

To : The Water Authority  
 43/F Immigration Tower  
 7 Gloucester Road , Hong Kong  
 Tel : 2824 5000 Website: www.wsd.gov.hk  
 Fax . : 2802 7333  
 (Application by fax only be accepted for domestic account applied in the name of a person but not in the name of a company.)

<b>For official use only</b>	ACID: _____	ID/BR Verified by: _____
	Date received: _____	

**APPLICATION FOR TAKING UP OF CONSUMERSHIP (Note 1) AND  
 Undertaking referred to in Section 7 of the Waterworks Ordinance (Chapter 102)  
 and Section 5 of the Sewage Services Ordinance (Chapter 463) (Note 2)**

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" hereunder. 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 3) 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 4).

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

Meter No.: \_\_\_\_\_ Effective Date of taking up: \_\_\_\_\_  
 Meter reading and Date of meter reading (If available) (Note 5): \_\_\_\_\_

I wish to receive the "Demand for Payment" in  English  
 (Note 6)  Chinese

I/We advise that the service is 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 7 & 8):

Gross Floor Area :  sq. ft. |  sq. m. | \_\_\_\_\_ m<sup>3</sup>

Code                      Trade Description                      Estimated monthly water consumption

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).

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

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 collection of water and/or other charges administered 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 9).

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

\*Identity Card Number/Business Registration Number (Note 10): \_\_\_\_\_

Correspondence Address (in block letters) (Note 11): \_\_\_\_\_  
 \_\_\_\_\_

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

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

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: \_\_\_\_\_

- Note: 1. 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.
2. Sewage charges and trade effluent surcharges (if applicable) are payable by consumers whose premises are connected to public sewers.
3. The deposit paid under this undertaking is **not transferable** and may be applied by the Water Authority at any time to the payment of any charges.
4. The liability of the consumer under this undertaking shall continue until  
 (i) another consumer is approved by the Water Authority in his 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 therefore notify the Water Authority to discharge his/her liability.
5. 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
6. 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.
7. 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 Centers.
8. 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.
9. The personal data provided may be disclosed to Government bureaux, departments and other organizations for the purposes for which the personal data were collected or for a purpose directly related to such purposes.
10. For a firm/company, a photocopy of the Business Registration Certificate should be attached to the original copy of the application form. If an individual applicant applies for a non-domestic supply, he/she should submit the original copy of the application form together with a photocopy of his/her Identity Card. This photocopy of Identity Card will be destroyed immediately after the checking process.
11. Any change of correspondence address should be reported to the Water Authority immediately.