



**水務監督辦事處**  
**Office of the Water Authority**

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](mailto:wsdinfo@wsd.gov.hk)

電 話  
*Telephone*      2829 4367

圖文傳真  
*Facsimile*      2824 0578

檔 號  
*Reference*      (21) in WSD/K/3307/20/00

15 October 2002

Distribution : To all Licensed Plumbers

Dear Sir,

**WSD Circular Letter No. 8/2002**  
**Renewal of Plumber's Licences**

It has been the practice of the Water Authority to issue letters in November and December to licensed plumbers inviting them to renew their licences for the subsequent year. To provide licensed plumbers more flexibility in arranging their licence renewal, starting from this year, licence holders will not have to wait for the invitation. Instead, they may come, in person, to our Customer Enquiry Centres at Wan Chai or Mong Kok to renew their licence for a new term at any time no earlier than three months before the expiry of the current licence. Please follow the steps in Annex 1 on the issue of the plumber's licence.

Your attention is also drawn to Regulation 34(3A).

Yours faithfully,

(CHAU Chi-wai, David)  
for Water Authority

c.c. WSD 364/3/70 Pt.6

b.c.c. STA/CS

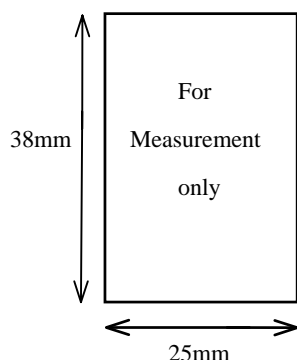
## **Issue of Plumber's Licence**

Please **in person** bring along your identity card, one recent photograph (measurements as below) for payment of licence fee\* and collection of your new licence at any one of the following Customer Enquiry Centres.

The addresses and office hours of Customer Enquiry Centres are:

- |  |                           |
|--|---------------------------|
| 1. <u>Wan Chai Customer Enquiry Centre</u> | ) <u>Monday to Friday</u> |
| 1/F., Immigration Tower,                   | ) 9:00a.m. to             |
| 7 Gloucester Road, Wan Chai, Hong Kong     | ) 4:45p.m.                |
|  | )                         |
| 2. <u>Mong Kok Customer Enquiry Centre</u> | ) <u>Saturday</u>         |
| G/F., 128 Sai Yee Street,                  | ) 9 a.m. to 11:30a.m.     |
| Mong Kok, Kowloon                          | )                         |

Size of photograph:



\*Note: The payment of licence fee is prescribed in latest enactment of paragraph 6 in Part I, Schedule 1 of the Waterworks Regulations.