

Shirley Hiew (LKK Auto)

From: Shirley Hiew (LKK Auto)
Sent: Friday, 7 August 2020 6:12 pm
To: Claims
Cc: Admin-D (LKKAuto); Admin A; SUR; (nora.khai@premiumauto.com.sg)
Subject: RE: od claim for skq 33 k on 3/8/2020

Dear Syafiq,

As instructed by our client, please proceed to repair the insured vehicle **SKQ 33K** (Excess \$ 500/-).

If there are any check items or supplementary items please inform our office's Assignment Team at Tel: 6741 8434 to arrange our surveyor for inspection.

All supplementary items and unconfirm items are subjected to further approval from insurance company before completion of the repair.

*Our client reserve their rights not to pay if there is no valid approval obtained before repair.

Thank you.

Best Regards,

Shirley Hiew | Case Handler

LKK Auto Consultants Pte Ltd

Phone: 6256-3561 | email: Sur@lkkauto.com | fax: 6256-4315
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.

From: Claims <claims@premiumauto.com.sg>
Sent: Tuesday, 4 August 2020 2:18 pm
To: Admin-D (LKKAuto) <admin-d@lkkauto.com>; Admin A <admin-a@lkkauto.com>; SUR <sur@lkkauto.com>
Cc: 'Claims' <claims@premiumauto.com.sg>
Subject: od claim for skq 33 k on 3/8/2020

Dear All,

Kindly register OD claim for this vehicle. Attached are the GIA report and documents for your reference.

We will forward you the estimate once it is available.

Kindly arrange survey on 6/8/2020, 10am. Owner waiting.

**Best Regards,
Syafiq
Claims Admin Assistant**

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