

### Traffic Accident Victims Assistance Preliminary Application Form

#### Part A (To be completed by the victim/applicant)

Name of victim (Surname first) : \_\_\_\_\_  
 Sex: \_\_\_\_\_ \*M/F \_\_\_\_\_ Age: \_\_\_\_\_ \*HKIC/BC/Passport No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Contact Tel. No. : \_\_\_\_\_  
 Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ Report Number : \_\_\_\_\_  
 Location of Accident: \_\_\_\_\_

#### Declaration:

- (1) I wish to apply for Traffic Accident Victims Assistance (TAVA) and declare that to the best of my knowledge and belief, the above information is true.
- (2) I understand that if I knowingly or wilfully make any false statement or withhold any information, or otherwise mislead the Social Welfare Department for the purpose of obtaining payment, it will render me liable to prosecution.

#### WARNING :

**To obtain TAVA by deception is a criminal offence. In addition to the consequence of being ineligible for assistance, the person is liable on conviction to imprisonment for a maximum of 14 years under the Theft Ordinance (Cap. 210).**

**It is an offence under the Prevention of Bribery Ordinance (Cap. 201) for any person to offer, solicit or accept in connection with this application any advantages (e.g. money, gifts, etc.) defined by the Ordinance. Any person convicted of such an offence is liable to a fine of \$500,000 and to imprisonment for 7 years.**

Note : The application must be made within 6 months from the accident. The completed Preliminary Application Form can be submitted in person or by post to the TAVA Section, RM101, 1/F, MONG KOK GOV' T OFFICES, 30 LUEN WAN STREET, MONG KOK, KLN, or by fax at 2893 8690 or email to tavaenq@swd.gov.hk. For enquiry, please contact us at 2834 7472.

\* Delete whichever is inappropriate

\_\_\_\_\_  
\*Signature/Thumbprint of \*Victim/Applicant

\_\_\_\_\_  
If applicant is not the victim, please state relationship with victim and contact address and telephone number (if different from above)

\_\_\_\_\_  
Date

Application received by \_\_\_\_\_ of \_\_\_\_\_ \*HKPF/SWD \_\_\_\_\_ on \_\_\_\_\_  
 (Name of Officer) (Department)

#### Part B (To be completed by the Police)

RN: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Victim was treated at/admitted to \_\_\_\_\_

Injured/Deceased was a  driver  passenger  pedestrian  others, please specify \_\_\_\_\_

Was it a 'road traffic accident' under the Road Traffic Ordinance?  Yes  No

(For doubtful case, please give detailed circumstances of the traffic accident in the 'Remarks' column)

Vehicle(s) involved:

	Type and No.	Policy No.	Insurer
V1			
V2			
V3			
V4			

Remarks, if any: \_\_\_\_\_

\_\_\_\_\_  
(for Senior Superintendent, Traffic)

'✓' as appropriate

SWD 349A (Rev. 9/2022)

(To be completed in triplicate)

\_\_\_\_\_  
Region

\_\_\_\_\_  
Date

## Personal Information Collection Statement

**Please read this notice before you provide any personal data\* to the Social Welfare Department**

### **Purposes of Collection**

1. The personal data supplied by you will be used by the Social Welfare Department (“SWD”) and/or those non-governmental organisations (“NGOs”) which receive subventions or subsidies from or which are commissioned by SWD to provide you/the victim and/or your/the victim’s family members with assistance or service from SWD and/or the aforementioned NGOs which is relevant to the needs of you/the victim and/or your/the victim’s family members, including but not limited to monitoring and reviewing of services, handling complaints related to the services provided to you/the victim and/or your/the victim’s family members, conducting research and surveys, preparing statistics and discharging statutory duties, as well as recovering debt related to the assistance/service provided to you/the victim and/or your/the victim’s family members. The provision of personal data to SWD is voluntary. However, if you fail to provide the personal data requested of you, we may not be able to process your application or provide assistance/service to you/the victim and/or your/the victim’s family members.

### **Classes of Transferees**

2. The personal data you provide will be made available to persons working in SWD on a need-to-know basis and may be disclosed by SWD to the relevant Government bureaux/departments/organisations/insurance companies/your employer(s)/the victim’s employer(s). SWD may transfer the contact details (including your/the victim’s name, correspondence address and contact telephone number) and the details of payment (if any) to the relevant Government bureaux/departments/organisations/insurance companies/your employer(s)/the victim’s employer(s) to obtain and verify information for the purposes stated in paragraph 1 above and for any purpose relating to the Traffic Accident Victims (Assistance Fund) Ordinance, Cap.229. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above -

- (a) Other parties such as government bureaux/departments, the Hospital Authority, NGOs and public utility companies **if** they are involved in:
  - (i) processing and/or assessing any application from you/the victim and/or your/the victim’s family members for the provision of service/assistance to you/the victim and/or your/the victim’s family members by SWD and/or the NGOs mentioned in paragraph 1 above;
  - (ii) the provision of service/assistance to you/the victim and/or your/the victim’s family members by SWD and/or the NGOs mentioned in paragraph 1 above; or
  - (iii) monitoring and reviewing of the services provided by SWD and/or the NGOs mentioned in paragraph 1 above or preparing statistics;
- (b) Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Social Workers Registration Board, the Legislative Council, etc. if they are handling complaints about the services or assistance provided to you/the victim and/or your/the victim’s family members by SWD;
- (c) Where such disclosure is authorised or required by law; or
- (d) Where you have given your prescribed consent to such disclosure.

### **Access to Personal Data**

3. You have the right to request access to and correction of your personal data held by SWD in accordance with the Personal Data (Privacy) Ordinance, Cap. 486. A fee is charged for supplying copies of personal data. Requests for access to and correction of personal data collected by SWD should be addressed to –

Post title: Supervisor, Traffic Accident Victims Assistance Section

Address: RM101, 1/F, MONG KOK GOV’T OFFICES, 30 LUEN WAN STREET, MONG KOK, KLN

Tel. No: 2832 4601

\* Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

- (a) relating directly or indirectly to a living individual;
- (b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and
- (c) in a form in which access to or processing of the data is practicable.