



**KGC WORKSHOP PTE LTD**  
Since 1967  
Sincere • Secure • Satisfaction

Co.Reg.No.: 201719986M  
GST.Reg.No.: 201719986M

Date : 26/11/2020  
Our Ref: TP 201005  
Your Ref: CC4/AIG20010171/ds3 (your Insured vehicle nos. SMN 8943Z)

**M/S LKK AUTO CONSULTANTS PTE LTD**  
Blk 51, Ubi avenue 1, #01-25, Paya Ubi industrial Park, 408933

Dear Sirs,

**ROAD TRAFFIC ACCIDENT INVOLVING VEHICLE NOS. SKQ 4570A AND SMN 8943Z ON 21/09/2020 AT/ALONG SEMBAWANG ROAD.**

We are the representative for Yew Kai Long, whose vehicle registration number SKQ 4570A was damaged in the above accident.

We are instructed to claim for damages against your insured in connection with the above-captioned road traffic accident driven by your insured.

We are instructed that the accident was caused by your insured's negligence and/or management of motor vehicle SMN 8943Z. As a result of the accident, our client's vehicle was damaged and our client had been put to loss and expenses, particular of which are as follows:-

Cost of repairs (\$2,550.00 +7% GST)	\$ 2,728.50 (As your surveyor recommendation)
Loss of Rental for 2 days \$180 Per Day+7% GST	\$ 385.20 (5 Repair days)
Loss of Use (\$100.00 x 3 days)*	\$ 300.00
TP enquiry search fee	\$ 2.00
	<u>\$ 3,415.70</u>

\*only need replacement car on first initial two days.

Enclosed are the supporting documents for your perusal :-

Repairer tax invoice  
Letter of Authorization  
TP enquiry search fee

Kindly let us have your payment of **\$ 3,415.70** in our workshop's name within next 14 days.

Please do not hesitate to contact Poh Kin, Chong or email [pohkin@kgcworkshop.com.sg](mailto:pohkin@kgcworkshop.com.sg) should you have queries on your matter. We thank you for your kind attention and appreciate your quick remittance.

Your Sincerely

  
**KGC WORKSHOP**  
Sincere • Secure • Satisfaction  
14 Ang Mo Kio St 63, Block B (S) 569116  
Tel : 6453 6279 / 6456 5410  
Email : [contact@kgcworkshop.com.sg](mailto:contact@kgcworkshop.com.sg)

KGC Workshop Pte Ltd  
14 Ang Mo Kio St 63, Block B (569116)  
Office : 6453 6279 Fax : 6456 5410

LETTER OF AUTHORISATION

Accident on 21/09/2020

Along / At Sembawang Road

Involving Vehicles No. SKQ 4570A and SMH 8943Z

1. I / We Yew Kai Long NRIC No: S6805965H OF 2 Sembawang Walk, #01-72 S(757616)
2. Hereby authorise the repairer KGC WORKSHOP PTE LTD to take such steps as may be necessary towards commencing repairs of the said vehicle, having considered the prospect of an own damage claim as opposed to a 3<sup>rd</sup> party claim and decided on the latter.
3. Authorise my repairer to prepare such documents and / or take such steps as may be necessary to facilitate a 3<sup>rd</sup> party claim as aforesaid.
4. Appoint my repairer to engage a vehicle surveyor on my behalf as my repairer may deem necessary in order to determine reasonable costs of repair and period of repair and / or to commence repairs and to submit my claim for losses including cost of repairs and / or loss of use / cost of rental of substitute vehicle / loss of hire/ earnings / rental as the case may be.
5. To resolve my claim vis-a-vis such relevant parties in consultation with me and / or my legal advisers as the case may be.
6. Refer me to solicitors on my behalf to negotiate settlement and / or commence proceedings against the 3<sup>rd</sup> party and / or his insurers including in the event no reasonable offer for direct settlement is forthcoming.
7. I confirm that I am prepared to attend at the solicitor's offices and to attend court in the event it becomes necessary for the purposes of the claim. I shall give my full cooperation and support for the said claim. I further undertake not to do anything to prejudice my claim or accept any payment directly or indirectly from any party / parties except via my repairer or my solicitors.

8. I confirm that in the event and / or to the extent the claim is unsuccessful or cannot be proceeded with or if any judgment or settlement is not honoured by the 3<sup>rd</sup> party / their insurer, or in the event of my breach of the spirit and / or terms herein, I agree to pay the repairer the cost of repair, survey fee and such expenses as have been reasonably incurred. In the event of a shortfall in recovery, I shall make up the shortfall and shall allow the repairer to offset the sums recovered for loss of use against such shortfall.
  
9. I authorise my repairers to receive payment on my behalf and to liaise on my behalf with solicitors and all necessary parties for the purpose of facilitating my claim herein. I further instruct that such payment shall for this purpose be made to my repairer, through my solicitors if so appointed.
  
10. For avoidance of doubt, I shall be responsible for the payment of all repair costs, recovery, costs (including legal fees) incurred.

Dated this 22<sup>nd</sup> September 2020

x 

Owner's / Hirer's Signature / RTP  
(Company Stamp if applicable)

Relief Driver's signature / RTP (if any)

Owner's Address: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Owner's Contact No: \_\_\_\_\_ (HP) \_\_\_\_\_ (O) \_\_\_\_\_ (HOME)

Witness by: Cheng Poh Kin Signature: 

Explained by: \_\_\_\_\_ in  **KGC WORKSHOP** language (if applicable)

14 Ang Mo Kio St.63, Block B (S) 569116  
Tel : 6453 6279 / 6456 5410  
Email : contact@kgcworkshop.com.sg



**KGC WORKSHOP PTE LTD**  
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Co.Reg.No.: 201719986M  
GST.Reg.No.: 201719986M

AIG Asia Pacific Insurance Pte. Ltd.  
78 Shenton Way,  
#09-16 AIG Building,  
Singapore 079120.

Ref No : TP 201005  
Date : 26/11/2020  
No Of Page : 1/1

Registration No : SKQ 4570A  
Job No : 201005

Model : VW Sharon  
Accident Date : 21/09/2020

**REPAIR BILL OF SKQ 4570A**

<b>Cost Of Repair</b>	<b>\$ 2,550.00</b>
<b>ADD 7% GST</b>	<b>\$ 178.50</b>
<b>TOTAL REPAIR COSTS</b>	<b>\$ 2,728.50</b>

**Dollars : Two Thousand Seven Hundred Twenty-Eight And Cents Fifty Only.**

  
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Tel : 6453 6279 / 6456 5410  
Email : contact@kgcworkshop.com.sg

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( Signature / Company Stamp )

TP201005



# TAX INVOICE

GST REG. NO.: 200106276D

INVOICE TO.
YEW KAI LONG C/O KGC WORKSHOP PTE LTD 14 ANG MO KIO STREET 63 BLK B SINGAPORE 569116

DATE	INVOICE NO.
06-Nov-2020	A 42244

VHA NO.	DUE DATE	VEH NO.
A 42244	06-Nov-2020	SLS 9585 C

DESCRIPTION	NO. OF DAYS	RATE	AMOUNT
RENTAL FROM 02 NOVEMBER 2020 TO 04 NOVEMBER 2020 YOUR REF: SKQ 4570 A	2	180.00	360.00
<b>GST @ 7%</b>			\$25.20
<b>TOTAL</b>			\$385.20

All cheques must be made payable to BKW Rent A Car Pte Ltd.  
Please write the vehicle and invoice number on the reserve.



## VEHICLE HIRING AGREEMENT

### HIRER'S PARTICULARS

Name (as in I/C) Yew Kai Long  
 NRIC/Passport No: [REDACTED] Date of Birth: 11 FEB 1968  
 Address: 2 Seahawong Walk, #01-72 Age: 57  
 S( 66 )  
 Name & Address of Employer:  
 Occupation: 20 Years Driving Exp:  
 Driving Licence No: [REDACTED] Passed Date: 29 April 2000  
 D/L Type: Local/Int'l/Others:

### DRIVER'S PARTICULARS

Name (as in I/C)  
 NRIC/Passport No: [REDACTED] Date of Birth:  
 Address: Age:  
 S( )  
 Occupation: Driving Exp: Yrs  
 Driving Licence No: [REDACTED] Passed / Expiry Date:  
 D/L Type: Local/Int'l/Others: Contact No: [REDACTED]

Hirer's Own Vehicle No:		Replace Veh No: <u>SKW 4570A</u>	
Loan Vehicle No: <u>SLS 9585 C</u>		VR No:	
Make & Model: <u>T. HARRIER</u>		Auto/Manual Group:	
<b>CHARGES</b>			
Daily	<u>2</u> day @ \$ <u>180</u>	Per day	<u>\$360</u>
Weekly/Monthly	week @ \$	Per week/Monthly	
Others			
CDW/PAI	@ \$	Per day/Monthly	
Delivery/Collection Svc			
		GST <u>7%</u>	<u>\$25</u>
OR No:		(A) SUB-TOTAL	<u>\$385</u>
Petrol Level & Surcharge	OUT	E	1/4
	IN		1/2
			3/4
			F
First _____ km FREE per day		GST	
Excess mileage is chargeable at _____ cents per km		TOTAL CHARGES	

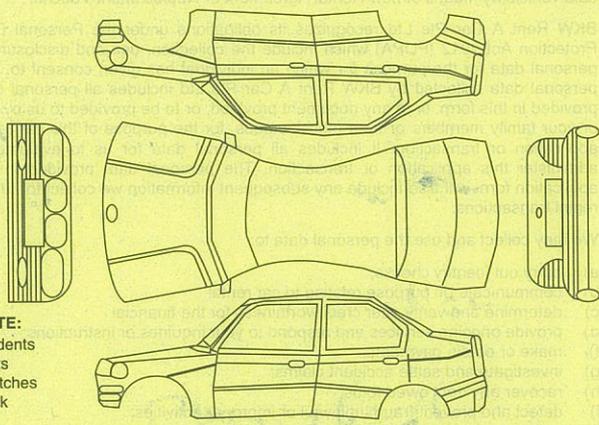


NON WAIVER EXCESS (Subject to GST): \$ 3000/-

- ACCESSORIES CHECK**
- Data Cards
  - Camera Systems
  - Hub Cap
  - Radio / CD Cartridge
  - Jack
  - Tyre Opener
  - Petrol Cap
  - Spare Tyre

Hirer's Signature: [Signature] Additional Driver's Signature: [Signature]

**SINGAPORE Use Only**



I have read and agree to the terms and condition on both sides of this agreement. If I have presented a charge/credit card for payment. I agree that all amounts payable under this agreement and for parking and traffic infringements may be billed to that account and my signature above will be considered to have been made on the charge/credit card voucher. All information I have been given BKW Rent A Car Pte Ltd in connection with this agreement is true.

**IMPORTANT**

- The Hirer and the authorized driver must be over 23 years of age and under 65 years and be holding valid driving licenses and have a minimum of 2 years regular and qualified driving experience. Failure to observe stipulation may return all damages costs to be Borne by the Hirer/the Authorised Driver.
- All vehicles are supplied with petrol and should returned with petrol level likewise. A service charge of \$5 on top of a petrol surcharge is payable by the hirer should he fail to return the vehicle at the appropriate petrol level.
- No refund for early return of vehicle. The hirer shall be liable for additional charges for any late return at the rate shown per hour per day, inclusive of CDW and/or PAI where applicable. Any returns after our operation hours will be charged as a full day rental.
- Use of the vehicle for illegal purpose (For instance: in connection with theft, drug peddling or trafficking, smuggling), is strictly prohibited.
- Vehicle strictly for Singapore use only and may not be driven out of Singapore without prior written consent of BKW Rent A Car Pte Ltd. The hirer is liable for a penalty fee of \$200 in addition to the appropriate insurance top up in the case of non-disclosure of Malaysia usage.
- The hirer and/or driver shall be responsible for all damages or losses howsoever caused, all traffic violations, fines and penalties imposed on the vehicle for whatsoever reason in respect of or in connection with it's use or operation.
- The hirer and/or driver shall be responsible for all claims, damages, losses, increased insurance premiums, non-waiver excess and cost expense (including

- legal costs on a full indemnity basis), whatsoever and howsoever brought against, suffered or incurred by you in respect of the vehicle or the use or the operation of the vehicle. Full excess amount have to be paid immediately in the event of an accident. The owner reserve the right not to replace a replacement vehicle if an accident occurred. Any damage to the car will be repair at BKW authorized workshop.
- Smoke or permit smoking and transport of pets in the vehicle are not allowed. Any offensive smell e.g. cigarette, durian or pet's smell, the hirer and/or driver shall bear the cost of removing the offensive smell or pet's hair between \$200 - \$400.
- The Hirer agrees that a punctured tyre, empty petrol tank, loss of vehicle's key or locked keys inside of vehicle, by itself, does not constitute a breakdown and that in the event the owner's 24-Hours Emergency Service is called upon to respond to such occurrence, the Hirer shall bear the cost of such response at \$50.00 per trip.
- In case of accident, the hirer shall report to rental office immediately. An accident report must be made within 24 hours. Failure to comply, the hirer will have to borne all liability from all parties claim. Full excess amount have to be paid immediately in the event of an accident.
- The hirer/Driver also have the responsibility to ensure that the radiator water level in the car is sufficient and do not drive when the vehicle is stall and does not have sufficient water. Any damage to the engine will be bear by the hirer/driver.
- All customers' data will be kept strictly confidential and is solely used for the purpose of completing the sales transactions and other relating matters.
- I understand and agree to the personal data collection statement stated on the Terms and Conditions Page.

Date Out	Time Out	Mileage	Check By	Remarks
<u>21/1/20</u>	<u>1400</u>	<u>24033</u>	<u>PenG</u>	

Return Of Vehicle: The Hirer Driver Is Required To Sign In The Column "Signature Of Hirer Driver Failing Which The Day And Time Inserted Below Shall Be Deemed To Be The Day And Time The Vehicle Is Returned To BKW Rent A Car Pte Ltd And The Same Shall Be Accepted As Conclusive Evidence Of The Same And Shall Not Be Challenged Or Questioned On Any Account Whatsoever. And I had cleared my belonging items from the rental vehicle (cashcard, parking coupons, etc)"

Date In	Time In	Mileage	Check By	Remarks
<u>4/11/2020</u>	<u>1415</u>	<u>24126</u>	<u>SJ</u>	

## TAX INVOICE

Our Ref No: GR-20-114016  
Date of Request: 22/09/2020

Your Ref No: Online Purchase

Kgc Workshop Pte Ltd  
14 Ang Mo Kio Street 63  
Blk B  
Singapore 569116

Dear Sir/Madam,

Enquiry Date 22/09/2020  
Enquiry By Chong Poh Kin  
TP Vehicle No. SMN8943Z  
Accident Date 21/09/2020

DESCRIPTION	AMOUNT (S\$)
TP Insurer Enquiry	1.87
GST Amount	0.13
Total Amount Due (GST Inclusive)	2.00

Thank You.

This is a computer generated document and requires no signature.

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For GIARMC Official use:

Date:

GIRO  Cash  Cheque



**GENERAL  
INSURANCE  
ASSOCIATION**

RECORDS MANAGEMENT CENTRE

**GENERAL INSURANCE ASSOCIATION OF SINGAPORE  
RECORDS MANAGEMENT CENTRE**

6 Raffles Quay #18-00, Singapore 048580  
Phone: +65 6224 0010 Fax: +65 6224 0030  
Operating Hours: Monday to Friday 9am to 5pm  
GST Registration No: M400017735

**Third Party Insurer Enquiry**

Our Ref No: GR-20-114016  
Date of Request: 22/09/2020

Your Ref No: Online Purchase

Kgc Workshop Pte Ltd  
14 Ang Mo Kio Street 63  
Blk B  
Singapore 569116

Dear Sir/Madam,

Enquiry Date 22/09/2020  
Enquiry By Chong Poh Kin  
TP Vehicle No. SMN8943Z  
Accident Date 21/09/2020

**Enquiry Result**

TP Vehicle No.	Insurer	Period of Insurance	Insurer Tel. No.
SMN8943Z	AIG Asia Pacific Insurance Pte. Ltd.	30/08/2019-29/08/2021	65-6419-3000

Thank You.

The images provided to you are taken from the original reports forwarded to the centre by the members of the General Insurance Association of Singapore and we take no responsibility for their accuracy or contents and shall be under no liability whatsoever for any loss or damage arising out of or in connection with the reports or their images.

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