



太平卓越保險顧問有限公司

EVER-PACIFIC INSURANCE CONSULTANT LIMITED

香港新界葵涌打磚坪街68號和豐工業中心16樓22B室

UNIT 22B, 16/F, WELL FUNG IND. CENTRE, 68 TA CHUEN PING STREET, KWAI CHUNG, N.T., H.K.

Tel: (852) 3153 4003 Fax: (852) 3905 9332 Email: info@epac.com.hk

02/2025

**Vehicle "Windscreen" Repair or Replacement**  
**維修或更換汽車擋風玻璃**

China Ping An Insurance  
(Hong Kong) Company, Ltd  
中國平安保險 (香港) 有限公司

Designated Motor Vehicle "Windscreen"  
Repairers Details  
指定汽車「擋風玻璃」維修商資料



**Procedure 程序：**

- Contact any of China Ping An's designated windscreen repairers;  
致電 中國平安 任何一間指定擋風玻璃維修商；
- Provide the windscreen repairers with the following information and documents:  
向維修商提供以下資料及文件：

i. Policy schedule 保單	vi. Color photo of the damaged windscreen (including vehicle registration number) 損毀擋風玻璃 (包括車牌) 之彩色相片
ii. Vehicle owner's ID 車主身份證	vii. Company chop & Business Registration Certificate (BR) (if applicable) 公司印章及商業登記證 (BR) (如適用)
iii. Motor Vehicle License 車輛牌照	
iv. Driving License 駕駛執照	
v. Vehicle Registration Document 車輛登記冊 (牌簿)	
- The windscreen repairers will contact China Ping An directly to verify coverage;  
維修商將直接聯絡 中國平安 核實保險保障；
- Once China Ping An issues the work authorization, the windscreen repairers will notify the vehicle owner;  
待 中國平安 發出「開工紙」後，維修商會通知車主；
- The vehicle owner may drive directly to the windscreen repairers for windscreen repair or replacement;  
車主可直接駕車前往該維修商進行維修；
- The vehicle owner is required to sign the claim form. During the process, the owner can enjoy cashless service, with no advance payment or claim follow-up required.  
維修商將要求車主簽署索償表格。期間，車主無需支付任何費用，亦無需跟進索償事宜。

**Remarks 備註：**

- For isolated damage to the vehicle's windscreen, the Insurer will cover the repair or replacement costs and waive any policy excess if the repair cost does not exceed HK\$3,000, provided the work is done by the Insurer's designated windscreen repairers:  
就汽車擋風玻璃損壞，若維修費不超過港幣 3,000 元，中國平安將支付維修或更換費用，並豁免保單自付額，但須由指定擋風玻璃維修商進行。
- If the vehicle windscreen repair or replacement is done by the designated windscreen repairers, the NCD will remain unaffected.  
如使用指定擋風玻璃維修商進行維修，無索償折扣 (NCD) 不受影響。
- The vehicle owner may alternatively opt for OEM windscreen repair or replacement service, but reimbursement may be partial, the excess is payable by the vehicle owner, and the NCD will be reduced.  
車主亦可選擇於原廠維修並使用原廠玻璃，惟賠償可能不足額，自付額須由車主承擔，且無索償折扣 (NCD) 將被扣減。
- For inquiries, please contact us (Tel: 3153 4003).  
如有疑問，請致電本公司查詢 (電話：3153 4003)。