

Our Ref: SBS 7347E (E/3354/2014)  
Your Ref: SHC 831H

07 May 2014

WITHOUT PREJUDICE  
(By email - Motor\_Claims@first-insurance.com.sg)  
(Tel: 6507 3848) (DID: 6507 3860)

First Capital Insurance Ltd  
By email and fax (6507 3849)

Attn: Janet Tan / Karen Chee - Motor Claims Department

Dear Sirs

**ACCIDENT INVOLVING MOTOR VEHICLE SBS 7347E & SHC 831H  
ALONG Sims Way ON 05/05/14 AT ABOUT 2345HRS**

We refer to the above accident.

Please be informed that our bus can be inspected at:

**Bedok North Workshop**  
**1470 Bedok North Avenue 4**  
**Singapore 489946**  
**Workshop Counter**  
Contact Person:  
Mr Phang Thian Lok  
Loh Chee Heng – Tel: 6383 7408

If a pre-repair inspection is not conducted within the next 2 working days excluding any intervening Saturday, Sunday or Public Holiday, we will commence repairs thereafter without further reference to you.

Yours faithfully,

Loh Chee Heng  
Claims Department  
Tel: 6383 7408 Fax: 6383 7626  
Email: [lohch@comfortdelgro.com](mailto:lohch@comfortdelgro.com)

ACKNOWLEDGEMENT

Please acknowledge completion of pre-repair inspection.  
Thank you

Appointed surveyor:  
(Name & Signature)

Date & Time of Inspection:

cc: District Officer  
Workshop Manager

**NB: Any settlement is on the express condition that settlement is in respect of our claim for damages to our bus only and shall be without prejudice to any other claims arising out of the accident.**

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Please direct all correspondence to Claims Department at 205 Braddell Road 2<sup>nd</sup> Level East Wing, Singapore 579701, facsimile number 6383 7626.