



水務署
Water Supplies Department

總部 Headquarters

香港灣仔告士打道七號入境事務大樓 48 樓

48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (1) in WSD 3318/50 Pt.9 T/J (2)
Our ref.
來函檔號 :
Your ref.

電話 : 2829 4355
Tel.
傳真 : 2824 0578
Fax.

13 September 2022

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

WSD Circular Letter No. 7/2022
Electronic Submission of Application for Portable Meter from Company only and Request for Work to be carried out by the Water Authority

This Circular Letter introduces the option of electronic submission (e-submission) of the applications for portable meter from company only and request for work to be carried out by the Water Authority. Applicants may choose to submit by either electronic means through emails or in person or by post.

Requirements of e-submissions

2. All the e-submissions shall be submitted to: wsdinfo@wsd.gov.hk and shall meet the following requirements:

- (a) Subject title of the submission email shall contain either “WWO 1144 Application for Portable meter from Company only” or “WWO 1155 Request for Work to be Carried out by the Water Authority”;
- (b) Form WWO 1144 or Form WWO 1155 with all the required supporting documents shall be submitted in PDF, JPG, TIF or PNG format with a minimum resolution of 300x300 dpi. All submitted drawings shall be in colour;
- (c) Each submission document shall be submitted as a separate file;
- (d) File name of submission documents should contain alphabets and numbers only (i.e. Chinese characters or special symbols should not be used); and

(e) Size of email including attachments shall not exceed 25MB.

3. If the size of email including attachments exceeds 25MB, the applicant could send multiple, e.g. two, separate emails by adding 'Part 1 of 2' and 'Part 2 of 2' at the end of subject title of the emails for clarity.

4. Applications by e-submission without all the required supporting documents or e-submission not following the specified formats stated above will be rejected. A notification email of rejection will be sent to the applicant.

Effective Date

5. WSD shall accept e-submission of the above application cases starting from 13 September 2022.

Enquiry

6. Should you have any enquiry, please contact our Engineer/Technical Support(5) at telephone no. 2829 4574.

Yours faithfully,

(Original Signed)

(LAM Lai Hang, Mable)

for Water Authority

Encl.
(with Chinese translation)

c.c.
Housing Department (Attn: SM/QM)
Buildings Department
Architectural Services Department
Fire Services Department
The Hong Kong Housing Society
The Hong Kong Institute of Architects
The Hong Kong Institution of Engineers
The Hong Kong Institute of Surveyors
The Chartered Institute of Plumbing and Heating Engineering – Hong Kong Branch

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.
Hong Kong Licensed Plumbing Professionals Association Ltd.
Hong Kong Water Works Professionals Association Ltd.
The Hong Kong Institution of Plumbing and Drainage Ltd.
Plumbing Technology Student Association
The Association of Registered Fire Service Installation Contractors of Hong Kong Limited
Real Estate Developers Association of Hong Kong
Hong Kong Institute of Vocational Education
Hong Kong Institute of Construction, Construction Industry Council
The Hong Kong Construction Association, Ltd.
Hong Kong General Building Contractors Association Ltd.
The Hong Kong Federation of Electrical & Mechanical Contractors Ltd.
Contractor's Authorised Signatory Association Ltd.
Registered Minor Works Contractor Signatory Association Ltd.
Hong Kong Registered Contractors Association Company Ltd.
Hong Kong Licensed Plumbers Union Limited
Hong Kong Metropolitan University Li Ka Shing School of Professional and Continuing Education
The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd.
Pipeman Engineering (International) Limited
Hong Kong Institute of Water and Sanitation Safety

WSD 3318/15/81