

**Letter of Indemnity**  
**(for refund of deposit/charges of deceased consumers)**

The Water Authority  
HONG KONG

Dear Sir,

I \_\_\_\_\_ (\*HKID No./Passport No. for non-resident \_\_\_\_\_)  
hereby apply for the refund of the deposit/ charges set out in the table below:

Account number	Name of Registered Consumer	Refund amount (\$)
Service address		

I certify that I am the \*husband /wife /son /daughter /father /mother /brother /sister of the above registered consumer who died on \_\_\_\_\_ and I do not intend to apply for a Grant of Probate /Letters of Administration/Confirmation Notice issued by Home Affairs Department in support of my claim for the refund of the deposit/charges. To the best of my knowledge and belief no other person has applied on behalf of the registered consumer's estate for the refund of the deposit /charges now claimed by me.

In consideration of the refund of the deposit/charges to me, I hereby undertake to indemnify the Water Authority and the Government of the Hong Kong Special Administrative Region against all claims, demands, proceedings, liabilities, losses, damages, costs, charges and expenses whatsoever arising out of or in relation to the said refund.

I fully understand the purpose and agree to the Water Authority using data collected from me for the purpose of or directly related to processing this letter of indemnity. If I do not provide sufficient data, the Water Authority may not be able to process my letter of indemnity. I agree that these data and other related information may be transferred to other Government bureaux and departments for the purposes for which the personal data was collected or for a purpose directly related to such purposes. I understand that I can request 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.

Particulars of Witness and Signature

Signature \_\_\_\_\_

Name \_\_\_\_\_

(In Block Letters)

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Particulars of Applicant and Signature

Signature \_\_\_\_\_

Name \_\_\_\_\_

(In Block Letters)

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Correspondence Address (if different from the above)

\_\_\_\_\_  
\_\_\_\_\_

\* Delete where inappropriate.

Contact Telephone No \_\_\_\_\_ Date: \_\_\_\_\_

Please return this letter of indemnity together with the following documents to this office for arranging the refund of the deposit /charges:-

1. original deposit receipt (*applicable to the Account to which deposit receipt has been issued before*) is  
(i)  returned herewith (ii)  not available (*Please complete 'LOSS OF WATER DEPOSIT RECEIPT-APPLICATION FOR REFUND (WVO213)'*)
2. a photocopy of the death certificate of the registered consumer;
3. any documentary evidence supporting your relationship with the registered consumer; and
4. a photocopy of your HK Identity card/ Passport;
5. for father/mother/brother/sister applying for the refund, document supporting your relationship with the registered consumer and Declaration showing that you are the only person to submit such application.
6. for refund of \$1,000 or above or your relationship with the registered consumer is other than the above, Grant of Probate /Letters of Administration/Confirmation Notice issued by Home Affairs Department is required.

Please "✓" whichever appropriate

WVO 365 (Rev. 9/2011)