

Letter of Indemnity
(for refund of deposit/charges)

The Water Authority
43/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

Tel : 2824 5000

Dear Sir,

I _____ (*HKID No./Business Registration No./Passport No. _____)
apply for refund of deposit/ charges set out in the table below:

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

In consideration of the refund to me of the amount set out in the above table, 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, Wan Chai, Hong Kong for access to and correction of the personal data.

Particulars of Witness and Signature

(Must be a person aged 18 or above other than the applicant)

Signature _____

Name _____
(In Block Letters)

Address _____

Particulars of Applicant and Signature

(For a company/firm, please sign and stamp with the company/firm's chop)

Signature _____

Name _____
(In Block Letters)

Date _____

Address _____

Correspondence Address (if different from the above)

* Delete where inappropriate.

Contact Telephone No _____

Please return this letter of indemnity together with the following documents whichever applicable proving the entitlement to the said amount to this office.

1. Original deposit receipt/ Application for Refund - Loss of Water Deposit Receipt (WWO213)
(applicable to non-domestic accounts with deposit receipt issued and opened before 22 January 2005)
2. Payment record/ receipt bearing the name of applicant
3. Photocopy of HK Identity card/ Business Registration/ Passport for non-resident of applicant
4. Letter from registered consumer authorising the applicant to receive the refund on behalf of registered consumer
5. For application for refund for the deceased consumer, Grant of Probate/ Letters of Administration/ Confirmation Notice issued by Home Affairs Department should be provided

Please "✓" whichever appropriate

WWO 368 (Rev. 03/2024)