Our Ref: CC0921/SHA9092A/CK/(st)

14.10.2021 Date:

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

Singapore 079909

Attn: Motor Claims Department Without Prejudice

Dear Sir/Madam



ComfortDelGro Engineering Pte Ltd 59 Loyang Drive Singapore 508969

www.cdge.com.sg

Company Registration No: 199506048W

ACCIDENT ON 20.09.2021 INVOLVING SHA9092A & GBK8814J ALONG PASIR RIS CENTRAL

We are the authorised repair workshop for CityCab Pte Ltd, the owner of vehicle No SHA9092A, which was involved in the captioned accident with your insured vehicle No GBK8814J.

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:

Taxi Owner's Claim:

	[E&OE]	Total Claims	S\$	3,238.81	
2. Others			S\$	0.00	
1. Loss of Income	3 da	ays x S\$ 80.00	S\$	240.00	
Hirer's Claim :		-4	- 4		
6. Others			S\$	0.00	
5. GIA / Police Report Fee			S\$	2.00	
4. LTA Search Fee			S\$	0.00	
3. Survey Report Fee			S\$	0.00	
2. Loss of Rental	3 da	ays x S\$ 125.19	S\$	375.57	
1. Cost of Repairs			S\$	2,621.24	
Taxi Owner 5 Claim .					

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				
[]	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 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 SONATA SHA9092A , GBK8814J ON 20-Sep-21 15:35

ALONG PASIR RIS CENTRAL & PASIR RIS CENTRAL

I / We LIM LAY KANG (Hirer) NRIC No.: SXXXX629H

and/or (Relief) NRIC No.: SXXXX629H

Taxi Number SHA9092A

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 **20-Sep-2021**

Name of Hirer LIM LAY KANG

Hirer NRIC **SXXXX629H** Signature:

Address 744 PASIR RIS STREET 71 #07-03

510744

Contact No. **86508462**

MOTOR CLAIMS DISCHARGE VOUCHER

Policy No : DMCVSNW00127362000 Claim No : SNM21D205451/C02/GBK8814J/LEEPG

Claimant : CITYCAB PTE LTD

Amount : S\$3,148.81

DOLLARS THREE THOUSAND ONE HUNDRED FORTY EIGHT AND CENTS

EIGHTY ONE 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. : SHA 9092A Insured Vehicle No. : GBK 8814J

Date of Loss : 20/09/2021

Place of Accident : PASIR RIS CENTRAL

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 : Y.Y. HOUSEHOLD Driver Name : MAR WENG KEONG

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)	General Damages		S\$		
(2)	Cost of Repair/Excess		S\$	2,621.24	
(3)	Loss of Use/Rental /Earning		S\$	525.57	
(4)	GIA/Police Reports/				
	Investigation Results/Search Fees		S\$	2.00	
(5)	Medical Reports/Expenses		S\$		
(6)	Survey Fees/Towing Fee		S\$		
(7)	Cost including Disbursement		S\$		
	TOTAL	21 2	S\$	3,148.81	
			====		

Claimant Name: CITYCAB PTE LTD

NRIC No : 1XXXXX839G

Signature

CLAIMS DEPARTMENT
COMFORTDELGRO ENGINEERING PTE LTD
59 LOYANG DRIVE
SINGAPORE 508969

Date : 25 11 2

"The contents of this document apply to vehicle damages only All personal injuries and damages arising therefrom are excluded from the ambit and application of this document"

Please forward your cheque made payable to.
COMFORTDELGRO ENGINEERING PRE LTD



ComfortDelGro Engineering Pte Ltd

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

Workshops 205 Braddell Road Singapore 579701 59 Loyang Drive Singapore 508969 45 Pandan Road Singapore 609286

383 Sin Ming Drive Singapore 575717 7 Sungei Kadut Way Singapore 728791 320 Ubi Road 3 Singapore 408649

COMPANY REG. NO.: 199506048W

Page: 1

500.00

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 SHA9092A

INV. NO/DATE 91602592 06.10.2021

MAKE HYUNDAI

JOB NO. 305487671

MODEL IONIQ(G3)

ODOMETER READING

DATE OF REG 13.02.2020

DATE/TIME IN 20.09.2021 15:55

CHASSIS CODE KMHC851CVLU184244

Description: 3P 20.09.2021

S/No	Part No.		Qty	Unit Price	%Disc	Net
PART	REQUISITION					
0001	04-01-0104-0578	COVER-FR BUMPER#	1	430.90	20.00	344.72
0002	04-01-0104-0573	PANEL-FENDER RH#	1	588.80	20.00	471.04
0003	04-01-0104-3918	BRACKET-FR BUMPER SIDE RH	1	35.00	20.00	28.00
0004	04-01-0104-3913	EMBLEM-BLUE DRIVE RH	1	26.60	20.00	21.28
0005	03-01-0104-2137	CAP ASSY-WHEEL HUB	1	346.40	20.00	277.12
0006	04-01-0101-0111	BUMPER COVER CLIP REAR	10	2.20	20.00	17.60
			SUB-TOTAL	:		1,159.76
JOB N	IATURE					
0001	PB	PANEL BEATING - SHA9092A		700.00		700.00

¹⁾ WHILST TAKING ALL REASONABLE PRECADITIONS AGAINST TIME THEST OR ACCIDENTAL DAMAGE. THE COMPANY RESPONSIBILITY FOR CARS OR OTHER PROPERTIES HELONGING TO CLEATINGERS AND VEHICLES ARE DRIVEN AND

SPRAYPAINT CHARGE

ComfortDelGro Engineering Pte Ltd

0002 SP

Head Office: 205 Braddell Road Singapore 579701

ACCOUNT No.	INVOICE No.	AMOUNT	BANK/CHQ No
8010012	91602592	2,621.24	

500.00

Kindly note that no receipt shall be issued unless requested.

²⁾ CUSTOMERS SHALL INSPECT THEIR VEHICLES IMMEDIATELY UPON DELIVERY AND SHALL WITHIN A DAYS MICH. DURING THE INTERVEN NOTICE IN WRITING TO THE COMPANY-OF ANY COMPLAINTE OTHERWISE, THE VIERICLES WILL BE DEEMED TO HAVE BEEN ACTURE IN GOOD ORDER.

³⁾ INTEREST OF 1% PER MONTH WILL BE CHARGED ON A DAY TO DAY BASIS IN RESPECT OF ANY AMOUNT DUE AND CHARGE TO COMPANY BY THE CUSTOMER AND NOT PAID ON THE DUE DATE OF PAYMENT ILE. AFTER 30 DAYS FROM THE INVOICED FOR T

⁴⁾ PLEASE EXAMINE THIS INVOICE IMMEDIATELY LINDS RECEIFT AND ADVISE THE DOMPANY OF ANY ERRORD OF LUSTIFICATION WITHIN 14 DAYS OF RECEIPT, IF THE COMPANY DOES NOT HEAD FROM THE CUSTOMEN, THE COMPANY WILL, TREET THIS INVESCI CORRECT AND BINDING.



ComfortDelGro Engineering Pte Ltd

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

Workshops 205 Braddell Road Singapore 579701 59 Loyang Drive Singapore 508969 45 Pandan Road Singapore 609286

383 Sin Ming Drive Singapore 575717 7 Sungei Kadut Way Singapore 728791 320 Ubi Road 3 Singapore 408649

COMPANY REG. NO.: 199506048W

Page: 2

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 SHA9092A

INV. NO/DATE 91602592 06.10.2021

MAKE HYUNDAI JOB NO. 305487671

MODEL IONIQ(G3) ODOMETER READING

DATE OF REG 13.02.2020

DATE/TIME IN 20.09.2021 15:55

CHASSIS CODE KMHC851CVLU184244

S/No	Part No.		Qty	Unit Price	%Disc	Net
0003	17-01	CHECK ALL LIGHTING	7	30.00		30.00
0004	20-08	ADJUST FRONT WHEEL ALIGNMENT	ı	60.00		60.00
			SUB-TOTAL	. 1		1,290.00
			Items total			2,449.76
			Add GST @	7.000	8	171.48
			Invoice amount			2,621.24

Issued by : KATHERINETAN 06.10.2021 13:07:29
Repair type : CFSO/57/57
Payment Type/Term: /Credit 30 days

1) WHICST TAKING ALL REASONABLE PRECAUTIONS AGAINST FIRE, THEFT OR AGRICULTUAL DAMAGE, THE COMPA RESPONSIBILITY FOR CARS OR OTHER PROPERTIES BELONGING TO CUSTOMERS AND VEHICLES OWNERS' RISK

2) CUSTOMERS SHALL PASPECT THEIR VEHICLES IMMEDIATELY UPON DELIVERY AND SHALL WITHIN 2 TWO I PROMITUCIN OF LIVER NOTICE IN WRITING TO THE COMPANY OF ARY COMPLAINTS OTHERWISIS, THE VEHICLES WILL THE DELIVED TO HAVE LEED ACCUS IN GOOD ORDER.

3) INTEREST OF 1% PER MONTH WILL BE CHARGED ON A DAY TO DAY BASIS IN RESPECT OF ANY AMOUNT OUR AND CARRY IN COMPANY BY THE CUSTOMER AND NOT PAID ON THE QUE DATE OF PAYMENT ILE. AFTER 20 DATE FROM THE INVOICE POR PERIOD OF DEFAULT.

4) PLEASE EXAMINE THIS INVOICE IMMEDIATELY UPON RECEIPT AND ADVISIT THE COMPANY OF ANY ERRORS OF DISCUSSIVE WITHIN 14 DAYS OF RECEIPT, IF THE COMPANY DOES NOT FIEAR FROM THE CUSTOMER, THE COMPANY WILL INCAT THE WINDOW CORRECT AND BINDING.

ComfortDelGro Engineering Pte Ltd

Head Office: 205 Braddell Road Singapore 579701

02592	2,621.2	24	\Diamond	
	1			

Kindly note that no receipt shall be issued unless requested.

Our Ref: CC21090286

Date: 06 October 2021



TO WHOM IT MAY CONCERN

Dear Sir/Madam

ACCIDENT ON

20/09/2021 @ 15:35 hrs

ALONG

PASIR RIS CENTRAL and PASIR RIS CENTRAL

INVOLVING

GBK8814J

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 SHA9092A (the "Taxi"). The Taxi was hired to LIM LAY KANG IC NO SXXXX629H 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 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.

				HOURS OPERATED (TIME	TED (TIME		
DATE	NAME OF DRIVER	MILEAGE READING	TRAVELLEU (KM)	FROM	TO OT	NAIME OF DRIVER	
0/9/	3704: Come Lie	966001		8-55	102		
17/0	side small lade	196001		7.55	\$5 10.35		
18/6	-7 	161101		9.30	10-(0		
19/0/San)	40504	101377		10.25	0/		1
20/0			50	9.20			
21/0 00/12	8 12/8		AH90921	JRS1			
800	1212	Jones Rohan	到	\	1830		
X			36 96	17.00			
	0.	/21 -22	6747				
	- NV	20			0/+1		

INSURER ENQUIRY

Find insurer

Vehicle reg. no.

GBK8814J

Date of Accident

20/09/2021

Reset

% RESULT & RECEIPT

TP Insurer Enquiry	
Insurance	China Taiping Insurance (Sing
Period of Insurance	31/12/2020 - 30/12/2021
Requested By	Por Moy Juan (COMFORTDELG
Requested Date	21/09/2021 07:34

Payment details

Request Amount: **\$\$1.87** GST Amount: **\$\$0.13**

Total Amount Due (GST Inclusive): **\$\$2**

General Insurance Association

Records Management Centre GST Registration No: **M400017735**

Sup 9092A

Asher Sng (LKKAuto)

From: Asher Sng (LKKAuto)

Sent: Wednesday, 6 October 2021 11:25 AM

To: yyhome123@gmail.com

Subject: ACCIDENT INVOLVING GBK 8814J AND SHA 9092A ON 20/09/2021

Our Ref: CC3/CTI21010237/Vea3

06 OCT 2021

Y.Y. HOUSEHOLD

Dear Sir/Madam,

ACCIDENT INVOLVING GBK 8814J AND SHA 9092A ON 20/09/2021

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

Email: ashersng@lkkauto.com

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

Asher Sng (LKKAuto)

From: Cecilia Lee Peng Geok <cecilia.lee@sg.cntaiping.com>

Sent: Wednesday, 24 November 2021 2:56 PM

To: Asher Sng (LKKAuto); Admin A

Cc: Claims Dept of CTI

Subject: RE: [MANDATE REQUEST] RE: OUR REF: SNM21D205451/C02/GBK8814J/LEEPG &

YOUR REF: CC3/CTI21010237/Vea3-SHA9092A, TPP DIRECT SETTLEMENT

Follow Up Flag: Follow up Flag Status: Completed

Hi Asher

Please proceed as proposed.

Please settle the claim item-by-item. No global sum 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 claimsdept@sg.cntaiping.com or fax at 6224 7175. Any inconvenience caused is much regretted.

Best Regards,
Cecilia Lee
Senior Executive
Claims Department

China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 6389 6530 | F: (65) 6224 7175

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

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

Sent: Wednesday, 27 October 2021 3:53 pm

To: Cecilia Lee Peng Geok <cecilia.lee@sg.cntaiping.com>; Admin A <admin-a@lkkauto.com>

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

Subject: [MANDATE REQUEST] RE: OUR REF: SNM21D205451/C02/GBK8814J/LEEPG & YOUR REF:

CC3/CTI21010237/Vea3-SHA9092A, TPP DIRECT SETTLEMENT

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: SNM21D205451/C02/GBK8814J/LEEPG

Our ref: CC3/CTI21010237/Vea3q2

Dear Sirs,

We refer to the above matter.

The accident occurred when our insured changed lane and hit third party vehicle after making a right turn. 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 \$3,148.81 (all-in).

The summary is as follows: -

	Aı	mount Claimed	Amount Revised
1. Cost of Repairs (with GST)	\$	5,553.30	\$ 2,621.24
2. Loss of Rental (3days x \$125.19)	\$	375.57	\$ 375.57 (3days x \$125.19)
3. Loss of Income (3days x \$80)	\$	240.00	\$ 150.00 (3days x \$50)
4. LTA Search Fee	\$	2.00	\$ 2.00
	Total\$	6,170.87	\$ 3,148.81

Enclosed here with all the relevant documents for your perusal.

For your approval please.

Please be informed that we are currently deployed to work from home in view of the current COVID-19 situation may reach me at 8839 9816 for any urgent matters.

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 | \$(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: Cecilia Lee Peng Geok

Sent: Tuesday, 5 October 2021 5:12 pm

To: Meikwan@lkkauto.com; Asher Sng (LKKAuto < Asher Sng@lkkauto.com >; Admin A < admin-a@lkkauto.com >

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

Subject: RE: OUR REF: SNM21D205451/C02/GBK8814J/LEEPG & YOUR REF: CC3/CTI21010237/Vea3-SHA9092A, TPP

DIRECT SETTLEMENT

Hi LKK

Attached OI's GIA report. Please obtain a video footage from CDGE before 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 claimsdept@sg.cntaiping.com or fax at 6224 7175. Any inconvenience caused is much regretted.

Best Regards,
Cecilia Lee
Senior Executive
Claims Department

China Taiping Insurance (Singapore) Pte. Ltd.

3 Anson Road #15-00 Springleaf Tower Singapore 079909

DID: (65) 6389 6530 | F: (65) 6225 5879

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

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

Sent: Tuesday, 5 October 2021 4:35 pm

To: Cecilia Lee Peng Geok < cecilia.lee@sg.cntaiping.com >; Meikwan@lkkauto.com; Asher Sng (LKKAuto

<AsherSng@lkkauto.com>; Admin A <admin-a@lkkauto.com>

Subject: OUR REF: SNM21D205451/C02/GBK8814J/LEEPG & YOUR REF: CC3/CTI21010237/Vea3-SHA9092A, TPP

DIRECT SETTLEMENT

WITHOUT PREJUDICE via EMAIL ONLY

Dear Cecilia,

Please revert to LKK Auto on Direct Settlement SHA9092A soonest possible.

Please contact our claims department Cecilia Lee 6389 6530 the officer in charge.

Kindly quote our claim reference number when replying.

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.

Thank you

Angie Foo

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: Mei Kwan (LKKAuto) < Meikwan@lkkauto.com >

Sent: Tuesday, October 5, 2021 4:00 PM

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

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

Subject: Direct Settlement - Accident Involving GBK8814J (OI: CTI - TBA) and SHA9092A (TP: LKK REF -

CC3/CTI21010237/Vea3) on 20/09/2021

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.

Dear Sir/ Madam,

We refer to the above matter.

We have inspected TP vehicle SHA 9092A at M/s ComfortDelGro Engineering Pte Ltd (Loyang) on a WP basis and TP repairer proposed for a direct settlement

Enclosed for your perusal is:

- TP GIA report
- TP estimated cost of repair
- Preliminary advice
- Photographs of TP vehicle in its damaged condition

Meanwhile, kindly let us have a copy of your insured's GIA report for our necessary action.

Kindly 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 | 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.