



APPROVED REPORTING CENTRES AND AUTHORISED MOTOR WORKSHOPS

IMPORTANT NOTICE

If you sell your motor vehicle this NOTICE is IMPORTANT and MUST be complied with.

Policyholders are hereby warned that under the Motor Vehicles (Third Party Risks and Compensation) Act (Cap.189), it shall be unlawful for any person to use or cause or permit any other person to use a motor vehicle without a valid policy of insurance under the Act.

The Policy will cease to be valid once the motor vehicle has been sold to another person unless the transfer of the interest has been duly notified to and agreed to by the insurance company concerned.

If the insurance company agree to cover the new owner they will endorse the policy accordingly and will issue a new Certificate of Insurance in the new owner's name.

THINGS YOU SHOULD DO AFTER AN ACCIDENT

1. If no one is injured in the accident, try not to obstruct traffic by SAFELY moving the vehicle to the side of the road. If someone is injured in the accident, call the police immediately to the scene of the accident, and do not move the Vehicle until the police says you may do so.
2. Take note of the registration number, the make and model of all vehicles involved in the accident, the time and place. If possible, also take note of the names, addresses, NRIC numbers and the insurance particulars of all persons involved in the accident, and particulars of any witnesses to the accident.
3. Motorists who are involved in Non-injury traffic accident need not lodge a police report unless the accident involved a government vehicle or damage to government property, a foreign vehicle or pedestrian/cyclist.
4. For Non-injury accident, irrespective of whether it would give rise to a claim, the Insured shall, together with the Motor Vehicle, call at the Company's Approved Reporting Centre and report the accident within 24 hours of the accident or by the next working day thereof.
5. Warranted that the damaged vehicle insured under a 'Comprehensive' or 'Third Party Fire and Theft' policy must be sent to any of the Authorised Workshops for repairs.
6. Vehicle under the manufacturer's original warranty (not including extended manufacturer's warranty) may be repaired by the relevant franchise workshop subject to an **Additional Excess of S\$750.00**.
7. If possible, make a sketch plan or mental note of the accident site, position of vehicles, any landmarks, and take photographs of all damage caused by the accident and the scene of the accident, whether or not anyone has suffered injuries.

This is important. Many do not realize how essential and helpful sketch plans, photographs of the scene of the accident and photographs of damage sustained are to parties who are trying to resolve the accident claim, be it pre or post writ.

You should bring along your NRIC, driving licence and insurance certificate and a copy of police report for accident cases mentioned in Item 3.

The following workshops are authorised to carry out repairs to private vehicles and commercial vehicles not exceeding 3 tons only:

ZONE	NAME OF REPAIRER	TEL NO.	ADDRESS
NORTH			
1	Cheng Hoe Motor Pte Ltd	6755 6142	Block 1019 Yishun Industrial Park A #01-374/382 Singapore 768761
EAST			
1	SME Motor Pte Ltd	6747 6106	1 Kaki Bukit Avenue 6 #02-15 Block D Auto Bay @ Kaki Bukit Singapore 417883
2	Specialists Motor Pte Ltd	6747 2112	Block 3018A Ubi Road 1 #01-24/26 Singapore 408711
3	Tan Lim Motor Pte Ltd	6858 5151	51 Defu Lane 10 Singapore 539216
CENTRAL			
1	Alan's United Auto Pte Ltd	6453 8686	Block 7 Sin Ming Industrial Estate #01-76 Singapore 575642
2	K. Kim Hin Auto Pte Ltd	6452 7018	160 Sin Ming Drive #02-18/19/20/21 Sin Ming Auto City Singapore 575722
3	Lai Huat (Meng Kee) Motor Pte Ltd	6453 8110	160 Sin Ming Drive #04-01 Sin Ming Auto City Singapore 575722
4	S & H Motor Pte Ltd	6453 4730	160 Sin Ming Drive #07-02 Sin Ming Auto City Singapore 575722
Multiple Workshops Entities			
1	BH Auto Services Pte Ltd	6291 4444	No.8 Penjuru Lane Singapore 609189
	Sin Ming Branch	6559 8944	Blk 1 Sin Ming Industrial Estate Sector C #01-111/113/115 Singapore 575636
2	ComfortDelgro Engineering Pte Ltd	6383 8110	205 Braddell Road Singapore 579701
	Loyang Branch	6214 8300	59 Loyang Drive Singapore 508969
	Pandan Branch	6338 8778	45 Pandan Road Singapore 609286
	Sin Ming Branch	6553 0400	383 Sin Ming Drive Singapore 575717
	Sungei Kadut Branch	6369 7369	7 Sungei Kadut Way Singapore 728791
	Ubi Branch	6746 0666	320 Ubi Road 3 Singapore 408649
3	SMRT Automotive Services Pte Ltd	6866 2627/ 6866 2672	60 Woodlands Industrial Park E4 Singapore 757705
	SMRT Upper Bukit Timah One-Stop Centre	6469 1234	Upper Bukit Timah PIE Shell Station 35 Upper Bukit Timah Road Singapore 588166
	SMRT MacPherson One- Stop Centre	6858 1234	MacPherson Shell Station 259 MacPherson Road Singapore 348584

The following workshops are authorised to carry out repairs to private vehicles and commercial vehicles of all capacities:

ZONE	NAME OF REPAIRER	TEL NO.	ADDRESS
WEST			
1	Ban Choon Motor Works	6264 1191	Block 3 Pioneer Road North #01-14/15 Singapore 628457
2	Woon Meng Motor Pte Ltd	6316 1131	50 Bukit Batok Street 23 #01-06 Midview Building Singapore 659578

As at 22 August 2017