

**OFFICE OF THE WATER AUTHORITY**

43/F, Immigration Tower, 7 Gloucester Road, Hong Kong

Tel.: 2824 5000

Fax.: 2802 7333

Ref. No.:

**Section A LOSS OF WATER DEPOSIT RECEIPT—APPLICATION FOR REFUND**

Consumer Account No.:

Premises:

\_\_\_\_\_

I/We ..... hereby declare  
(Full name in BLOCK letters)

that a Water Deposit Receipt No. .... dated .....

in the sum of HK Dollars ..... (HK\$ )

originally issued in my/our name/the name of .....  
by the Water Authority has been lost, and I/We now apply for the refund of the said Deposit, I/We further  
declare that I am/we are the person(s) to whom refund should be made rightfully. Should the abovementioned  
Deposit Receipt be found, I/we undertake to return it to the Water Authority.

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 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.

.....  
(HK Identify Card/Business Registration No. of Applicant)  
or (Passport No. in case of a Non-Resident)

.....  
(Signature of Applicant)

Note: Refund will normally be made by a cheque crossed A/C Payee only and sent by ordinary mail to the payee's address.

**Section B (for official use only) ENDORSEMENT FOR RELEASE**

DIRECTOR OF ACCOUNTING SERVICES

I certify that the holder of HK Identify Card/Business Registration No. ....

(or Passport No. .... in the case of a Non-Resident) is the person entitled to any refund  
due in respect of the above deposit. The following amount may now be released:—

Amount of Deposit HK\$

Discharged under Demand Note No.

..... FOR .....

.....  
for Director of Water Supplies

Amount to be refunded by cheque HK\$ .....

Date: .....

**Section C (for cash refund only) RELEASE RECEIPT**

Received the sum of HK\$ ..... being the refund of deposit as described above.

.....  
(Signature of Depositor)  
(Invalid unless signed at the time of collection)

Date: .....

Deposit Clerk	for S.T.A. (T.A.)	for A.O. (R)	Pay Shroff
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**Section D (for official use only)**

Water Deposit Receipt No. ....

Date: .....

To: Director of Water Supplies  
(attention: Deposit Section)

Certified that the sum of HK\$ .....

has been refunded. (Try. Vr. No. ....).

.....  
for Director of Accounting Services