

APPLICATION FOR INSTALLATION OF
SEPARATE WATER METERS FOR SUBDIVIDED UNITS (SDUs)
in RESIDENTIAL PREMISES

To: The Water Authority

CCID (If applicable): _____ ASN (If applicable): _____

1. Flat Applying for Installation of Separate Water Meters

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street	Name of Estate/ Others	
District			

2. Applicant's Information (Note 5)

Name of *Mr/Mrs/Miss/Ms/Organisation (Chinese): _____
(English, in Block Letter): _____

Chinese commercial code in Identity Card (If applicable): _____

Identity Card No. Identity Proof Document No. Business Registration No.:

Service Address Tel. No.: _____ Mobile Phone No.: _____

Fax No.: _____ Email: _____

Mailing Address (If different from the address of the flat applying for installation of separate meters):

Flat/Room	Floor	Block	Name of Building/Lot No./Demarcation District No.
Street No.	Name of Street	Name of Estate/ Others	
District			

I/We wish to receive the water and sewage charges bills in *Chinese / English.
I/We *wish/do not wish to receive water and sewage charge bills in electronic form by email.

* Delete where inappropriate

Address of the Subdivided Units

表格式 2
FORM 2
(商業登記條例) (第 310 章)
BUSINESS REGISTRATION ORDNANCE (Chapter 310)
(商業登記規則)
BUSINESS REGISTRATION REGULATIONS
第 310 章 商業登記規則
Business Registration Certificate

正本
ORIGINAL

業務/法團所用名稱
Name of Business/
Corporation
X X 貨櫃運輸公司
KXX DXX TRANSPORTATION COMPANY

業務/分行名稱
Business/
Branch Name

地址
Address
X/F
XXX GLOUCESTER ROAD
HONG KONG

業務性質
Nature of Business
TRANSPORTATION

法律地位
Status
INDIVIDUAL

生效日期
Date of Commencement
01/04/2003

屆滿日期
Date of Expiry
31/03/2004

登記號碼
Certificate No.
3XXXXXX

登記費及徵費
Fee and Levy
\$2,600
(登記費 FEE = \$2,000)
(徵費 LEVY = \$600)

商業登記號碼
BUSINESS
REGISTRATION NO.

第 2(1) 條規定任何商業登記證或分行登記證，不得當作以下用途：有關該業務或該業務的人或受僱於該業務的僱員的任職或已獲僱用。

第 2(2) 條規定任何商業登記證，倘在現有商業登記證期滿前未有收到續領通知，須於 1 個月內以書面通知稅務局局長。

第 3 條規定凡申請登記證或分行登記證時，須繳納或支付任何有關稅務或已繳納，任何有關商業業務的人或任何在該商業業務的人的該業務發生時或該項業務結束時起計 1 個月內，以書面通知局長。

第 12 條規定商業登記證或有效的分行登記證於每一營業地點顯示。

第 15(1) 條規定商業登記證或有效的分行登記證，包括繳款 \$5,000 及繳納 1 年。

第 21 條規定商業登記證或有效的分行登記證，包括繳款 \$5,000 及繳納 1 年。

繳款時請將此商業登記證及繳款通知書交回，在付款後，本商業登記證方成為有效的商業登記證。

PLEASE PRODUCE THIS CERTIFICATE AND DEMAND NOTE INTACT AT TIME OF PAYMENT. THIS DEMAND NOTE WILL ONLY BECOME A VALID BUSINESS REGISTRATION CERTIFICATE UPON PAYMENT.

繳款時請將此商業登記證及繳款通知書交回，在付款後，本商業登記證方成為有效的商業登記證。

RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES. (Please see payment instructions overleaf.)

HKD 港幣 \$2,600.00
USD 12.25000

02/04/03 12345678 888888 CHQ \$2,600.00 S

Applicant's Mailing Address



Water Supplies Department

Bill Date of Issue: 28/09/2023

Service Address: 44 WAN CHAI STREET, WAN CHAI, HONG KONG

Account Number: 9876 5432 100

Consumption: 40 cu.m. in 120 days

Average Daily Consumption: 0.333 cu.m.

Total Amount Due: \$ 300.00

Due Date: 24/10/2023

5% surcharge imposed after due date

Charge No.: 98765432100

Meter No. Date Reading Date Reading

MSL00000000 23/05/2023 390A 22/09/2023 430A

A: Actual Reading E: Estimate Reading S: Self Reading

Supply Nature: Retail Shop of Any Kind (520000)

Discharge Factor: Sewage Charge 1.000 Charge Rate: Sewage Charge \$2.92/cu.m.

Balance b/f: \$ 0.11

Water Charge: 23/05/2023 - 22/09/2023 1st 40 cu.m. @ \$4.58

Subtotal: 183.20

Sewage Charge: 23/05/2023 - 22/09/2023 Subtotal: 116.80

Total Charges: 300.11

Balance of: 0.11 CR

Amount Due: 300.00

3. Separate Water Meters

Meter no. currently serving the flat

No. of separate water meters applied for (mechanical type)

No. of separate water meters applied for (smart type)
(please submit **Annex** to this form)

Room no. of SDUs (e.g. sub-unit A/B/C or 1/2/3, etc.)

Based on the no. of SDUs

Provide room no. of each SDU for identification

4. Flushing Facilities

1. ☐ I/we confirm the above subdivided units adopting salt water/temporary main flushing (TMF) for flushing as approved by the WA

2. ☐ I/we hereby apply to the WA for using fresh water for flushing due to the following reason. (Please mark the flushing water pipe, proposed locations for flushing meter(s) and double check valve(s))

(Please tick (✓) the appropriate box ☐

No. of subdivided units

No. of flushing facilities using fresh water

No. of flushing meters applied

No. of double check valves to be installed

Based on the plumbing system for flushing for SDUs

5. Information of Responsible Licensed Plumber (Note 9)

Name: _____ Day-time tel. no.: _____

Mailing address: _____

Plumber's licence no.: _____

Information of Responsible Licensed Plumber who undertakes the associated works

6. Documents required to be submitted with Application Form

A copy of *Identity Card No./Identity Proof Document No./Business Registration. (Note 4)

Document to prove the entire SDU flat is under the management of the applicant. (Note 5)

Layout plan of SDUs flat showing (a) location of meter positions and (b) each SDU served by respective plumbing and separate meter.

Please provide proof of Search

Please refer to the Technical Requirement for Plumbing Works in Buildings or consult Licensed Plumber

7. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (A) - (F) of the undertaking and agreement below, as well as the payment rules (if applicable) in accordance with the provisions of this undertaking form (Notes 6 & 7).

需提供查冊證明

* Delete where inappropriate