



1<sup>st</sup> February 2023

**1<sup>st</sup> Reminder**

CHEN RUIXIANG, ADMUND  
999A Buangkok Crescent  
#12-763  
Singapore 531999

Dear Madam,

**Your Ref: SMS8804R**

**Our Ref: CC6/CTI22012888/Kpa3**

**ACCIDENT INVOLVING SMS8804R (CHINA TAIPING INS.) & SMQ3356K ALONG JUNCTION OF HOUGANG AVE 8 & HOUGANG AVE 10 ON 20/12/2022**

We refer to the above subject matter. We write to inform you that we are the loss adjuster appointed by your motor insurer, China Taiping Insurance Singapore Pte. Ltd to deal with the third party claim against your policy.

We refer to our letter of 5<sup>th</sup> January 2023 requesting for your reporting of the above accident.

We have checked our records and we are unable to trace your reporting of the accident to our office. For the purpose of assessing the claim lodged by the third party, we would require a report of the accident together with the original/coloured photocopied photographs showing the damages to your vehicle (if any) from you or your driver at the material time of the accident. This report is in a pre-set electronic form and has to be lodged through any of China Taiping Insurance Workshops. Please refer to the back/folder accompanying your Certificate of Insurance for the list of our China Taiping Insurance Workshops conveniently located throughout Singapore. **Please report the accident within the next 07 days, i.e by 12<sup>th</sup> January 2023.**

Please note that with the effect of 1<sup>st</sup> Jun 2008, under the Motor Claims Framework (MCF), you are required to report any accident at our Workshops or reporting centres (if applicable) with your accident vehicle (whether damage or not) within 24 hours or by the next working day of the occurrence of the accident. Any non-compliance of this condition will result in a loss of your No Claim Discount upon renewal of your policy and your claim will be prejudiced. The primary purpose of this reporting is to provide your version of the accident and does not automatically render you liable for the accident.

We are under strict obligations to inform the **Traffic Police** of the non-reporting if we do not hear from you. The Traffic Police may thereafter contact you and or the driver to attend at their office to make a statement or they may commence investigations into the matter.

We hope this would not be necessary and it would only further inconvenience you as well as the driver. We look forward to hearing from you soon.

Moreover, the owner of **SMQ3356K** has submitted a claim against you and we are unable to revert on their claim as a result of your non-reporting of the above accident. If we fail to hear from you by **12<sup>th</sup> January 2023**, we shall assume that indemnification under the Policy is not sought, and we shall refer the third party claim to you for direct handling.

Yours faithfully

Ezlyna Eng(Ms)  
Case Handler  
80287880  
Email: ezlyna@lkkauto.com

This is a computer generated letter and no signature is required.

Cc *China Taiping Insurance Singapore Pte. Ltd*

*(Motor Claims Dept)*