

SINGAPORE RED CROSS SOCIETY

c/o Blk 7 Sin Ming Industrial Estate

#01-76

Singapore 575642

Date: 11-12-2020

MS FIRST CAPITAL INSURANCE LIMITED

MOTOR CLAIMS DEPT.

36 ROBINSON ROAD

#16-01 CITY HOUSE

SINGAPORE 068877

Dear Sir / Madam

ACCIDENT INVOLVING MOTOR VEHICLES PC 5128C AND SHA 9439J  
ALONG SINGAPORE DRIVE BEFORE MOULMEYN RD JUNCTION ON 24-11-2020

I / We, the owner of Vehicle No. PC 5128C which was involved in the above accident.

My / Our vehicle sustained damages as a result of the above said accident and I / we are now claiming against you for the followings:-

- |                                   |                         |
|-----------------------------------|-------------------------|
| 1. Costs of repair                | - \$ 3049.50            |
| 2. Loss-of-Use/Repair fees        | 6 days (prev) \$ 960.00 |
| 3. Police / GIA report / LTA fees | -                       |
| 4. Surveyor report fees           | -                       |
| 5. Others                         | -                       |
| Total:                            | <u>\$ 4009.50</u>       |

Please advise whether you are now prepare to settle my claims as outlined above.

I / We hereby authorise my / our repairers, M/s Alan's United Auto Pte. Ltd. and/or their representatives to negotiate/compromise settlement of my / our above claim on my / our behalf. If there is a settlement I / we further authorise you to pay whatever settlement sum to my / our repairers being the outstanding repair bill and incidentals due to them.

Your kind attention and prompt settlement is much appreciated.

Yours faithfully,



MOHAMMAD KAMAL  
Transport Coordinator  
Community Resilience  
Singapore Red Cross Society

## LETTER OF AUTHORITY

ACCIDENT INVOLVING PC5128C AND SHA 9439J  
ALONG SINGRAN DRIVE BEFORE MOULMEIN RD JUNCTION  
ON 24-11-2020

BY THE LETTER OF AUTHORITY, I / We, SINGAPORE RED CROSS SOCIETY  
NRIC NO. 586 CC0370E The owner of Vehicle No. PC 5128C

Hereby irrevocably appoint Messrs **Alan's United Auto Pte. Ltd.** at Block 7, Sin Ming Industrial Estate, Sector C, #01-76, Singapore 575642, and/or their representative to process the Third Party claim on my/our behalf and to do all and/or any of the followings:-

1. To submit, negotiate/compromise and to resolve settlements of my/our above mentioned claim.
2. To collect payment(s) due in respect of any such claim(s) for the loss and damage, such payment to be made by way of Cheque in favor of **Alan's United Auto Pte. Ltd.**
3. For any of the purpose aforesaid, to execute, sign and deliver all documents whatsoever as they deem necessary for the purpose of settling my/our said claim.

I / We hereby declare that all the processing and documents done by virtue of this letter of authority on my/our behalf by my/our repairers or any person authorized by them shall be as good valid and effectual to all intends and purposes whatsoever as if the same had been done or executed by me/us in person.

I / We further confirm that the acceptance by Messrs **Alan's United Auto Pte. Ltd.** of the settlement amount constitute the full discharge of my/our claim(s) in respect of the above accident.

Signed on the 25 (day) 11 (month) 2020 (year)



MOHAMMAD KAMAL  
Transport Coordinator  
Community Resilience  
Singapore Red Cross Society

A handwritten signature in blue ink, appearing to read "Mohammad Kamal".

Acknowledged by Owner  
(company stamp if applicable)

D20/4829/CCPL/EW  
NF



MS First Capital Insurance Limited Co.Reg. No. 195000106C GST Reg. No. M2-0001676-9  
6 Raffles Quay #21-00 Singapore 048580  
Tel: (65) 6222 2311 Fax: (65) 6222 3547

Claims & Motor Underwriting Dept: 36 Robinson Road #16-01 City House Singapore

### DISCHARGE RECEIPT

CLAIM REFERENCE : D20004829MFSH  
ACCIDENT DATE : 24/11/2020  
ACCIDENT LOCATION : SINARAN DR BEFORE MOULMEIN RD  
INSURED : CITYCAB PTE LTD  
INSURED DRIVER : TAN TIONG GIAP  
INSURED VEHICLE : SHA 9439J  
INVOLVED PARTY : PC 5128C  
SETTLEMENT SUM : \$ 3,649.50



Approved For Payment	
By	Date

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 : SINGAPORE RED CROSS SOCIETY

Signature and Date :

201 MAR 21



WITNESS :

**ALAN'S UNITED AUTO PTE. LTD.**

Company Reg. No.: 201113667N  
Blk 7 Sin Ming Industrial Estate  
#01-76 Singapore 575642  
Tel: 6453 8686 Fax: 6459 6550

Signature and Date :

*[Signature]*



# ALAN'S UNITED AUTO PTE. LTD.

Block 7, Sin Ming Industrial Estate, #01-76, Singapore 575642.

Tel: 6453 8686 (3 Lines) Fax: 6459 6550

Company Reg. No.: 201113667N

GST Reg. No.: 201113667N

## TAX INVOICE

No. : 225670

Date : 10.12.2020

PAGE : 1

Vehicle Insured : SHA9439J  
Accident Date : 24-Nov-2020

Our Ref : 020168 (FIRST) / CHAN

MS FIRST CAPITAL INSURANCE LIMITED  
36 ROBINSON ROAD  
#16-01 CITY HOUSE  
Singapore 068877

FINAL REPAIR COST FOR TOYOTA HIACE 3.0 HIGH ROOF PC5128C  
=====

To supply spare parts

To remove & refix rear windscreen  
glass and conduct water leak test.

To apply undersealing

To putty and spray replaced parts

To remove, cut-out damaged parts,  
panel beating, welding, align,  
refix and to renew above parts

	-----
	2,850.00
Add 7% GST :	199.50
	-----
Total :	S\$ 3,049.50
	=====

Singapore Dollars Three Thousand and Forty Nine  
and Cents Fifty Only

**RE: SURVEY ASSESSMENT - D20004829MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA9439J AND PC5128C ON 24/11/2020 \*\*\* LKK REF : CC4/FCI20013086/Kra3**

Eric Woo <EricWoo@msfirstcapital.com.sg>

Sun 2/21/2021 3:33 PM

To: Jaslin Kok (LKK Auto) <jaslinkok@lkkauto.com>

Cc: Admin A <admin-a@lkkauto.com>

Dear Jaslin,

You have our mandate to settle as follow:

COR : \$3,049.50

LOU : \$360 - \$600 (\$90 - \$150 x 4-6days)

Total : \$3,409.50 - \$3,649.50

Thank you.

Eric Woo

Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Email:

[EricWoo@msfirstcapital.com.sg](mailto:EricWoo@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:** Jaslin Kok (LKK Auto) <jaslinkok@lkkauto.com>

**Sent:** Monday, 1 February 2021 11:47 am

**To:** Eric Woo <EricWoo@msfirstcapital.com.sg>

**Cc:** Admin A <admin-a@lkkauto.com>

**Subject:** RE: SURVEY ASSESSMENT - D20004829MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA9439J AND PC5128C ON 24/11/2020 \*\*\* LKK REF : CC4/FCI20013086/Kra3

Dear Sirs/Mdm,

**ACCIDENT INVOLVING SHA9439J (FCI) AND PC5128C (TP) ON 24/11/2020**

We refer to the above matter.

We seek your approval to offer repairer "[\*\*ALAN'S UNITED AUTO PTE LTD\*\*](#)" at **\$3,769.50 (all-in)**.

The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repair (w/GST)	\$ 5,007.68	\$ 3,049.50 (\$2,850.00 +7%GST)
2. Loss of Use (06days x \$160.00)	\$ 960.00	\$ 720.00 (06days x \$120.00)
<b>Total</b>	<b>\$ 5,967.68</b>	<b><u>\$ 3,769.50</u></b>

Surveyor recommended 4 days for repair + 1 PRS + 1 Sunday = 6Days

Enclosed here with all the relevant documents for your perusal.

**Kindly let us have your approval / instruction.**

Thank you.

Best Regards,

**Jaslin Kok** | Case Handler

**LKK Auto Consultants Pte Ltd**

Phone: 6841 2157 | email: [JaslinKok@lkkauto.com](mailto:JaslinKok@lkkauto.com) | fax: 6741 4108

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

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**From:** Eric Woo <[EricWoo@msfirstcapital.com.sg](mailto:EricWoo@msfirstcapital.com.sg)>

**Sent:** Tuesday, 8 December 2020 3:05 PM

**To:** Jaslin Kok (LKK Auto) <[jaslinkok@lkkauto.com](mailto:jaslinkok@lkkauto.com)>

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Subject:** RE: SURVEY ASSESSMENT - D20004829MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA9439J AND PC5128C ON 24/11/2020 \*\*\* LKK REF : CC4/FCI20013086/Kra3

Dear Jaslin,

We are agreeable with Express Settlement.

Thank you.

Eric Woo

Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877 | Email:

[EricWoo@msfirstcapital.com.sg](mailto:EricWoo@msfirstcapital.com.sg) | Company Regn. No. 195000106C | TEL: 6507 3848

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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:** Jaslin Kok (LKK Auto) <[jaslinkok@lkkauto.com](mailto:jaslinkok@lkkauto.com)>

**Sent:** Tuesday, December 8, 2020 12:24 PM

**To:** Eric Woo <[EricWoo@msfirstcapital.com.sg](mailto:EricWoo@msfirstcapital.com.sg)>

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Subject:** RE: SURVEY ASSESSMENT - D20004829MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA9439J AND PC5128C ON 24/11/2020 \*\*\* LKK REF : CC4/FCI20013086/Kra3

Dear Eric

We refer to the above matter.

Liability: 100%

Remarks: Insured driver rear ended third party.

Kindly let us have your approval on liability.

Thank you.

Best Regards,

**Jaslin Kok** | Case Handler

**LKK Auto Consultants Pte Ltd**

Phone: 6841 2157 | email: [JaslinKok@lkkauto.com](mailto:JaslinKok@lkkauto.com) | fax: 6741 4108

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

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**From:** Mei Kwan (LKKAuto) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>

**Sent:** Monday, 7 December 2020 3:52 PM

**To:** [ERICWOO@MSFIRSTCAPITAL.COM.SG](mailto:ERICWOO@MSFIRSTCAPITAL.COM.SG)

**Cc:** Jaslin Kok (LKK Auto) <[jaslinkok@lkkauto.com](mailto:jaslinkok@lkkauto.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Subject:** RE: SURVEY ASSESSMENT - D20004829MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA9439J AND PC5128C ON 24/11/2020

Dear Eric,

We refer to the above matter.

We had inspected TP vehicle PC 5128C on a WP basis and TP repairer proposed for express settlement.

Enclosed for your perusal is:

- TP estimated cost of repair
- Preliminary advice
- Photographs of TP vehicle in its damaged condition

Please take note that the case handler in-charge is Jaslin and she can be contacted at DID: 6841 2157.

*To check availability of the case handler, you may contact the undersigned.*

Thank you.

Best Regards,

**Mei Kwan** | Admin

**LKK Auto Consultants Pte Ltd**

Phone: 6366 0055 | email: [MeiKwan@lkkauto.com](mailto:MeiKwan@lkkauto.com) | fax: 67414108

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***

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**From:** Admin-D (LKKAuto) <[admin-d@lkkauto.com](mailto:admin-d@lkkauto.com)>

**Sent:** Thursday, 26 November, 2020 4:00 PM

**To:** 'Claim Workflow System' <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>; assignments <[assignments@lkkauto.com](mailto:assignments@lkkauto.com)>; Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>

**Cc:** [ERICWOO@MSFIRSTCAPITAL.COM.SG](mailto:ERICWOO@MSFIRSTCAPITAL.COM.SG)

**Subject:** RE: SURVEY ASSESSMENT - D20004829MFSH/1

Dear Sir/Madam,

Thank you for the assignment.

Please be informed that vehicle currently not in the workshop, repairer will arrange.

Best Regards,

Summer Lee | Admin

LKK Auto Consultants Pte Ltd

Phone: 6741-8434 | email: [assignments@lkkauto.com](mailto:assignments@lkkauto.com) | fax: 6256-4315 Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

**From:** Claim Workflow System <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>

**Sent:** Thursday, 26 November, 2020 3:44 PM

**To:** [ASSIGNMENTS@LKKAUTO.COM](mailto:ASSIGNMENTS@LKKAUTO.COM)

**Cc:** [CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG](mailto:CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG); [ERICWOO@MSFIRSTCAPITAL.COM.SG](mailto:ERICWOO@MSFIRSTCAPITAL.COM.SG)

**Subject:** PRI: SURVEY ASSESSMENT - D20004829MFSH/1

Dear Sir/Mdm,

We refer to the above reference.

Please find attached the necessary documents for survey.

Kindly submit your report via CWS within the next 14 days.

**Note: All the accident reports are uploaded into CWS for your perusal.**

Best Regards,

Admin Team

Claim Workflow System

Motor Claims Department

MS First Capital Insurance Limited

Tel : 6507 3848

Fax : 6507 3849

**PS: This is a system generated mail. Please do not reply to this mail.**