



水務署
Water Supplies Department

香港灣仔告士打道七號入境事務大樓
Immigration Tower, 7 Gloucester Road, Hong Kong.

電子郵件
e-mail

wsdinfo@wsd.gov.hk

電話 2829 4367

Telephone

圖文傳真 2824 0578

Facsimile

檔號 (44) in WSD 1382/172/4/99 Pt. 5

Reference

14 June 2005

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sir,

WSD Circular Letter No. 2/2005
Dropbox for Documents on
Application for Metered Supply to New Building Projects

In response to suggestions from the water industry, we are going to install a dropbox in each of our three District offices. The dropboxes will collect solely documents on applications of metered supply of new building projects without any issue of acknowledgement receipt. Such documents will not be checked but delivered to our Document Management Centre at Wanchai Headquarters in the following working day. Users please ensure to fix the document package properly, such as to encase the submission in an envelope etc., to avoid disordering during transportation. The dropboxes will be available at:

Starting from 15 June 2005: Nearby Security Post, G/F,
Mong Kok Office, 128 Sai Yee Street.

Starting from 30 June 2005: Lift Lobby, G/F.
Cheung Sha Wan Office, 2 Lai Hong Street, Cheung Sha Wan.

Next to Security Kiosk, Main Entrance of G/F.
Kowloon Bay Office, 11 Tai Yip Lane, Kowloon Bay.

We shall review its cost-effectiveness of the service by December 2005 to see whether it should continue.

Yours faithfully,

(CHIN Chu Sum)
for Water Authority

- c.c. The Institute of Plumbing – Hong Kong Council
Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.
Hong Kong Licensed Plumbers Association Ltd.
Hong Kong Plumbing General Union
Hong Kong Water Works Professionals Association Ltd.
The Hong Kong Institution of Plumbing and Drainage Ltd.
The Hong Kong Institution of Engineers
The Hong Kong Institute of Architects
The Hong Kong Institute of Surveyors