**Traffic Accident Responsibility Arrangement Agreement**

|  |  |
| --- | --- |
| **Party A：** | Suncity Group Manila Inc. |
| **Party B：** | Employee Name with ID No. . . |

1. Provided that there is a traffic accident during the work process of Party B, without violating the existing legislation, Party B shall remain at the same position and report to headquarter immediately. In case of emergency situation (E.g. Gasoline leaking, Vehicle on fire etc., each individual shall stay away from the site. Employee shall prevent to enlarge the adverse consequences of the traffic accident.
2. Party B shall bear all consequences provided that such traffic accident was settled by Party B personally without the instruction of headquarter.
3. Without violating the existing legislation, all maintenance costs and compensation resulting from a traffic accident shall be arranged as follows:
   1. Party B shall bear the self-deductible of the insurance resulting by traffic accident at its own cost (Maximum PHP 6,000 per case).
   2. Party B shall bear all maintenance costs and compensation arising from traffic accidents (Maximum PHP 6,000 per case)。

\* The sum of A and B above-mentioned will not exceed PHP 6,000

1. Fine resulting from violating existing legislation shall be arranged as follows:
   1. Offences like Speeding, Reverse driving, Jumping red lights – Regardless of whether it occurs in the course of shuttling guests, Party B shall be responsible for all fines.
   2. Illegal parking – Party B has to report to headquarter immediately, headquarter shall determine the responsibility of the fines due to such specific situation. Party B shall be responsible for the all consequences provided that Party B delayed to report.
   3. In case of violation traffic regulations, Party A’s decision will be conclusive.
2. Party A shall be entitled to claim all the losses in the result of gross negligence or violation of legislation which cause damages to the vehicles.
3. Party A preserve all final decisions.
4. Party B hereby agrees that any sum due to the company from him arising out of any traffic accident, driving or parking violation, damage to company vehicle, or any other subject matter pertained to in this Agreement, shall be deducted in full from his salary and/or allowances from the company.

Remark：Provided that Party B refuse or discontinue to pay off the maintenance fee to Party A, Party A shall arise legal procedures against Party B in order to recover all the responsibility.

|  |  |  |  |
| --- | --- | --- | --- |
| Party A / Its designated person |  | Party B |  |
|  |  |  | |
| Maggie S.V. Lei |  | «English\_Name\_» | |
| General Manager |  | «English\_position» | |
| Suncity Group Manila Inc. |  | ID/ Employee No.: «ID\_Number\_» / «Staff\_No» | |
| Date : |  | Date : | Date : |