



水務監督辦事處  
Office of the Water Authority

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Distribution : To all Licensed Plumbers and Authorised Persons

Dear Sirs,

**WSD Circular Letter No. 5/2003**  
**Imposition of 5% and 10% Surcharge to Overdue Charge**  
**on Connection and Meter Installation**  
**for New Buildings**

The Water Authority adopts a customer-orientated approach in carrying out connections and meter installations for new building projects before payment is confirmed. However, from time to time, there are applicants who do not effect payment before the due date. This adds cost on the Office of the Water Authority in chasing for arrears, causes inconvenience to the applicants and in some cases results in disconnection of water supply.

To reduce the number of payment-overdue cases, with effect from 1 September 2003 and in accordance with Section 21 of the Waterworks Ordinance, the Water Authority shall levy overdue charge based on the following sub-regulations of Waterworks Regulation 50:

- (2) Where a charge remains unpaid for a period of 6 months, or less, from the date specified in the notice of demand, the Water Authority or Director of Accounting Services may add to the unpaid charge a surcharge not exceeding 5% of the unpaid charge and recover the total amount of the unpaid charge and surcharge.

- (3) Where a charge remains unpaid for a period exceeding 6 months from the date specified in the notice of demand, the Water Authority or Director of Accounting Services may add to the total amount of –
- (a) the unpaid charge; and
  - (b) any surcharge added thereto under subregulation (2), a further surcharge not exceeding 10% of the total amount and recover the total amount and further surcharge.

I write to request you to relate this information to your clients to pay in before the due date in order not to incur any surcharge.

Yours faithfully,



(CHAU Chi Wai, David)  
for Water Authority

(with Chinese translation)