

REQUEST FOR TERMINATION OF CONSUMERSHIP AND REFUND OF WATER DEPOSIT

| | |
|------------------|-------------------------|
| Account No. | _____ |
| Service Address: | _____ _____ _____ |
| Meter Number: | _____ |

← *To be completed as shown in demand note for payment*

I/We, being the registered consumer of the above account, now request termination of consumership/the refund of the water deposit (see Note (2)) for reasons as stated below:

- I/We will vacate the premises on _____ .
- The water supply is not required and the premises will soon be demolished.
Please arrange to disconnect the water supply on or after _____ .
- The business will cease/ceased and the water supply is not required. Please arrange to disconnect the water supply on or after _____ .
- There is a credit balance of deposit as shown in the final bill.
- Other reasons (please state) _____ .

I/We understand that my/our deposit will be utilised to offset the final account as indicated in the final bill. The refund of water deposit will be processed if there is a credit balance after such offsetting. If the deposit is insufficient to cover the total outstanding water and sewage charges and trade effluent surcharge, a final bill for the balance outstanding will be sent to me/us for settlement. When the deposit has been fully utilised to offset the water and sewage charges and trade effluent surcharge, my/our deposit receipt may be destroyed.

I/We fully understand the purpose and agree to the Water Authority using data collected from me/us for the purpose of or directly related to applying for termination of consumership and refund of water deposit. If I/we do not provide sufficient data, the Water Authority may not be able to process my/our application. I/We agree that these data and other related information may be transferred to other Government bureaux and departments. I/We understand that I/we can make requests to the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Hong Kong for access to and correction of the personal data.

- The deposit receipt
- is returned herewith
 - has already been returned
 - is not available (see Note (3))

New Forwarding Address (in BLOCK LETTERS)

Registered Consumer's Signature/
Signature of authorised person and
Company's Chop

| |
|---|
| Name in BLOCK LETTERS (as shown in I.D. Card/B.R. Certificate) |
| _____ |

Telephone No. _____

Date _____

| |
|--------------------------|
| I.D. Card/B.R. Cert. No. |
| _____ |

Please tick as appropriate.

- Note— (1) This form must be signed by the registered consumer or his lawful attorney; in the case where the registered consumer is deceased, the form must be signed by his next-of-kin or the executor/administrator of his estate.
- (2) The deposit will be refunded by crossed cheque payable to the person whose name appears on the deposit receipt.
- (3) The applicant may be requested to complete 'LOSS OF WATER DEPOSIT RECEIPT—APPLICATION FOR REFUND (WWO 213)' when necessary.