

## Mei Kwan (LKKAuto)

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**From:** Mei Kwan (LKKAuto)  
**Sent:** Thursday, 3 February, 2022 1:02 PM  
**To:** Esther Lim  
**Cc:** Cecilia Chong (LKK Auto); Admin A  
**Subject:** RE: O/Ref: D21003508M/TT/TPD \*\*\* LKK REF: CC4/FCI21013115/Kga3

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** HMK

Dear Esther,

Noted. We will expedite.

"Wishing You Happiness & Prosperity Chinese New Year 2022"

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.

-----Original Message-----

From: Esther Lim <EstherLim@msfirstcapital.com.sg>

Sent: Thursday, 3 February, 2022 8:55 AM

To: Admin-D (LKKAuto) <admin-d@lkkauto.com>; assignments <assignments@lkkauto.com>; Admin A <admin-a@lkkauto.com>

Subject: O/Ref: D21003508M/TT/TPD

Dear Summer

We have received TP claim for the property damage on SMY2233X.

To enable us to process our claim, please let us have the survey report asap.

Thank you.

Regards

Esther Lim

Motor Claims

As a response to the COVID19 outbreak, we are observing staggered working hours and some of us are on Work From Home arrangement. However, we are actively working to support our clients and partners. We have access to e-mails and will work to respond in a timely manner.

We appreciate your kind understanding. Stay safe.

MS First Capital Insurance Ltd | 36 Robinson Road, City House, #16-01 Singapore 068877 | Tel: 6507 3848  
Fax: 6507 3849 | Company Reg. No. 195000106C

Change of email address  
EstherLim@msfirstcapital.com.sg

Personal Data Protection Act 2012 ("PDPA"):  
Under the PDPA, there are various requirements that regulate the processing of your personal data.  
Please refer to [www.msfirstcapital.com.sg](http://www.msfirstcapital.com.sg) for details of PDPA Personal Data Collection Statement.

Confidentiality Notice: This e-mail is confidential. It may also be legally privileged.  
If you are not the addressee or to whom it is intended, you may not copy, forward, disclose or use any part of it.  
If you have received this message in error, please delete the message and all copies from your system and notify the sender immediately by return e-mail.

-----Original Message-----

From: Summer (LKK Auto) <admin-d@lkkauto.com>  
Sent: Friday, 24 December 2021 8:44 AM  
To: Joanne Tan Jo Ann <joannetan@msfirstcapital.com.sg>; assignments@lkkauto.com; 'Admin A' <admin-a@lkkauto.com>  
Cc: Esther Lim <EstherLim@msfirstcapital.com.sg>; Harminder Kaur <Harminder@msfirstcapital.com.sg>  
Subject: RE: New Assignment

Dear Sir / Mdm,

Thank you for your assignment.

Best Regards,  
Summer Lee | Admin  
LKK Auto Consultants Pte Ltd  
Phone: 6741-8434 | email: [assignments@lkkauto.com](mailto:assignments@lkkauto.com) | fax: 6256-4315 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.

-----Original Message-----

From: Joanne Tan Jo Ann <joannetan@msfirstcapital.com.sg>  
Sent: Friday, 24 December, 2021 8:38 AM  
To: [assignments@lkkauto.com](mailto:assignments@lkkauto.com)  
Cc: [jenny.lim@laihuat.com.sg](mailto:jenny.lim@laihuat.com.sg); Esther Lim <EstherLim@msfirstcapital.com.sg>;  
Harminder Kaur <Harminder@msfirstcapital.com.sg>  
Subject: New Assignment

Dear Sir/Madam,

Attached document for suvey assignment.

Thank you and Regards,

Joanne Tan  
Motor Claims

Insured Vehicle No : SBS3372H  
TP Vehicle No : SMY2233X  
Claim No : D21003508MFBP  
Workshop Name : LAI HUAT (MENG KEE) MOTOR PTE LTD  
Our Surveyor : LKK AUTO CONSULTANTS PTE LTD  
Instructions : Direct Settlement  
Direct Settlement

Created By : JOANNTAN  
Verified By : ESTHER  
Approved By : JACLYNK

This is a computer generated mail. Do not reply to this mail.