



Teamwork Garage Pte Ltd
53 Ubi Avenue 1 #01-23/24 Singapore 408934
Paya Ubi Industrial Park
Tel: 6844 2475 Fax: 6844 2474
Email: claims@teamworkgarage.com
GST Register No: 201015366H

25th August 2020

Our reference: 2007-16

Your reference: SH6244G

India International Insurance Pte Ltd

BY HAND

64 Cecil Street
#05-00 IOB Building
Singapore 409711

Attn: Motor Claims Department

Dear Sir/ Madam,

Claimant : YOU SERVICES PTE LTD

Address : 6001 BEACH ROAD #02-62 GOLDEN MILE TOWER S (199589)

We are instructed by the above named to claim damages against your insured/your insured's driver in connection with a road accident on **11 JULY 2020** along **THE ALLEY OF ROBINSON SUITES** involving our client's vehicle registration number **GBJ1405H** and vehicle registrations number **SH6244G** driven by you/your insured's driver at the material time.

The accident was caused by your insured negligent driving and/or management of the vehicle. As a result of the accident, our client's vehicle was damaged and our client has been put to loss and expense, particulars of which are as follows:-

Cost of Repair	:	\$ 1,872.50
Loss of Rental	:	\$ 1,000.00
LTA search fee	:	\$ 7.49
Purchase 3P GIA Report	:	\$ 29.00
Total	:	\$ 2,908.99

A copy of each of the following supporting documents are enclosed:-

- a) Our Client's Accident Report/Police Report;
- b) COE/PARF Certificates;
- c) Owner / Driver's IC & Driving License;
- d) LTA Search Fee;
- e) Purchase 3P GIA Report;
- f) Certificate of Insurance;
- g) Letter Of Authorisation;
- h) Tax Invoice;
- i) Satisfaction of Repaired Vehicle;
- j) Rental Agreement & Official Receipt;

The demand herein is in respect of our client's claim for damages pertaining to their motor vehicle and any settlement following or subsequent of this demand shall not prejudice our client's claim in respect of damages and consequential loss in relation to personal injuries.

Please send to us an acknowledgement of receipt of this letter with 14 days of your receipt of this letter, failing which our client will have no alternative but to commence proceedings against you without further notice to you or your insurer. Our client's claim is quantified based on the supporting documents in our file. Until a settlement is reached, all negotiations are conducted on the basis that the damages quantified herein are subject to revision if so instructed by our client.

Yours faithfully,



Teamwork Garage Pte Ltd

Encl.

LETTER OF AUTHORIZATION

To India International Insurance Pte Ltd (Third party insurance & Workshop)
Claimant You Services Pte Ltd

Dear Sirs,

I/We, You Services Pte Ltd owner of vehicle no. GBH1405H

hereby authorize my/our repairer, TEAMWORK GARAGE PTE LTD

act as my/our agent and proceed on behalf for me/us with respect to my/our claim for repair costs and/or rental and/or loss of use ("claim") for my/our vehicle no. GBH1405H that was damage pursuant to the accident which occurred at/along

THE ALLEY OF ROBINSONS SQUARE
involving vehicle nos. GBH1405H & SH6244G

I/We hereby irrevocably assign absolutely to you that I/we have authorized and assigned all compensation monies pertaining the above mentioned accident due to me/us to my/our repairer/solicitors TEAMWORK GARAGE PTE LTD. I/We hereby authorize you to forward and release all compensation settlement cheques(s) due to the settlement to my/our repairer/solicitors TEAMWORK GARAGE PTE LTD pertaining to above said accident whom I/we authorized and assigned to collect the said compensation monies.

I/We further acknowledge that any settlement the workshop may reach on my/our behalf is on a without prejudice and without admission of liability basis insofar as the driver/owner/insurers of the other vehicle/s concerned.

I/We acknowledge that the Discharge Voucher applies only to my/our property damage and will not affect any of the personal injuries claim(s) involved and/or uninsured losses claim in a later date. Further the settlement terms herein should not be used as an evidence to prejudice to any personal injuries claim(s) involved and/or other uninsured losses claim arising of the subject matter in the action.

Thank you.

Dated this 25 day of Aug (month) 20 20 (year)

Signature of owner vehicle (claimant)

Name of owner of vehicle (claimant)

NRIC Number (claimant)



Any amendments made in this form will not be valid unless approved and endorsed by the management of the workshop