

Table 1 : Information About The Witness(es) 表一：目擊證人資料(可不止一人)

Name 姓名：_____	I.D. Card No. 身份證號碼：_____
Address 地址：_____	
Telephone No. 電話號碼：(Office公司) _____ (Home住宅) _____	

Table 2 : Information About The Driver(s) Of The Other Vehicle(s) 表二：對方司機資料

Name 姓名：_____	I.D. Card No. 身份證號碼：_____
Address 地址：_____	
Telephone No. 電話號碼：(Office公司) _____ (Home住宅) _____	
Vehicle Registration No. 車輛登記號碼：_____ Brand/Model 汽車牌子/型號：_____	
Exterior Colour 車身顏色：_____	
Driving Licence Information 駕駛執照資料：(a) Number 執照號碼：_____	
(b) Date of Issue 簽發日期：_____ (c) Licence Expiry Date 有效期至：_____	
Name of Insurance Company 保險公司名稱：_____	
Insurance Policy or Certificate No. 保單編號：_____	

Table 3 : Accident Details 表三：意外現場資料

DATE OF ACCIDENT 意外發生日期	TIME 時間	AM 上午 <input type="checkbox"/>
		PM 下午 <input type="checkbox"/>
ROAD CONDITIONS 路面情況	DRY 乾 <input type="checkbox"/>	WET 濕 <input type="checkbox"/>
		LOOSE SURFACE 爛地 <input type="checkbox"/>
WHERE DID THE ACCIDENT OCCUR? 意外地點		
WEATHER CONDITIONS 天氣情況	DRY 晴 <input type="checkbox"/>	WET 雨 <input type="checkbox"/>
		FOGGY 霧 <input type="checkbox"/>
		OTHER 其他：_____
LIGHT CONDITIONS 現場光線	DAY TIME 日 <input type="checkbox"/>	NIGHT TIME 夜 <input type="checkbox"/>
		DAWN 黎明 <input type="checkbox"/>
		DUSK 黃昏 <input type="checkbox"/>
TRAFFIC CONTROLS 意外現場設施	TRAFFIC LIGHTS 交通燈 <input type="checkbox"/>	GIVE WAY/STOP SIGN 讓路/停車標誌 <input type="checkbox"/>
	RAIL CROSSING 輕鐵/電車交匯處 <input type="checkbox"/>	ROUNDBOUT 迴旋處 <input type="checkbox"/>
	OTHER (GIVE DETAILS) 其他(請註明)：_____	
AT WHAT SPEED WERE YOU TRAVELLING WHEN THE ACCIDENT OCCURRED?		km/h
WHAT WAS THE ESTIMATED SPEED OF THE OTHER VEHICLE(S)?		km/h
WHAT SPEED LIMIT APPLIED? 現場車速限制		km/h
WHAT SIGNAL WAS GIVEN BY YOU? 當時閣下發出什麼燈號/手勢?		
WHAT SIGNAL WAS GIVEN BY THE OTHER DRIVER(S)? 對方司機發出什麼燈號/手勢?		
WHAT DISTANCE AWAY WAS THE OTHER VEHICLE(S) WHEN FIRST SEEN BY YOU?		
閣下最早見到對方汽車時雙方距離		
DAMAGE TO YOUR VEHICLE 閣下座駕毀壞情況		
DAMAGE TO OTHER VEHICLE(S) 其他車輛毀壞情況		
Please make a sketch of the accident scene 意外現場草圖		
<p>PLAN SYMBOLS 符號</p> <p>Person 人 <input type="radio"/> →</p> <p>Your vehicle 閣下座駕 <input type="checkbox"/> →</p> <p>Other vehicle(s) 對方汽車 <input type="checkbox"/> →</p> <p>(Direction of travel indicated by arrow 行車方向用箭嘴表示)</p> <p>Point of impact 發生意外地點 X</p> <p>SHOW: Traffic Signs/Street names/Lamp posts and no. 註明：1. 交通標誌 2. 街道名稱 3. 街燈編號</p>		

Procedures After Accident

At the scene of the accident

- Keep calm and refrain from discussing with the other driver who was responsible for the accident.
- Call the police immediately and they will take down all the necessary details.
- If someone has been injured, also call an ambulance.

Collect relevant details about the accident

- Information on witness(es) (please refer to Table 1).
- Information on the other driver(s) (please refer to Table 2).
- If possible, make a rough sketch of the accident scene and a note of the accident details (see Table 3). A photograph would also be helpful.

After The Accident

- As soon as possible, notify your insurance company of the accident.
- Complete the accident form provided by your insurance company and ensure that it is signed by you and, if different, the person driving your car at the time of the accident as well.
- In cases not involving personal injury, you are recommended to report the accident to any police station within 24 hours.
- All communications regarding the accident from the police or any other party should remain unanswered and be forwarded to your insurance company without delay.

Repairing Your Car

- If you have a comprehensive policy and you intend to make a claim, please prepare a detailed estimate of the costs or a Notice (in case of the vehicle was seriously damaged and cannot be economically repaired) which has to be submitted and approved by your insurance company prior to the commencement of repair work.

Theft

- If your car and/or some accessories and/or property inside the car are stolen, you should report the case to the police immediately.
- A report should then be made to your insurance company.

Remarks: The contents of this pamphlet are for general information only. Individuals are advised to study their own policies for exact terms, exceptions and conditions.

遇事處理程序

在意外現場

- 保持鎮定，避免與對方司機研究責任問題。
- 立即報警，警方會到場紀錄有關詳情。
- 如有人受傷，應召救護車。

記下現場資料

- 問取目擊証人之資料(參閱表一)
- 問取對方司機之資料(參閱表二)
- 繪畫意外現場草圖，記下現場資料(參閱表三)。拍攝現場照片亦有幫助。

意外發生後

- 儘快通知保險公司。
- 填寫由保險公司所提供的意外報告表格，並由閣下(車主)和事發時的司機簽署作實。
- 即使無人受傷，亦應在二十四小時內向警署備案。
- 收到任何由警方或其他方面發出的信件時，應立即交給保險公司，切不可私下回覆。

修理汽車

- 如閣下購有綜合保險(全保)並打算索取賠償，先提交維修報價表或通知書(如車輛損毀嚴重，不合經濟原則修理)予保險公司批核。

失竊

- 倘閣下座駕及/或汽車零件及/或車內財物被竊，應立即向警方報案。
- 報警後隨即通知保險公司。

注意：此單張之內容僅供參考，投保人應細閱保單，詳細了解內容及條文。