

## Hsiao Tong (LKKAuto)

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**From:** Lauro Araos Songcuan JR <lauro.songcuan@cyclecarriage.com.sg>  
**Sent:** Tuesday, 16 February 2021 11:40 AM  
**To:** Hsiao Tong (LKKAuto)  
**Cc:** Andre Chow En De; Loi Ai Ting; Jojo Cheng; Coco Lu Ting; Edwin Abcede Caina  
**Subject:** Your Ref: CC4/AIG21000187/pa3 (GBJ9640S) Our Ref: SLM3885H DOA: 01/01/2021  
**Attachments:** SLM3885H - Letter of Demand.pdf

Dear Hsiao Tong Chew,

Pls. refer to attached LOD.

Our customer, **Lam Lee Lee**, insured with **BUDGET DIRECT** claims as follows.

|                |                              |
|----------------|------------------------------|
| Cost of repair | \$ 7,683.46                  |
| Loss of rental | \$ 342.40 (\$85.60 x 4 days) |
| GIA search fee | \$ 2.00                      |
|                | -----                        |
| <b>Total</b>   | <b>\$ 8,027.86</b>           |

Appreciate if you could quantify your offer of settlement the soonest.

Thank you so much.

Best regards,

**Larry Songcuan**  
Customer Service



Exceptional Journeys

Cycle & Carriage Singapore • 209 Pandan Gardens, Singapore 609339  
T: +65 6568 4658 • F: +65 6565 1240 • [www.cyclecarriage.com.sg](http://www.cyclecarriage.com.sg)

 A member of the Jardine Cycle & Carriage Group



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 |                                    |
|---|---------------------------|------------------------------------|
| AIG Asia Pacific Insurance Pte.<br>Ltd.<br>MOTOR CLAIM DEPARTMENT<br>78 SHENTON WAY #09-16<br>AIG BUILDING<br>SINGAPORE 079120<br>Contact No 64191000<br><br>11/01/2021 | Cust No/Name              | /LAM LEE LEE                       |
|   | Reg No/Reg Date           | SLM3885H / 29/03/2017              |
|   | Date In/Mileage           | 11/01/2021/ 63524                  |
|   | Chassis/Package           | KNAFX411MH5696965                  |
|   | Engine No                 | G4FGGH667924                       |
|   | Make/Model                | KIA/CERATO K3 1.6 A EX             |
|   | Colour/Trim               | MST METAL STREAM / WK SATURN BLACK |

| Account No   | Terms  | Date/Time Printed | CSE | Operator             | WIP No     | Invoice/Credit Note No |         |
|--|--------|-------------------|-----|----------------------|------------|------------------------|---------|
| LAX00000   | Credit | 10/02/2021/ 08:20 | TLE | 884 / Lauro Songcuan | 26617      | 81456551               |         |
| Description of Goods / Services                      |        |                   |     | Qty                  | Unit Price | Disc%                  | Amount  |
| E PNT88000   |        |                   |     |                      |            |                        | 1200.00 |
| RENEW REAR BUMPER & BOOTLID, REPAIR REAR END PANEL   |        |                   |     |                      |            |                        |         |
| E PNT98000   |        |                   |     |                      |            |                        | 1050.00 |
| SPRAY REAR BUMPER & BOOTLID                          |        |                   |     |                      |            |                        |         |
| E PNT88000   |        |                   |     |                      |            |                        | 120.00  |
| REMOVE & REFIT BOOTLID COMPONENTS                    |        |                   |     |                      |            |                        |         |
| E PNT88000   |        |                   |     |                      |            |                        | 120.00  |
| REMOVE & REFIT REAR FLOOR BOARD,TRIM & CARPET        |        |                   |     |                      |            |                        |         |
| A 54900099   |        |                   |     |                      |            |                        | 30.00   |
| CHECK WIRING & CHASSIS ELECTRICAL SYSTEM             |        |                   |     |                      |            |                        |         |
| A 10028901   |        |                   |     |                      |            |                        | 120.00  |
| TO CARRY OUT DIAGNOSTIC CHECK USING HI-SCAN PRO TEST |        |                   |     |                      |            |                        |         |
| USING HI-SCAN PRO TEST                               |        |                   |     |                      |            |                        |         |
| E PNT88000   |        |                   |     |                      |            |                        | 60.00   |
| REMOVE & REFIT REVERSE SENSOR                        |        |                   |     |                      |            |                        |         |
| M SUNDRY   |        |                   |     |                      |            |                        | 40.00   |
| APPLY ANTI CORROSION ON AFFECTED AREAS               |        |                   |     |                      |            |                        |         |
| M SUNDRY   |        |                   |     |                      |            |                        | 40.00   |
| SUPPLY BODY PANEL SEALANT                            |        |                   |     |                      |            |                        |         |
| M SUNDRY   |        |                   |     |                      |            |                        | 40.00   |
| SUPPLY C&C BADGE                                     |        |                   |     |                      |            |                        |         |
| M SUNDRY   |        |                   |     |                      |            |                        | 20.00   |
| SUNDRIES   |        |                   |     |                      |            |                        |         |
| X COVER-RR BUMPER                                    |        |                   |     | 1.00                 | 688.00     | 20.00                  | 550.40  |
| X COVER-RR BUMPER,CTR                                |        |                   |     | 1.00                 | 315.00     | 20.00                  | 252.00  |
| X BEAM-RR BUMPER                                     |        |                   |     | 1.00                 | 318.00     | 20.00                  | 254.40  |
| X STAY-RR BUMPER LH                                  |        |                   |     | 1.00                 | 120.00     | 20.00                  | 96.00   |
| X STAY-RR BUMPER RH                                  |        |                   |     | 1.00                 | 120.00     | 20.00                  | 96.00   |
| X PANEL ASSY-TRUNK LID                               |        |                   |     | 1.00                 | 1570.00    | 20.00                  | 1256.00 |
| X LOGO ASSY-KIA SUB                                  |        |                   |     | 1.00                 | 37.00      | 20.00                  | 29.60   |
| X EMBLEM-CERATO                                      |        |                   |     | 1.00                 | 35.00      | 20.00                  | 28.00   |
| X EMBLEM K3  |        |                   |     | 1.00                 | 15.00      | 20.00                  | 12.00   |
| X LAMP ASSY-REAR COMB INSIDE,LH                      |        |                   |     | 1.00                 | 710.00     | 20.00                  | 568.00  |
| M S  |        |                   |     |                      |            |                        |         |

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.

## TAX INVOICE

Co Reg No : 199405410K

GST Reg No : MR-8500111-X

| Invoice Name & Address   | Owner Name & Vehicle Info   |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
|--|---|--------------|--------------|-----------------|-----------------------|-----------------|-------------------|-----------------|-------------------|-----------|--------------|------------|------------------------|-------------|------------------------------------|
| AIG Asia Pacific Insurance Pte. Ltd.<br>MOTOR CLAIM DEPARTMENT<br>78 SHENTON WAY #09-16<br>AIG BUILDING<br>SINGAPORE 079120<br>Contact No 64191000<br>11/01/2021 | <table> <tr> <td>Cust No/Name</td><td>/LAM LEE LEE</td></tr> <tr> <td>Reg No/Reg Date</td><td>SLM3885H / 29/03/2017</td></tr> <tr> <td>Date In/Mileage</td><td>11/01/2021/ 63524</td></tr> <tr> <td>Chassis/Package</td><td>KNAFX411MH5696965</td></tr> <tr> <td>Engine No</td><td>G4FGGH667924</td></tr> <tr> <td>Make/Model</td><td>KIA/CERATO K3 1.6 A EX</td></tr> <tr> <td>Colour/Trim</td><td>MST METAL STREAM / WK SATURN BLACK</td></tr> </table> | Cust No/Name | /LAM LEE LEE | Reg No/Reg Date | SLM3885H / 29/03/2017 | Date In/Mileage | 11/01/2021/ 63524 | Chassis/Package | KNAFX411MH5696965 | Engine No | G4FGGH667924 | Make/Model | KIA/CERATO K3 1.6 A EX | Colour/Trim | MST METAL STREAM / WK SATURN BLACK |
| Cust No/Name   | /LAM LEE LEE  |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Reg No/Reg Date  | SLM3885H / 29/03/2017   |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Date In/Mileage  | 11/01/2021/ 63524   |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Chassis/Package  | KNAFX411MH5696965   |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Engine No  | G4FGGH667924  |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Make/Model   | KIA/CERATO K3 1.6 A EX  |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |
| Colour/Trim  | MST METAL STREAM / WK SATURN BLACK  |              |              |                 |                       |                 |                   |                 |                   |           |              |            |                        |             |                                    |

| Account No | Terms  | Date/Time Printed | CSE | Operator             | WIP No | Invoice/Credit Note No |
|------------|--------|-------------------|-----|----------------------|--------|------------------------|
| LAX00000   | Credit | 10/02/2021/ 08:20 | TLE | 884 / Lauro Songcuan | 26617  | 81456551               |

| Description of Goods / Services   | Qty  | Unit Price | Disc% | Amount |
|---|------|------------|-------|--------|
| X LAMP ASSY-REAR COMB INSIDE,RH   | 1.00 | 710.00     | 20.00 | 568.00 |
| X LAMP ASSY-REAR COMBINATION,LH   | 1.00 | 788.00     | 20.00 | 630.40 |
| Z TEXT<br>TP CLAIM AIG - GBJ9640S<br>SURVEY: STEVE (LKK) 11.01.2021<br>DOA: 01.01.2021<br>04 DAYS |      |            |       |        |
| <i>Guarantee Your Warranty, Maintain with Cycle &amp; Carriage!</i>                               |      |            |       |        |

|                 |          |           |               |          |
|-----------------|----------|-----------|---------------|----------|
| Parts           | 4,340.80 | 7% GST on | Nett          | 7,180.80 |
| Labour          | 2,700.00 |           |               | 502.66   |
| Standard Menu   | 0.00     |           |               |          |
| Specialist Job  | 0.00     |           | Total Payable | 7,683.46 |
| Diagnostics Job | 0.00     |           | Paid          | 0.00     |
| Sundry/Others   | 140.00   |           | Total Due     | 7,683.46 |
| Total(w/o GST)  | 7,180.80 |           |               |          |

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.





# TAX INVOICE

GST REG. NO.: 200106276D

| INVOICE TO.   |
|---|
| AIG ASIA PACIFIC INSURANCE PTE. LTD.<br>78 SHENTON WAY #07-16<br>SINGAPORE 079120<br>ATTN: LILY TAN (CLAIMS OPERATION MANAGER)<br>C/O LKK AUTO CONSULTANT PTE LTD |

| DATE      | INVOICE NO. |
|-----------|-------------|
| 10/2/2021 | P 3591      |

| DESCRIPTION   | VHA NO.      | DUE DATE        | VEH NO.    |
|---|--------------|-----------------|------------|
|   | P 3591       | 10/2/2021       | SLN 4364 H |
| DESCRIPTION   | NO. OF DAYS  | RATE            | AMOUNT     |
| RENTAL FROM 11 JANUARY 2021 TO 15 JANUARY 2021<br>YOUR REF: SLM3885H & GBJ9640S (C&C)   | 4            | 80.00           | 320.00     |
| Account Name: BKW RENT A CAR PTE LTD<br>Account No: 118-312-9991<br>Bank: UNITED OVERSEAS BANK LTD (UOB)<br>Branch: UOB Shaw Centre Branch<br>Bank Address: 1 Scotts Road #03-04 Shaw Centre Singapore 228208<br>Bank Code: 7375 Branch Code: 018 Swift Code: UOVBSGSG<br><br>All cheques must be made payable to BKW RENT A CAR PTE LTD.<br>*Please indicate the invoice number and vehicle number in the reference. | Subtotal     | \$320.00        |            |
|   | GST @ 7%     | \$22.40         |            |
|   | <b>TOTAL</b> | <b>\$342.40</b> |            |

## BKW Rent-A-Car Pte Ltd

120 Lower Delta Road #02-15 Cendex Centre (S) 169208 Tel: 6738 7777 Fax: 6738 6666

ACRA No: 200106276D GST Reg. No: 20-0106276-D Website: www.bkw.sg

A subsidiary of **BKW Automobile Pte Ltd**



**bizSAFE**



### VEHICLE HIRING AGREEMENT

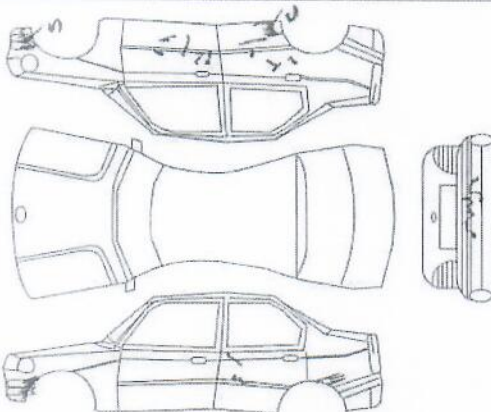
#### HIRER'S PARTICULARS

Name (as in I/C) *YEE DE YI KENNETH*  
NRIC/Passport No: *S92353012* Date of Birth: *01/09/1992*  
Address: *4/F 447 JURONG WEST ST 42* Age: *23*  
*06-274* *SIG 40447*  
Name & Address of Employer: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Driving Exp: *20/11/2012*  
Driving Licence No: \_\_\_\_\_ Passed Date: \_\_\_\_\_  
Lic Type: Local/Int'l/Other: \_\_\_\_\_  
Tel(O) \_\_\_\_\_ (R) \_\_\_\_\_ HP: *8163 4287*

#### DRIVER'S PARTICULARS

Name (as in I/C) \_\_\_\_\_  
NRIC/Passport No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_  
S( ) \_\_\_\_\_  
Occupation: \_\_\_\_\_ Driving Exp: \_\_\_\_\_ Yrs \_\_\_\_\_  
Driving Licence No: \_\_\_\_\_ Passed / Expiry Date: \_\_\_\_\_  
Lic Type: Local/Int'l/Other: \_\_\_\_\_ Contact No: \_\_\_\_\_

INDICATE:  
A - Accidents  
D - Dents  
S - Scratches  
X - Crack



Hirer's Own Vehicle No: *8CM 2338 854* Replace Veh No: \_\_\_\_\_  
Loan Vehicle No: *82N 43644* VR No: \_\_\_\_\_  
Make & Model: *ELANTRA* Auto/Manual Group: \_\_\_\_\_  
CHARGES: \$ cts  
Daily *4* day @\$ *80* Per day *320* *00*  
Weekly/Monthly week @\$ Per week/Monthly  
Others  
CDW/PAI @\$ Per day/Monthly  
Delivery/Collection Svc  
GST  
OR No: (A) SUB-TOTAL  
Petrol Level & Surcharge: OUT IN E 1/4 1/2 3/4 F  
First \_\_\_\_\_ km FREE per day GST *7%* *22* *40*  
Excess mileage is chargeable at \_\_\_\_\_ cents per km TOTAL CHARGES *342* *40*

Security Deposit: \$ Bank: *OCBC*  
CASH/NETS/VISA/MC/AMEX/CHQ No: *600419206472021*  
Expiry Date: *08/12* Card ID No: *070*  
Name as in Card: *YEE DE YI KENNETH*

NON WAIVER EXCESS (Subject to GST): \$ *2000*

#### ACCESSORIES CHECK

- ☐ Data Cards ☐ Camera Systems ☐ Hub Cap ☐ Radio / CD Cartridge  
☐ Jack ☐ Tyre Opener ☐ Petrol Cap ☐ Spare Tyre

Hirer's Signature: \_\_\_\_\_ Additional Driver's Signature: \_\_\_\_\_  
SINGAPORE Use Only

I have read and agree to the terms and condition on both sides of this agreement. If I have presented a charge/credit card for payment, I agree that all amounts payable under this agreement and for parking and traffic infringements may be billed to that account and my signature above will be considered to have been made on the charge/credit card voucher. All information I have been given BKW Rent A Car Pte Ltd in connection with this agreement is true.

#### IMPORTANT

- The Hirer and the authorized driver must be over 23 years of age and under 65 years and be holding valid driving licenses and have a minimum of 2 years regular and qualified driving experience. Failure to observe stipulation may return all damages costs to be borne by the Hirer/the Authorized Driver.
- All vehicles are supplied with petrol and should returned with petrol level likewise. A service charge of \$5 on top of a petrol surcharge is payable by the hirer should he fail to return the vehicle at the appropriate petrol level.
- No refund for early return of vehicle. The hirer shall be liable for additional charges for any late return at the rate shown per hour per day, inclusive of CDW and/or PAI where applicable. Any returns after our operation hours will be charged as a full day rental.
- Use of the vehicle for illegal purpose (For instance, in connection with theft, drug peddling or trafficking, smuggling), is strictly prohibited.
- Vehicle strictly for Singapore use only and may not be driven out of Singapore without prior written consent of BKW Rent A Car Pte Ltd. The hirer is liable for a penalty fee of \$200 in addition to the appropriate insurance top up in the case of non-disclosure of Malaysia usage.
- The hirer and/or driver shall be responsible for all damages or losses howsoever caused, all traffic violations, fines and penalties imposed on the vehicle for whatsoever reason in respect of or in connection with its use or operation.
- The hirer and/or driver shall be responsible for all claims, damages, losses, increased insurance premiums, non-waiver excess and cost expense (including

- legal costs on a full indemnity basis), whatsoever and howsoever brought against, suffered or incurred by you in respect of the vehicle or the use or the operation of the vehicle. Full excess amount have to be paid immediately in the event of an accident. The owner reserve the right not to replace a replacement vehicle if an accident occurred. Any damage to the car will be repair at BKW authorized workshop.
- Smoke or permit smoking and transport of pets in the vehicle are not allowed. Any offensive smell e.g. cigarette, durian or pet's smell, the hirer and/or driver shall bear the cost of removing the offensive smell or pet's hair between \$200 - \$400.
- The Hirer agrees that a punctured tyre, empty petrol tank, loss of vehicle's key or locked keys inside of vehicle, by itself, does not constitute a breakdown and that in the event the owner's 24-Hours Emergency Service is called upon to respond to such occurrence, the Hirer shall bear the cost of such response at \$50.00 per trip.
- In case of accident, the hirer shall report to rental office immediately. An accident report must be made within 24 hours. Failure to comply, the hirer will have to borne all liability from all parties claim. Full excess amount have to be paid immediately in the event of an accident.
- The hirer/Driver also have the responsibility to ensure that the radiator water level in the car is sufficient and do not drive when the vehicle is stall and does not have sufficient water. Any damage to the engine will be bear by the hirer/driver.
- All customers' data will be kept strictly confidential and is solely used for the purpose of completing the sales transactions and other relating matters.
- I understand and agree to the personal data collection statement stated on the Terms and Conditions Page.

| Date Out       | Time Out    | Mileage      | Check By      | Remarks |
|----------------|-------------|--------------|---------------|---------|
| <i>11/1/21</i> | <i>0840</i> | <i>69482</i> | <i>ANDREW</i> |         |

Hirer's/Driver Signature

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 BKW Rent A Car Pte Ltd And The Same Shall Be Accepted As Conclusive Evidence Of The Same And Shall Not Be Challenged Or Questioned On Any Account Whatsoever. And I had cleared my belonging items from the rental vehicle (cashcard, parking coupons, etc)"

| Date In        | Time In     | Mileage      | Check By  | Remarks |
|----------------|-------------|--------------|-----------|---------|
| <i>15/1/21</i> | <i>1240</i> | <i>69800</i> | <i>SY</i> |         |

Hirer's/Driver Signature



## INSURER ENQUIRY

Find  
insurer

Vehicle reg. no.

GBJ9640S

Date of Accident

01/01/2021 

Reset

## % RESULT &amp; RECEIPT

## TP Insurer Enquiry

Insurance ..... **AIG**Period of Insurance ..... **17/10/2020 - 16/10/2021**Requested By ..... **EDWIN ABCEDE CAINA (CYCLE...**Requested Date ..... **04/01/2021 10:10****Payment details**Request Amount: **S\$1.87**GST Amount: **S\$0.13**Total Amount Due (GST Inclusive): **S\$2****General Insurance Association**

Records Management Centre

GST Registration No: **M400017735**

Motor Vehicles (Third-Party Risks And Compensation) Act (Chapter 189) of Singapore, Motor Vehicles (Third-Party Risks And Compensation) Rules of Singapore, Road Transport Act 1987 of Malaysia, Road Transport (Amendment) Act 2019 of Malaysia, Motor Vehicles (Third-Party Risks) Rules, 1959 of Malaysia, or any Amendment, Act or Acts passed in substitution thereof.

**Certificate Number P10345404R00 (Comprehensive / Authorised Driver Plan)**

|   |   |                                 |
|---|---|---------------------------------|
| 1) Vehicle Registration Number  | : | SLM3885H                        |
| Chassis Number  | : | -                               |
| 2) Effective Date / Time of Commencement of Insurance for the Purpose of the Act  | : | 29/03/2020 (00:00)              |
| 3) Date / Time of Expiry of Insurance   | : | 28/03/2021 (23:59)              |
| 4) Excess (i) Policy  | : | S\$ 600.00                      |
| (ii) Windscreen   | : | S\$ 100.00                      |
| 5) Policyholder   | : | Lam Lee Lee                     |
| 6) Persons or Classes of Persons Entitled to Drive*   |   |                                 |
| Drivers named as a Main / Named Driver in this Certificate of Insurance and any other person provided he is driving on the Policyholder's order or with the Policyholder's permission. Household members of the Main Driver not named in this Certificate of Insurance will not be covered.   |   |                                 |
| Provided that the person driving is permitted in accordance with the licensing or other laws or regulations to drive the Motor Vehicle or has been so permitted and is not disqualified by order of a Court of Law or by any reason of any enactment or regulation in that behalf from driving the Motor Vehicle. And provided further that the Motor Vehicle is registered under the Road Traffic Act and its registration under the Road Traffic Act has not been cancelled at the time of accident or loss. Please refer to the Product Disclosure Document for full terms and conditions. |   |                                 |
| Main Driver / Date of Birth   | : | Lam Lee Lee (09/11/1962)        |
| Named Driver(s) / Date of Birth   | : | Yee De Yi, Kenneth (01/09/1992) |
| 7) Limitation as to use*  |   |                                 |
| Use only for social, domestic and pleasure purposes. The Policy does not cover use for hire or reward, tuition or driving tests, racing, pace-making, reliability trials, speed-testing or the carriage of goods other than samples in connection with any trade or business or use for any purpose in connection with the Motor Trade.   |   |                                 |
| <i>* Limitations rendered inoperative by Section 8 of the Motor Vehicles (Third-Party Risks and Compensation) Act (Chapter 189) of Singapore and Section 95 of the Road Transport Act 1987 of Malaysia, are not to be included under these headings.</i>  |   |                                 |
| 8) Finance Company  | : | Maybank Singapore Limited       |

I / We hereby certify that the policy to which this Certificate relates is issued in accordance with the provisions of the Motor Vehicles (Third-Party Risks and Compensation) Act (Chapter 189) of Singapore and Part IV of the Road Transport Act 1987 of Malaysia or any Amendment, Act or Acts passed in substitution thereof.

Issued in Singapore on  
12/03/2020

**Auto & General Insurance (Singapore) Pte. Limited**  
Trading as Budget Direct Insurance



Simon Birch



Exceptional Journeys

To:

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

Date:

**LETTER OF AUTHORIZATION TO ACT**

Dear Sirs,

1. I/We, the undersigned, am the registered owner of vehicle no. SLM3885H (*vehicle no.*) (the "**Vehicle**").
2. As a result of a motor incident occurring on 01.01.2021 (*date and time of accident*) on/along BOON LAY WAY JURONG TOWN HALL ROAD JUNCTION (*location*) between the Vehicle and GBJ9640S (*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,

A handwritten signature in black ink, appearing to be "LAM LEE LEE", written over a horizontal line.

Name: LAM LEE LEE SXXXX118I  
NRIC / Passport No. / Company Registration No.: