

# Claim supporting documents (motor insurance)

## 索償證明文件 ( 汽車保險 )

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Latest update 最新修訂 : 03/2022

- Original Letter of Consent signed by the driver (last page of this form) (please post to our company)  
肇事司機簽署的同意書正本 ( 本表格的最後一頁 ) ( 必須郵寄至本公司 )
- Copy of concerned driver's driving license  
肇事司機駕駛執照副本
- Copy of concerned driver's HKID card/passport  
肇事司機香港身份証或護照副本
- Copy of vehicle registration document (both front and back pages)  
受保車輛登記文件 ( 正面及背面 ) 副本
- Copy of color photos of damaged vehicle  
損毀車輛之相片或彩色副本
- Copy of police report and police statement  
警方報告及口供副本
- Copy of concerned driver's screening breath test report  
肇事司機酒精呼氣測試報告副本
- Copy of any claim(s)/summon(s)/correspondences from third party (if any)  
任何第三者之索償 / 傳票 / 信件副本 ( 如有 )
- Copy of vehicle repair quotation (the quotation should be provided to and approved by our company/appointed surveyor before repair works are carried out) (applicable to damaged insured vehicle with comprehensive cover)  
車輛維修報價副本 ( 修理前必需遞交報價並獲得本公司或本公司委派的公證行核准 ) ( 適用於全保之受保車輛損毀 )
- Copy vehicle purchase contract/receipt/invoice (applicable to theft loss claim/total loss)  
汽車購買合約 / 發票 / 收據副本 ( 只適用於受保車輛失竊 / 全損 )