

# EveningCrest

Global Financial Advisory Services

**Evening Crest Sdn Bhd (1296186-U)**

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## COMPANY CAR/VEHICLE POLICY AND PROCEDURES

\_\_\_\_\_  
Employee Name:

\_\_\_\_\_  
NRIC:

\_\_\_\_\_  
Position:

Address: \_\_\_\_\_

\_\_\_\_\_  
Contact No:

\_\_\_\_\_  
Car/Vehicle Model:

\_\_\_\_\_  
Chassis Number:

\_\_\_\_\_  
Plate Number:

\_\_\_\_\_  
Insurance Policy Name:

\_\_\_\_\_  
Policy Number:

\_\_\_\_\_  
Insurance Expiry Date:

\_\_\_\_\_  
Car/Vehicle Monthly Instalment:

\_\_\_\_\_  
Fuel Card Number:

\_\_\_\_\_  
Fuel Card Limit:

\_\_\_\_\_  
Company's Person In-Charged  
(Name/Signature/position/Company Chop (Seal))

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
No of Entitlement Year: 3-5 years

\_\_\_\_\_  
Notice of Termination Date:

\_\_\_\_\_  
Reason of termination:

\_\_\_\_\_  
Date of the car/vehicle returned:

\_\_\_\_\_  
Received by:

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## INTRODUCTION

A company, **EVENING CREST SDN BHD (1296186-U)** (hereinafter to be known as “**ECSB**”) car/vehicle policy, or company car/vehicle use agreement, establishes which employees are eligible for a company fleet car/vehicle. It also outlines the requirements for qualifying for a company car/vehicle, basic rules employees must follow when using company cars/vehicles, and disciplinary action for misusing cars/vehicles. According to the Ministry of Transport, Malaysia, there are two types of crash data collection in terms of method to track road crash and fatalities. One that is the authorized-based by the Royal Malaysian Police (RMP) and another which is research-based by the Malaysian Institute of Road Safety Research (MIROS). Investigation by RMP serves legal purposes grounded by the Road Transport Act 1987 and covers all level of crash severity on the spot. The research-based approach by MIROS identifies crash and injury factors consisting of human, engineering and environmental aspects, conducted by two criteria, retrospective and on the spot. The number of road accident in Malaysia is increased during last ten years. Meanwhile, the number of fatalities has been a steady reduction from peaked at 7,152 in 2016 and showed the lowest number at 6,167 in 2019 during the last ten years

## COMPANY CAR/VEHICLE POLICY AND PROCEDURES

### 1. Driver policy overview.

The **ECSB** company's car/vehicle policy gives employees guidelines for obtaining, qualifying for, and using a company vehicle.

A company car/vehicle is any car/vehicle **ECSB** assigns to employees.

This policy applies to all employees who use a company car/vehicle and applies during and outside of working hours.

### 2. Qualifying for a company vehicle.

Employees may qualify for a company vehicle if they drive **10,000** km/miles or more per year for work purposes, need a company vehicle for their daily work, or are supposed to receive the use of a vehicle as a benefit.

If you have not been assigned a company car/vehicle and believe you need one, the employee shall contact the Human Resources department or the company's personnel in charge.

To be eligible for a company car/vehicle, employees must complete a form and submit a copy of their driver's license, a copy of NRIC/Passport and 2 copy of Photos (Passport size).

Employees are only allowed to drive a company car/vehicle if they have a valid driver's license and a clean driving record for at least **3 years**.

A clean driving record means the employee has not been held at fault for a car/vehicle accident or arrested on charges of violating vehicle and traffic laws.

**ECSB** can assign and revoke access to company vehicles at its discretion.

### 3. Company vehicles for employees with disabilities.

**ECSB** will make reasonable accommodations to facilitate company car/vehicle use for eligible employees with disabilities.

### 4. Personal use.

**ECSB [does not allow/on a case-by-case basis allows]** personal use of company car/vehicles.

Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home, or using the vehicle outside of business hours.

[All work safety rules continue to apply when a company vehicle is used for personal purposes.]

### 5. Company driver rules.

- (a) Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- (b) Document driving expenses.
- (c) Monitor gas, tire pressure, and fluid levels.
- (d) Report any damage or problems to your assigned car/vehicle immediately.
- (e) Report changes to your driver privileges, such as driver's license suspension, immediately.
- (f) Always lock company cars/vehicles.
- (g) Bring car/vehicle to scheduled maintenance appointments.
- (h) Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- (i) Do not smoke in any company car/vehicle.
- (j) Do not lease, sell, or lend a company car/vehicle.
- (k) Do not use a phone or text while driving.
- (l) Do not allow unauthorized drivers to use a company car/vehicle unless required by an emergency.

Employees who violate company car/vehicle rules are subject to disciplinary actions which may include verbal and written warnings, suspension of vehicle privileges, termination and legal action.

## 6. Accident procedures.

In case of an accident, contact the Human Resources department or the company's personnel in charge immediately.

They will contact the insurance provider.

Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required.

Do not guarantee a payment or accept responsibility without company authorization.

## 7. The company's responsibilities.

- Ensuring cars/vehicles are safe before assigning them.
- Scheduling regular maintenance.
- Providing car/vehicle insurance.
- Retiring and replacing cars/vehicles as needed.

## 8. What the company is not responsible for.

- Paying fines that employees receive while driving company cars/vehicles they are responsible for.
- Posting bail for employees who are arrested while driving cars/vehicles from the company fleet.

## 9. Others

If the related employee(s) resign or his services is terminated from his/her employment or services with the company, the car/vehicle shall be return back to the company before the date of his/her resignation or termination.

The terms and condition as prescribed in this Company Car/Vehicle Policy and Procedures are agreeable by both parties.

For and on behalf of  
**EVENING CREST SDN BHD (1296186-U)**

Accepted By:  
EMPLOYEE

\_\_\_\_\_  
Authorised Person  
Name:  
Tittle:  
Date:

\_\_\_\_\_  
Name:  
NRIC:

## CAR/VEHICLE DETAILS:

**NO. OF ENTITLEMENT YEAR: 3-5 YEARS**

NO	ITEM	DETAILS
1	CAR/VEHICLE MODEL	
2.	PLATE NO	
3	CHESSIS NO	
4	COLOUR	
5	YEAR MADE	
6	YEAR REGISTERED	
7	COLOUR	
8	FUEL CARD NO	

## **DRIVER ELIGIBILITY, RESPONSIBILITY AND PERSONAL USE**

### **Eligibility to Drive a Company Car/Vehicle**

Employees eligible for assignment of a company vehicle are selected at the discretion of the company's chief executive officer and president/chairman.

Prior to vehicle assignment, an eligible employee must prove that he or she has a valid driver's license which is not suspended or revoked in any state.

The Company reserve the right to cancel this assignment if necessary by issuing a termination notice to the related employee and within 14 days, the company car/vehicle shall be returned to the designated person in-charge of the company as it is.

### **Withdrawal of Company Car/Vehicle Privilege**

The privilege of driving a company car/vehicle may be withdrawn for any of the following reasons:

- (a) Abuse or misuse of the car/vehicle or failure to comply with the rules and procedures stipulated in this company policy.
- (b) A driving record which becomes deficient during operating a company car/vehicle which, under certain circumstances, may be grounds for dismissal.
- (c) Conviction or a guilty plea to driving a company car/vehicle under the influence of alcohol or an illegal controlled substance.
- (d) If an eligible driver has a long-term disability, his/her assigned vehicle could be reassigned to another driver. Upon recovery from the disability and return to work, the driver maybe assigned the same car/vehicle or another car/vehicle.

### **Driver Responsibilities**

Eligible drivers are responsible for driving their vehicle is a safe and reliable manner.

Employees must know and abide by all driving laws in all areas where they operate their company car/vehicle.

Additionally, employees must maintain a valid driver's license for the state in which they are living.

If, for any reason, an employee's driver's license is revoked, suspended, or restricted, it is mandatory that the human resources manager or the company's personnel in charge be notified immediately.

### **Safety Guidelines**

It is mandatory that seat belts be used by all occupants of a company car/vehicle, at all times, without exception.

It is the company driver's responsibility to ensure that all occupants fasten their seat belts prior to operating the car/vehicle.

Any malfunctioning seat belt should be repaired and replaced by the employee immediately. The Company reserves the right to revoke the driving privilege of any driver not complying to this policy.

In addition, the Company expects all employees to drive defensively during business and personal travel, to obey all traffic laws, and prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs.

If an employee is taking prescription drugs on a doctor's orders, he or she must immediately notify the owner or the company's personnel in charge if the drug(s) affect their driving ability.

Company cars/vehicles should not be used to transport flammable items, firearms, or other hazardous materials.

### **Personal Use of a Company Car/Vehicle**

Company cars/vehicles are to be used primarily for Company business however, limited personal use is allowed. Besides the associate to whom a company car/vehicle is assigned, that individual's spouse and children (21 years and older with a valid driver's license) allowed to operate the car/vehicle.

All employees are required to provide to the owner a list of all members of their family who meet these criteria that may need to drive the car/vehicle.

In addition, all rules and procedures outlined in the Company Car/Vehicle Policies and Procedure handbook apply to an employee's spouse and licensed children while operating a company car/vehicle.

It is the employee's responsibility to ensure that these rules and procedures, mandatory seat belt usage, are adhered to by their spouse and licensed children (over age 21).

No other drivers are permitted to operate a company car/vehicle.

### **The Company also prohibits:**

The transport of a hitchhiker or stranger.

This policy has been established by our insurance carrier and must be observed for the protection of the associate and the company.

The use of a company car/vehicle for any business venture other than that pertaining to the associate's job duties and responsibilities at the Company.

The acceptance of any form of compensation from any individual for carrying passengers or material.

### **Vehicle Maintenance**

Every driver of a company car/vehicle is expected to maintain his or her assigned vehicle in a safe operating condition.

Maintenance schedules outlined in your car's/vehicle's owner (company) manual should be adhered to and receipts-maintained documenting that prescribed service work was completed.

Particular attention should be paid to the maintenance requirements for keeping the warranty of your car/vehicle in effect.

Also, never leave a company vehicle at a service facility without specific instructions as to what work needs to be done. It is the employee's responsibility to call Enterprise Service Department for pre-approval.

### **Garaging**

The company driver is responsible for ensuring all necessary precautions always need to be taken to prevent damage and theft of the company car/vehicle and/or its contents.

Whenever you leave a company car/vehicle, follow these precautions:

Roll up all windows.

Lock all doors.

Do not leave merchandise and equipment in open view inside a car/vehicle, which may tempt a break-in. Lock all valuable items inside the trunk when the car/vehicle is left unattended.

When traveling outside your residential area, whether on personal or company business, make sure to take reasonable precautions to safeguard the car/vehicle and its contents. When possible, select an off-street, lighted area close to a business or hotel entrance where normal police surveillance or security protection exists.

### **Attachments on Car/Vehicle**

Trailer towing your company car/vehicle should not be fitted with a trailer hitch to pull a trailer or boat without prior authorization from the company's car/vehicle owner.

In addition, your company car/vehicle should not be used to push another car/vehicle.

Bumper Stickers No bumper or window stickers should be affixed to a company car/vehicle unless prior consent is received from the company's personnel in charge.

### **Company Car/Vehicle Odometers**

Company car/vehicle odometers shall be governed in accordance with the following federal odometer laws and regulations:

(a) Change of mileage indicated on the odometer is prohibited.

No person shall disconnect, reset or altered, the odometer of any motor vehicle with intent to change the number of miles indicated thereon.

(b) Operation of a motor car/vehicle with knowledge of disconnected or non-functional odometer is prohibited.

No person shall, with intent to defraud, operate a motor car/vehicle on any street or highway knowing that the odometer of such vehicle is disconnected or non-functional.

(c) Criminal penalties: Any person who knowingly and will fully commits any of the two items listed above is liable to be fined or to face a penalty as prescribed by any related law which is governed in Malaysia.

Any Company employee who knowingly violates the federal laws specified in items 1 and/or 2 above will be immediately terminated and the company reserve the right to pursue available civil remedies.

### **Traffic Violations**

Excessive speeding violations and/or accident history may exclude a driver from being covered by company-provided insurance and may make them ineligible to receive a company-provided vehicle.

Should you, for any reason, receive a summons for a traffic violation or a parking ticket, you must pay it as soon as possible. If not, the company reserve the right to deduct it from the monthly earning or yearly bonus of the related employee(s).

All traffic violations and parking tickets should be reported to the owner as quickly as possible.

Under no circumstances are traffic or parking fines to be charged to the Company.

A driver with three (3) moving violations or any combination of three accidents and/or moving violations within a three-year period will be prohibited from driving a company vehicle.

Any driver with a violation associated with alcohol or drugs will be prohibited from driving a company car/vehicle.

This type of violation may also be grounds for immediate termination at the discretion of management.

### **Types of Traffic Violations**

What are traffic violations? When a driver breaks a law regarding operating a motor motor/vehicle, it's called a traffic violation. Traffic violations are usually categorized as infractions, misdemeanours, or felonies. However, each state's/countries motor car/vehicle department may classify, process, and penalize violations very differently. Violations are also categorized as ***moving or non-moving***.

**Moving traffic violations** occur when the vehicle is in motion at the time of the infraction. For example, running a red light, speeding, or driving under the influence are moving violations.

These types of violations are more serious than non-moving violations because they pose greater danger to drivers and others on the road.

**Non-moving violations** occur when a car/vehicle is not in motion. For example, parking in a no-parking zone, having expired registration tags, or a broken taillight on the car are non-moving violations.

Punishments for both non-moving and moving traffic violations varies.

They are also affected by other factors, such as the jurisdiction where the violation occurs; the driver's prior violations and convictions; and whether the violation results in property damage, injuries, or death.

Penalties for traffic violations can range from minor (such as receiving a warning) to moderate (paying fines or having strikes against you or points deducted from your license) to major, such as a suspended license, community service, jail, or prison.

Depending on the severity of the offense and the punishment, traffic violations can have serious implications for a driver's personal and professional life.

Violators may see their auto insurance premiums increase.

Losing the right to drive could make it difficult to get to work or, if the person's job involves driving, could cost them their job.



They are two (2) common type of car/vehicle violations:

### **(a) Minor Traffic Violations**

Are traffic violations crimes? Although some more serious violations may be, most traffic violations are fairly minor and are referred to as *civil infractions*.

A civil infraction is the least serious type of traffic violation.

Although it's breaking the law, it's not classified as a crime. However, it's important to remember that depending on the specific offense, even minor traffic violations are still dangerous and can lead to serious injuries, property damage, or death.

Common types of minor traffic violations can be included as follows:

- Speeding. Even driving at posted speeds can be considered speeding if the driver is going too fast for current road conditions, such as raining, ice or snow.
- Making an improper turn.
- Not using a turn signal.
- Distracted driving. This includes using cell phones while driving or as prescribed by the country's traffic laws that ban or restrict the use of cell phones while driving.
- Seat belt or child restraint violations.
- Passing a school bus while the bus is stopped.
- Driving without a valid license or insurance.

Even for violations that are classified as minor or civil infractions, repeat offenses; committing several violations in a short period of time; or causing injury, property damage or death can elevate the violation to a misdemeanour or felony charge. This may mean harsher punishments, up to and including jail time. The specific factors that reclassify a violation may vary depending on state and local laws and the driver's prior driving record.

### **(b) Serious Traffic Violations**

Serious traffic violations are labelled *criminal* offenses and are typically categorized as misdemeanours or felonies.

Punishment for these offenses can result in imprisonment.

Depending on the situation, some violations may also be classified as more or less serious based on the circumstances of the violation and the state in which you live. For example, a first-time violation is generally considered less serious than the same violation by a serial offender.

The examples of more serious traffic violations include:

- (a) Reckless driving: Exactly what constitutes reckless driving may vary from one state to another, but it's generally defined as driving without regard for the safety of others. Going an excessive amount over the speed limit, tailgating or driving aggressively, driving the wrong way, and racing another car/vehicle are examples of reckless driving.
- (b) Driving under the influence illegal drugs/alcohols.
- (c) Leaving the scene of an accident, also called a hit-and-run.
- (d) Running a red light or stop sign.

Just as with minor traffic offenses, what constitutes a serious traffic violation can vary from case to case. For example, the drivers can be charged if he/she committed with one of the above listed items.

Penalties may also vary depending on the driver's previous offenses and criminal history; surrounding risks; and whether the violation caused property damage, injuries, or death.

## **Traffic Offences**

Traffic offences/Violations happen every single day in any countries and thousands of speeding tickets are issued every day.

As millions of traffic violations are issued nationwide each year, it's not uncommon for people to have an infraction or two on their driving record.

But when it comes to hiring future employees who will be driving or operating a company motor car/vehicle on behalf of the company's business for any reason, it's important to have a better understanding of the different types of traffic violations that may appear on your driving record check, and know which ones should be a cause for concern.

Understanding the different types of traffic violations, how to look up traffic violations, and how they may affect your hiring decisions can help you minimize risk; protect your company from liability; maintain your company's reputation; and help protect employees, customers, and others from harm.

## **What to Do in case of an Accident**

All accidents, no matter how seemingly inconsequential, must be reported to the owner/the company.

A Company accident reporting form must be filled out as completely and as quickly as possible for submission to the owner/the company.

The driver must notify the local police and state motor car/vehicle authorities of the accident.

If the employee grants permission for someone to drive their assigned vehicle other than their spouse and children (21 years and older with a valid driver's license), the employee will be considered financially responsible for all damages and vehicle repairs.

## **How to Report an Accident**

If you are involved in an accident, it is necessary to follow the procedure outlined below:

1. If anyone is hurt, call for medical assistance.
2. Immediately following an accident, stop and investigate what damage might have occurred to the car/vehicle.
3. Get the names and addresses of the owner(s) and driver(s) involved, license number and registration number of the car(s) involved and the names and addresses of any passengers in the vehicles connected with the accident.
4. Get the name of the other party's insurance company and insurance policy number.
5. Get the names and addresses of witnesses, if any.
6. If law enforcement officers are present at the scene, note their names, badge and precinct numbers. If no police officers are present, try to have one called to the scene of the accident.
7. Express no opinion as to who was at fault. Give no information except as required by law enforcement officers.
8. Sign no statements for anyone except an identified representative of the insurance company covering the assigned company vehicle.
9. Contact the human resources manager or the company's personnel in charge within the first 24 hours preceding the accident so a preliminary accident report may be taken.
10. Fill up the company's authorized car stolen/accident reporting form (ECSB/CSAR/2023(01), for your records as well as for the company reference purposes.
11. Complete all reports required by local law enforcement and state motor vehicle authorities. If you need help in completing these reports, request help from the local police department, state motor vehicle office, or the human resources manager or the company's personnel in charge.
12. If any demand, claims or summons is served to an associate involved in an accident asserting liability against the associate, contact the company's personnel in charge immediately.

13. If the collision involves an unattended car/vehicle, you must attempt to notify the owner. If that is not directly possible, attach a note to the vehicle asking the owner to contact you. Notify the police immediately telling them that you have attempted to make contact with the owner. There are NO EXCEPTIONS to the above requirements. Failure to comply with this procedure could have serious consequences for the Company and your association with the company.

Note:

A copy of the standard format for reporting on the company's car/vehicle in case of any related events such as damage/stolen/accident is as in the ATTACHMENT 1 – FORM: **ECSB/CAR/SAR/2023(01)**.

### **Lost/Stolen Car/Vehicle**

If your company vehicle is lost/stolen, report the theft immediately to the local police and to the owner. Obtain a copy of the police report filed.

Maintain one copy for your personal files and submit another to the owner.

Any attempted break-in or theft of items from a company vehicle must be reported to the local police department.

The Company requires that the following information be provided to the owner:

- (a) The name, badge and office/precinct number of the police officers responding to your call.
- (b) A list by model and serial number of any equipment which was lost/stolen.
- (c) The date and location of where the theft occurred.

### **Car/Vehicle Insurance Claim**

Car/vehicle insurance is mandatory in Malaysia, ensuring that you and the company are protected in the case that something happens to the vehicle.

However, how to go about making a claim isn't really a process that you and the company are going to do on a regular basis – which means that you may be unclear about how to go about it.

There are usually different types of car/vehicle insurance claims, depending on what happened to your car/vehicle. We break down what you need to do in each of these situations.

#### **(1) Making a claim for a lost/stolen car/vehicle**

In the event that your car goes missing (lost/stolen), you will first have to verify that it is actually lost/stolen and hasn't been towed without your knowledge.

If it has been lost/stolen, you will need to:

- (a) Go to the nearest police station and make a report. You will need to provide details about the vehicle, as well as any items of value that may be in the car when it was stolen.
- (b) Contact the company's person in-charge to liaise with the insurance provider and so that he/she/you could be able to inform them about what has happened.
- (c) You need to fill-up the Company's Car Stolen/Accident Report Form, (ECSB/CSAR/2023(01)) and it must be submitted to the company with the following documents for insurance claims purposes.
  - (i) Original copy of police report
  - (ii) Copy of driver's MyKad
  - (iii) Copy of driver's driving license
  - (iv) Vehicle registration card
  - (v) Copy of hire purchase agreement
  - (vi) Complete the claim form which provided by the insurance provider.
  - (vii) Upon submitting a claim form for theft/stolen, you must continue to liaise closely with the company's personnel in charge with the related insurance firm or its representative during police investigation.

As it might take a long time for both the police and insurer to investigate the claim you or the company made, you or the company may only receive the offer of settlement from an insurance company six months from the theft notification, or upon completion of the police investigation, whichever one is earlier.

Regardless of what kind of claim you or the company need to make, it really helps when you have comprehensive car insurance cover.

With a comprehensive car insurance policy, you or the company get everything from tow service and roadside assistance, to more inclusive damage coverage; which saves you or the company a massive headache in the event of an accident.

Just remember that even comprehensive coverage doesn't compensate you or the company for every type of damage.

So, it helps if you and the company constantly review your car insurance policy and make sure you are getting what you need out of it.

So, before driving or use the related company vehicle which is assigned by the company to you, please always make sure that the insurance policy of the related car is still valid and covered by the insurance company.

## **(2) Making a claim for an Accident claims**

There are two types of insurance claims that you or the company could make in the event of a car/vehicle accident. Depending on the nature of the accident, the claims involved are either:

Own damage claim – when you or the company make a damage claim against an insurance policy. The downside to this is that the company may lose no-claim discount (NCD).

Third-party claim – when you make a claim against a third party (usually the other person involved in the accident).

### **Step-by-step guide in making an accident insurance claim**

(a) Immediately after the accident, make a quick assessment of the damage to your vehicle. Ascertain if it's road-worthy. If it's not, call your insurance hot-line and request for help to get a tow truck.

(b) Take pictures of the accident site as well as the vehicles involved in the accident.

(c) Take down the particulars of the vehicles (registration number, car make and model, colour) involved in the accident.

(d) Exchange personal details with the drivers involved in the accident (full name, MyKad number, driver license number, contact details).

(e) Proceed to the police station within 24 hours starting from the time of accident. Take note that the tow truck operator (if you enlisted one) should be towing your car/vehicle to the nearby police station and not straight to the workshop unless instructed by the police officer.

(f) Make a police report at the police station. Your car/vehicle will be inspected and photographed by the police. Make sure you get a copy of the police report before you leave.

(g) Now, drive or get your car/vehicle towed to a panel workshop.

(h) At the workshop, work with the administrative personnel to complete your notification / claim procedures with the insurance company. Generally, you will need these documents:

(i) A copy of the police report

(ii) Your vehicle registration card

(iii) Your insurance policy / cover notes

(iv) A copy of MyKad and driving licence of the vehicle owner

(v) A copy of MyKad and driving licence of the driver involved in the accident

Thereafter, you can allow the company's personnel in charge of your case to take over.

You need to notify the company by filling-up the Company's Car Stolen/Accident Report Form, (ECSB/CSAR/2023(01)) and it must be submitted to the company for reference purposes.

But do make sure you follow up closely over the next few weeks until the claim has been made and the vehicle is back safely in your hands.

### **(3) Special Perils (Flood, Landslide, Storm Damage, etc.)**

In most cases, this type of damage is not covered by a regular automotive insurance policy – regardless of whether you or the company opted for basic or comprehensive coverage.

This generally means that you will be unable to claim for loss or damages if your car/vehicle is caught in a flood or landslide. However, if you had the foresight to insure your vehicle for such things (for example if you live in a flood prone area) then this is what you will need to do:

(a) Immediately after the incident, make a quick assessment of the damage to your vehicle. Regardless of whether you think it's roadworthy, call your insurance hot-line and request for help to get a tow truck.

(b) Take pictures of the incident if possible.

(c) Get your car/vehicle towed to a panel workshop.

(d) At the workshop, work with the administrative personnel to complete your notification / claim procedures with the insurance company. Generally, you will need these documents:

(e) A copy of the police report

(f) Your car/vehicle registration card

(g) Your insurance policy / cover notes

(h) A copy of MyKad and driving licence of the vehicle owner

(i) A copy of MyKad and driving licence of the driver involved in the accident

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# EveningCrest

Global Financial Advisory Services

Evening Crest Sdn Bhd (1296186-U)

ECSB/CAR/SAR/2023(01)

## COMPANY'S CAR STOLEN/ACCIDENT REPORT FORM

### COMPANY VEHICLE INVOLVED:

Company Reference No:

Car Insurance No:

Car Model:

Plate Number:

Year Made/Registered:

### DESCRIPTION DETAILS:

NO	ITEM	DESCRIPTIONS/DETAILS
1	Date of Loss/Accident	
2	Time of Loss/Accident	
3	Location of Loss/Accident	
4	Employee's Name (Driver's Name)	
5	Employee's Address	
6	Employee's Contact No	
7	Employee's License No	
8	Description of Accident	
9	Company Vehicle Damage ("Where") <i>(Please attach with the damage photo(s))</i>	
10	Police Report Agency/Location	
11	Police Report No	
12	Police Officer's Name	

### OTHER PARTY DRIVER:

Car No / Insurance No	
Driver's Name	
Address	
Contact No	
Injury Status	Yes / No <i>(if Yes please describe):</i>

### PASSENGER(S):

Passenger's Name (s)	
Address	
Contact No	
Injury Status	Yes / No <i>(if Yes please describe):</i>

### PREPARED BY:

Signature:

Employee's Name:

Employee's Position:

Date / Time: