

## Shiau Chan (LKKAUTO)

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**From:** Shiau Chan (LKKAUTO)  
**Sent:** Thursday, 1 October 2020 4:23 PM  
**To:** 'Claims'; SUR  
**Subject:** RE: OD CLAIM FOR SKP 8396 R ON 24/9/2020

Dear Syafiq,

As instructed by our client, please proceed to repair the insured vehicle **SKP 8396R (Excess 800/-)**.

**"Please take note that the labour no. 1 not necessary as front bumper comment as repaired."**

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.

**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.**

Thanks & Regards,

Shiau Chan (Ms)  
LKK Auto Consultants Pte Ltd

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**From:** Claims [mailto:claims@premiumauto.com.sg]  
**Sent:** Saturday, 26 September 2020 11:17 AM  
**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 SKP 8396 R ON 24/9/2020

Dear all,

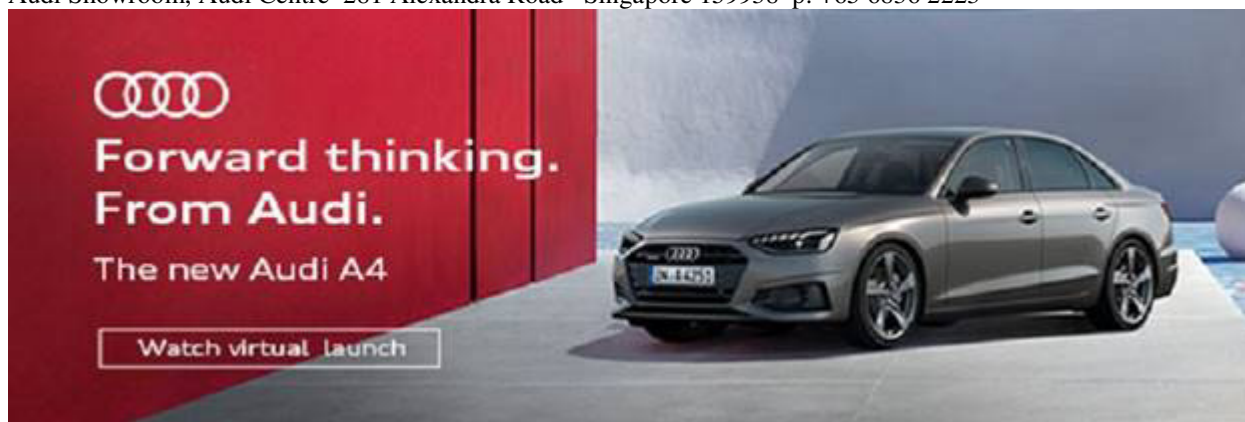
Kindly assist to register OD claim for above mentioned vehicle.

Above attachment is the GIA report and estimate for your reference.

Please arrange for survey on 29/9/2020 @ 10AM.

**Best Regards,**  
**Syafiq**  
**Claims Admin Assistant**

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e. [claims@premiumauto.com.sg](mailto:claims@premiumauto.com.sg) w. [www.audi.com.sg](http://www.audi.com.sg)



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