

 **Hitachi Capital Asia Pacific Pte. Ltd.**  
**Jun Taiyo Service Centre**  
No. 8 Fourth Lok Yang Road  
Singapore 629705

MS First Capital Insurance Limited  
36 Robinson Rd  
#16-01 City House  
Singapore 068877

Date : 14/01/2021

Re : Accident involving vehicle no.: SKB3316D and vehicle no(s): SHA2566X on 24/12/2020 at PIE Exit KPE towards MCE

Dear Sir,

Reference to the above accident, we are submitting the following claims on damages to our client's vehicle caused by your insured's vehicle.

<input checked="" type="checkbox"/> Workshop repair bill (Cost of repairs) TP10106612	\$3,210.00
<input type="checkbox"/> Loss of use vehicle for 0 days at (\$0.00 /day)	
<input type="checkbox"/> Medical expenses	
<input type="checkbox"/> Surveyor report fee	
<input checked="" type="checkbox"/> Rental invoice	\$513.60
<input type="checkbox"/> Pain & suffering	
<input type="checkbox"/> Traffic police investigation fee	
<input type="checkbox"/> Search fee	
<input type="checkbox"/> Others :	
<b>Grand Total :</b>	<b>\$3,723.60</b>

Please find the following documents enclosed,

- |  |  |
|--|--|
| <input type="checkbox"/> Accident Report                   | <input type="checkbox"/> Police Investigation Result |
| <input checked="" type="checkbox"/> Repair Bill            | <input type="checkbox"/> Medical Receipt             |
| <input checked="" type="checkbox"/> Vehicle Rental Receipt | <input type="checkbox"/> Surveyor Bill               |
| <input type="checkbox"/> Search Fee Receipt                | <input type="checkbox"/> Excess Bill                 |
| <input type="checkbox"/> My Insurance Company              |  |
| <input type="checkbox"/> Policy No                         |  |
| <input type="checkbox"/> Others                            |  |

We look forward to your settlement within 30 days failing which you have to bear all costs incurred for engaging a solicitor to enable us to recover full settlement from your company.

Thank you,  
**HITACHI CAPITAL ASIA PACIFIC PTE. LTD.**

  
TAKASHI SEKIMOTO (MR)  
Senior Manager  
Auto Servicing

Hitachi Capital Asia Pacific Pte. Ltd.

**DISCHARGE RECEIPT**

CLAIM REFERENCE : D21000015MFSH  
ACCIDENT DATE : 24/12/2020  
ACCIDENT LOCATION : PIE EXIT KPE TOWARDS MCE  
INSURED : COMFORT TRANSPORTATION PTE LTD  
INSURED DRIVER : WONG FOOK ONG  
INSURED VEHICLE : SHA 2566X  
INVOLVED PARTY : SKB 3316D  
SETTLEMENT SUM : \$3,723.60


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.

**HITACHI CAPITAL ASIA PACIFIC PTE. LTD.**CLAIMANT : **HITACHI CAPITAL ASIA PACIFIC PTE LTD**Signature and Date : TAKASHI SEKIMOTO (MR)  
Senior Manager  
Auto Servicing  
Total Vehicle Solutions Department

8/3/2021

WITNESS : *Ng Jiong Low*Signature and Date : 

8/3/2021

**Hitachi Capital Asia Pacific Pte. Ltd.**  
**Jun Taiyo Service Centre**

No. 8 Fourth Lok Yang Road Singapore 629705  
Tel: 64663022 Fax: 68966591  
Co.Reg.No. 199400399N GST Reg. No. M2-0118999-3

**TAX INVOICE**

M/S : MS First Capital Insurance Limited  
36 Robinson Rd  
#16-01 City House  
Singapore 068877  
Attn : Motor Claim Dept

Invoice No : TP10106612  
Accident Date : 24/12/2020  
Veh Regn : SKB3316D  
Model : TOYOTA WISH 1.8  
Date : 14/01/2021  
Terms : 0 days  
Due Date : 14/01/2021  
Your Insured : SHA2566X  
Total Pages : 1 / 1

	Qty	S\$Unit	S\$Amt	S\$Labor
<b>1. Body Repair</b>				
<b>Parts &amp; Labour Charges</b>				
1 To repair the above mentioned vehicle on a lump sum basis inclusive spare parts, labour and spray painting				3,000.00
			SubTotal :	0.00 3,000.00
			Grand Total :	3,000.00
			Add 7 % GST :	210.00
			Net Total After GST :	3,210.00

INTEREST OF 1% PER MONTH WILL BE CHARGED ON ANY AMOUNT OUTSTANDING FROM DUE DATE

All cheques should be crossed and made payable to :  
Hitachi Capital Asia Pacific Pte. Ltd.

HITACHI CAPITAL ASIA PACIFIC PTE. LTD.

  
TAKASHI SEKIMOTO (MR)  
Senior Manager  
Auto Servicing  
Total Vehicle Solutions Department  
Service Manager  
Job done by :

**Hitachi Capital Asia Pacific Pte. Ltd.**  
**Jun Taiyo Service Centre**

No. 8 Fourth Lok Yang Road Singapore 629705  
Tel: 64663022 Fax: 68966591  
Co.Reg.No. 199400399N GST Reg. No. M2-0118999-3

**TAX INVOICE**

M/S : MS First Capital Insurance Limited  
36 Robinson Rd  
#16-01 City House  
Singapore 068877  
Attn : Motor Claim Dept


Invoice No : NR40106613  
Accident Date : 24/12/2020  
Veh Regn : SKB3316D  
Model : TOYOTA WISH 1.8  
Date : 14/01/2021  
Terms : 0 days  
Due Date : 14/01/2021  
Your Insured : SHA2566X  
Total Pages : 1 / 1

	Qty	S\$Unit	S\$Amt	S\$Labor
<b>1. Rental Fee</b>				
1 Rental of SKT5462G for 4 days	4.00	120.00	480.00	
			SubTotal :	480.00 0.00
			Grand Total :	480.00
			Add 7 % GST :	33.60
			Net Total After GST :	513.60

INTEREST OF 1% PER MONTH WILL BE CHARGED ON ANY AMOUNT OUTSTANDING FROM DUE DATE

All cheques should be crossed and made payable to :  
Hitachi Capital Asia Pacific Pte. Ltd.

**HITACHI CAPITAL ASIA PACIFIC PTE. LTD.**

  
TAKASHI SEKIMOTO (MR)  
Senior Manager  
Auto Servicing  
Total Vehicle Solutions Department  
Service Manager

Job done by :



## Replacement Vehicle Report

### Particulars of Hirer

Name : Mr Jun Kondo  
 Company's Name : VLK Traders (S) Pte Ltd  
 Address : 7 Keppel Road #02-28/29 Tanjong Pagar Complex Singapore 089053  
 Vehicle No : SKB3316D  
 Tel : 62217227  
 HP : 91557807

### Vehicle Particulars

Vehicle No : SKT5462G  
 Maker : Toyota  
 Model : Wish 1.8

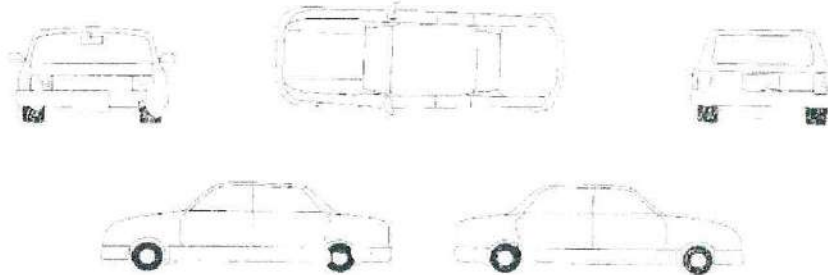
### Reason for Replacement :

☒ Accident  
☐ Repair  
☐ Others

OUT		Petrol: 100	IN		Petrol: 100
Date	: 30/12/2020	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">50</div> <div style="border-left: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; top: 0; left: 0; right: 0; border-bottom: 1px solid black;"></div> <div style="position: absolute; bottom: 0; left: 0; right: 0; border-top: 1px solid black;"></div> </div> </div>	Date	: 08/01/21	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">50</div> <div style="border-left: 1px solid black; height: 100px; position: relative;"> <div style="position: absolute; top: 0; left: 0; right: 0; border-bottom: 1px solid black;"></div> <div style="position: absolute; bottom: 0; left: 0; right: 0; border-top: 1px solid black;"></div> </div> </div>
Time	: 1451		Time	: 1144	
Mileage (km)	: 54966		Mileage (km)	: 55930	
No of Keys (pcs)	: 1		No of Keys (pcs)	: 1	
		0			0

Others:

Mark "X" on Damage Parts



I / We hereby confirm our acceptance:

Name: Goh Chuan Ruon  
 HP: 98593800

Name: Gabriel Ng  
 HP: 91553908

For/on behalf of Hitachi Capital Asia Pacific Pte. Ltd.

For/on behalf of Hitachi Capital Asia Pacific Pte. Ltd.

1. In case of vehicle's Insurance is under Third Party only, Excess is to cover for any third party damage or injury claims.
2. The Lessee shall be responsible for same petrol level (\$25.00 / quarter) and all traffic offences.

Others:

## Asher Sng (LKKAUTO)

---

**From:** Lim Gan Koon (Chris) <ChrisLim@msfirstcapital.com.sg>  
**Sent:** Friday, 5 March 2021 2:04 PM  
**To:** Asher Sng (LKKAUTO)  
**Cc:** Admin A  
**Subject:** RE: [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Asher,

Pls offer as per below :

COR - \$3,210  
LOR - \$513.60 (\$128.40 x 4 days)  
TOTAL - \$3,723.60

Regards

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:** Asher Sng (LKKAUTO) <AsherSng@lkkauto.com>  
**Sent:** Thursday, 4 March 2021 3:33 pm  
**To:** Lim Gan Koon (Chris) <ChrisLim@msfirstcapital.com.sg>  
**Cc:** Admin A <admin-a@lkkauto.com>  
**Subject:** RE: [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Hi Chris,

We refer to the above matter.

Third party disagreed with our offer and counter proposed the settlement of rental with GST.

Kindly advise.

Thank You.

Best Regards,

**Asher Sng** | Case Handler

**LKK Auto Consultants Pte Ltd**

email: [ashersng@lkkauto.com](mailto:ashersng@lkkauto.com) | fax: 6741-4108 | did: 6841-6051

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.**

---

**From:** Asher Sng (LKKAuto)

**Sent:** Thursday, 4 March 2021 3:13 PM

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

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

**Subject:** RE: [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Hi Chris,

Content noted, shall revert tp on the offer.

Thank You.

Best Regards,

**Asher Sng** | Case Handler

**LKK Auto Consultants Pte Ltd**

email: [ashersng@lkkauto.com](mailto:ashersng@lkkauto.com) | fax: 6741-4108 | did: 6841-6051

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.**

---

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

**Sent:** Thursday, 4 March 2021 11:04 AM

**To:** Asher Sng (LKKAuto) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

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

**Subject:** FW: [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Dear Asher,

We had received an email from TP, asking for offer.

Kindly reply to TP with offer as the mandate offer was given on 26/02/21 already.

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

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**From:** Lim Gan Koon (Chris)

**Sent:** Friday, 26 February 2021 10:14 am

**To:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

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

**Subject:** RE: [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Dear Asher,

Pls offer as per below:

COR - \$3,210

LOR - \$300 to \$480 (\$100 to \$120 x 3 to 4 days)

TOTAL - \$3,510 to \$3,690

Regards

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

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**From:** Asher Sng (LKKAUTO) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

**Sent:** Friday, 26 February 2021 9:45 am

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

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>; Karen Tan <[karentan@msfirstcapital.com.sg](mailto:karentan@msfirstcapital.com.sg)>

**Subject:** [MANDATE REQUEST] RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Your ref : D21000015MFSH

Our ref : CC4/FCI20014770/Gea3q2



Dear Sirs,

**ACCIDENT INVOLVING SHA 2566X (OI) AND SKB 3316D (TP) ON 24/12/2020**

We refer to the above matter.

The accident occurred when our insured rear ended third party vehicle.

Basing on the reports of the circumstance of the accident, we propose to settle third-party claim at 100% liability.

We seek your approval to offer repairer " HITACHI CAPITAL (S) PTE LTD " at **\$ 3,723.60 (all-in).**

The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs (w/GST)	\$ 9,348.08	\$ 3,210.00
2. Loss of Rental (4days x \$120)(w/GST)	\$ 513.60	\$ 513.60 (4days x \$120)
<b>Total</b>	<b>\$ 9,861.68</b>	<b><u>\$ 3,723.60</u></b>

Surveyor recommended 4days for repair.

Enclosed here with all the relevant documents for your perusal.

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

Thank You.

Best Regards,

**Asher Sng** | Case Handler

**LKK Auto Consultants Pte Ltd**

email: [ashersng@lkkauto.com](mailto:ashersng@lkkauto.com) | fax: 6741-4108 | did: 6841-6051

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

**Sent:** Monday, 11 January 2021 11:23 AM

**To:** Asher Sng (LKKAuto) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>

**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>; Karen Tan <[karentan@msfirstcapital.com.sg](mailto:karentan@msfirstcapital.com.sg)>

**Subject:** RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Dear Asher,

Liability is clear. Pls proceed with ES.

Regards

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

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**From:** Mei Kwan (LKKAuto) <[Meikwan@lkkauto.com](mailto:Meikwan@lkkauto.com)>  
**Sent:** Sunday, 10 January 2021 5:27 pm  
**To:** Lim Gan Koon (Chris) <[ChrisLim@msfirstcapital.com.sg](mailto:ChrisLim@msfirstcapital.com.sg)>  
**Cc:** Admin A <[admin-a@lkkauto.com](mailto:admin-a@lkkauto.com)>; Asher Sng (LKKAuto) <[AsherSng@lkkauto.com](mailto:AsherSng@lkkauto.com)>  
**Subject:** RE: SURVEY ASSESSMENT - D21000015MFSH/1 // EXPRESS SETTLEMENT - ACC INV SHA2566X AND SKB3316D  
ON 24.12.2020 \*\*\* LKK REF: CC4/FCI20014770/Gea3

Dear Chris,

We refer to the above matter.

We have inspected third party vehicle SKB 3316D and TP repairer proposed for express settlement.

Enclosed for your perusal is:

- TP estimated cost of repair
- Preliminary advice

Please take note that the case handler in-charge is Asher.

*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.*

---

**From:** Admin-D (LKKAuto)  
**Sent:** Wednesday, 30 December 2020 11:36 AM  
**To:** 'Claim Workflow System'; assignments

Cc: [CHRISLIM@MSFIRSTCAPITAL.COM.SG](mailto:CHRISLIM@MSFIRSTCAPITAL.COM.SG); Admin A  
Subject: RE: SURVEY ASSESSMENT – D21000015MFSH/1

Dear Sir/Mdm,

Thank you for the assignment.

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

**BEST REGARDS**

**G.NIVITHA**

**LKK Auto Consultants Pte Ltd**

Phone: 6841-1972 | email: [assignments@lkkauto.com](mailto:assignments@lkkauto.com) | fax: 6256-4315

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

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

*\* 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: Claim Workflow System <[cwsmotorclaims@msfirstcapital.com.sg](mailto:cwsmotorclaims@msfirstcapital.com.sg)>  
Sent: Wednesday, 30 December 2020 10:43 AM  
To: [ASSIGNMENTS@LKKAUTO.COM](mailto:ASSIGNMENTS@LKKAUTO.COM)  
Cc: [CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG](mailto:CWSMOTORCLAIMS@MSFIRSTCAPITAL.COM.SG); [CHRISLIM@MSFIRSTCAPITAL.COM.SG](mailto:CHRISLIM@MSFIRSTCAPITAL.COM.SG)  
Subject: PRI: SURVEY ASSESSMENT – D21000015MFSH/1

Dear Sir/Mdm,

We refer to the above reference.

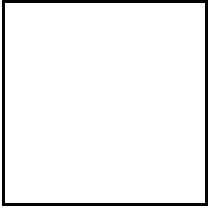
Please find attached the necessary documents for survey.

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

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