

Mei Kwan (LKKAuto)

From: Mei Kwan (LKKAuto)
Sent: Monday, 27 February 2023 6:26 PM
To: leasing@carsg.sg
Cc: EzLyna (LKKAuto); Admin A
Subject: RE: ACCIDENT INVOLVING GBJ6673S & GBL4566X ON 25/11/2022 16:30 ALONG/AT 8 TUAS AVE 13, SINGAPORE 638980 (At the carpark of the yard)

Dear Sir / Madam,

This email is attn to : **CAR (S) LEASING PTE LTD**

Apologies for the confusion.

Thank you.

Best Regards,

Mei Kwan | Admin

LKK Auto Consultants Pte Ltd

Phone: 6366 0055 | email: MeiKwan@lkkauto.com

Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

From: Mei Kwan (LKKAuto)
Sent: Monday, 27 February 2023 6:24 PM
To: 'leasing@carsg.sg' <leasing@carsg.sg>
Cc: EzLyna (LKKAuto) <ezlyna@lkkauto.com>; Admin A <admin-a@lkkauto.com>
Subject: ACCIDENT INVOLVING GBJ6673S & GBL4566X ON 25/11/2022 16:30 ALONG/AT 8 TUAS AVE 13, SINGAPORE 638980 (At the carpark of the yard)

ATTN : BIS MOTOTRING PTE LTD

Dear Sir,

OUR REF : CC4/AIS22012547/ya3

YOUR REF : GBJ 6673S

ACCIDENT INVOLVING GBJ6673S & GBL4566X ON 25/11/2022 16:30 ALONG/AT 8 TUAS AVE 13, SINGAPORE 638980 (At the carpark of the yard)

We write to inform you that we are the appointed loss adjuster by your motor insurer, Allianz Insurance Singapore Pte. Ltd. to deal with the third-party claim against your motor policy.

We have received a third-party claim(s) from **GBL 4566X** against your motor insurance policy.

Please be informed that your No Claim Discount (NCD) may be affected as a result of the claim against your policy.

We highlight that this accident has not been reported to your insurer. Under the Motor Claims Framework (MCF), you are required to report any accident with the accident vehicle (whether damaged or not) within 24 hours or by the next working day after the accident. The primary purpose of this reporting is to provide your version of the accident to Allianz. Omission to report the accident will result in a loss of your No Claim Discount (NCD) upon

renewal of your policy and will prejudice any claim(s) by or against you. We would appreciate it if you could urgently file a report at our approved reporting centre.

The report has to be lodged at any of Allianz Authorised Workshops or reporting centres (subject to your policy). For the list of Allianz Authorised Workshops conveniently located throughout Singapore, please refer to the back of your Certificate of Insurance or the accompanying folder or visit <https://www.allianz.sg>.

Your full co-operation in the handling of the claim is required and kindly submit the following to Ezlyna@lkkauto.com within 7 days from the date of this letter **if not provided at our reporting centre**. The list below is not all inclusive and further document may be required:

- Police report, Police Investigation result, appeal against the Traffic Police offence and status (if any)
- Driver's driving license or foreign driving license (if any)
- Coloured photographs of accident scene (if any)
- Coloured photographs of damage to all vehicles involved (If any)
- Copy of the letter of authorization
- Video footage of accident (if any)
- Statement and/or police report from independent witness(es) (if any)
- If you or your passenger(s) are filing a claim against any of the involved Third Party(s), you are to keep us informed of your legal representative(s) and the status of the claim.

To protect your interest(s) in the handling of this claim, please do not discuss liability with any of the Third Party(s) and/or their legal representatives or make any compromise or settlement without our prior knowledge and consent. If you receive any correspondence or legal document such as a Writ of Summons in connection with this accident, please forward it to us immediately. You may email it to customerservice@allianz.com.sg.

You should also IMMEDIATELY forward us by hand any letters or Courts Summons received from the other party involved in the accident. You should not negotiate, admit liability or offer payment to them.

We would like to bring to your attention that under Policy Condition, your insurer shall have full discretion in the process and settlement of the said third party claim subject to the merits of the case and according to the rights afforded under the policy.

To enable us to look into the matter immediately, please let us hear from you within seven **(7) days** from date of this letter. In accordance with the policy conditions, your insurer reserve the right to repudiate the said claim to you should you not give proper notice to us of any occurrence which may give rise to it.

If you need any clarification, please do not hesitate to contact as at [6841 6051](tel:68416051) or Ezlyna@lkkauto.com. Please quote our claim reference when you contact us that we can assist you more effectively.

Yours sincerely,
Chew Hsiao Tong

CC : ALLIANZ INSURANCE SINGAPORE PTE LTD
Motor Claim Department

