水務署
Water Supplies Department

For official use only
Application No.: .....
Date of Receipt of Application Form : .....

Water Safety Plan Subsidy Scheme
Application Form

Points to Note: (1) Before filling this Application Form, please refer to the "Application Notes for Water Safety Plan Subsidy Scheme" for the details.
(2) Please tick (" ✓ ") the appropriate boxes (☐).
(3) Please countersign all parts modified, erased or altered.

Section 1: Information of Building

(1) Building Name and Address （For joint application for more than one building in the same housing estate, please fill in the information of each building.）

Building Name: .....

.....

Estate Name: .....

Street / Road No.: .....

Name of Street / Road: .....

.....

District: ..... ☐ Hong Kong ☐ Kowloon ☐ New Territories

(2) Building Type: ☐ Private Residential ☐ Composite (Commercial and Residential)

Section 2: Information of Applicant and Applicant's Representatives

(1) Information of Applicant (Applicant must be Owners' Corporation, Owners' Committee or Civil Servants' Co-operative Building Society [Note 1] of the building.)

☐ Owners' Corporation（OC） Name: .....

Certificate No.: ..... OC Formation Date: .....

Applicant's Representatives whose authorisation has been resolved at the general meeting
☐ Two members of Management Committee → Please fill in (2)(a)
☐ Manager appointed under Deed of Mutual Covenant (DMC) [Note 2] ("Manager") → Please fill in (2)(b)

☐ Owners' Committee formed under DMC

Name: ..... Certificate No.: .....

Applicant's Representatives whose authorisation has been resolved at the general meeting
☐ Two members of the Owners' Committee → Please fill in (2)(a)
☐ Two members of the Owner's Committee and Manager appointed under Building Management Ordinance (BMO) (Cap.344) and DMC [Note 2] → Please fill in (2)(a) and (2)(b)

☐ Civil Servants' Co-operative Building Societies (CBS)

Name: ..... Certificate No.: .....

Applicant's Representatives whose authorisation has been resolved at the CBS general meeting
☐ One member of CBS Committee → Please fill in (2)(a)

Note: 1. Those buildings without OCs, owners' committees or CBSs will be considered on a case-by-case basis. Please complete the information in Section (2) (a) below for our contact.
2. "Manager" refers to a company or a person who is managing the building for the time being, for the purposes of the DMC.

(2) Information of Applicant's Representatives

(a) Information of OC Management Committee Members* / Owners' Committee Members* / CBS Committee Members*

Name	Contact No.	Title (if applicable)
Mr./Ms.*.....	.....	.....
Mr./Ms.*.....	.....	.....

* *Please delete as appropriate*

Contact Information

Contact Person: ..... Title（if applicable）: .....

Correspondence Address: .....

Contact No. : .....

Email Address : .....

(b) Information of Manager

Manager (Company or Person) Name: .....

Contact Person: ..... Title: .....

Correspondence Address: .....

Contact No.: .....

Email Address: .....

Management Contract of the building valid till date: .....

Section 3: Declaration and Signature

I/We, representatives of

☐ ..... (OC name / Owners' Committee name / CBS name)

☐ ..... (building name)

hereby apply for the "Water Safety Plan Subsidy Scheme" (WSPSS) and declare that:

(1) I/We sign and submit this Application Form for and on behalf of the above OC/owner committee/building(s) whose authorisation has been passed by resolution in a general meeting or CBS general meeting.

(2) I/We understand the contents of this Application Form, the subsidy scheme covered in this application and relevant application notes and confirm that all information and supporting documents we submitted are true and accurate.

(3) I/We understand and agree to abide by the relevant terms and requirements for the subsidy scheme.

(4) I/We understand and agree that the WSD has the right to process and approve this application, and to request for the submission of additional necessary information or documents and signing of relevant documents (including letters of undertaking). I/We shall notify the WSD in writing immediately of any changes to the information stated in this Application Form after its submission.

(5) I/We understand that the submission of this Application Form does not entail any guarantee or undertaking by the WSD in respect of the final approval of all subsidy items covered in this application, and that the application for each subsidy item is bound by its approval terms and requirements.

(6) I/We understand that the decisions of the WSD in respect of this application are final decision, and the WSD reserves the right to reject the application without disclosure of reasons and liability of whatever nature to any person.

(7) I/We agree to provide the WSD with all necessary information for this application, and approve, agree and irrevocably authorise the WSD to make enquiry of, verify with, obtain from or disclose to any relevant Government Departments/organisations/relevant persons or company, the information or records of the building(s) with regard to this application for the purpose of vetting and approving this application and releasing grant.

(8) I/We understand and agree that the information provided in this Application Form and thereafter may be used by the WSD for the purposes listed in Section 4 of this Application Form.

(9) I / We understand and agree that if "Approval-in-Principle Letter" is issued by the WSD for this application, the building(s) of this application promise to participate in the "Quality Water Supply Scheme for Buildings - Fresh Water (Management System)" and agree to comply with the recognition scheme and related Terms and conditions.

Name: 1) ..... 2) ..... 3) .....

Signature : 1) ..... 2) ..... 3) .....

Date : .....

* *Please delete as appropriate*

OC* / Owners' Committee* / CBS* chop
(If applicable)

Section 4: Building, Applicant and Applicant's Representatives Information Collection Statement

(1) Information Disclosure

The Applicant agrees that information about the building (including its housing estate) covered by the application for subsidy, such as name of the relevant building and applicant, application status, details about the building, etc. may be disclosed to the public and published on promotional materials by the WSD for the purpose of promoting "Water Safety Plan Subsidy Scheme". The Applicant shall offer the WSD appropriate assistance with regard to such promotion events.

(2) Points to Note for Collecting Information from Buildings, Applicants and Applicant's Representatives

Purposes of Collecting Information from Buildings, Applicants and Applicant's Representatives (as provided or authorised by Personal Data (Privacy) Ordinance in the case of personal data)

(a) Any information of buildings, applicants and applicant's representatives provided will be used for the below and relevant purposes:
   i. To vet and approve application eligibility for the relevant schemes and other relevant purposes in relation to approval of the application;
   ii. To promote and administer the relevant schemes or to provide information or services in respect of the relevant schemes;
   iii. To conduct marketing research on the relevant schemes;
   iv. To conduct research on the implementation of water safety plans in Hong Kong buildings; or
   v. To deal with and respond to the enquiries or requests from the Government Departments and law enforcement agencies.

(b) The provision of information of buildings, applicants and applicant's representatives to the WSD is voluntary. If the information of the buildings and the relevant documents provided by the applicant is not sufficient, the WSD may not be able to process the application, which may result in rejection of the application. Please ensure that all information provided is accurate. Please notify the WSD in writing immediately of any changes to such information.

(3) Transfer of Information of Buildings, Applicants and Applicant's Representatives and Types of Assignees

(a) The information of buildings, applicants and applicant's representatives will be made available to the following bodies when deemed necessary (as provided or authorised by Personal Data (Privacy) Ordinance in the case of personal data):

   i. Any third parties offering services related to the relevant schemes;
   ii. Government Departments, including but not limited to Development Bureau, Water Supplies Department & Buildings Department;
   iii. Law enforcement agencies, including but not limited to Independent Commission Against Corruption (ICAC), Hong Kong Police Force and Competition Commission;

iv. Public bodies, including but not limited to Urban Renewal Authority;
v. Professional associations and academic institutions; or
vi. Agencies/Persons who have obtained consent or authorisation from the applicant.

(4) Access to Personal Data

The Applicant has rights of access to and correction of the data provided for this application and retained by the WSD.

(5) Enquiries

For enquiries about the collection of information from buildings, applicants and applicant's representatives, including requests for access to and correction of data or any enquiries with respect to the aforementioned items, please contact the WSD (Tel.: 2824 5000)

(6) Points to Note

i. The Application Form and its contents are not legally binding on the WSD. The WSD is not liable to any person for any loss or damages which may be incurred or sustained by relying on any information contained in this Application Form.
ii. Any wilful misrepresentation or omission of information may result in the application being rejected. Applicant should note that obtaining pecuniary advantage by deception is a criminal offence.
iii. The WSD reserves the right to modify the above contents at any time without prior notice. The web version shall prevail should there be any changes. For the latest version, please visit the webpage of "Water Safety Plan Subsidy Scheme" (www.wsd.gov.hk/wspss).

Application Channel

The completed application form and necessary documents can be submitted through the following channels:

(i) **Online**:
Webpage: https://www.wsd.gov.hk/wspss

(ii) **By Post** to the following address:
47/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

(iii) **In person** to any WSD's Customer Enquiry Centres (CECs) as follows:

Wan Chai CEC	1st Floor, Immigration Tower, 7 Gloucester Road, Wan Chai. (Wanchai MTR Station A5 Exit)
Tai Kok Tsui CEC	G/F, 41 Tit Shu Street, Tai Kok Tsui (Olympic MTR Station C2 Exit)
Sha Tin CEC	3rd Floor, Sha Tin Government Offices, 1 Sheung Wo Che Road, Sha Tin.
Tuen Mun CEC	7th Floor, Tuen Mun Government Ofýces, 1 Tuen Hi Road, Tuen Mun.

Office Hours of CECs
Monday to Friday: 9:00am to 5:30pm
Saturday, Sunday & Public Holiday: Closed

Application Form for the Water Safety Plan Subsidy Scheme – Reply Slip
(Only applicable for submitting the application form in person)

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