



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.

電子郵遞  
e-mail wsdinfo@wsd.gov.hk

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Facsimile

檔號 (39) in WSD 3318/15/81 Pt.2  
Reference

20 April 2005

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sir,

**WSD Circular Letter No. 1/2005**

**Reply with Quoting Reference and Plumbing Project/Service Address**

For each plumbing project, this Authority assigns a reference at the top of our correspondence (please see the example below). To facilitate our processing of your subsequent correspondence including Waterworks form WWO 46 or enquiry for the same project, it is highly recommended that you should quote the reference of our latest correspondence and the plumbing project/service address.

Example:

	<b>水務署</b>	
	<b>Water Supplies Department</b>	
	香港灣仔告士打道七號入境事務大樓 43樓	
	43/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong	
電子郵遞 e-mail	wsdinfo@wsd.gov.hk	電話 Telephone 2824 5000
檔號 Reference	1234567890 of 0987654321	圖文傳真 Facsimile 2802 7333
	Please quote in reply or enquiry.	

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