




Lauro Araos Songcuan JR <lauro.songcuan@cyclecarriage.com>

To Jasper Chua (LKK Auto); Jaslin Kok (LKK Auto)

Cc Andre Chow En De; Loi Ai Ting; Jojo Cheng; Edwin Abcede Caina

 Reply

 Reply All

 Forward



Fri 15/1/2021 4:05 PM



SMP5948U - Letter of Demand.pdf  
1 MB



Dear Sir/Madam,

Pls. refer to attached LOD.

Our customer, **Cycle & Carriage Leasing Pte. Ltd.** insured with **LIBERTY** claims as follows.

|                |                               |
|----------------|-------------------------------|
| Cost of repair | \$ 3,187.53                   |
| Loss of rental | \$ 749.00 (\$107.00 x 7 days) |
|                | -----                         |
| Total          | <b>\$ 3,936.53</b>            |

Appreciate if you could quantify your offer the soonest.

Thank you so much.



Exceptional Journeys

To:

Cycle & Carriage Kia Pte Ltd  
209 Pandan Gardens,  
Singapore 609339  
Attention: [Motor Claims Department]

Date: 21/12/2020

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SMP5948U (*vehicle no.*) (the "**Vehicle**").
2. As a result of a motor incident occurring on 18.12.2020 (*date and time of accident*) on/along LOR 6 TOA PAYOH (*location*) between the Vehicle and SHA6610A (*3<sup>rd</sup> party vehicle(s) number, if any*) (the "**Accident**"), the Vehicle was damaged and has been sent in for repairs to be conducted at Cycle & Carriage's workshop.
3. I/We hereby authorize Cycle & Carriage to act for and on my/our behalf in respect of the following:
  - (a) to submit, make, settle and/or resolve any claims (the "**Claims**") which I/we may have against third party insurers and/or any other parties ("**Third Parties**") arising out of the Accident, in any manner as it deems fit;
  - (b) to receive payment from any Third Parties as settlement for the Claims (including accepting cheques made out in favour of Cycle & Carriage); and
  - (c) to generally do or cause to be done all acts or things (including signing any forms or documents or giving instructions to any Third Parties) which it deems necessary or expedient for the foregoing purposes.
4. In addition to the above, I/We hereby further authorize Cycle & Carriage, for and on our behalf, to **execute and sign any discharge vouchers, indemnity forms and/or any other forms or documents** in relation to or arising from the Claims.

For the avoidance of doubt, all payments towards settlement of the Claims should be made in favour of Cycle & Carriage.



Exceptional Journeys

5. I/We further acknowledge and recognize that any settlement which Cycle & Carriage may make for and on my/our behalf in respect of any Claims may be on a without prejudice basis and without any admission of liability in so far as any other Third Parties are concerned.

Thank you.

Yours faithfully,

LIM CHIA HSUEH (REGINALD)



Name: CYCLE & CARRIAGE LEASING PTE LTD  
NRIC / Passport No. / Company Registration No.:

### DISCHARGE RECEIPT

CLAIM REFERENCE : D20005205MFSH  
ACCIDENT DATE : 18/12/2020  
ACCIDENT LOCATION : BRADDELL RD TWDS LOR 6 TOA PAYOH  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : NEO YIT SAY  
INSURED VEHICLE : SHA 6610A  
INVOLVED PARTY : SMP 5948U  
SETTLEMENT SUM : \$3,615.53

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 : CYCLE & CARRIAGE LEASING PTE LTD

Signature and Date :

21/04/21 

WITNESS : LARRY SONGCUAN

Signature and Date :

21/04/21 





CYCLE &amp; CARRIAGE

**CYCLE & CARRIAGE KIA PTE LTD**  
**PANDAN GARDENS CUSTOMER SERVICE CENTRE**

209 Pandan Gardens Singapore 609339 Tel: 65684555 Fax: 65651240

**TAX INVOICE**

Co Reg No : 199405410K

GST Reg No : MR-8500111-X

| Invoice Name & Address             | Owner Name & Vehicle Info                             |
|------------------------------------|---|
| MS First Capital Insurance Limited | Cust No/Name LC000162/ CYCLE & CARRIAGE LEASING PTE L |
| Motor Claims Department            | Reg No/Reg Date SMP5948U / 01/10/2019                 |
| 36 Robinson Road #16-01            | Date In/Mileage 29/12/2020/ 100930                    |
| City House                         | Chassis/Package KNAF1416MK5050457                     |
| Singapore 068877                   | Engine No G4FGKH745341                                |
| Contact No                         | Make/Model KIA/CERATO 1.6 A L S116                    |
| 23/12/2020                         | Colour/Trim KLG STEEL GREY / WK SATURN BLACK          |

| Account No | Terms | Date/Time Printed | CSE | Operator             | WIP No | Invoice/Credit Note No |
|------------|-------|-------------------|-----|----------------------|--------|------------------------|
| CTP00080   | Cash  | 05/01/2021/ 09:37 | TLE | 884 / Lauro Songcuan | 25976  | 81453093               |

| Description of Goods / Services   | Qty  | Unit Price | Disc% | Amount |
|---|------|------------|-------|--------|
| E PNT88000<br>RENEW REAR BUMPER   |      |            |       | 640.00 |
| E PNT98000<br>SPRAY PAINT REAR BUMPER   |      |            |       | 550.00 |
| A 54900099<br>CHECK WIRING & CHASSIS ELECTRICAL SYSTEM  |      |            |       | 30.00  |
| A 10028901<br>TO CARRY OUT DIAGNOSTIC CHECK USING HI-SCAN PRO TEST<br>USING HI-SCAN PRO TEST                |      |            |       | 280.00 |
| E PNT88000<br>REMOVE & REFIT REVERSE SENSOR   |      |            |       | 100.00 |
| M SUNDRY  |      |            |       | 20.00  |
| CT SUNDRIES   |      |            |       |        |
| X COVER-RR BUMPER LWR   | 1.00 | 241.00     | 00.00 | 241.00 |
| X COVER-RR BUMPER FOG LAMP,LH   | 1.00 | 19.00      | 00.00 | 19.00  |
| X BEAM-RR BUMPER  | 1.00 | 318.00     | 00.00 | 318.00 |
| X STAY-RR BUMPER LH   | 1.00 | 65.00      | 00.00 | 65.00  |
| X STAY-RR BUMPER RH   | 1.00 | 65.00      | 00.00 | 65.00  |
| X COVER-RR BUMPER   | 1.00 | 651.00     | 00.00 | 651.00 |
| Z TEXT<br>TP CLAIM FIRST CAPITAL - SHA6610A<br>SURVEY: STEVE (LKK) 22.12.2020<br>DOA: 18.12.2020<br>03 DAYS |      |            |       |        |
| <i>Guarantee Your Warranty, Maintain with Cycle &amp; Carriage!</i>   |      |            |       |        |

|                 |          |               |          |
|-----------------|----------|---------------|----------|
| Parts           | 1,359.00 | Nett          | 2,979.00 |
| Labour          | 1,600.00 | 7% GST on     | 208.53   |
| Standard Menu   | 0.00     |               |          |
| Specialist Job  | 0.00     | Total Payable | 3,187.53 |
| Diagnostics Job | 0.00     | Paid          | 0.00     |
| Sundry/Others   | 20.00    | Total Due     | 3,187.53 |
| Total(w/o GST)  | 2,979.00 |               |          |

Payment should be made strictly by cash, NETS or credit cards. Thank you.

Any dispute to the invoice must be made within 3 days. This is a computer generated document, no signature is required.



## LEASING

CYCLE & CARRIAGE LEASING PTE. LTD.  
209 Pandan Gardens, Singapore 609339  
Tel +65 6251 8880 · Fax +65 6251 8998  
www.cyclecarriage.com/sg/leasing  
Incorporated in Singapore  
Company Reg No. 201900307R  
GST Reg No. MR8500111X

**Mr Yap Eng Hoe**

14 upper serangoon crescent #13-38  
Singapore 534029

Attn: Yap Eng Hoe (96162202)

**Tax Invoice**

**Inv No.** : RMI21010009  
**Date** : 15 Jan 2021  
**Ref** : SMP5948U  
**Curr** : SGD  
**Terms** : COD  
**Sales** : Wilson Ho  
**Referral ID** : Accident Claim -  
Accident Claim  
**RA No.** : RLA20110008

| # | Description   | Qty  | UOM | U/P    | Amt    |
|---|---|------|-----|--------|--------|
| 1 | Rental (23/12/2020 to 30/12/2020)<br>Rental Period: 7 days<br>Rental Rate: \$100 Daily<br>Vehicle Registration No. : SMM3307Z<br>Vehicle Model : KIA CERATO 1.6(A) LX<br>Reference No: SMP5948U | 7.00 |     | 100.00 | 700.00 |

This is a computer generated document.  
No signature is required.  
For Bank Transfer:  
SCB 01-063-8115-6  
DBS 072-009109-4

Subtotal Before GST : S\$ 700.00  
7 % GST on S\$ 700.00 : S\$ 49.00  
**Total Amt Incl. GST : S\$ 749.00**

For PayNow:  
PayNow ID (SGD): 201900307RS01  
Or scan QR code for payment.



Kindly send payment advice to  
cclfinance@cyclecarriage.com.sg

## Jaslin Kok (LKK Auto)

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**From:** Vic Alpeh S. Sanghilan <VicSanghilan@msfirstcapital.com.sg>  
**Sent:** Wednesday, 21 April 2021 10:56 AM  
**To:** Jaslin Kok (LKK Auto)  
**Cc:** Admin A  
**Subject:** [MANDATE GIVEN] D20005205MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA6610A AND SMP5948U ON 18.12.2020 \*\*\* LKK REF: CC4/FCI20014232/Era3

Dear Jaslin,

We refer to your below email.

You have our mandate to settle the matter from **\$3,615.53 - \$3,722.53 (all in).**

**Kindly start to offer LOR @ \$107 x 4 Days first.**

Thank you.

Kind Regards,

Vic Sanghilan  
Motor Claim Department

MS First Capital Insurance Ltd | 36 Robinson Road, City House #16-01 Singapore 068877  
| Tel: 65073848 | DID : 65073846 | Fax No. : 65073849 | Email: [vicsanghilan@msfirstcapital.com.sg](mailto:vicsanghilan@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.*

*Confidentiality Notice: This e-mail is confidential. It may also be legally privileged. If you are not the addressee or to whom it is intended, you may not copy, forward, disclose or use any part of it. If you have received this message in error, please delete the message and all copies from your system and notify the sender immediately by return e-mail.*

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**From:** Jaslin Kok (LKK Auto) <jaslinkok@lkkauto.com>  
**Sent:** Thursday, 1 April 2021 4:20 pm  
**To:** Vic Alpeh S. Sanghilan <VicSanghilan@msfirstcapital.com.sg>  
**Cc:** Admin A <admin-a@lkkauto.com>  
**Subject:** RE: SURVEY ASSESSMENT - D20005205MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA6610A AND SMP5948U ON 18.12.2020 \*\*\* LKK REF: CC4/FCI20014232/Era3

Dear Sirs/Madam,

**ACCIDENT INVOLVING SHA 6610A AND SMP 5948U ON 18.12.2020**

We refer to the above matter.

We seek your approval to offer Third Party repairer "CYCLE & CARRIAGE KIA PTE LTD" at \$ 3,722.53 (all-in).

The summary is as follows:-

|   | Claimed Amount     | Revised Amount                       |
|---|--------------------|--------------------------------------|
| 1. Cost of Repair (w/GST)                   | \$ 6,425.00        | \$ 3,187.53 (\$2,979.00 + 7% GST)    |
| 2. Loss of Rental (7days x \$100.00)(W/GST) | \$ 749.00          | \$ 535.00 (5 days x \$100.00)(W/GST) |
| Total                                       | <b>\$ 7,174.00</b> | <b>\$ 3,722.53</b>                   |

Surveyor recommended 3 days for repair + 1 PH + 1 PRS = 5days

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

**Sent:** Sunday, 3 January 2021 1:32 PM

**To:** [VICSANGHILAN@MSFIRSTCAPITAL.COM.SG](mailto:VICSANGHILAN@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 - D20005205MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA6610A AND SMP5948U ON 18.12.2020 \*\*\* LKK REF: CC4/FCI20014232/Era3

Dear Vic,

We refer to the above matter.

We have inspected third party vehicle SMP 5948U 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.

*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)  
**Sent:** Monday, 21 December 2020 2:04 PM  
**To:** 'Claim Workflow System'; assignments; Admin A  
**Cc:** [VICSANGHILAN@MSFIRSTCAPITAL.COM.SG](mailto:VICSANGHILAN@MSFIRSTCAPITAL.COM.SG)  
**Subject:** RE: SURVEY ASSESSMENT - D20005205MFSH/1

Dear Sir/Madam,

Thank you for the assignment.

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

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

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:** Monday, 21 December, 2020 11:48 AM  
**To:** [ASSIGNMENTS@LKKAUTO.COM](mailto:ASSIGNMENTS@LKKAUTO.COM)  
**Cc:** [CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG](mailto:CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG); [VICSANGHILAN@MSFIRSTCAPITAL.COM.SG](mailto:VICSANGHILAN@MSFIRSTCAPITAL.COM.SG)  
**Subject:** PRI: SURVEY ASSESSMENT - D20005205MFSH/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.**