

**OFFICE OF THE WATER AUTHORITY**

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

Tel : 2824 5000

Fax : 2802 7333

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

Consumer Account No.: \_\_\_\_\_

Registered Consumer: \_\_\_\_\_  
(Full name in BLOCK letters)

Premises: \_\_\_\_\_  
\_\_\_\_\_

I/We now apply for the refund of water deposit for the above account but cannot provide the relevant water deposit receipt(s). I/We hereby declare that the water deposit receipt(s) originally issued in the name of the above registered consumer by the Water Authority has/have been lost. Should the abovementioned water deposit receipt(s) be found, I/we undertake to return it/them to the Water Authority and not to apply to the Water Authority for the refund of the water deposit again.

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 the refund of the 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 Identity Card / Business Registration No. of Applicant or Passport No. in case of a Non-Resident)

\_\_\_\_\_  
(Signature of Applicant and Stamp with Company Chop if the Registered Consumer is in name of a Company)

\_\_\_\_\_  
(Contact Telephone Number)

\_\_\_\_\_  
(Date)

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