

**Xin Hua Workshop Pte Ltd**  
**Letter of Demand**

Our Ref: SMP 9518 B

21-Feb-2023

**India International Ins Pte Ltd**  
64 Cecil Street  
#04, #05, IOB Building  
Singapore 049711

Dear Sir/Mdm:

**ACCIDENT INVOLVING SMP9518B AND SNF904U ON 6-SEP-2022 AT ALONG JALAN  
BUROH**

**We are acting on behalf of the owner/driver to recover his vehicle damages and losses  
sustainer in the above accident from the third party driver/ or insurers.**

<u>Description</u>					<u>Amount</u>
Repair Costs					\$ 8,856.00
Loss of Rental	\$150.00	X	15	days	\$ 2,250.00
Loss Of Use	\$0.00	X	0	days	\$ -
Search Fees (LTA)					\$ 7.45
Surveyor fees					\$ -
Others Claim					\$ -
Amount					\$ 11,113.45

Please look into our client claims and let us hear from you shortly.

Thank you

  
Kerry Tan  
Xin Hua Workshop Pte Ltd  
Tel : 8399 6267  
email : xinhuaworkshop@gmail.com





**Xin Hua Workshop Pte Ltd**  
23 Kaki Bukit Ave 4  
#04-01 (South Wing)  
Singapore 415933  
xinhuaworkshop@gmail.com  
GST Registration No. : 201838521G

## Profoma Invoice

### ADDRESS

India International Insurance Pte  
Ltd  
64 Cecil Street #04, #05  
IOB Building  
049711

**PROFOMA INVOICE** 379  
**NO.**  
**DATE** 17/01/2023

DATE	DESCRIPTION	AMOUNT
	SMP 9518 B - Opel Zafira Date of Accident: 6/9/2022 Lump Sum Repair for Third Party CLaim	8,200.00
SUBTOTAL		8,200.00
GST TOTAL		656.00
TOTAL		<b>S\$8,856.00</b>

Accepted By

Accepted Date



Auto Star Automotive Pte Ltd  
23 Kaki Bukit Ave 4  
# 04-01  
Singapore 415933  
autostar.automotive@yahoo.com  
Company Registration No. 202029008Z



**ADDRESS**

Alpine Car Rental Pte Ltd /  
Burczik Felix  
7 Ubi Close,  
Singapore 408604.

Invoice 1271

DATE 28/10/2022

**DESCRIPTION**

**AMOUNT**

SMR 9440 E - BMW 216  
Rental Period: 13/10/2022 - 28/10/2022  
\$150 x 15 days  
(Replacement Vehicle: SMP 9518 B)

2,250.00

Cheque should be crossed and made to Auto Star Automotive  
Pte Ltd or E-transfer A/C: 601-304835-001 OCBC Bank.

**TOTAL**

**S\$2,250.00**

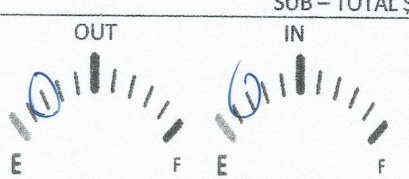
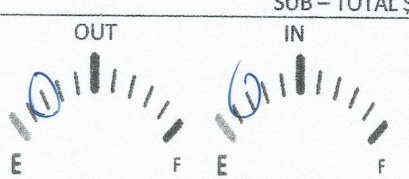
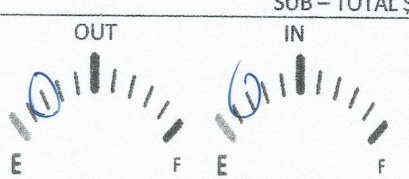
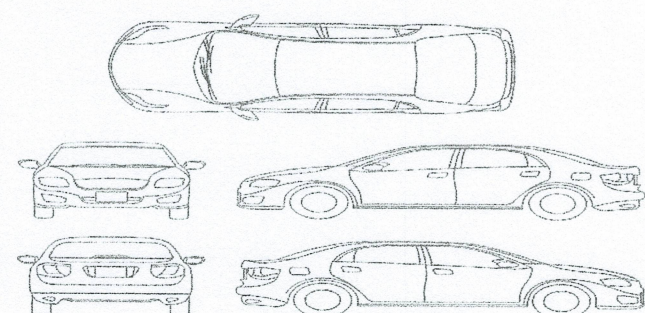
Accepted By

Accepted Date

We appreciate your business and look forward to serve you again soon.



## VEHICLE RENTAL AGREEMENT


<b>HIRER'S PARTICULAR</b> Name: (as in I/C) <u>Burczik Felix</u> NRIC / Passport No.: <u>A3843584T</u> Address (Res): <u>2 International Business Park, #12-11, S(609130)</u> Name & Address of Employer: <u>Alpine Car Rental Pte Ltd, 7 Ubi Close, S408604</u> Occupation: _____ Driving Exp: _____ D/L No: _____ D/L Type: Local / International Pass Date: _____ Date of Birth: _____ Tel / HP: _____		Veh No: <u>SMP 9440 E</u> Replace Veh No: <u>SMPA518B</u> Mileage Out: _____ Mileage Out: _____ Make & Model <u>BMW</u> Make & Model _____ Auto / Manual <u>216</u> Auto / Manual _____ OUT: Date <u>13/10/2022</u> OUT: Date _____ OUT: TIME <u>12pm</u> OUT: TIME _____																					
<b>ADDITIONAL DRIVER'S PARTICULARS</b> Name: (as in I/C) _____ NRIC / Passport No.: _____ D/L No: _____ D/L Type: Local / International Address (Res): _____ Tel / HP: _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">RENTAL CHARGES</th> </tr> <tr><td>Daily</td><td>@ \$</td></tr> <tr><td>Weekly</td><td>@ \$</td></tr> <tr><td>Monthly</td><td>@ \$</td></tr> <tr><td>Hours</td><td>@ \$</td></tr> <tr><td>Others</td><td>@ \$</td></tr> <tr><td>CDW</td><td>@ \$</td></tr> <tr><td>PAI</td><td>@ \$</td></tr> <tr><td>Delivery Service</td><td></td></tr> <tr><td colspan="2" style="text-align: right;">SUB - TOTAL \$</td></tr> </table>		RENTAL CHARGES		Daily	@ \$	Weekly	@ \$	Monthly	@ \$	Hours	@ \$	Others	@ \$	CDW	@ \$	PAI	@ \$	Delivery Service		SUB - TOTAL \$	
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PAI	@ \$																						
Delivery Service																							
SUB - TOTAL \$																							
Refundable Deposit: _____ Cash/Nets/Cheque/Visa/MC Card No: _____ (A) - ACCIDENTS (D) - DENTS (S) - SCRATCHES		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">  </td> <td></td> </tr> <tr><td colspan="2">EXTENSION</td></tr> <tr><td>Collection Service</td><td></td></tr> <tr><td>Misc.</td><td></td></tr> <tr><td colspan="2" style="text-align: right;">ESTIMATED TOTAL RENTAL \$</td></tr> </table>				EXTENSION		Collection Service		Misc.		ESTIMATED TOTAL RENTAL \$											
																							
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		Hirer is responsible for the first \$ _____ excess for collision/damage to first party. (i.e.) Auto Stat Automotive Pte Ltd Vehicle (including windscreen) and also first \$ _____ excess for collision/damage to third party's vehicle for each and every accident/damage.																					
<b>ACCESSORIES CHECK</b> <input type="checkbox"/> Ashtray <input type="checkbox"/> Cig Lighter <input type="checkbox"/> S / Tyre <input type="checkbox"/> STD Tools <input type="checkbox"/> Jack <input type="checkbox"/> Hub Caps <input type="checkbox"/> Radio / Cass <input type="checkbox"/> CD / Cartridges <input type="checkbox"/> S / RIM		Hirer's Signature: _____ Addition Driver's Signature: _____																					

I/We agreed to the terms and conditions above, overleaf and that all information given are true & correct in all respect. My/Our driving license(s) is/are current and not disqualified from driving. You may charge all amount due on the rental to my/our credit card.

### \*IMPORTANT

1. ONLY PERSONS ABOVE 25 YEARS OF AGE WITH MORE THAN 2 YEARS DRIVING EXPERIENCE, AUTHORISED, LICENSED AND SIGNING THIS AGREEMENT MAY DRIVE THE VEHICLE.
2. VEHICLE IS STRICTLY FOR SINGAPORE USE ONLY AND MAY NOT BE DRIVEN OUT OF SINGAPORE WITHOUT PRIOR CONSENT OF THE COMPANY **AUTO STAR AUTOMOTIVE PTE LTD.**
3. IN THE EVENT OF AN ACCIDENT, THE HIRER OF AUTHORIZED DRIVER:
  - (i) shall report all accidents involving the said vehicle to the owner immediately;
  - (ii) shall take immediate steps to complete and sign Form MAR1 (Motor Accident Report Form) and do all others acts required in compliance with the 'NON-INJURY MOTOR ACCIDENT REPORTSCHEME' (the form will be made available when the accident is report to the owner);
  - (iii) shall report to the police within 24 hours from the occurrence, the following types of accidents:
    - (a) injury case
    - (b) non-injury case involving a Government vehicle, or damage to Government property.
    - (c) non-injury case involving a foreign vehicle (to obtain their motor insurance policy (Passport No./ Name of the driver, vehicle number, Log card and vehicle road tax information.
    - (d) non-injury case involving a pedestrian or cyclist.

**RETURN OF VEHICLE.** The Hirer/Driver is required to sign in the column "Signature of Hirer/Driver" tailing which the day and time inserted below shall be deemed to be the day and time the vehicle is returned to AUTO STAR AUTOMOTIVE 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.

DATE IN	TIME IN	MILEAGE	CHECKED BY	REMARKS	DEPOSIT REFUND	SIGNATURE OF HIRER/DRIVER
<u>18/10/2022</u>	<u>5 pm</u>					



HIRER:

### TERMS & CONDITIONS

1. Hirer/ Named driver shall not use the vehicle for speeding, reckless driving, racing or any illegal activities. AUTO STAR AUTOMOTIVE PTE LTD reserves the rights to repossess the vehicle with additional SGD \$1,500/- compensation. Hirer shall be fully responsible for any damages and any other cost incurred as a result of such activities.
2. Hirer shall ensure the usage of vehicle is limited to Singapore only.
3. Should the vehicle be involved in any traffic offence during the rental period, the hirer agreed to be liable for and agree to pay all fines and any other amount government or semi government authority shall levy or impose.
4. Only the hirer or named driver is allowed to use the vehicle. In any circumstances that another driver apart from the hirer or named driver is found using the vehicle, the Owner reserves the rights to repossess the vehicle and Hirer is responsible for such cost incurred.
5. Should the Hirer meet with an accident or any loss or damage is caused to the Vehicle during the lease/ rental period, the Hirer must inform the Owner immediately. No repair is to be done without the Owner's approval. If ACCIDENT REPORT to the Insurance Company is required, the Hirer/ Named driver must assist us to lodge within 24 hours and assist us in the insurance claim pertaining to the accident.
6. The Hirer is responsible for the below Excess for loss or damage to vehicle or third party property for each and every accident during the period of rental.

**Windscreen Excess: S\$ 100.00**  
**Own Damage Excess (Section 1): S\$ 2,000.00**  
**Third Party Excess (Section 2): S\$ 2,000.00**  
**Young and Inexperienced Driver: Additional S\$ 3,000.00**  
**(Below 26 yrs old and driving experience of 2 yrs and below)**

7. Hirer is liable for any loss of, or any damage which include physical damage or any other general damages to the vehicle and its accessories during the rental period, the Hirer must make payment of such repair or replacement cost immediately.
8. The Hirer has to return the vehicle with the fuel at the same level as when collected the vehicle on 13/10/2022 (Date Out).
9. The Owner will not be responsible for any loss of or damage to personal belongings in the vehicle during rental period and after returning the vehicle.
10. Smoking, or transportation of pets is NOT allowed in the hired vehicle. Hirer is responsible for a penalty of S\$ 500.
11. The maintenance of the vehicle will be borne by AUTO STARS AUTOMOTIVE PTE LTD. If there is any problem to the vehicle or vehicle breakdown, Hirer/ Named Driver must report to the Owner immediately to seek advice or assistance.
12. During vehicle breakdown due to wear and tear or maintenance issue, the Owner shall within twenty-four (24) hours substitute with a similar replacement of the same or closest specifications & capacity. Replacement vehicle will be provided for any repair /maintenance / inspection of vehicle, which requires more than 4 hours. In the event whereby the Owner is unable to furnish a replacement vehicle, a rental rebate (based on prorated contract rate) will be credited to the Hirer for loss of vehicle usage during that period.
13. At any point of time, if the vehicle breakdown due to Hirer/ driver's negligence, tire puncture, empty petrol tank, loss of keys, keys locked in car or any other breakdown not due to vehicle maintenance or wear and tear, a nominal fee of S\$ 50 (Weekdays 8am to 8pm) and S\$ 100 (PH, Sat, Sun & Weekdays before 8am or after 8pm).
14. Should there be any breach of any of the above clauses, the Owner reserves the right to repossess the vehicle without any refund and Hire shall be liable to pay for the cost for the repossession.

Dated:

Signature of the Hirer



Name:

Auto Star Automotive Pte Ltd (the Owner)

Name:

Designation:







Land Transport Authority  
10 Sin Ming Drive  
Singapore 575701

GST Registration No. : M4-0006529-2

Print Date/Time : 15 Oct 2022 / 10:26:54

Receipt Date/Time : 15 Oct 2022 / 10:26:54

### Tax Invoice/Receipt

Receipt No. : ITNET-00000-221015-000638

Previous Receipt No. :

S/N	Item Description/ Business Transaction Reference No.	Amount Before GST (\$\$)	GST Amount (\$\$)	Amount After GST (\$\$)
	Result of Insurance Enquiry - SNF904U As at 06 Sep 2022/15:45:00 Insurance Co: INDIA INT'L INS PTE LTD			
1	Insurance Enquiry - SNF904U Enquiry Fee 20221015102527923125	7.00	0.49	7.49
	<b>Sub-Total</b>	7.00	0.49	7.49
	Result of Insurance Enquiry - SJP4421P As at 13 Oct 2022/08:00:00 Insurance Co: INCOME INSURANCE LIMITED			
2	Insurance Enquiry - SJP4421P Enquiry Fee 20221015102527994931	7.00	0.49	7.49
	<b>Sub-Total</b>	7.00	0.49	7.49
	Result of Insurance Enquiry - SGC8179S As at 11 Oct 2022/06:40:00 Insurance Co: AUTO & GENERAL INSURANCE (SINGAPORE) PTE. LIMITED			
3	Insurance Enquiry - SGC8179S Enquiry Fee 20221015102528040813	7.00	0.49	7.49
	<b>Sub-Total</b>	7.00	0.49	7.49
	<b>Total Before Rounding</b>	21.00	1.47	22.47
	<b>Rounding Difference</b>			0.02
	<b>Total Amount Payable</b>			22.45
	<b>Paid By</b>			
	20221015102539154	Direct Debit: eNETS Debit (Internet Banking)		22.45
	<b>Total</b>			22.45
	<b>Cash Change</b>			0.00
	<b>Tendered Amount</b>			22.45
	<b>Excess Refundable Amount</b>			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.



## Letter of Authorization

Accident Involving my vehicle SMP 9518B & SKIF 904 U on 6/9/2022  
at along Jalan Buroh

I/We, Alpine Car Rental Pte Ltd, owner of vehicle no. SMP 9518B  
hereby authorize Xin Hua Workshop Pte Ltd to proceed with the repair for my  
vehicle SMP 9518B which was damaged in the above accident.

I further authorize Xin Hua Workshop Pte Ltd to claim against the driver and/or the  
owner of the other vehicle(s) involved in the said accident for the repair cost and the loss of  
use/rental, and etc of my vehicle on my behalf and for the own benefit.

You are further authorized to appoint your solicitor and give instruction in my name for the purpose  
of seeking recovery of the said cost of repairs and the loss of use/rental, and etc.

I further authorize you and/or your representative(s) to sign all and any documents including but not  
limited to Release forms and Discharge Vouchers, so as to effect settlement of the repair costs, loss  
of use/rental and etc, as well as legal fee and all disbursements related thereof.

I hereby undertake to co-operate with you and render you all the assistance (Including the re-  
inspection of my vehicle an being a witness at trial) that may be necessary for you to recover the cost  
of repairs and the loss of use of my vehicle against any party.



Signature/ Company Stamp

Name : Alpine Car Rental Pte Ltd  
NRIC No : 199003483E  
Hp Tel : 8816 1636  
Address : 7 Ubi Close,  
S (408604)

Date : 15/10/2022



## LETTER OF AUTHORITY & INDEMNITY

In the matter of an accident involving motor vehicles SMP 9518 B and  
SUF904 U on 6/11/2022 at along Jalan Buroh

I/We, Alpine Car Rental Pte Ltd (NRIC) 19903483E  
of 7 Ubi Close, S 408604  
am/are the registered owner of vehicle no. SMP 9518 B at the material  
time of accident.

I/We hereby authorize Xin Hua Workshop Pte Ltd to  
proceed with the repairs to the damages caused to my/our vehicle in the above  
accident in accordance with the recommendations and advice of the licensed  
motor adjuster appointed by the insurers or by us on my/our behalf.

I/We further authorize you to appoint solicitors to demand, claim and if necessary,  
to use my/our name to commence legal proceedings for the above purpose.

I/We further agreed to fully co-operate and to undertake without hesitation and  
reservation all assistance that you or my/our solicitors may require from me/us  
for the purpose of making the claim, including attending all meetings and court  
hearings in connection with my/our claim.

I/We hereby declare that I/we will always remain and be liable to you for the cost  
or repairs to my/our said vehicle and other incidental expenses. In the event that  
my/our claims are unsuccessful or partially successful or are dismissed due to  
any wilful misrepresentation or withholding of material facts as well as failure to  
execute the discharge vouchers on request, I/we hereby undertake to reimburse  
you the full repair costs or any portion of the same that cannot be recovered  
including loss of use, surveyor fees, legal fees and disbursements if necessary.

I/We irrevocably authorize Mr Xin Hua Workshop Pte Ltd of the  
repairers to sign all discharge voucher/indemnity forms and all necessary  
documents in connection with and arising out of the above claim.

Dated the 15 day of October 2022



\_\_\_\_\_  
Name/Signature



## WARRANT TO ACT

In the matter of an accident involving motor vehicles SMP 9518B and  
SMP 904U on 6/9/2022 at along Jalan Buroh

I/We, Alpine Car Rental Pte Ltd (NRIC) 199003483E  
of 7 Ubi Close, S 408604

hereby appoint and instruct Xin Hua Workshop Pte Ltd  
to act for and on my/our behalf in respect of the above matter, including,

- (a) to claim for my cost of repairs/loss of use/cost of rental and all costs properly incurred in respect of these claims;
- (b) to negotiate, settle or litigate the claim and to receive all monies of claim on my/our behalf;
- (c) to pay to yourselves all monies and Party and Party costs you may at any time receive from the third parties in connection with the above matter;
- (d) to release all monies or proceeds of settlement monies received by you (after deducting your legal costs) to my repairers M/s Xin Hua Workshop Pte Ltd in settlement of my outstanding bill/account with them;

Dated the 15 day of October 2022



\_\_\_\_\_  
Name/Signature