张景祥大律师楼
（律师兼公证及宣誓官）

Teo Keng Siang LLC

Advocates & Solicitors • Notary Public • Commissioner For Oaths

111 North Bridge Road #29-07/08 Peninsula Plaza Singapore 179098   Tel: 6333 4222 Fax: 6333 5676 / 5688
ROC: 201510228C   GST Reg No.: 201510228C   Email: KSTEOCO@singnet.com.sg
(FAX – NOT FOR SERVICE OF COURT DOCUMENTS)

		Secretary in charge: Charlotte
Our Ref	: TKS/C222-ACC-SJN3226D.21/cc	Tel : 6333 4222 (ext 72)
Your Ref	: SMB1511X	Fax : 6333 5676 / 6333 5688
Date	: 16TH December 2021	Email : Charlotte.choy@ksteoptr.com

MS FIRST CAPITAL INSURANCE LTD   **WITHOUT PREJUDICE**
36 Robinson Road   **BY EMAIL ONLY**
#16-01 City House
Singapore 068877
Attn: Motor Claims Dept

Dear Sirs

RE: ACCIDENT INVOLVING SJN 3226 D / SMB 1511 X ON 14/12/21 ALONG WOODLANDS ROAD

We are instructed by **CHIN JOON KAI** to notify you of a road traffic accident on **14/12/21** at about **19:40 hours** at **ALONG WOODLANDS ROAD** involving our client's vehicle registration number **SJN 3226 D** and vehicle registration number **SMB 1511 X** driven by you at the material time. A copy of our client's Singapore accident statement is enclosed. Kindly let us have a copy your Singapore accident statement report on an urgent basis.

As a result of the accident, our client's vehicle has been damaged. Before our client proceed to repair the damaged vehicle, please let us know within 2 working days of your receipt of this notice whether you or your insurer would like to conduct a pre-repair survey of the vehicle. If we do not receive any reply from you within the stipulated timeline, our client shall proceed to repair the vehicle without further reference to you.

Please note that our client's motor vehicle **SJN 3226 D** is now at the following workshop:-

CAR PRO AUTO
Yew Tee JTC Industrial Estate
Block 6 Woodlands Road
Unit 399J
Singapore 678008
Person I/C   :   Winson
Contact   :   97506777

Yours faithfully,

M/s Teo Keng Siang LLC
Encs (By Fax 6894 2883)

> ****Survey was conducted by:-**
>
> Name of Surveyor:
>
> Date of Survey:
>
> Time of Survey:
>
> _____
> Signature

Teo Keng Siang   **Wong Yong Sheng, Kenneth**
 LL.M(Singapore),   *LL.B (Hons) University of Bristol*
 LL.B (Hons) (Singapore)