

To: **Water Authority**

43/F Immigration Tower, 7 Gloucester Road, Hong Kong  
 Tel: 2824 5000 Fax : 2802 7333 (Website: [www.wsd.gov.hk](http://www.wsd.gov.hk))

For official use only	Account ID: _____	Processed by : _____
	Date received: _____	

**Joint Application for Change of Consumership (Note 1)**

**Part A. Current Account Information (To be completed by the existing consumer) (Note 2)**

Account No.: \_\_\_\_\_ } (To be completed as shown in 'Demand for Payment')

Service Address: \_\_\_\_\_ }

Meter No.: \_\_\_\_\_ Effective Date of Termination: \_\_\_\_\_

Meter Reading on the Date of Termination: 

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 (Note 3)

**Part B. Application for Termination of Account (To be completed by the existing consumer) (Note 2)**

**Please fill in item (i) & (ii) according to the information as shown in Identity Card / Business Registration Certificate**

(i) Name of Registered Consumer  
 (in English & in block letters) \_\_\_\_\_  
 (in Chinese) \_\_\_\_\_

(ii) \* Identity Card Number/Business Registration Number:  
 \_\_\_\_\_

Correspondence Address (in block letters) :  
 \_\_\_\_\_  
 \_\_\_\_\_

Day-time Tel. No.: \_\_\_\_\_ Mobile Tel. No.: \_\_\_\_\_

Fax No./E-mail (if applicable): \_\_\_\_\_

I/We agree to the use of the meter reading and effective date provided in Part A, subject to the Water Authority's validation, to finalise my/our water account.

I/We hereby give my/our consent through this form to disclose my/our filled up information to the new consumer to facilitate application for change of consumership.

I/We fully understand 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 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. (Note 4)

I/We, being the registered consumer of the account stated in Part A, now request termination of consumership and the refund of the deposit, if any, after offsetting the final account as indicated in the final bill. (Note 5)

Signature of Registered Consumer /  
 Authorised Representative  
 (For a company/firm, please fill in the name of the Authorised Representative and stamped with the company's chop):  
 \_\_\_\_\_

Date : \_\_\_\_\_

**Part C. Application for New Account Registration (To be completed by the new consumer) (Note 6)**

I/We, the undersigned, being the occupier(s)/person(s) responsible for the management of the premises hereby apply for taking up the consumership of the premises as stated in the "Service Address" of Part A. I/We undertake to pay as the consumer at such period(s) as the Water Authority may in any case determine, to the Government of the Hong Kong Special Administrative Region any charges and deposit (Note 7) due as provided in accordance with the Waterworks Ordinance and Regulations (Cap. 102) in respect of the \*fire service/inside service in the premises and the Sewage Services Ordinance and Regulations (Cap. 463), including sewage charges and trade effluent surcharges (if applicable). I/We further undertake to be responsible for the custody and maintenance of the above-mentioned service and the custody of any meter pertaining to the service in the same premises. (Note 8)

**Please fill in item (i) & (ii) according to the information as shown in Identity Card / Business Registration Certificate**

(i) The Name of Consumer  
 (in English & in block letters) \_\_\_\_\_  
 (in Chinese) \_\_\_\_\_

(ii) \* Identity Card Number/Business Registration Number (Note 9):  
 \_\_\_\_\_

Correspondence Address (in block letters) : (Note 10)  
 \_\_\_\_\_

Day-time Tel. No.: \_\_\_\_\_ Mobile Tel. No.: \_\_\_\_\_

Fax No./E-mail (if applicable): \_\_\_\_\_

I/We advise that the service is for a : (Please refer to the booklet "Classification of Water Consumer Accounts")

Domestic supply     Non-domestic supply (including manufacturing industries, services industries and Government accounts) with the Classification Code and description as follows :  
 (Notes 11 & 12)

Code					Trade description				

\_\_\_\_\_ m<sup>3</sup>  
 Estimated monthly water consumption

I/We wish to receive "Demand for Payment" in  English  Chinese (Note 13)

Service Address (Note 13): \_\_\_\_\_

I/We hereby specifically agree to comply with all the provisions of the Waterworks Ordinance and Regulations (Cap. 102) and the Sewage Services Ordinance and Regulations (Cap.463). (Note 14)

I/We agree to the use of the meter reading and the effective date provided in Part A, subject to the Water Authority's validation, as my/our initial reading and take-up date respectively for my/our new account.

I/We hereby give my/our consent through this form to disclose my/our filled up information and also any photocopy of Business Registration Certificate/Identity Card attached to this form to the existing consumer to facilitate application for change of consumership.

I/We fully understand and agree to the Water Authority using data collected from me/us for the purpose of or in connection with a change of consumership and the payment and the collection of water and/or other charges administrated by the Water Authority. 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 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. (Note 4)

Signature of Consumer /  
 Authorised Representative  
 (For a company/firm, please fill in the name of the Authorised Representative and stamped with the company's chop):  
 \_\_\_\_\_

Date : \_\_\_\_\_

\*Delete where inappropriate

Tick the appropriate box

**Notes :**

**For both existing registered consumer and new consumer**

- (1) This form is to facilitate the existing registered consumer to apply for termination of consumership and the new consumer to take up the consumership at the same time. It is to be completed by both the existing and new consumers. With the completion of this form, both the existing and new consumers have agreed on meter reading and a date for transfer of consumership.

**For existing registered consumer**

- (2) Part B of this form must be signed by the existing registered consumer or his/her lawful attorney; in the case where the registered consumer is deceased, the form must be signed by his/her next-of-kin or the executor / administrator of his/her estate.
- (3) You should take meter reading yourself only if it is safe to do so. The Water Authority and the Government of the Hong Kong Special Administrative Region shall not be held responsible for any loss, injury or damage whatsoever caused by the taking of meter reading by yourself or your agent.
- (4) The personal data provided may be disclosed to Government bureaux, departments and other organisations for the purposes for which the personal data were collected or for a purpose directly related to such purposes.
- (5) The 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 surcharges, a final bill for the balance outstanding will be sent to you for settlement. The remainder of the deposit, if any, will be refunded by a crossed cheque payable to the existing registered consumer.

**For new consumer**

- (6) This undertaking must be properly completed by the new consumer in respect of a fire service or an inside service and lodged with the Water Authority for registration as the consumer. The Water Authority may approve any person who meets the criteria as stipulated in Section 7 of the Waterworks Ordinance as the registered consumer without seeking consent of the existing registered consumer.
- (7) The deposit paid under this undertaking is not transferable and may be applied by the Water Authority at any time to offset any outstanding charges.
- (8) The liability of the consumer under this undertaking shall continue until  
(i) another consumer is approved by the Water Authority in his/her place;  
or (ii) the undertaking is cancelled by the Water Authority.  
Should there be any change in consumership/management of the premises, the consumer should notify the Water Authority to discharge his/her liability.
- (9) For a firm/company, a photocopy of the Business Registration Certificate should be attached to the original copy of this joint application form. If an individual applicant applies for a non-domestic supply, he/she should submit the original copy of joint application form together with a photocopy of his/her Identity Card. This photocopy of Identity Card will be destroyed immediately after the checking process.
- (10) Any change of correspondence address should be reported to the Water Authority immediately.
- (11) If there are discrepancies between the stated classification code and description provided by you, the classification code shall prevail. The classification code and description can be obtained from our website at [www.wsd.gov.hk](http://www.wsd.gov.hk) or our Customer Enquiry Centres.
- (12) Should there be any subsequent changes to your business which affect the classification, please notify the Office of the Drainage Authority at G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong of the new code and description.
- (13) If you select to receive your "Demand for Payment" in Chinese and wish to have your name, service address and correspondence address printed in Chinese in the "Demand for Payment", please provide the said information in Chinese. If the service address in Part A is already provided in Chinese, please just leave this blank. Otherwise, please provide the service address in Chinese there.
- (14) Sewage charges and trade effluent surcharges (if applicable) are payable by consumers whose premises are connected to public sewers.