Our Ref:

CC0321/SHB3646L/CK(st)

Date:

29.04.2021

CHINA TAIPING INSURANCE CO (S)PTE L 3 ANSON ROAD #16-00

Singapore 079909

Attn : Motor Claims Department

Dear Sir/Madam

Without Prejudice

OMFORTDELGRO

ComfortDelGro Engineering Pte Ltd 205 Braddell Road Singapore 579701

> Mainline +65 6383 6280 Facsimilie +65 6280 9755

> > www.cdge.com.sg

Company Registration No: 199506048W

## ACCIDENT ON 26.03.2021 INVOLVING SHB3646L & YQ 349J ALONG RIVER VALLEY RD

We are the authorised repair workshop for CityCab Pte Ltd , the owner of vehicle No SHB3646L, which was involved in the captioned accident with your insured vehicle No YQ 349J.

The vehicle owner and the taxi hirer/driver concerned have requested and authorised us to assist them in presenting their claims against the party responsible for all applicable matters arising from the damage of the vehicle.

As the accident was caused by the negligent act of your insured driver, we are submitting these claims for your consideration on behalf of the claimants:

#### Workshops

Braddell 205 Braddell Road Singapore 579701

59 Loyang Drive

Singapore 508969 Sin Ming

383 Sin Ming Drive Singapore 575717

Pandan 45 Pandan Road Singapore 609286

320 Ubi Road 3 Singapore 408649

Sungei Kadut 7 Sungei Kadut Way Singapore 728791

Taxi Owner 3 Claim.	Taxi	Owner's	Claim	:
---------------------	------	---------	-------	---

Hirer's Claim: 1. Loss of Income 2. Others	5 days x S\$ 80.00	S\$ S\$	400.00 0.00
6. Others		S\$	0.00
5. GIA / Police Report Fee		S\$	0.00
4. LTA Search Fee		S\$	7.49
3. Survey Report Fee		S\$	0.00
2. Loss of Rental	5 days x S\$ 125.19	S\$	625.95
1. Cost of Repairs		S\$	1,964.61
Taxi Office 5 claim.			

[E&OE]

**Total Claims** 

S\$

2,998.05

A copy each of the following supporting documents marked [X] is enclosed:

[X]	Original Repair Bill	[X]	Letter of Authority from Owner/Hirer/Operator
[X]	GIA/Police Report(s)	[X]	Rental Rate Letter
[ <b>X</b> ]	LTA/GIA Search Slip(s)	[X]	Downtime/Mileage Record
	Survey Report / Bill	[]	Witness Statement / Accident Scene Photo(s)
[]	Driver's IC/DL/VL / Road	Tax / Log	g Card / Certificate of Insurance
[]	Tow Chit / PIR / Hirer's IR	AS / Oth	ners:

Kindly look into the matter and let us hear from you on the settlement of our clients' claims as soon as possible.

Please note that it is a condition of any settlement reached that it shall be without prejudice to any personal injury claim (if any) of the taxi driver.

Yours sincerely Catherine Koh **CDGE Claims Department** 

DID: 62148733

FAX: 62141843

Email: catherinekoh@cdge.com.sg

This is a computer-generated letter. No signature is required.





LETTER OF AUTHORISATION

(NAF / PAF)

ACCIDENT INVOLVING Hyundai Ioniq SHB3646L , YQ349J

ON 26-Mar-21 12:10

ALONG

RIVER VALLEY RD

I/We

AW CHYE POH

(Hirer) NRIC No .:

SXXXX853D

and/or

LIM AH HO

(Relief) NRIC No.: SXXXX784C

Taxi Number

SHB3646L

hereby authorise ComfortDelGro Engineering Pte Ltd(CDGE):

- 1. To submit my/our claims for damages, costs and expense, including loss of earning (Pending successful recovery), loss of rental, medical fee and legal costs.
- 2. To have absolute discretion to agree to any settlement or compensation amount in respect of my/our claim against third party (except personal injuries and medical claims).
- 3. To sign Discharge Voucher on my/our behalf.
- 4. To accept any payment (claim proceeds) in respect of the claim against third party and payment by cheque shall be forward directly to CDGE in accordance with CDGE's instruction and made in favour of "ComfortDelGro Engineering Pte Ltd".

Date

06-Apr-2021

Name of Hirer

AW CHYE POH

Hirer NRIC

SXXXX853D

Signature:

Address

235 TAMPINES STREET 21 #12-523

521235

Contact No.

91884537

Name of Relief

LIM AH HO

Relief NRIC

SXXXX784C

Signature:

Address

235 TAMPINES ST 21 #11-515

521235

Contact No.

96345087

#### MOTOR CLAIMS DISCHARGE VOUCHER

Policy No : DMCVSNA000020442000 Claim No: SNM21D201860/C02/YQ349J/TANKL

Claimant : CITYCAB PTE LTD

Amount : \$\$2,760.00

SINGAPORE DOLLARS TWO THOUSAND SEVEN HUNDRED AND SIXTY ONLY

I/We agree to accept the above mentioned amount to be paid to me/us in full & final settlement of all claims, costs & disbursements for injuries / damages sustained by me/us through an accident involving

Claimant Vehicle No. : SHB 3646L Insured Vehicle No. : YQ 349J

Date of Loss

: 26/03/2021

Place of Accident : RIVER VALLEY RD

IN CONSIDERATION of the payment made to me/us of the aforementioned sum by CHINA TAIPING INSURANCE (SINGAPORE) PTE. LTD., I/We agree absolutely to discharge CHINA TAIPING INSURANCE (SINGAPORE) PTE. LTD. and/or

Insured Name

: AAK LOGISTICS SERVICES PTE LTD

Driver Name

: SHAMSALI BIN SUBEE

from all claims, present or future in respect of all loss, injury or damage sustained by me/us arising out of the said accident.

I acknowledge that this payment is made without admission of liability on the part of CHINA TAIPING INSURANCE (SINGAPORE) PTE. LTD.

(1) Global Sum

S\$ 2,760.00

2,760.00 . S\$

Date

Claimant Name: CITYCAB PTE LTD

NRIC No : 1XXXXX839G

Signature

CLAIMS DEPARTMENT COMFORTDELGRO ENGINEERING PTE LTD **59 LOYANG DRIVE** 

SINGAPORE 508969

"The contents of this document apply to vehicle damages only All personal injuries and damages arising therefrom are excluded.

Piease forward your cheque made payable too COMFORTDELGRO ENGINEERING PTE LID from the ambit and application of this document



8010012

# GST REG. NO. M2-8921817-3

## ComfortDelGro Engineering Pte Ltd

205 Braddell Road Singapore 579701 Mainline + 65 6383 6280 Facsimile + 65 6280 9755

Workshops
205 Braddell Road Singapore 579701
383 Sin Ming Drive Singapore 575717

COMPANY REG. NO.: 199506048W

Page: 1

(S)PTE LTD	VEHCLE N SHB3646L	INV. NO/DATE 91556031 28.04.2021

CHINA TAIPING INSURANCE CO (S)PTE LTD SPRINGLEAF TOWER 3 ANSON ROAD #16-00 SINGAPORE SG 079909

TAX INVOICE

MODEL ODOMETER READING CONTACT NO: 62222366 IONIQ(G3)

DATE/TIME IN 27.03.2021 09:20 DATE OF REG 14.11.2019

Description: 3P 26.03.2021			CHASSI KMHC851	S CODE .CVLU183055		
S/No	Part No.		Qty	Unit Price	%Disc	Net
PART	REQUISITION					
0001	04-01-0104-2282	REAR BUMPER	1	459.40	20.00	367.52
0002	04-01-0104-2532	REAR BUMPER SIDE BRKT RH	1	55.80	20.00	44.64
0003	04-01-0104-2698	TAILLAMP RH	1	870.40	20.00	696.32
0004	04-01-0101-0111	REAR BUMPER CLIPS	10	2.20	20.00	17.60
0005	04-01-0104-1150	REAR BUMPER MAT	1	50.00	0.00	50.00
			SUB-TOTAL	*		1,176.08
JOB N	IATURE					
0001	PB	PANEL BEATING		350.00		350.00
0002	SP	SPRAYPAINT CHARGE		250.00		250.00
0003	17-01	CHECK ALL LIGHTING		30.00		30.00

#### ComfortDelGro Engineering Pte Ltd

Head Office: 205 Braddell Road Singapore 579701

		AMOUNT	BANK/CHQ No.
8010012	91556031	1,964.61	
	8010012	8010012 91556031	8010012 91556031 1,964.61

Kindly note that no receipt shall be issued unless requested.

CUSTOMER'S COPY



## ComfortDelGro Engineering Pte Ltd

Workshops

COMPANY REG. NO.: 199506048W

### GST REG. NO. M2-8921817-3

## TAX INVOICE

8010012

CHINA TAIPING INSURANCE CO (S)PTE LTD SPRINGLEAF TOWER

3 ANSON ROAD #16-00 SINGAPORE SG 079909

CONTACT NO: 62222366

VEHCLE NO SHB3646L

INV. NO/DATE 91556031 28.04.2021

MAKE HYUNDAI JOB NO. 305460823

MODEL IONIQ(G3) ODOMETER READING

DATE OF REG 14.11.2019

DATE/TIME IN 27.03.2021 09:20

CHASSIS CODE KMHC851CVLU183055

S/No	Part No.		Qty	Unit Price %Dis	c Net
0004	L	R/I REVERSE SENS	OR	30.00	30.00
			SUB-TOTAL		660.00
			Items total		1,836.08
			Add GST @	7.000 %	128.53

7.000 응

Invoice amount

1,964.61

Issued by : KATHERINETAN 28.04.2021 16:02:25 Repair type : CFSO/57/57 Payment Type/Term: /Credit 30 days

## ComfortDelGro Engineering Pte Ltd

Head Office: 205 Braddell Road Singapore 579701

AC	COUNT No.	INVOICE No.	AMOUNT	BANK/CHQ No.
	8010012	91556031	1,964.61	

Kindly note that no receipt shall be issued unless requested.

CUSTOMER'S COPY

Our Ref: CC21030457

Date: 28 April 2021



## TO WHOM IT MAY CONCERN

Dear Sir/Madam

ACCIDENT ON

26/03/2021 @ 12:10 hrs

ALONG

RIVER VALLEY RD

INVOLVING

YQ349J

We refer to the above-mentioned accident and wish to inform that CityCab Pte Ltd is the registered owner of the taxi bearing vehicle registration number SHB3646L (the "Taxi"). The Taxi was hired to AW CHYE POH IC NO SXXXX853D a registered hirer-operator of CityCab Pte Ltd at the time of occurrence of the aforementioned accident at a rental rate \$125.19 per day (inclusive of GST).

Please be advised that the Taxi was insured with **AXA Insurance Singapore Pte Ltd** on a third party basis at the material time of the accident.

We wish to confirm that the aforesaid hirer-operator had obtained our permission to undertake repairs for damage on the Taxi arising from the said accident with a motor workshop of his choice.

Please liaise with the said hirer-operator or his authorized workshop directly for settlement of claims with third party's insurance company in respect of the said accident.

Yours faithfully

Philip Chia Manager, Fleet Safety

This is a computer generated letter. No signature is required.

			J	The special residence								
SATED (TIME)	10	1760		000	-C	(	-					
HOURS OPERATED (TIME)	FROM	6700	2.50 pm	02 90	8.50	665						
MILEAGE	TRAVELLED (KM)	205		7	3	CWI					8	NO. 2
797	MILEAGE READING	+ 9 0 9	+6361	9 E 2 9 K		8				-		
200	Σ	+	•			1.				÷		
	NAME OF DRIVER		Wes AL	5	Hoerdon	popari					2 .	
	DATE	26/3	2613	27/3	21-3-2	31-3-21						
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			6									
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HOURS OPERATED (TIME)	FROM	2) 160	Gen	1001	26 40	3.550	07-20	4pm	06/00	the com	0 6 10	HOM
MILEAGE	(KM)	266			Lac	,	134	,	20 P		250	
		7	~	0	9	3	D	9	2	~	Q	~
	EADING	0	0	M	2	_	2	7	~	-	~	9
	EAD	0	~	M	11	+	Q.	0	7	+	9	00

## **Enquire Vehicle-Related Transaction History**

Log Date/Time:

27 Mar 2021 / 10:43:42

Asset Type: Asset ID:

Vehicle

Transaction Type:

YQ349J

User ID:

18.32 Insurance Enquiry (GIRO Payment) Channel:

ECENGCCO - GOH CHENG CHUAN

ANDREW CORNELIUS

**Transaction Amount:** 

**Business Transaction** 

Reference No.:

\$7.49

External Agency

20210327104342307735

Search Date / Time:

26 Mar 2021 12:10:00

Insurance Company:

CHINA TAIPING INSURANCE (SINGAPORE) PTE LTD

Information displayed is correct as at the log date and time.

**Enquire Related Logs** 

OK

81133646 L

## Asher Sng (LKKAuto)

From: Asher Sng (LKKAuto)

**Sent:** Tuesday, 27 April 2021 5:47 PM **To:** PEIJUAN\_LEE@AAKLS.COM

Subject: ACCIDENT INVOLVING YQ 349J AND SHB 3646L ON 26/03/2021

Our Ref: CC3/CTI21004182/T1es3

27APR 2021

#### AAK LOGISTICS SERVICES PTE LTD

Dear Sir/Madam.

## ACCIDENT INVOLVING YQ 349J AND SHB 3646L ON 26/03/2021

We refer to the above accident where we are acting for China Taiping Insurance (Singapore) Pte Ltd to resolve the claim against you and/or your authorized driver under the Auto Insurance policy taken up with them.

Based on the accident report and accident scenario, liability is down against us. We will therefore proceed to negotiate for an amicable settlement with the Third Party.

Should you however wish to further discuss on the matter prior to our negotiations and settlement, please contact us within 10 days from the date of this letter.

Please call us if you have further queries.

Yours faithfully,

Asher

Case Handler DID: 6841 6051 FAX: 6741 4108

Email: ashersng@lkkauto.com

c.c. China Taiping Insurance (Singapore) Pte Ltd (Motor Claims Dept)

1

## Asher Sng (LKKAuto)

From: Tan Kah Leong <KahLeong.Tan@sg.cntaiping.com>

Sent: Monday, 30 August 2021 5:02 PM

**To:** Asher Sng (LKKAuto)

**Cc:** Admin A; Claims Dept of CTI

**Subject:** RE: [MANDATE REQUEST] RE: SNM21D201860/C02/YQ349J/TANKL / FW: Direct

Settlement - Accident Involving YQ 349J (OI: CTI - SNM21D201860/C02/tkl) and

SHB 3646L (TP: LKK REF - CC3/CTI21004182/T1es3) on 26/03/2021

Follow Up Flag: Follow up Flag Status: Flagged

Dear Asher,

We refer to your email below.

Please proceed to offer up to \$2,760.46(all-in).

Please keep us posted for us to act accordingly.

Thank you.

## NOTICE:

In response to the escalating Covid-19 cases, please refrain from sending hardcopy documents to us as delay is to be expected for handling hardcopy documents. All correspondence should be made via email claimsdept@sg.cntaiping.com or fax at 6224 7175. Any inconvenience caused is much regretted.

Regards

#### Tan Kah Leong

Assistant Executive Claims Department

### China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 6389 6193 | F: (65) 6222 7175

W: www.sg.cntaiping.com | FB: www.facebook.com/chinataipingsg/

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From: Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

Sent: Friday, 23 July 2021 5:46 PM

To: Tan Kah Leong < KahLeong. Tan@sg. cntaiping. com>

Cc: Claims Dept of CTI <claimsdept@sg.cntaiping.com>; Admin A <admin-a@lkkauto.com>

Subject: [MANDATE REQUEST] RE: SNM21D201860/C02/YQ349J/TANKL / FW: Direct Settlement - Accident

 $Involving \ YQ \ 349J \ (OI: CTI - SNM21D201860/C02/tkl) \ and \ SHB \ 3646L \ (TP: LKK \ REF - CC3/CTI21004182/T1es3)$ 

on 26/03/2021

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Your ref : SNM21D201860/C02/YQ349J/TANKL

Dear Sirs,

We refer to the above matter.

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

We are of the opinion that liability is not in our insured's favour.

We did clarify with insured the nature of the accident and he's aware that NCD (if any) would be affected.

We seek your approval to offer repairer "COMFORTDELGRO ENGINEERING PTE LTD" at \$2,760.46 (all-in).

The summary is as follows: -

	Amount Claimed	Amount Revised
1. Cost of Repairs (with GST)	\$ 2,589.66	\$ 1,964.61
2. Loss of Rental (5days x \$125.19)	\$ 625.95	\$ 563.36 (4.5days x \$125.19)
3. Loss of Income (5days x \$80)	\$ 400.00	\$ 225.00 (4.5days x \$50)
4. LTA Search Fee	\$ 7.49	\$ 7.49
Total	\$ 3,623.10	\$ 2,760.46

Enclosed here with all the relevant documents for your perusal.

For your approval please.

Thank You.

Best Regards,

Asher Sng | Case Handler

LKK Auto Consultants Pte Ltd

email: <u>ashersng@lkkauto.com</u> | 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: Tan Kah Leong < KahLeong. Tan@sg. cntaiping. com>

Sent: Monday, 19 April 2021 2:05 PM

To: Su Li (LKK Auto) <<u>suli@lkkauto.com</u>>; Admin A <<u>admin-a@lkkauto.com</u>>; Asher Sng (LKKAuto) <<u>AsherSng@lkkauto.com</u>>

Cc: Claims Dept of CTI <claimsdept@sg.cntaiping.com>

**Subject:** RE: SNM21D201860/C02/YQ349J/TANKL / FW: Direct Settlement - Accident Involving YQ 349J (OI: CTI - SNM21D201860/C02/tkl) and SHB 3646L (TP: LKK REF - CC3/CTI21004182/T1es3) on 26/03/2021

Dear Su Li,

We refer to your email below.

Attached is our insured's SAS report for your necessary action.

Please seek our mandate approval before any claims settlement.

Thank you.

## NOTICE:

In response to the escalating Covid-19 cases, please refrain from sending hardcopy documents to us as delay is to be expected for handling hardcopy documents. All correspondence should be made via email <a href="mailto:claimsdept@sg.cntaiping.com">claimsdept@sg.cntaiping.com</a> or fax at <a href="mailto:6224-7175">6224-7175</a>. Any inconvenience caused is much regretted.

Regards

#### Tan Kah Leong

Assistant Executive Claims Department

## China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 6389 6193 | F: (65) 6222 7175

W: www.sg.cntaiping.com | FB: www.facebook.com/chinataipingsg/

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From: Tan Kah Leong

Sent: Thursday, April 1, 2021 5:15 PM

To: Su Li (LKK Auto) <<u>suli@lkkauto.com</u>>; Admin A <<u>admin-a@lkkauto.com</u>>; Asher Sng (LKKAuto)

<AsherSng@lkkauto.com>

Cc: Claims Dept of CTI < claimsdept@sg.cntaiping.com>

Subject: RE: SNM21D201860/C02/YQ349J/TANKL / FW: Direct Settlement - Accident Involving YQ 349J (OI:

Dear Su Li,

We refer to your email below.

We regret to advise that our insured has yet to report the accident to us.

We will write to our insured to report the accident soonest possible.

Thank you.

#### NOTICE:

In response to the escalating Covid-19 cases, please refrain from sending hardcopy documents to us as delay is to be expected for handling hardcopy documents. All correspondence should be made via email <a href="mailto:claimsdept@sg.cntaiping.com">claimsdept@sg.cntaiping.com</a> or fax at 6224 7175. Any inconvenience caused is much regretted.

Regards

#### Tan Kah Leong

Assistant Executive Claims Department

## China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 6389 6193 | F: (65) 6222 7175

W: www.sg.cntaiping.com | FB: www.facebook.com/chinataipingsg/

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From: Claims Dept of CTI <claimsdept@sg.cntaiping.com>

Sent: Thursday, April 1, 2021 5:03 PM

To: Su Li (LKK Auto) <<u>suli@lkkauto.com</u>>; Admin A <<u>admin-a@lkkauto.com</u>>; Asher Sng (LKKAuto)

<a href="mailto:</a> <a href="mailto:KahLeong">KahLeong.Tan@sg.cntaiping.com</a> <a href="mailto:KahLeong">KahLeong.Tan@sg.cntaiping.com</a>

Cc: Claims Dept of CTI < claimsdept@sg.cntaiping.com>

Subject: O/R: SNM21D201860/C02/YQ349J/TANKL / FW: Direct Settlement - Accident Involving YQ 349J (OI:

CTI - TBA) and SHB 3646L (TP: LKK REF - CC3/CTI21004182/T1es3) on 26/03/2021

Dear Sir,

Please note that officer in charge for this case is Tan Kah Leong.

Claim no. SNM21D201860/C02/YQ349J/TANKL.

Dear Kah Leong,

Pls revert LKK.

## **NOTICE:**

In response to the escalating Covid-19 cases, please refrain from sending hardcopy documents to us as delay is to be expected for handling hardcopy documents. All correspondence should be made via email <a href="mailto:claimsdept@sq.cntaiping.com">claimsdept@sq.cntaiping.com</a> or fax at <a href="mailto:6224-7175">6224-7175</a>. Any inconvenience caused is much regretted.

Thank you

## Chong Boon Sen

Claims Department

#### China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 63896116 | F: (65) 62247175

W: www.sg.cntaiping.com | FB: www.facebook.com/chinataipingsg/ | WeChat: 太平狮城 Taiping SG

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From: Su Li (LKK Auto) < suli@lkkauto.com>
Sent: Thursday, 1 April 2021 4:04 PM

To: Claims Dept of CTI < claimsdept@sg.cntaiping.com>

Cc: Admin A <admin-a@lkkauto.com>; Asher Sng (LKKAuto) <AsherSng@lkkauto.com>

 $\textbf{Subject:} \ \, \texttt{Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \ \, \texttt{and SHB 3646L (TP: LKK REF-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident Involving YQ 349J (OI: CTI-TBA)} \\ \, \texttt{Subject: Direct Settlement - Accident - Acciden$ 

CC3/CTI21004182/T1es3) on 26/03/2021

We refer to the	above matter.
	d third party vehicle SHB 3646L at M/s COMFORTDELGRO ENGINEERING PTE LTD on a WP basis proposed for a direct settlement.
Enclosed for you	r perusal is:
– т	P estimated cost of repair
- т	P GIA report
– P	reliminary advice
necessary action	y provide us the claim reference number and a copy of your insured's GIA report for our .  that the case handler in-charge is Asher.
To check availab	pility of the case handler, you may contact the undersigned.
	oork from home arrangement. All correspondence should be made via email. Submission of claim related n softcopy. Any inconvenience caused is much regretted.
Thank you.	
Best Regards,	
<b>Su Li</b>   Admin Sup	pport
LKK Auto Cons	ultants Pte Ltd

Dear Sir / Madam,