

Focus Auto Pte Ltd  
UEN No. 201004495R  
GST Reg. No. 201004495R  
Tel : 6886 9097 Fax : 6481 9095  
Email : [claims@focusauto.com.sg](mailto:claims@focusauto.com.sg)

Date : 10/11/2020

BY E-MAIL / MAIL

Your ref : SHC8177K  
Our ref : SLN2276S

**WITHOUT PREJUDICE**

**M/S First Capital Insurance Limited**  
36 Robinson Road, #16-01 City House  
Singapore 068877

Dear Sir/Madam,

**ACCIDENT INVOLVING : ( SLN2276S & SHC8177K ) ALONG KIM SENG WALK**

**DOA: 30/10/2020 TIME: 1945 HOURS**

We refer to the above matter and write on behalf of ONESTO LEASING PTE LTD, the registered owner of SLN2276S in respect of the above accident.

We are instructed that the above accident was caused by your insured's negligent driving / or management of your insured vehicle. Your insured's vehicle SHC8177K collided onto the rear portion of our client vehicle SLN2276S. As a result of the accident, our client has been put to loss and expenses, particulars of which are as follows :-

1. Cost of Repair	(\$3250 + 7% GST)	\$	3,477.50
2. Loss of Rental	(8 days × \$120)	\$	960.00
3. Buy 3rd party's GIA report		\$	29.00

<b>Total Amount:</b>	<b>\$</b>	<b><u>4,466.50</u></b>
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Enclosed are the following documents for your perusal.

- 1) Driver's driving license / Identity card
- 2) Certificate of Insurance
- 3) GIA report
- 4) GIA Search (SHC8177K)
- 5) Original repair claim
- 6) Car Rental Agreement / Receipt

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

Kindly acknowledge receipt of the above said documents within 7 days and your favourable reply is deeply appreciated.

Yours faithfully,

  
**Jenny Koh**  
**Claims Executive**  
**HP: 8139 9800**

Jenny Koh



## LETTER OF AUTHORIZATION

DATE : 30/10/2020

To : \_\_\_\_\_

RE: ACCIDENT INVOLVING VEHICLE NO. SWN 2276 3 & SHL 8177K

ALONG 10M SENG ROAD ON 30/10/2020

I / WE QUESTO LEASING PTE LTD of (NRIC / ROC NO.) 201814843R

OF 210 TURF LINK ROAD #107 THE GRANDBRAND SINGAPORE 287995

Owner of vehicle no. SWN 2276 S in consideration of M/S **FOCUS AUTO PTE LTD** repairing my / our vehicle SWN 2276 S at my / our instruction and hereby authorize **FOCUS AUTO PTE LTD** to demand claim settle receive whatever amount settled / payable by the Insurance Company and / or third party or to commence legal proceeding. If necessary, under my name, for the cost of repairs, car rental and / or loss of use, etc and to their appointing Solicitor to act for me / us in respect of the said accident / claim and all claimed and / or settled shall belong to them absolutely.

I further agree and undertake to indemnify them against the above mentioned claim cost which may arisen therewith.

Signature of Owner : \_\_\_\_\_  
(Company's chop – if any)



A handwritten signature in blue ink, appearing to be a stylized "A" or similar character.

Name of Owner : QUESTO LEASING PTE LTD

NRIC No : 201814843R



Provide always that this discharge of my claim for damages relating to the damage to my vehicle shall not prejudice or affect or preclude me from making a further claim for general and special damages for my personal injuries sustained in the same accident.

**DISCHARGE RECEIPT**

CLAIM REFERENCE : D20004448MFSH  
ACCIDENT DATE : 30/10/2020  
ACCIDENT LOCATION : KIM SENG WALK TWDS KIM SENG RD  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : LEE HWA BENG  
INSURED VEHICLE : SHC8177K  
INVOLVED PARTY : SLN2276S  
SETTLEMENT SUM : \$3,956.50

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 :



Signature and Date :

WITNESS :

**Focus Auto Pte Ltd**  
No.1 Kaki Bukit Ave 6 Auto Bay  
#02-50 Singapore 417883  
Tel: 66349695

Signature and Date :

**Jenny Koh**  
**Claims Executive**  
**HP: 8139 9800**

21/01/2021

## **Focus Auto Pte Ltd**

Business Reg. No: 201004495R

GST Reg. No: 201004495R

No 1 Kaki Bukit Ave 6 Autobay

#02-50 Singapore 417883

Date: 10/11/2020

### **M/S First Capital Insurance Limited**

36 Robinson Road, #16-01 City House

Singapore 068877

MOTOR VEHICLE NO : SLN2276S

MAZDA 3 SEDAN 1.5AT EU 6

REPAIR CLAIM

\$ 3,250.00

### **LUMP SUM**

Sub- total : \$ 3,250.00

7% GST : \$ 227.50

**Total : \$ 3,477.50**

SINGAPORE DOLLARS : THREE THOUSAND FOUR HUNDRED AND SEVENTY-SEVEN CENTS FIFTY ONLY.

# ULTIMATE CAR RENTAL

NO. 1 KAKI BUKIT AVE 6, #02-50 AUTOBAY@KAKI BUKIT

SINGAPORE 417883

Business Reg. No. 53100391D

Email : ultimate\_car\_rental@yahoo.com.sg

Tel No. : 6844 4620 Fax No. : 6844 4625

## BILL TO #

**FOCUS AUTO PTE LTD**

1 KAKI BUKIT AVE 6

#02-48/50 AUTOBAY @ KAKI BUKIT

SINGAPORE 417883

Tel : 6844 4620 Fax : 6844 4625

## INVOICE

**NO. :** INV004268

**DATE :** 10/11/2020

**P/O REF. :** SLF5527R

**TERMS :** 30 days

**PAGE :** 1

**RA3775 RENTAL 31/10/20-07/11/20**

**TP : SLN2276S DOA : 30/10/20**

NO.	CODE	DESCRIPTION	QTY	PRICE	DISC	TAX	AMOUNT
1	SLF5527R	HONDA VEZEL 1.5X CVT AUTO	8 DAY	120.00			960.00

SINGAPORE NINE HUNDRED SIXTY ONLY

<b>SUBTOTAL</b>	960.00
<b>DISCOUNT</b>	0.00
<b>NETT</b>	960.00
<b>TAX</b>	0.00
<b>GRAND</b>	S\$ 960.00



FOR ULTIMATE CAR RENTAL

CUSTOMER SIGNATURE & STAMP





# ULTIMATE CAR RENTAL

Blk 264 Tampines St 21 #01-106 Singapore 520264

Tel: 6844 4620 Fax: 6844 4625

Co. Reg. No. 53100391D

INV004268

Car Rental

## VEHICLE RENTAL AGREEMENT

No. RA 3775

<b>HIRER'S PARTICULARS</b>		Vehicle No: <del>SF 527R</del> Replace Veh No: <u>8W 226 S</u>	
Name: <u>MUHAMMAD SHARIFF SHARIFAH</u>		Mileage Out: _____ Mileage Out: _____	
Address: <u>BLK 365C UPPER SERANGKUN ROAD</u>		Make & Model: _____ Make & Model: _____	
<u>#07-1082</u>		Auto / Manual _____ Auto / Manual _____	
<u>SINGAPORE 533365</u>		OUT: Date <u>31/10/2020</u> OUT: Time <u>1630HRS</u>	
Contact Person: _____	Tel: <u>98067860</u>	HIRE EXPIRY: <u>30/11/20</u> TIME EXPIRY _____	
<b>DRIVER'S PARTICULARS</b>		<b>RENTAL CHARGES</b>	
Name: <u>MUHAMMAD SHARIFF SHARIFAH</u>		Daily <u>8 DAYS @ \$120</u> <u>960</u> <u>00</u>	
Address: <u>BLK 365C UPPER SERANGKUN ROAD</u>		Weekly @ \$ _____	
<u>#07-1082</u>		Monthly @ \$ _____	
<u>SINGAPORE 533365</u>		Hours @ \$ _____	
Tel No: _____	H/P No: _____	Others @ \$ _____	
P.P. / I.C. No: <u>57562087X</u>	D/L. NO: _____	CDW @ \$ _____	
Date of Birth: <u>18/06/1975</u>	Date of Issue / Expiry: _____	PAI @ \$ _____	
Nationality: _____	Pl. Of Issue: _____	Delivery Service _____	
Occupation: _____	Driving Exp: _____	SUB-TOTAL \$ _____	
Refundable Deposits: _____			
Cash/Nets/Cheque/VISA/MC Cards No.: _____		EXTENSION _____	
(A) - ACCIDENTS (D) - DENTS (S) - SCRATCHES		Collection Service _____	
		Misc. _____	
ACCESSORIES CHECK		ESTIMATED TOTAL RENTAL \$ <u>960</u> <u>00</u>	
<input type="checkbox"/> Ashtray <input type="checkbox"/> Cig Lighter <input type="checkbox"/> S / Tyre <input type="checkbox"/> STD Tools <input type="checkbox"/> Jack <input type="checkbox"/> Hub Caps <input type="checkbox"/> Radio / Cass <input type="checkbox"/> CD / Cartridges <input type="checkbox"/> S / RIM		Sales Person Code: _____	
		Hirer is responsible for the first \$ <u>4,000</u> excess for collision / damage to first party. (i.e) ULTIMATE CAR RENTAL Vehicles (including windscreen) and also first \$ <u>4,000</u> excess for collision/damage to third party's vehicles for each and every accident / damage * Additional Excess Loading _____ HIRER's Signature <u>M.S. Shetelan</u> Additional Driver's Signature <u>M.S. Shetelan</u>	

I/We agree to the terms and conditions above, overleaf and that all information given is true and correct in all respect. My/Our Driving licence(s) is/are current and not disqualified from driving. You may charge all amount due on the rental to my/our credit card.

### IMPORTANT

- ONLY PERSONS ABOVE 23 YEARS OF AGE WITH MORE THAN 2 YEARS DRIVING EXPERIENCE, AUTHORISED, LICENSED AND SIGNING THIS AGREEMENT MAY DRIVE THE VEHICLE.
- VEHICLES IS STRICTLY FOR SINGAPORE USE ONLY AND MAY NOT BE DRIVEN OUT OF SINGAPORE WITHOUT PRIOR CONSENT OF THE COMPANY ULTIMATE CAR RENTAL.
- IN THE EVENT OF AN ACCIDENT, THE HIRER OR AUTHORISED DRIVER:
  - shall report all accidents involving the said vehicle to the Owner immediately
  - shall take immediate steps to complete and sign Form Mar 1 (Motor Accident Report form) and do all other acts required in compliance with the "NON-INJURY MOTOR ACCIDENT REPORT SCHEME" (the form will be made available when the accident is reported to the owner)
  - shall report to the police within 24 hours from the occurrence, the following types of accidents:-
    - injury case;
    - non-injury case involving a Government vehicles or damage to Government property;
    - non-injury case involving a foreign vehicle (to obtain their motor insurance, policy, Passport No./Name of the driver, Vehicle number, Log card and Vehicle road tax informational);
    - non-injury case involving a pedestrian or cyclist.

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 ULTIMATE CAR RENTAL AND THE SAME SHALL BE ACCEPTED AS CONCLUSIVE EVIDENCE OF THE SAME AND SHALL NOT BE CHALLENGED OR QUESTIONED ON ANY ACCOUNT WHATSOEVER.

DATE IN	TIME IN	MILEAGE	CHECKED BY	REMARKS	DEPOSIT REFUND	SIGNATURE OF HIRER/DRIVER
<u>07/11</u>	<u>1430km</u>					<u>M.S. Shetelan</u>



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

**TAX INVOICE**

Our Ref No: GR-20-134113

Date of Request: 31/10/2020

Your Ref No: SLN 2276 S

Focus Auto Pte Ltd  
1 Kaki Bukit Ave 6  
#02-48/50 Autobay  
Singapore 417883

Dear Sir/Madam,

**Your Search Criteria:**

Date of Accident: 30/10/2020

Place of Accident: SLN 2276 S

Client Vehicle No: SLN2276S

DESCRIPTION	AMOUNT (S\$)
E-File Search Fee (Public)	14.02
GST Amount	0.98
Total Amount Due (GST Inclusive)	15.00

Thank You.

This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

☒ GIRO ☐ Cash ☐ Cheque





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

## TAX INVOICE

Our Ref No: GR-20-134116

Date of Request: 02/11/2020

Your Ref No: SLN 2276 S

 Focus Auto Pte Ltd  
 1 Kaki Bukit Ave 6  
 #02-48/50 Autobay  
 Singapore 417883

Dear Sir/Madam,

 Date of Accident: 30/10/2020  
 Vehicle No: SLN2276S  
 Place of Accident: KIM SENG WALK  
 Involving Vehicle No: SHC8177K

With reference to your application for the accident report, we have attached the following accident reports as requested:

DOCUMENTS	ACCIDENT LOCATION	PER DOC (S\$)	QTY	AMOUNT (S\$)
SHC8177K	KIM SENG WALK	14.00	1	13.08
GST Amount				0.92
Total Amount Due (GST Inclusive)				14.00

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.

Thank You.

This is a computer generated document and requires no signature.

For GIARMC Official use:

Date:

[X] GIRO [ ] Cash [ ] Cheque



## Cecilia Chong (LKK Auto)

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**From:** Lim Gan Koon (Chris) <ChrisLim@msfirstcapital.com.sg>  
**Sent:** Monday, 11 January 2021 12:48 PM  
**To:** Cecilia Chong (LKK Auto)  
**Cc:** Karen Tan  
**Subject:** RE: Our Ref : D20004448MFSH / FW: EXPRESS SETTLEMENT VIA LKK - Accident Involving SHC 8177K (OI : FCI - TBA) and SLN 2276S (TP : LKK REF - CC6/FCI20012060/Uks3) on 30/10/2020

Dear Cecilia,

Pls offer as per below :

COR - \$3,477.50  
LOR - \$400 to \$500 (\$100 x 4 to 5 days)  
PRI - \$50 to \$60 x 1 day  
GIA - \$29  
TOTAL - \$3956.50 to \$4066.50

Thank you.

Chris Lim  
Motor Claims Dept.

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877  
| Tel: 6507 3848 | DID : 6507 3853 | Fax No. : 6507 3849 | Email: [ChrisLim@msfirstcapital.com.sg](mailto:ChrisLim@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:** Cecilia Chong (LKK Auto) <CeciliaChong@lkkauto.com>  
**Sent:** Wednesday, 6 January 2021 10:13 am  
**To:** Lim Gan Koon (Chris) <ChrisLim@msfirstcapital.com.sg>  
**Subject:** RE: Our Ref : D20004448MFSH / FW: EXPRESS SETTLEMENT VIA LKK - Accident Involving SHC 8177K (OI : FCI - TBA) and SLN 2276S (TP : LKK REF - CC6/FCI20012060/Uks3) on 30/10/2020

Hi Chris,

Documents re-attached in case you did not receive the attachment as error email receive from server for large file size limit.

Thanks

*"Best Wishes for Merry Christmas & Happy New Year 2021"*

*Best Regards,*

*Cecilia Chong | Case Handler*

*LKK Auto Consultants Pte Ltd*

*Phone: 6749-4274 | email: [CeciliaChong@lkkauto.com](mailto:CeciliaChong@lkkauto.com) | fax: 6741-4108*

*Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)*

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**From:** Cecilia Chong (LKK Auto)

**Sent:** Wednesday, 6 January 2021 8:57 AM

**To:** Lim Gan Koon (Chris) <[ChrisLim@msfirstcapital.com.sg](mailto:ChrisLim@msfirstcapital.com.sg)>

**Subject:** RE: Our Ref : D20004448MFSH / FW: EXPRESS SETTLEMENT VIA LKK - Accident Involving SHC 8177K (OI : FCI - TBA) and SLN 2276S (TP : LKK REF - CC6/FCI20012060/Uks3) on 30/10/2020

FIRST CAP Ref: **D20004448MFSH**

LKK Ref: CC6/FCI20012060/Ugs3

Dear Sirs/Madam,

We refer to the above matter.

This is a BOLA S15 collision. Liability is not in our driver's favour.

Summary to offer to third party repairer, "**FOCUS AUTO PTE LTD**" is as follows: -

	<b>Claimed Amount</b>	<b>Revised Amount</b>
1. Cost of Repair (w/GST)	\$ 7,806.59	\$ 3,477.50
2. Loss of RENTAL (8days x \$120.00)	\$ 960.00	\$ 600.00 (6days x \$100.00)
3. LTA/ GIA Search Fee	\$ 29.00	\$ 29.00
<b>Total</b>	<b>\$ 8,795.59</b>	<b><u>\$ 4,106.50</u></b>

\*\*04days recommendation for repair + 1sunday + 1PRS = 6days.

Relevant supporting claim documents are attached herewith for your perusal and reference.

**The above is for your approval.**

*"Best Wishes for Merry Christmas & Happy New Year 2021"*

*Best Regards,*

*Cecilia Chong | Case Handler*

*LKK Auto Consultants Pte Ltd*

*Phone: 6749-4274 | email: [CeciliaChong@lkkauto.com](mailto:CeciliaChong@lkkauto.com) | fax: 6741-4108*