



**AUTOMOTIVE REPAIR CENTRE PTE LTD**  
38 WOODLANDS INDUSTRIAL PARK E1  
#05-18 SINGAPORE 757700  
TEL: 64688834 / FAX: 64622278  
E-MAIL: [info@automotiverepaircentre.com.sg](mailto:info@automotiverepaircentre.com.sg)

India International Insurance Pte Ltd  
Attn: Motor Claims Dept

Dear Sir/ Madam

**LETTER OF DEMAND**

**ACCIDENT INVOLVING VEHICLE NO SGM2721M & SLL9016R**  
**ALONG GAMBAS AVE TOWARDS WOODLANDS AVE 12 SLIP ROAD ON**  
**21/01/2021.**

We understand that you are the insurer of vehicle **SLL9016R**.

I/We wish to inform you that my/our vehicle **SGM2721M** have been completed repairs to my/our satisfaction by **M/s AUTOMOTIVE REPAIR CENTRE PTE LTD.** I/We therefore propose to claim from your as follows:

1.	Cost of Repair	S\$ 963.00 (w/GST 7%)
2.	Loss of Rental (S\$120.00 x 02 days)	S\$ 256.80 (w/GST 7%)
3.	LTA Search Fee/GIA Reports	S\$ 7.45
	<b>TOTAL</b>	<b>S\$ 1,227.25</b>

Please let us have your reply soonest possible.

Thank you.

Yours faithfully



13/03/2021

## LETTER OF AUTHORISATION

I/We, TEO KOH MENG (ZHANG GUOMING) ("claimant") of 170 YISHUN RING RD #02-427 S(760170) (address), owner of SAM2721M (vehicle no.) hereby authorize **Automotive Repair Centre Pte Ltd** ("the workshop"), to act on behalf of me/us with respect to my/our claim for repair costs and/or rental and/or loss of use ("claim") for my/our vehicle no. SAM2721M that was damaged pursuant to the accident occurred on 21/01/2021 (date) along RAMBHAS AVE TWDS WDLS AVE 12 SLIP ROAD (location) involving vehicle no/s 3119016R ("the accident").

I/We further authorize the workshop to settle my/our above mentioned claim in a manner that they deem fit and the workshop is further authorized to receive payment further to settlement of my/our claim with payment cheque/s being made in favour of the workshop.

I/We further acknowledge that any settlement the workshop may reach on my/our behalf is on a without prejudice and without admission of liability basis insofar as the driver/owner/insurers of the other vehicle/s is concerned.

Dated this 23 (day) of 01 (month) 2021 (year)



Signed by "the claimant"  
(with chop if applicable)



Signed by "the workshop"  
(with chop)



## AUTOMOTIVE REPAIR CENTRE PTE LTD

Company Reg No: 201312913C GST Reg No: 201312913C

38 Woodlands Industrial Park E1

#05-18 Singapore 757700

Tel: 6468 8834 Fax: 6462 2278

Email: info@automotiverepaircentre.com.sg

### Tax Invoice

Invoice No: 00002705

Date: 13/3/2021

Reference: SGM2721M

Terms:

Page: 1

Bill To:

INDIA INTERNATIONAL INSURANCE PTE LTD

64 CECIL STREET

#04-05

IOB BUILDING

SINGAPORE 049711

No	DESCRIPTION	AMOUNT
1	COST OF REPAIR (LUMP SUM)	\$900.00
Customer Signature & Co. Stamp		Sub-Total: \$900.00 GST @ 7%: \$63.00 Amount Due: \$963.00

This is an electronically generated invoice, no signature is required

# TAX INVOICE

GST REG. NO.: 200106276D

INVOICE TO.
TEO KOH MENG APT BLK 120 YISHUN RING ROAD #08-427 SINGAPORE 760120

DATE	INVOICE NO.
5/2/2021	A 42657

	VHA NO.	DUE DATE	VEH NO.
	A 42657	5/2/2021	SLM 3626 P
DESCRIPTION	NO. OF DAYS	RATE	AMOUNT
RENTAL FROM 01 FEBRUARY 2021 TO 03 FEBRUARY 2021 YOUR REF: SGM 2721 M	2	120.00	240.00
Account Name: BKW RENT A CAR PTE LTD Account No: 118-312-9991 Bank: UNITED OVERSEAS BANK LTD (UOB) Branch: UOB Shaw Centre Branch Bank Address: 1 Scotts Road #03-04 Shaw Centre Singapore 228208 Bank Code: 7375 Branch Code: 018 Swift Code: UOVBSGSG			
Subtotal		\$240.00	
GST @ 7%		\$16.80	
All cheques must be made payable to BKW RENT A CAR PTE LTD. *Please indicate the invoice number and vehicle number in the reference.		<b>TOTAL</b> \$256.80	





### VEHICLE HIRING AGREEMENT

Workshop: ACC

#### HIRER'S PARTICULARS

Name (as in I/C) TEO KOH MENG

NRIC/Passport No: [REDACTED]

Date of Birth: 24/12/1976

Address: BLK 120 YISHUN RING

Age: 760/20

S( )

Name & Address of Employer

Occupation

Driving Exp:

Driving Licence No: [REDACTED]

Passed Date: 14/3/1997

D/L Type: Local/Int'l/Others:

#### DRIVER'S PARTICULARS

Name (as in I/C)

NRIC/Passport No: [REDACTED]

Date of Birth:

Address:

Age:

S( )

Occupation

Driving Exp:

Yrs

Driving Licence No: [REDACTED]

Passed / Expiry Date:

D/L Type: Local/Int'l/Others:

Contact No: [REDACTED]

Hirer's Own Vehicle No: SGM272IM

Replace Veh No:

Loan Vehicle No: LM 3626 P

VR No:

Make & Model: MAZDA 1100

Auto/Manual Group:

CHARGES

\$

cts

Daily

2

day

@ \$

120

Per day

\$240

Weekly/Monthly

week

@ \$

Per week/Monthly

Others

CDW/PAI

@ \$

Per day/Monthly

Delivery/Collection Svc

GST

7%

\$16

80

OR No:

(A) SUB-TOTAL

\$256

80

Petrol Level

OUT

E

1/4

1/2

3/4

F

&

IN

First \_\_\_\_\_ km FREE per day

GST

Excess mileage is chargeable

at \_\_\_\_\_ cents per km

TOTAL CHARGES

NON WAIVER EXCESS (Subject to GST): \$ 2400

#### ACCESSORIES CHECK

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

Hirer's Signature : [Signature]

Additional Driver's Signature :

SINGAPORE Use Only

#### INDICATE:

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

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 Authorised 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
11/1/11	10:00am	89568	Puf	12/1/11

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)"



Land Transport Authority  
10 Sin Ming Drive  
Singapore 575701

GST Registration No. : M4-0006529-2

Print Date/Time : 25 Jan 2021 / 10:52:39

Receipt Date/Time : 25 Jan 2021 / 10:52:23

### Tax Invoice/Receipt

Receipt No. : ITNET-00000-210125-000983

Previous Receipt No. :

S/N	Item Description/ Business Transaction Reference No.	Amount Before GST (\$\$)	GST Amount (\$\$)	Amount After GST (\$\$)
Result of Insurance Enquiry - SLL9016R As at 21 Jan 2021/08:05:00 Insurance Co: INDIA INT'L INS PTE LTD				
1	Insurance Enquiry - SLL9016R Enquiry Fee 20210125105102208385	7.00	0.49	7.49
<b>Sub-Total</b>		7.00	0.49	7.49
<b>Total Before Rounding</b>		7.00	0.49	7.49
<b>Rounding Difference</b>				0.04
<b>Total Amount Payable</b>				7.45
Paid By				
	552038XXXXXX2776	eNETS Credit Card		7.45
Total				7.45
Cash Change				0.00
Tendered Amount				7.45
Excess Refundable Amount				0.00

THANK YOU AND HAVE A NICE DAY!

Please ensure that all payments to the Authority are good and promptly settled by the payment service provider / financial institution. Otherwise, the transaction and receipt is considered void and late fee may apply.