

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 1000</b>
<b>Motor Vehicle Claim</b>	

## Revision Record

Revision No.	Date	Description of Changes	Prepared (W. Leung)	Reviewed (Peter Lee)	Approved (Peter Lam)
--	1-6-99	New Issue			

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## 1.0 Objective and Scope

- 1.1 To illustrate the handling procedure when the vehicle (Company owned) is involved in traffic accidents.

## 2.0 Responsibility

- 2.1 The victim should report the case to his/her supervisor and the HR & Admin. Manager.
- 2.2 Plant Superintendent of Shatin Store (Geo-SI / Geo-Lab.) or BUOO (Civil-HK) should determine whether it is justify to claim against insurance policy.
- 2.3 HR & Admin. Department is responsible to liase with the insurers about the insurance claim procedure.

## 3.0 Procedure

- 3.1 If the vehicle is involved in a traffic accident, the employee should :
  - 3.1.1 If third party involved, follow items 3.2.1 to 3.2.6.
  - 3.1.2 If stolen, follow items 3.2.1 to 3.2.2.
  - 3.1.3 If own damaged, follow items 3.2.1 and 3.2.6.
- 3.2 Administration :
  - 3.2.1 Notify HR & Admin. Manager and the BUOO immediately after the accident.
  - 3.2.2 If the car is stolen or third party is involved, report the case to the police within 24 hours. Obtain a card from the policeman showing the police station and the case number.
  - 3.2.3 Lodge a complaint to the police within 10 days, if the accident was caused by the negligence of a third party.

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3.2.4 Mark down the information about the third party, such as :

- car registration number of the third party car
- name and address of the driver
- the insurance company of the third party car

3.2.5 Do not admit liability whatsoever to third party. Otherwise the claim under the insurance policy may be prejudiced.

3.2.6 Geo-SI / Geo-Lab. :

Liase with Plant Superintendent of Shatin Store for car repair. Plant Superintendent will work together with HR & Admin. Manager to determine whether it is justify to claim against insurance policy.

Civil-HK staffs and others :

Quotation from the repair center should be submitted to BUOO (or above). BUOO (or above) will work together with HR & Admin. Manager to determine whether it is justify to claim against insurance policy.

3.2.7 It is reminded not to commence repairing works without obtaining the prior consent from the insurers.

## 4.0 Process Flow Chart

Nil

## 5.0 Report

5.1 Motor Vehicle Accident Claim Report (Insurance Company)

## 6.0 Standard Form

Nil

## 7.0 Appendix

Appendix HRM1000-01 - Notice of Motor Vehicle Accident

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