>  
Cc: [RACHELWU@MSFIRSTCAPITAL.COM.SG](mailto:RACHELWU@MSFIRSTCAPITAL.COM.SG)  
Subject: RE: SURVEY ASSESSMENT - D20002754MFSH/1

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)

From: Claim Workflow System <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>  
Sent: Tuesday, 14 July, 2020 12:31 PM  
To: [ASSIGNMENTS@LKKAUTO.COM](mailto:ASSIGNMENTS@LKKAUTO.COM)  
Cc: [CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG](mailto:CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG); [RACHELWU@MSFIRSTCAPITAL.COM.SG](mailto:RACHELWU@MSFIRSTCAPITAL.COM.SG)  
Subject: PRI: SURVEY ASSESSMENT - D20002754MFSH/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.**

