香港警務處交通總部
Hong Kong Police Force Traffic Branch Headquarters

Guidelines On Handling Traffic Accidents

When a traffic accident occurs,

1. Keep Calm

2. Render assistance to the injured

3. Call 999 to seek help

If you were involved in a traffic accident, you should stop to ascertain if :

(a) any person is injured;
(b) an animal - i.e. horse, cattle, ass, mule, sheep, pig, goat, cat & dog is injured; or
(c) damage is caused to any property other than your own.

If the accident happened on an expressway or dual carriageway, you should move your vehicle to the nearside of the road, lay-by or hard shoulder (if possible) to ascertain the above.

You must report to Police as soon as reasonably practicable, and in any case not later than 24 hours after the accident, when:

(a) parties involved did not exchange personal contacts;
(b) the accident involved any injury to any person;
(c) any government vehicle/ property involved;
(d) any People's Liberation Army vehicle involved.

You don't have to report to the Police for traffic accidents that only involve damage, or injuries to animals other than the above mentioned, provided that the drivers of the vehicles or owners of animals or other properties involved stop and exchange their name, address, owner of the vehicle, and registration mark.

In case of doubt, drivers should seek advice from Police at the first instance.

For accidents happened on other roads, take photos of the below when it is safe to do so:

(a) the scene of the accident and the vehicles position;
(b) the front and rear of the vehicles, including the point of impact;
(c) any tyre marks.

Then:

(a) Move the vehicle to a safe place where not causing obstructions;
(b) Take photos of the damage in more detail
(c) Complete the back of this leaflet;
(d) Decide whether or not to settle the accident with each other;
(e) If personal details has not been exchanged, report to the Police within 24 hours;
(f) Notify your insurance company.

Remember to retain relevant video footage of the vehicle's car camcorder, photos and this completed leaflet for future pursuance and possible police investigation.

Make sure the road situation is safe when taking photos. Call the Police for help if needed.

Traffic Accident:

Date :

Time :

Location :

Particulars of the involved vehicles, drivers and witness(es) :

Vehicle A

Registration mark :

Driver' s name :

Phone no. :

Vehicle Owner' s name :

Address :

Vehicle B

Registration mark :

Driver' s name :

Phone no. :

Vehicle Owner' s name :

Address :

Witness(es)

Name :

Phone no. :

Witness(es)

Name :

Phone no. :

Version of the accident

Driver of Vehicle A

Name: Signature:

Version of the accident

Driver of Vehicle B

Name: Signature: