

**PRIVATE SETTLEMENT FORM**

**TO BE FILLED WHEN AN ACCIDENT HAPPENS.**

DETAILS OF ACCIDENT	
Date and time	
Identification no.	
DRIVER 1 DETAILS	
Vehicle registration no.	
Full name	
Identification no.	
DRIVER 2 DETAILS	
Vehicle registration no.	
Full name	
Identification no.	

1. There were no personal injuries or death involved.
  2. The parties have agreed to settle this matter amicably as follow:
    - a. Neither party shall be liable to compensate the other party for any loss or damages (direct or indirect) incurred or to be incurred as a result of the accident.
    - b. Without any admission of liability, \_\_\_\_\_ (party paying the compensation) has paid a sum of \$\_\_\_\_\_ which \_\_\_\_\_ (driver receiving compensation) hereby acknowledge receipt there of in full and final settlement of all damages and cost incurred and/or to be incurred as a result of the accident.
    - c. That \_\_\_\_\_ (name and NRIC no.) have received the aforesaid vehicle in good running order and damages that were caused as a result of the above-mentioned accident were repaired to satisfaction.
  3. Both parties have not and will not make a police report of this accident.
  4. Both parties will not file any accident claims for this accident.
- \*Please delete as applicable*

\_\_\_\_\_  
 [Paying party]  
 Full Name:  
 Identification no.:  
 Date:

\_\_\_\_\_  
 [Party receiving compensation]  
 Full name:  
 Identification no.:  
 Date:

## **5-points checklist in the event of an accident**

### **1) Call the rental company for advice**

In the event of accident, be it major or minor, call us at 9180 3571 immediately.

### **2) Check for injury**

Check if there are any injuries among all parties. Should anyone require medical attention, call the ambulance and police immediately.

### **3) Don't move the vehicles**

Avoid moving the vehicles involved in the accident prior to gathering the facts (including photographing the scene & damages)

### **4) Gather the facts**

If no one is seriously injured, exchange the following information with all parties involved (Including any witnesses, if any):

- Name
- NRIC/Passport Number
- Contact details
- Address
- Insurer
- Vehicle licence plate number

Also, take pictures of the following:

- Accident scene
- Damages to the vehicles involved

### **5) Bring your damaged vehicle to our workshop and report the accident**

If we are claiming for the damages, you must report the accident at our workshop within 24 hours or by the next working day.

#### **CarTimes Autolution Workshop**

AutoCity, Blk 160 Sin Ming Drive, #02-04, Singapore 575722

(Monday to Saturday 9am to 5pm)

Workshop number : 6471 5111

24 hours towing : 8858 5111